



**REGULAR MEETING OF THE BOARD OF EDUCATION  
LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**

**Reber Center  
100 South Brainard Avenue  
La Grange, Illinois 60525  
Monday, April 18, 2022 - 7:30 PM**

**A G E N D A**

**PLEASE NOTE CLOSED SESSION WILL BEGIN AT 6:45 PM and  
OPEN SESSION WILL BEGIN AT 7:30PM**

Pursuant to Board Policy 8:30, individuals attending LTHS District #204 Board of Education meetings are expected to conduct themselves with respect and civility. Individuals shall not use vulgar or obscene language, or impede, delay, disrupt, or interfere with a Board meeting. In the event individuals do not adhere to the policy, they will receive one warning. If the behavior continues, they will be notified that they are in violation of trespassing and will be asked to leave school property. If the behavior occurs again, they will be notified that they are in violation of trespassing and will be asked to leave the property. Failure to comply immediately and cooperatively with a directive to leave will result in the involvement of law enforcement officials.

**I. OPENING & ROLL CALL**

**II. AGENDA APPROVAL/ORDER OF BUSINESS**

**III. CLOSED SESSION**

Recommended adjournment into Closed Session to discuss pending or probable litigation against, affecting or on behalf of the public body; collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees; and the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body.

**IV. OPEN SESSION & PLEDGE**

**V. COMMUNICATIONS - Public Comment**

The Board welcomes and encourages public comment at regularly scheduled board meetings. If you have a suggestion, question, concern or comment, please submit the blue communication form online by 4:30 p.m. the day of the Board meeting and it will be read into the record during the "Communications" portion of the meeting. Or you may submit the form in person before the meeting begins and you will be called upon to address the Board during public comment. Please limit comments to no more than three (3) minutes. Online forms submitted after 4:30 p.m. will be forwarded to the next month's meeting.

While the Board appreciates your participation, please understand that we cannot actively engage in dialogue during public comment. We take all matters seriously and if there is a specific question or comment that requires follow up, the appropriate Board or Administration contact will provide a response to you within two weeks or less.

**VI. STUDENT REPRESENTATIVE TO THE BOARD OF EDUCATION REPORT**

(Aamina Qureshi)

## **VII. SUPERINTENDENT'S DISTRICT REPORT**

- A. Miscellaneous
- B. Monthly FOIA Report

## **VIII. UNFINISHED BUSINESS**

- A. Action
  - 1. Summer Workshop Proposals (Second Reading) (S. Eggerding) 4

## **IX. NEW BUSINESS**

- A. Action
  - 1. FY23 Capital Outlay Requests - Grant Funded and District Furniture Recommendations (B. Stachacz) 63
  - 2. 2022-2023 Additional Textbook and Instructional Material Requests (First Reading) (S. Eggerding) 67
- B. Information
  - 1. 2022-2023 Summer Reading List (S. Eggerding) 106
  - 2. Grading Practices Update (S. Eggerding) 110

## **X. CONSENT AGENDA**

- A. Payment of Bills and Financial Statements (B. Stachacz)
  - 1. Lyons Township High School - Approval is requested for payment of bills within various funds 137
  - 2. Lyons Township High School - The financial statement for the month ending March 31, 2022 138
  - 3. LaGrange Area Department of Special Education (LADSE) - Approval is requested for payment of bills within various funds 141
  - 4. LaGrange Area Department of Special Education (LADSE) - The financial statement for month ending March 31, 2022 144
- B. Human Resources (E. Piotrowski)
  - 1. LTHS Certified and/or Classified Staff Employment Recommendations
  - 2. Certified Staff Request for Leaves of Absence
  - 3. LADSE Staff Employment Recommendations
  - 4. Stipend Committee Recommendation 184
- C. Minutes
  - 1. Committee of the Whole Meeting - April 11, 2022 (Open and Closed Session)
  - 2. Regular Action Meeting - March 21, 2022 (Open and Closed Session)
- D. Resolution of Appointment to DuPage Area Occupational Education Systems (DAOES) Board of Directors for 2022-2023 187
- E. Donations
  - 1. Care Space Donations 188
- F. Overnight Student Travel
  - 1. Latin Department - Fine Arts Division, International Trip to Italy & Greece, March 24-April 3, 2023 (S. Sweany) 189

**XI. PUBLIC COMMENT**

**XII. CLOSED SESSION**

Recommended adjournment into Closed Session to discuss pending or probable litigation against, affecting or on behalf of the public body; collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees; and the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body.

**XIII. ADJOURNMENT**

BY ORDER OF  
KARI DILLON  
LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
100 SOUTH BRAINARD AVENUE  
LA GRANGE, IL 60525

# LYONS TOWNSHIP HIGH SCHOOL

CURRICULUM OFFICE 100 S. Brainard Ave., La Grange, IL 60525-2101  
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**SCOTT D. EGGERDING**  
Director of Curriculum and Instruction

TO: Brian Waterman  
Board of Education

FROM: Scott Eggerding *SE*

DATE: April 12, 2022

RE: Summer Curriculum and Program Development Workshops – Second Reading

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## **INFORMATION:**

For summer work requiring board approval of expenditure, a proposal, review and approval process is utilized involving Division Chairs and the Director of Curriculum and Instruction. The approval process includes prioritized criteria, submission of proposals, individual review with Division Chairs, and Board approval of Workshops.

For the summer of 2022, 21 summer curriculum and program development workshops are brought forward for a second reading and approval. Highlights include:

- Co-Teaching training and a co-teaching workshop for teachers who will begin coteaching in the fall.
- Training and workshop for Equity Ambassadors to work with Gholdy Muhammed.
- Time for 4 new course teams to make the shift to A-F grading.
- Optional technology and refresher training for teachers.
- Time to plan professional learning for the 2022-2023 school year.
- Workshops based on curriculum change proposals, including:
  - Introduction to Healthcare Careers
  - Sustainable Urban Agriculture
  - Data and Probability
  - Yoga
  - English Learner Reading
- Time for integration of new materials and/or methods in English and science.
- Time for integration of SEL practices in PE classes.
- Updated curriculum and vertical articulation of courses for US History, Strength Training, Spanish and Health
- Development of alternative forms of assessment for core math courses.

Proposals as presented for second reading for work to be completed during the summer of 2022 totals \$88,910. \$54,107.50 will be paid for by Title I and Title II grants with the

remainder, \$34,802.50, coming from District funds. This district amount is in line with previous years, excepting last year when we committed \$23,000 alone to improving grading practices.

All dollar amounts are estimated at the maximum potential cost using the top-end contractual hourly rate of \$40.50 and assuming all participants can attend all hours. For training, where teachers participate in sessions with a presenter, payment is \$100 per diem.

The Board will note that for many of the workshops, teacher names are not included and listed as TBD. These workshops are dependent on staffing considerations and/or teacher availability in the summer. The attached history shows how the approved District cost estimates for workshops are never exceeded, with actual expenses roughly 80% of proposed costs. This would result in an estimated final expenditure of \$71,128 with District costs coming in around \$28,000. Summaries and comparisons to previous years are included for review.

**RECOMMENDATION:**

I recommend that the board approve the attached proposals for 2022 Summer Curriculum and Program Development Workshops as presented.

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**Divisional/Departmental Summary**  
**2022 Summer Workshops**

DIVISION/DEPARTMENT	STAFF	DISTRICT TOTALS		
		Requested	Total	Actual
<b>CURRICULUM &amp; STAFF DEVELOPMENT</b>			<b>\$38,765.00 (G)</b>	
• Professional Learning Team	21	\$7,554.00		
• Equity Ambassadors	25	\$14,650.00		
• A-F Grading	18	\$4,374.00		
• Summer Professional Week	9	\$2,187.00		
• Refresher Sessions	200	\$10,000.00		
<b>FINE ARTS</b>			<b>\$3,240.00 (D)</b>	
• Spanish II Alignment	4	\$3,240.00		
<b>GLOBAL STUDIES</b>			<b>\$8,910.00 (D)</b>	
• US History	11	\$8,910.00		
<b>LANGUAGE ARTS</b>			<b>\$3,645.00 (D)</b>	
• EL Reading	1	\$607.50		
• English II Honors	3	\$1,822.50		
• English IV World Lit	3	\$1,215.00		
<b>MATH/SCIENCE</b>			<b>\$10,300.00 (D)</b>	
• Healthcare Careers	2	\$2,025.00	<b>\$6,075.00 (G)</b>	
• Urban Agriculture	2	\$4,050.00		
• Data Probability	2	\$2,025.00		
• Math Alt Assessment	10	\$6,075.00		
• Biology Storylining	11	\$2,200.00		
<b>PHYSICAL WELFARE</b>			<b>\$5,670.00 (D)</b>	
• Yoga	3	\$1,215.00		
• Jr. Sr. Strength Training	5	\$2,025.00		
• Freshman SEL	6	\$2,430.00		
<b>SPECIAL EDUCATION</b>			<b>\$3,037.50 (D)</b>	
• LIFE Health	5	\$3,037.50		
<b>STUDENT SERVICES</b>			<b>\$9,267.50 (G)</b>	
• Marilyn Friend Training	19	\$3,800.00		
• Co-Teaching	9	\$5,467.50		
<b>TOTALS</b>	<b>369</b>	<b>\$88,910.00</b>	<b>\$34,802.50 (D)</b> <b>\$54,107.50 (G)</b>	

**SUMMER CURRICULUM/PROFESSIONAL WORKSHOPS  
DEPARTMENTAL COST COMPARISON**

DEPARTMENT	2019 PROPOSED	2019 ACTUAL	2020 PROPOSED	2020 ACTUAL	2021 PROPOSED	2021 ACTUAL	2022 PROPOSED
<b>Curriculum &amp; Instruction</b>	\$47,834.37 G \$29,522.75 D	\$22,770.70 G \$26,250.15 D	\$15,622.88 G \$0 D	\$12,495.60 G \$0 D	\$81,132.00 G \$37,240.00 D	\$63,169.44 G \$11,024.12 D	\$38,765.00 (G) \$0 (D)
<b>Applied Technology</b>	NA	NA	NA	NA	NA	NA	\$0 (G) \$2,025 (D)
<b>Art</b>	NA	NA	NA	NA	NA	NA	NA
<b>Business Education</b>	NA	NA	NA	NA	NA	NA	NA
<b>Driver Education</b>	NA	NA	NA	NA	NA	NA	NA
<b>Family and Consumer Science</b>	NA	NA	NA	NA	NA	NA	NA
<b>Language Arts</b>	NA	NA	NA	\$0 G \$2,344.90 D	\$9,112.50 G \$5,265.00 D	\$4,511.00 G \$5,062.50 D	\$0 (G) \$3,645.00 (D)
<b>Mathematics</b>	NA	NA	\$4,050.00 D	\$0 G \$3,781.60 D	\$4,050.00 G \$7,087.50 D	\$4,050.00 G \$4,320.75 D	\$6,075.00 (G) \$2,025.00 (D)
<b>Music</b>	NA	NA	NA	NA	NA	NA	NA
<b>Physical Education &amp; Health</b>	NA	NA	\$0 G \$4,050.00 D	\$0 G \$3,490.52 D	\$0 G \$1,215.00 D	\$0 G \$1,215.00 D	\$0 (G) \$5,670.00 (D)
<b>Science</b>	\$0 G \$7,938.00 D	\$0 G \$5,588.06 D	\$0 G \$6,075.00 D	\$0 G \$6,075.00 D	\$0 G \$16,085.00 D	\$0 G \$13,776.50 D	\$0 (G) \$6,075.00 (D)
<b>Social Studies</b>	NA	NA	NA	NA	NA	NA	\$0 (G) \$8,910.00 (D)
<b>Special Education</b>	NA	NA	\$5,467.50 G \$0 D	\$3,435.75 G \$0 D	NA	NA	\$0 (G) \$3,037.50 (D)
<b>Student Support Services</b>	NA	NA	NA	NA	NA	NA	\$9,267.50 (G) \$0 (D)
<b>World Language</b>	\$0 G \$3,888.00 D	\$0 G \$3,275.04 D	\$0 G \$15,795.00 D	\$0 G \$8,474.10 D	NA	NA	\$0 (G) \$3,240.00 (D)
<b>TOTALS</b>	Proposed \$77,357.12	Actual \$57,883.95	Proposed \$53,490.38	Actual \$40,097.47	Proposed \$161,187.50	Actual \$107,129.31	Actual \$88,910.00
		75% of Approved		75% of Approved		66% of Approved	
<b>Grant cost</b>	\$47,834.37	\$22,770.70	\$21,090.38	\$15,931.35	\$94,294.50	\$71,730.44	\$54,107.50
<b>District cost</b>	\$29,522.75	\$35,113.25	\$32,400.00	\$24,166.12	\$66,892.50	\$35,398.87	\$34,802.50
<b>TOTAL</b>	\$77,357.12	\$57,883.95	\$53,490.38	\$40,097.47	\$161,187.00	\$107,129.31	\$88,910.00

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022 SUMMER WORKSHOP SUMMARY**

**DISTRICT ACCOUNT**

<b>Department &amp; Workshop Title</b>	<b>Description</b>	<b>Teacher Names &amp; Hours</b>	<b>Maximum Cost</b>
<b>CURRICULUM/ASSESSMENT</b>			
<p>1. Professional Learning Team</p>	<p>LT's Professional Learning Team has been in existence since March, 2011. When the PLT began their journey in 2011, they implemented a professional learning design that consisted of several strands including assessment literacy, differentiated instruction, and discipline-based literacy (CCSS). In 2018, a new strand was added, social-emotional learning. In 2019, we expanded to this strand by adding Included awareness training. In 2022, we will further evolve this strand to encompass culturally responsive pedagogy.</p> <p>LT's Professional Learning Team is implementing their annual two-day workshop (8 hours total) to:</p> <ul style="list-style-type: none"> <li>-analyze survey results, mentoring program surveys, LT team information, Instructional Coaching data, and book study feedback,</li> <li>-analyze participation data in the district's various professional learning opportunities,</li> <li>-review the principles of adult learning,</li> <li>-review the school's current learning needs,</li> <li>-review and revise the PLT's professional learning design in order to respond to staff needs and principles of adult learning,</li> <li>-determine 2022-23 professional learning opportunities,</li> <li>-identify means of evaluating next year's professional learning on student achievement,</li> <li>-create a publication communicating all professional learning opportunities for the 2022-23 school year.</li> </ul> <p>In addition to the annual two days requested by the Professional Learning Team to accomplish the aforementioned activities, the members of this team will also attend a</p>	<p><b>21 Teachers 168 Hours</b></p>	<p><b>\$6,804.00 +\$750 Stipends Title II</b></p>

	<p>six-hour workshop with LT's Equity Ambassadors on June 21, 2022. This workshop will be delivered by Dr. Ghouldy Muhammad and will provide an overview of the five pursuits outlined in her book, <i>Cultivating Genius</i>. By attending the workshop with Dr. Muhammad, PLT members will receive the background needed to support the Equity Ambassadors as they deliver next year's professional learning content.</p> <p>By providing effective professional learning on essential aspects of teaching and learning, staff will receive the support needed to improve classroom practices which will enhance student learning.</p>		
<p>2. Equity Ambassadors</p>	<p>In an effort to actualize the Board's equity statement, LT has focused district-wide professional learning on cultivating belonging during the 2021-2022 school year. By utilizing Cobb and Krownapple's Dignity Framework, the staff has learned the indicators of belonging, organizational dispositions that must be present to cultivate belonging, and actions that can be taken to honor the dignity of all students.</p> <p>To build off of this year, LT's Professional Learning Team will focus next year's learning on cultivating belonging in our instruction. Since this is a new topic in LT's professional learning design, we will employ the district's model of train-the-trainer. This model has been used effectively in the past to educate our staff on the formative assessment process, differentiated instruction, and disciplinary literacy. This model requires recruitment of willing staff members to receive extensive training early on, so they can later serve as the trainers to our larger faculty.</p> <p>In January, twenty-five staff members volunteered to become Equity Ambassadors (or trainers). Throughout the months of January- May, these staff members are engaging in two book studies facilitated by Dr. Rowe. While the book studies are building the knowledge base of the Equity Ambassadors, a three-day summer workshop would allow for intentional application of this knowledge to their classroom instruction.</p> <p>If approved, the first day would be facilitated by Ghouldy Muhammad. She is the author of <i>Cultivating Genius</i>, which is one of the books that the Equity Ambassadors are reading this spring. Dr. Muhammad will provide participants with a framework for developing unit and lesson plans that honor the identity and genius of every student. On the second and third days of this workshop, Dr. Rowe will guide Equity Ambassadors in designing discipline-based lessons that incorporate Dr. Muhammad's framework. These lessons will not only benefit the student recipients in the fall, but they will also benefit the faculty because they will serve as strong instructional models. Also, on the second and third days of this workshop, the Equity Ambassadors</p>	<p><b>25 Teachers</b> <b>300 Hours</b></p>	<p><b>\$12,150.00</b> <b>+\$2,5000</b> <b>Stipends</b> <b>Title II</b></p>

	will outline the training they will provide on District Institute Days, as well as during volunteer opportunities (like Planning Period PD or L-Teams).		
3. A-F Grading Workshop	<p>In an effort to meet LT's grading goals of reporting learning by skills/concepts through an A-F (no percentages) scale, several additional course teams will transition to this reporting method in 2022-2023. Transitioning to grading by skills/concepts requires a restructuring of the course. Specifically, teams must realign their summative assessments so that they clearly evaluate the targeted skills/concepts. Additionally, teams must revise or redesign formative assessments to ensure students receive relevant feedback prior to the summative experience.</p> <p>This workshop will be facilitated by administrators who will review the purpose of the aforementioned grading system. Facilitators will provide teams a framework to: identify the targeted skills/concepts that will be reported in the gradebook, review their current assessments for these skills/concepts, align assessment items to these skills/concepts, and set up their gradebook to report by these skills/concepts. Additionally, facilitators will demonstrate how to set up a skills-based gradebook in Infinite Campus without using percentages and points.</p> <p>Following the review of the framework, course teams will collaborate to apply guidelines previously provided to all their units of study. While teams will likely need to work past the time provided in the workshop, the two-day opportunity will ensure a successful transition to the A-F grading scale. As a result, students in these courses in the 2022-23 school year will benefit from a grading system that clearly articulates their acquisition of knowledge and skills.</p>	18 Teachers 108 Hours	\$4,374.00 Title I
4. Summer Professional Week	<p>With evolving grading practices, technological changes, and instructional needs, staff has a great deal to balance. The Professional Learning Team would like to offer a variety of three-hour (half day) sessions during the week of August 8<sup>th</sup> through August 11<sup>th</sup> to provide refresher training prior to the start of school. If this proposal is approved, each session will be assigned a date and time within the week of August 8-12. Staff will receive a brochure with session options and registration information.</p> <p>The sessions that will be offered include:</p> <ul style="list-style-type: none"> <li>• Actualizing the Dignity Standards</li> <li>• Aligning Formatives to Summatives</li> <li>• Assessment Design 101</li> <li>• Creating a Variety of Formative and Summative Assessment Types</li> <li>• Cultivating Belonging while Teaching the SEL Standards and Using the Formative Assessment Practices</li> <li>• Designing Performance Tasks</li> <li>• Effective Feedback</li> <li>• Reading and Managing IEPs</li> </ul>	9 Teachers 54 Hours	\$2,187.00 Title II

	<ul style="list-style-type: none"> <li>• Tech Session 1: Canvas, Re-takes with Badges, and SecURLY</li> <li>• Tech Session 2: Enhancing Instruction with Technology</li> <li>• The Fundamentals of Differentiated Instruction</li> </ul> <p>In order to run these sessions, facilitators will need time to plan and develop session resources. In addition, they will need time on the day of each session to facilitate. The above proposal indicates the nine staff facilitators will need six hours total to plan and run their session. Participants would receive a \$50.00 stipend for each three-hour session that they attend.</p>		
5. Refresher Sessions	<p>With evolving grading practices, technological changes, and instructional needs, staff has a great deal to balance. The Professional Learning Team would like to offer a variety of three-hour (half day) sessions during the week of August 8<sup>th</sup> through August 12<sup>th</sup> to provide refresher training prior to the start of school. If this proposal is approved, each session will be assigned a date and time within the week of August 8-12. Staff will receive a brochure with session options and registration information.</p> <p>The sessions that will be offered include:</p> <ul style="list-style-type: none"> <li>• Actualizing the Dignity Standards</li> <li>• Aligning Formatives to Summatives</li> <li>• Assessment Design 101</li> <li>• Creating a Variety of Formative and Summative Assessment Types</li> <li>• Cultivating Belonging while Teaching the SEL Standards and Using the Formative Assessment Practices</li> <li>• Designing Performance Tasks</li> <li>• Effective Feedback</li> <li>• Reading and Managing IEPs</li> <li>• Tech Session 1: Canvas, Re-takes with Badges, and SecURLY</li> <li>• Tech Session 2: Enhancing Instruction with Technology</li> <li>• The Fundamentals of Differentiated Instruction</li> </ul> <p>Participants will receive a \$50 per diem stipend for each session they attend.</p>	<p><b>200 Teachers</b> <b>3 hr. sessions</b></p>	<p><b>\$10,000</b> <b>per diem</b> <b>Title II</b></p>
<b>FINE ARTS</b>			
1. Spanish II Alignment	<p>The ultimate goal for students enrolled in this course is to enhance communication and comprehension of Spanish by using the language in authentic situations. To better achieve this goal, the Spanish 2 team will be basing our curriculum on Proficiency Based Teaching, enhanced with the textbook series “Autentico”. We will diligently work to complete an array of tasks that, once implemented in the coming school year, will help us guide our students towards the overarching goal of communicating</p>	<p><b>4 Teachers</b> <b>80 Hours</b></p>	<p><b>\$3,240.00</b></p>

	<p>authentically while using auxiliary activities and materials provided by the textbook series.</p> <p>Our team has seen the need to review, revise and restructure our course to meet the needs of students whose Spanish experience has been disrupted due to Covid. This year we were able to piece together an additional unit to “even the playing field” but need a summer workshop to formally add it to our curricular sequence and adjust our teaching timeline, summative and formative assessments and authentic teaching materials.</p>		
<b>GLOBAL STUDIES</b>			
<p>1. US History</p>	<p>New Social Studies standards will be implemented in the <a href="#">state of Illinois</a> for the 2022-2023 school year. These standards put an emphasis on teaching the skills of developing and planning inquiries, evaluating sources and using evidence, and communicating conclusions and taking informed action. While these skills have always been embedded in social studies courses to a degree, they have not always intentionally been the vehicle for delivering the social studies content. As a result, it will be necessary for some of LT’s social studies courses to redesign or revise their curriculum through this new lens, which compliments LT’s desire to move towards a skill/concept-based A-F grading system.</p> <p>The U.S. History Preparatory and U.S. History Accelerated level courses would like to take advantage of the state’s timely adoption of these new standards to revamp their curriculum. Redesigning the U.S. History curriculum would also provide an opportunity to ensure: the course content and course resources are inclusive of all American identities and perspectives, the units of study emphasize recurring patterns and themes that can be traced through time, the units of study are arranged intentionally to incorporate the formative assessment process, multiple types of summative assessment are woven throughout the curriculum, and formative assessments are tightly aligned to summative experiences.</p> <p>With the plethora of curricular changes that need to be considered in the redesigning of the US History course at both the prep and accel levels, the process for engaging in this work will be slightly different than in the past. On the initial day of the workshop, the team would receive a review of the curriculum redesign process facilitated by the Curriculum Office, as well as a refresher on the formative assessment process from the Instructional Coach, and an overview of culturally responsive pedagogy facilitated by an Equity Ambassador. With a clear redesign framework in place and an expectation of the instructional components, the team and Instructional Coach would then collaborate to develop the course units of instruction, complete the essential curriculum documents for both the prep and accel levels (curriculum map, pacing guide, and syllabus) and set-up their skills/concept-based A-F gradebook. Since the first day of the workshop would be devoted to learning, the team is requesting five days of four hours per day to complete the redesign. Additionally, the proposal includes a representative from the World History course and AP U.S. History course. The inclusion of</p>	<p><b>11 Teachers</b> <b>220 Hours</b></p>	<p><b>\$8,910.00</b></p>

	<p>these staff members will allow other courses to follow a similar process with making curricular changes in the future.</p> <p>If this summer workshop is granted, students in U.S. Prep and Accel courses in the 2022-2023 school year would engage in a curriculum that uses the new skills-based standards to deliver the history content in a student-centered and culturally responsive manner. Their learning would be communicated through a skills/concept-based gradebook.</p>		
<b>LANGUAGE ARTS</b>			
1. EL Reading	EL Reading is a course that has not run in the past 15 years. We have reformatted the course to reach more students at a variety of English language proficiency levels. This summer workshop would allow Deana Mancini, Reading Specialist and ESL endorsed teacher, to create the outcomes, skill alignment, assessments, and content of the course as well analyze student ACCESS data from 2022 in order to differentiate for students' specific needs.	<b>1 Teachers 15 Hours</b>	<b>\$607.50</b>
2. English II Honors	English II Honors has adopted a new text, <i>How Much of These Hills is Gold</i> , for the 22-23 school year. In addition, this team did not meet in a PLC during the 21-22 school year. Workshop time will be utilized to plan how to integrate the text into the existing curriculum and to create engaging lessons and summative assignments that fit well with the other units in the course. In addition, we will work to ensure formative and summative assignments are aligned overall.	<b>3 Teachers 45 Hours</b>	<b>\$1,822.50</b>
3. English IV World Lit	The Perspectives in World Literature course will adopt the textbook entitled <i>Uncharted Territory</i> by Jim Burke for the 22-23 school year. This workshop would allow this teaching team to align content, skills, and assessment to the text and would create a more cohesive, and engaging class overall.	<b>3 Teachers 30 Hours</b>	<b>\$1,215.00</b>
<b>MATH/SCIENCE</b>			
1. Healthcare Careers	<p>Introduction to Healthcare Careers is a new course offered to 9th and 10th grade students. As it is the foundation of the Healthcare Career pathway, this workshop will allow the instructors to develop the expectations for the course and plan for units and labs.</p> <p>Intended outcomes of this workshop include:</p> <ul style="list-style-type: none"> <li>• Develop units and lab activities around the core competencies of healthcare careers.</li> <li>• Develop a Curriculum Map with common formative and summative assessments aligned to standards.</li> <li>• Develop a Course Syllabus.</li> </ul>	<b>2 Teachers 50 Hours</b>	<b>\$2,025.00</b>

2. Urban Agriculture	<p>Urban Agriculture is a new science course available to 11th and 12th grade students. The course focuses on sustainable agricultural practices that can be used in an urban area with limited space. This year-long course will include labs and partnerships with area businesses and not-for-profit groups.</p> <p>Intended outcomes of this workshop include:</p> <ul style="list-style-type: none"> <li>● Develop units and lab activities around the core competencies of urban agriculture.</li> <li>● Develop a Curriculum Map with common formative and summative assessments aligned to standards.</li> <li>● Develop a Course Syllabus.</li> </ul>		<b>\$4,050.00</b>
3. Data Probability	Develop new course curriculum map, assessments, classroom experiences, etc.	<b>2 Teachers 50 Hours</b>	<b>\$2,025.00</b>
4. Math Alt Assess	Instruction will be provided on how alternative forms of assessment benefit students and align with Common Core State Standards Mathematical Practices. Teams will then have time to develop assessments and rubrics that provide alternatives to traditional tests that could be used as additional means of measuring student learning in place of/in addition to traditional tests. Team members will take their alternative assessment back to the PLC's for use during the 2022-2023 school year.	<b>10 Teachers 150 Hours</b>	<b>\$6,075.00 Title II</b>
5. Biology Storylining	<p>During the 2018-2019 school year, LT's Biology Team fully implemented a storylining curriculum, which is aligned to the Next Generation Science Standards. Each unit in this curriculum is driven by a scientific story. Students uncover the story as they engage in inquiry and investigation that builds upon itself with each successive day. Scientific skills and cross-cutting concepts are embedded in every unit of study, thereby, increasing the amount of exposure and practice students receive.</p> <p>The purpose of this summer training is to review storylining concepts for those who have worked with the process since 2018 and provide initial training for those new to the biology team.</p> <p>Sessions will be led by a trainer to ensure all teachers have the same storylining understanding.</p> <p>Training will include an overview of philosophy, development of instructional strategies, and structure of storylining units.</p>	<b>11 Teachers</b>	<b>\$2,200 per diem</b>
<b>PHYSICAL WELFARE</b>			
1. Yoga	This will be our final opportunity to have our certified Yoga instructors collaborate on our new Yoga curriculum. While there has been a significant amount of planning that has gone into the development of this class, it will be important to have dedicated time to take the course plans, unit plans, and individual lessons that have been developed and ensure they are linked to standards and are assessed in an accurate way. While	<b>3 Teachers 30 Hours</b>	<b>\$1,215.00</b>

	<p>each teacher is a 200 hour Yoga certified instructor, it will be important that all teachers collaborate to ensure we are providing a safe, supported, and consistent curriculum regardless of instructor.</p> <p>Intended outcomes of this workshop include:</p> <ul style="list-style-type: none"> <li>- Yoga curriculum map with common formative and summative assessments that are aligned to standards.</li> <li>- The development of supplemental learning materials for students in the course.</li> <li>- The development of individual lessons linked to SHAPE standards, IL Learning standards, and SEL standards.</li> </ul>		
2. Jr. Sr. Strength Training	<p>This summer workshop would be essential for creating vertical alignment as well as progression for our Strength Training courses.</p> <p>Sophomore Strength is providing our students with an incredible introductory course for our students, and therefore, our Junior and Senior Strength Training will need to vertically align while adding progression to compound and auxiliary lifting techniques, supplementary exercises, skills and cognitive assessments. This summer workshop will be vital to our Junior and Seniors in Strength Training courses.</p> <p>Intended outcomes of this workshop include:</p> <ul style="list-style-type: none"> <li>● Vertically aligned curriculum with differentiated curriculum for students that repeat the Junior/Senior course</li> <li>● Adjusted formative and summative assessments that are aligned to the revised curriculum</li> </ul>	<b>5 Teachers 50 Hours</b>	<b>\$2,025.00</b>
3. Freshman SEL	<p>The Freshman Physical Education PLC will utilize summer workshop time to look at student data regarding social emotional learning. Based upon this data, the Freshman PLC will update and redesign the current curriculum to continue to meet district and state goals. Currently there are 16 SEL lessons that are taught to freshman physical education students throughout the course of a school year. The PLC would appreciate the time to improve the SEL experience for all freshman students to ensure we are providing an impactful experience for all students.</p> <p>Intended outcomes of this workshop include:</p> <ul style="list-style-type: none"> <li>● an analysis of student data collected over the first 2 years in the RULER curriculum</li> </ul> <p>Revised unit plan and curriculum based on student data and teacher reflections.</p>	<b>6 Teachers 60 Hours</b>	<b>\$2,430.00</b>
<b>SPECIAL EDUCATION</b>			
1. LIFE Health	<p>The Health curriculum is currently delivered to students in LIFE A and LIFE B classes within their academic courses. A community agency partner works with the LIFE A and LIFE B teachers to prepare the lessons. After encountering scheduling conflicts this year, we identified</p>	<b>5 Teachers 75 Hours</b>	<b>\$3,037.50</b>

	<p>a need to deliver the Health curriculum within the LIFE PE class to ensure that all students have access to the curriculum, to reduce impact on other academic content time, to ensure that the curriculum includes all required state standards, and to align with the general education Health curriculum.</p> <p>Intended outcomes of this workshop include:</p> <ul style="list-style-type: none"> <li>-The development of individual lessons linked to IL Learning standards, SEL standards, and the required content to be covered through health education.</li> <li>-The development of common formative and summative assessments that are aligned to standards.</li> <li>-The development of supplemental learning materials for students in the course.</li> </ul>		
<b>STUDENT SERVICES</b>			
<p>1. Marilyn Friend Training</p>	<p>Co-teaching has become an integral part of educators' efforts to raise the achievement of students with disabilities and reduce the gap between their achievement and that of their peers. However, co-teaching is far more than assigning two teachers to a classroom. In this 2-day workshop, essential topics for building strong co-teaching partnerships and refining instructional practices will be explored.</p> <p>Here are the guiding questions and related key topics we'll address:</p> <ol style="list-style-type: none"> <li>1. <b>What is co-teaching? What are terms sometimes confused with co-teaching?</b> <ul style="list-style-type: none"> <li>• The vocabulary and concepts of co-teaching</li> <li>• Co-teaching v. team teaching v. collaboration v. inclusion</li> </ul> </li> <li>2. <b>How are special education services implemented within co-teaching?</b> <ul style="list-style-type: none"> <li>• Definition of specially designed instruction (SDI)</li> <li>• Characteristics of SDI</li> <li>• Co-teachers' obligations to implement SDI</li> </ul> </li> <li>3. <b>How do co-teachers build (or renew) their partnership?</b> <ul style="list-style-type: none"> <li>• Professional roles of co-teachers</li> <li>• Suggestions for the beginning of a new school year</li> <li>• Self-awareness and self-understanding</li> </ul> </li> <li>4. <b>Why is co-teaching essential in today's schools?</b> <ul style="list-style-type: none"> <li>• Legislation and policy related to co-teaching</li> <li>• Data on co-teaching effectiveness Research on co-teaching</li> <li>• Student data supporting co-teaching</li> </ul> </li> <li>5. <b>How do co-teachers create instructional intensity through co-teaching?</b> <ul style="list-style-type: none"> <li>• Description of six co-teaching approaches, including variations of them</li> <li>• Strategies for grouping students for co-teaching</li> <li>• Examples of lessons and evidence-based instructional strategies that are more easily implemented or enhanced through co-teaching</li> </ul> </li> <li>6. <b>What is needed to make co-teaching sustainable?</b> <ul style="list-style-type: none"> <li>• Common planning time and scheduling co-teaching</li> </ul> </li> </ol>	<p><b>19 Teachers</b></p>	<p><b>\$3,800 per diem Title II</b></p>

	<ul style="list-style-type: none"> <li>• Co-teaching class composition</li> <li>• Administrative support for co-teaching</li> </ul> <p><b>7. What are common co-teaching issues, dilemmas, and challenges?</b></p> <ul style="list-style-type: none"> <li>• Partnership problems (reluctant partners; absent partners)</li> <li>• Parent questions and concerns</li> <li>• Your additional questions and concerns</li> </ul>		
2. Co-Teaching Implementation	For the additional 15 hours of workshop time, co-teaching pairs (who will be teaching in the initial phase of 2022-23), will work together to review the IEP's of the Special Education students enrolled in the course to determine the required specialized instruction. The pairs will create instructional plans and determine a structure and schedule for common planning, delivery of instruction, and assessment of student learning.	<b>9 Teachers</b> <b>135 Hours</b>	<b>\$5,467.50</b> <b>Title II</b>
		<b>Total District Cost \$34,802.50</b>	
		<b>Total Grant Cost \$54,107.50</b>	
		<b>Total Cost \$88,910.00</b>	

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>
<ul style="list-style-type: none"> <li>• Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</li> <li>• Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</li> <li>• Submit form electronically and in hard copy.</li> </ul>

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>	<b>IV. DIVISION CHAIR USE ONLY</b>
A. Division Curriculum & Instruction	<b>A. Number and priority of department proposals</b> (specify priority order, e.g., 2 of 8, etc.) <div style="text-align: center; border: 1px solid black; width: 100px; margin: 0 auto;"> <span style="border: 1px solid black; padding: 2px 5px;">1</span> of <span style="border: 1px solid black; padding: 2px 5px;">5</span> </div>
B. Department Assessment & Research	
<b>III. TITLE AND CRITERIA</b>	
A. Workshop Title Professional Learning Team (PLT)	<b>B. Funding source(s) and account numbers</b>
B. Selection Criteria Priority	<input checked="" type="checkbox"/> Grant Account
<input type="checkbox"/> 1. Approved Curriculum Change	<input type="checkbox"/> District Budget Account
<input checked="" type="checkbox"/> 2. District Goals	<input type="checkbox"/> Township Initiative
<input type="checkbox"/> 3. Federal and/or State Mandates:	<input type="checkbox"/> Other

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	# OF DAYS	TOTAL HOURS
1. Allan, Bill	June 1-2, 21	3	½ day stipend + 8 hours
2. Bacon, Kirstin	June 1-2	2	8 hours
3. Bowker, Nora	June 1-2, 21	3	½ day stipend + 8 hours
4. Condon, Virginia	June 1-2	2	8 hours
5. Donahue, Shannon	June 1-2, 21	3	½ day stipend + 8 hours
6. Doyle, Allison	June 1-2, 21	3	½ day stipend + 8 hours
7. Enright, Karly	June 1-2, 21	3	½ day stipend + 8 hours
8. Gutierrez, Daniella	June 1-2, 21	3	½ day stipend + 8 hours
9. Harbin, Michelle	June 1-2, 21	3	½ day stipend + 8 hours
10. Johannes, Andrew	June 1-2, 21	3	½ day stipend + 8 hours
11. Mancini, Deana	June 1-2	2	8 hours
12. Malik, Nadia	June 1-2, 21	3	½ day stipend + 8 hours
13. Meyers, Katie	June 1-2, 21	3	½ day stipend + 8 hours
14. Mitchell, Kate	June 1-2, 21	3	½ day stipend + 8 hours
15. Musick, John	June 1-2, 21	3	½ day stipend + 8 hours
16. Orrico, Annette	June 1-2	2	8 hours
17. Plichta, Lisa	June 1-2	2	8 hours
18. Quane, Maggie	June 1-2, 21	3	½ day stipend + 8 hours
19. Salaymeh, Callie	June 1-2, 21	3	½ day stipend + 8 hours
20. Voy, Darragh	June 1-2, 21	3	½ day stipend + 8 hours
21. Wilson, Nekeia	June 1-2	2	8 hours
<b>TOTALS</b>		21 People	168 hours
		15 People	½ day per diem @ \$50 = \$750

**VI. SUMMER WORKSHOP DESCRIPTION** (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)


LT's Professional Learning Team has been in existence since March, 2011. When the PLT began their journey in 2011, they implemented a professional learning design that consisted of several strands including assessment literacy, differentiated instruction, and discipline-based literacy (CCSS). In 2018, a new strand was added, social-emotional learning. In 2019, we expanded to this strand by adding included awareness training. In 2022, we will further evolve this strand to encompass culturally responsive pedagogy.

LT's Professional Learning Team is implementing their annual two-day workshop (8 hours total) to:

- analyze survey results, mentoring program surveys, LT team information, Instructional Coaching data, and book study feedback,
- analyze participation data in the district's various professional learning opportunities,
- review the principles of adult learning,
- review the school's current learning needs,
- review and revise the PLT's professional learning design in order to respond to staff needs and principles of adult learning,
- determine 2022-23 professional learning opportunities,
- identify means of evaluating next year's professional learning on student achievement,
- create a publication communicating all professional learning opportunities for the 2022-23 school year.

In addition to the annual two days requested by the Professional Learning Team to accomplish the aforementioned activities, the members of this team will also attend a six-hour workshop with LT's Equity Ambassadors on June 21, 2022. This workshop will be delivered by Dr. Ghouldy Muhammad and will provide an overview of the five pursuits outlined in her book, *Cultivating Genius*. By attending the workshop with Dr. Muhammad, PLT members will receive the background needed to support the Equity Ambassadors as they deliver next year's professional learning content.

By providing effective professional learning on essential aspects of teaching and learning, staff will receive the support needed to improve classroom practices which will enhance student learning.

VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s)	Date
Curriculum Coordinator(s)/Assistant Division Chair(s)	Date
Division Chair(s)	Date
Director of Curriculum/Instruction or Personnel 	Date 3/9/22

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted <input checked="" type="checkbox"/>	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours	Grant hours <i>all Title II</i>
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022 Summer Workshop Proposal**

**I. DIRECTIONS**

- Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.
- Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.
- Submit form electronically and in hard copy.

II. DIVISION(S) AND DEPARTMENT(S)		IV. DIVISION CHAIR USE ONLY						
A. Division	Curriculum & Inst.	<b>A. Number and priority of department proposals</b> (specify priority order, e.g., 2 of 8, etc.) <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 40px; text-align: center;">2</td> <td style="border: 1px solid black; width: 40px; text-align: center;">of</td> <td style="border: 1px solid black; width: 40px; text-align: center;">5</td> </tr> </table>				2	of	5
2	of					5		
B. Department	Equity & Belonging							
III. TITLE AND CRITERIA		<b>B. Funding source(s) and account numbers</b>  <input checked="" type="checkbox"/> Grant Account <input type="checkbox"/> District Budget Account <input type="checkbox"/> Township Initiative <input type="checkbox"/> Other						
A. Workshop Title	Equity Ambassador Training							
B. Selection Criteria Priority								
<input type="checkbox"/> 1. Approved Curriculum Change								
<input checked="" type="checkbox"/> 2. District Goals								
<input type="checkbox"/> 3. Federal and/or State Mandates								

**V. NAME(S), DAYS, DATES, AND HOURS** (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)

NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS
1. Bacon, Kirsten	June 21, 22, 23	3	\$100 stipend and 12 hours
2. Basic, Brianna	June 21, 22, 23	3	\$100 stipend and 12 hours
3. Bauer, Jane	June 21, 22, 23	3	\$100 stipend and 12 hours
4. Becker, Jack	June 21, 22, 23	3	\$100 stipend and 12 hours
5. Birck, Mackenzie	June 21, 22, 23	3	\$100 stipend and 12 hours
6. Buchanan, Amanda	June 21, 22, 23	3	\$100 stipend and 12 hours
7. Carlson, Natalie	June 21, 22, 23	3	\$100 stipend and 12 hours
8. Condon, Virginia	June 21, 22, 23	3	\$100 stipend and 12 hours
9. Hartley, David	June 21, 22, 23	3	\$100 stipend and 12 hours
10. Lafontaine, Ben	June 21, 22, 23	3	\$100 stipend and 12 hours
11. Lambert, Tiz	June 21, 22, 23	3	\$100 stipend and 12 hours
12. Laskowski, Allie	June 21, 22, 23	3	\$100 stipend and 12 hours
13. Lerma, Serena	June 21, 22, 23	3	\$100 stipend and 12 hours
14. Mancini, Deana	June 21, 22, 23	3	\$100 stipend and 12 hours
15. Manthei, Kirsten	June 21, 22, 23	3	\$100 stipend and 12 hours
16. Martinez, Elizabeth	June 21, 22, 23	3	\$100 stipend and 12 hours
17. Petersen, Toni	June 21, 22, 23	3	\$100 stipend and 12 hours
18. Petrevski, Natalie	June 21, 22, 23	3	\$100 stipend and 12 hours
19. Reid, Vikki	June 21, 22, 23	3	\$100 stipend and 12 hours
20. Roessler, Jessica	June 21, 22, 23	3	\$100 stipend and 12 hours
21. Salah, Zainab	June 21, 22, 23	3	\$100 stipend and 12 hours
22. Skendzel, Brad	June 21, 22, 23	3	\$100 stipend and 12 hours
23. Thimmig, Kelsey	June 21, 22, 23	3	\$100 stipend and 12 hours
24. Wilson, Nekeia	June 21, 22, 23	3	\$100 stipend and 12 hours
25. Zavala, Samantha	June 21, 22, 23	3	\$100 stipend and 12 hours
<b>TOTALS</b>		25 People	\$100 stipend * 25 + (\$2,500) 300 hours

**VI. SUMMER WORKSHOP DESCRIPTION** (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)

In an effort to actualize the Board's equity statement, LT has focused district-wide professional learning on cultivating belonging during the 2021-2022 school year. By utilizing Cobb and Krownapple's Dignity Framework, the staff has learned the indicators of belonging, organizational dispositions that must be present to cultivate belonging, and actions that can be taken to honor the dignity of all students.

To build off of this year, LT's Professional Learning Team will focus next year's learning on cultivating belonging in our instruction. Since this is a new topic in LT's professional learning design, we will employ the district's model of train-the-trainer. This model has been used effectively in the past to educate our staff on the formative assessment process, differentiated instruction, and disciplinary literacy. This model requires recruitment of willing staff members to receive extensive training early on, so they can later serve as the trainers to our larger faculty.

In January, twenty-five staff members volunteered to become Equity Ambassadors (or trainers). Throughout the months of January-May, these staff members are engaging in two book studies facilitated by Dr. Rowe. While the book studies are building the knowledge base of the Equity Ambassadors, a three-day summer workshop would allow for intentional application of this knowledge to their classroom instruction.

If approved, the first day would be facilitated by Ghody Muhammad. She is the author of *Cultivating Genius*, which is one of the books that the Equity Ambassadors are reading this spring. Dr. Muhammad will provide participants with a framework for developing unit and lesson plans that honor the identity and genius of every student. On the second and third days of this workshop, Dr. Rowe will guide Equity Ambassadors in designing discipline-based lessons that incorporate Dr. Muhammad's framework. These lessons will not only benefit the student recipients in the fall, but they will also benefit the faculty because they will serve as strong instructional models. Also, on the second and third days of this workshop, the Equity Ambassadors will outline the training they will provide on District Institute Days, as well as during volunteer opportunities (like Planning Period PD or L-Teams).

VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s)	Date
Curriculum Coordinator(s)/Assistant Division Chair(s)	Date
Division Chair(s)	Date
Director of Curriculum/Instruction or Personnel	Date

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted ✓	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours	Grant hours <i>all Title II</i>
Other hours	Maximum cost allowable


**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>
<ul style="list-style-type: none"> <li>• <b>Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</b></li> <li>• <b>Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</b></li> <li>• <b>Submit form electronically and in hard copy.</b></li> </ul>

II. DIVISION(S) AND DEPARTMENT(S)	IV. DIVISION CHAIR USE ONLY			
A. Division Curriculum & Instruction	<b>A. Number and priority of department proposals</b> (specify priority order, e.g., 2 of 8, etc.) <div style="text-align: center; margin: 5px 0;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 40px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">of</td> <td style="width: 40px; text-align: center;">5</td> </tr> </table> </div>	3	of	5
3		of	5	
B. Department Assessment & Research				
III. TITLE AND CRITERIA	<b>B. Funding source(s) and account numbers</b>			
A. Workshop Title A-F Grading Workshop	<input checked="" type="checkbox"/> Grant Account <input type="checkbox"/> District Budget Account <input type="checkbox"/> Township Initiative <input type="checkbox"/> Other			
B. Selection Criteria Priority				
<input type="checkbox"/> 1. Approved Curriculum Change				
<input checked="" type="checkbox"/> 2. District Goals				
<input type="checkbox"/> 3. Federal and/or State Mandates:				

V. NAME(S), DAYS, DATES, AND HOURS (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS (Days x 5)
1. Course Team – 5 Teachers- TBD	June 1, 2	2 Days	30
2. Course Team – 5 Teachers- TBD	June 1, 2	2 Days	30
3. Course Team – 4 Teachers- TBD	June 1, 2	2 Days	24
4. Course Team – 4 Teachers- TBD	June 1, 2	2 Days	24
5.			
<b>TOTALS</b>		18 People	108

VI. SUMMER WORKSHOP DESCRIPTION (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
<p>In an effort to meet LT's grading goals of reporting learning by skills/concepts through an A-F (no percentages) scale, several additional course teams will transition to this reporting method in 2022-2023. Transitioning to grading by skills/concepts requires a restructuring of the course. Specifically, teams must realign their summative assessments so that they clearly evaluate the targeted skills/concepts. Additionally, teams must revise or redesign formative assessments to ensure students receive relevant feedback prior to the summative experience.</p> <p>This workshop will be facilitated by administrators who will review the purpose of the aforementioned grading system. Facilitators will provide teams a framework to: identify the targeted skills/concepts that will be reported in the gradebook, review their current assessments for these skills/concepts, align assessment items to these skills/concepts, and set up their gradebook to report by these skills/concepts. Additionally, facilitators will demonstrate how to set up a skills-based gradebook in Infinite Campus without using percentages and points.</p> <p>Following the review of the framework, course teams will collaborate to apply guidelines previously provided to all their units of study. While teams will likely need to work past the time provided in the workshop, the two-day opportunity will ensure a successful transition to the A-F grading scale. As a result, students in these courses in the 2022-23 school year will benefit from a grading system that clearly articulates their acquisition of knowledge and skills.</p>

VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s)	Date
Curriculum Coordinator(s)/Assistant Division Chair(s)	Date
Division Chair(s)	Date
Director of Curriculum/Instruction or Personnel 	Date 3/9/22

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted <input checked="" type="checkbox"/>	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours	Grant hours all Title I
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>
<ul style="list-style-type: none"> <li>• Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</li> <li>• Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</li> <li>• Submit form electronically and in hard copy.</li> </ul>

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>	<b>IV. DIVISION CHAIR USE ONLY</b>
A. Division Curriculum & Instruction	A. Number and priority of department proposals (specify priority order, e.g., 2 of 8, etc.)
B. Department Assessment & Research	
<b>III. TITLE AND CRITERIA</b>	4 of 5
A. Workshop Title Summer Professional Week Leaders	<b>B. Funding source(s) and account numbers</b>
B. Selection Criteria Priority	<input checked="" type="checkbox"/> Grant Account
<input type="checkbox"/> 1. Approved Curriculum Change	<input type="checkbox"/> District Budget Account
<input checked="" type="checkbox"/> 2. District Goals	<input type="checkbox"/> Township Initiative
<input type="checkbox"/> 3. Federal and/or State Mandates:	<input type="checkbox"/> Other

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS
1. Bowker, Nora	Session 8/8-12 + prep.	2	6
2. Wilcox, Krista	Session 8/8-12 + prep.	2	6
3. Salaymeh, Callie	Session 8/8-12 + prep.	2	6
4. Voy, Darragh	Session 8/8-12 + prep.	2	6
5. Vrtis, Jeremy	Session 8/8-12 + prep.	2	6
6. Rivan, Rebecca	Session 8/8-12 + prep.	2	6
7. Maffey, Joseph	Session 8/8-12 + prep.	2	6
8. Teacher Presenter	Session 8/8-12 + prep.	2	6
9. Teacher Presenter	Session 8/8-12 + prep.	2	6
10. Teacher Presenter	Session 8/8-12 + prep.	2	6
11. Teacher Presenter	Session 8/8-12 + prep.	2	6
<b>TOTALS</b>		22	66


<b>VI. SUMMER WORKSHOP DESCRIPTION</b> (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
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With evolving grading practices, technological changes, and instructional needs, staff has a great deal to balance. The Professional Learning Team would like to offer a variety of three-hour (half day) sessions during the week of August 8<sup>th</sup> through August 11<sup>th</sup> to provide refresher training prior to the start of school. If this proposal is approved, each session will be assigned a date and time within the week of August 8-12. Staff will receive a brochure with session options and registration information.

The sessions that will be offered include:

- Actualizing the Dignity Standards
- Aligning Formatives to Summatives
- Assessment Design 101
- Creating a Variety of Formative and Summative Assessment Types
- Cultivating Belonging while Teaching the SEL Standards and Using the Formative Assessment Practices
- Designing Performance Tasks
- Effective Feedback
- Reading and Managing IEPs
- Tech Session 1: Canvas, Re-takes with Badges, and SecURLY
- Tech Session 2: Enhancing Instruction with Technology
- The Fundamentals of Differentiated Instruction

In order to run these sessions, facilitators will need time to plan and develop session resources. In addition, they will need time on the day of each session to facilitate. The above proposal indicates the nine staff facilitators will need six hours total to plan and run their session. Participants would receive a \$50.00 stipend for each three-hour session that they attend.

VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s)	Date
Curriculum Coordinator(s)/Assistant Division Chair(s)	Date
Division Chair(s)	Date
Director of Curriculum/Instruction or Personnel 	Date 3/9/22

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted <input checked="" type="checkbox"/>	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours	Grant hours <i>all Title II</i>
Other hours	Maximum cost allowable


**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>
<ul style="list-style-type: none"> <li>• Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</li> <li>• Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</li> <li>• Submit form electronically and in hard copy.</li> </ul>

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>	<b>IV. DIVISION CHAIR USE ONLY</b>
A. Division Curriculum & Instruction	A. Number and priority of department proposals (specify priority order, e.g., 2 of 8, etc.)
B. Department Assessment & Research	
<b>III. TITLE AND CRITERIA</b>	5 of 5
A. Workshop Title Refresher Training Sessions	B. Funding source(s) and account numbers
B. Selection Criteria Priority	<input checked="" type="checkbox"/> Grant Account
<input type="checkbox"/> 1. Approved Curriculum Change	<input type="checkbox"/> District Budget Account
<input checked="" type="checkbox"/> 2. District Goals	<input type="checkbox"/> Township Initiative
<input type="checkbox"/> 3. Federal and/or State Mandates:	<input type="checkbox"/> Other

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
<b>NAMES</b>	<b>DATES</b>	<b>NUMBER OF DAYS</b>	<b>TOTAL HOURS</b>
200 participants	Sessions 8/8-12	½ day = \$50	100 days
	<b>TOTALS</b>	Per diem	\$10,000

<b>VI. SUMMER WORKSHOP DESCRIPTION</b> (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
<p>With evolving grading practices, technological changes, and instructional needs, staff has a great deal to balance. The Professional Learning Team would like to offer a variety of three-hour (half day) sessions during the week of August 8<sup>th</sup> through August 12<sup>th</sup> to provide refresher training prior to the start of school. If this proposal is approved, each session will be assigned a date and time within the week of August 8-12. Staff will receive a brochure with session options and registration information.</p> <p>The sessions that will be offered include:</p> <ul style="list-style-type: none"> <li>• Actualizing the Dignity Standards</li> <li>• Aligning Formatives to Summatives</li> <li>• Assessment Design 101</li> <li>• Creating a Variety of Formative and Summative Assessment Types</li> <li>• Cultivating Belonging while Teaching the SEL Standards and Using the Formative Assessment Practices</li> <li>• Designing Performance Tasks</li> <li>• Effective Feedback</li> <li>• Reading and Managing IEPs</li> <li>• Tech Session 1: Canvas, Re-takes with Badges, and SecURLY</li> <li>• Tech Session 2: Enhancing Instruction with Technology</li> <li>• The Fundamentals of Differentiated Instruction</li> </ul> <p>Participants will receive a \$50 per diem stipend for each session they attend.</p>

VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s)	Date
Curriculum Coordinator(s)/Assistant Division Chair(s)	Date
Division Chair(s)	Date
Director of Curriculum/Instruction or Personnel 	Date 3/9/22

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted	Not approved with rationale
Approved with revisions ✓	Total hours approved
District budget hours	Grant hours <i>all Title II</i>
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>
<ul style="list-style-type: none"> <li>• Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</li> <li>• Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</li> <li>• Submit form electronically and in hard copy.</li> </ul>

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>	<b>IV. DIVISION CHAIR USE ONLY</b>
A. Division <b>Fine Arts</b>	A. Number and priority of department proposals (specify priority order, e.g., 2 of 8, etc.)
B. Department <b>World Language</b>	
<b>III. TITLE AND CRITERIA</b>	1 of 1
A. Workshop Title <b>Spanish II Alignment</b>	<b>B. Funding source(s) and account numbers</b>
B. Selection Criteria Priority	<input type="checkbox"/> Grant Account
<input type="checkbox"/> 1. Approved Curriculum Change	<input type="checkbox"/> District Budget Account
<input type="checkbox"/> 2. District Goals: NCLB & PSAE	<input type="checkbox"/> Township Initiative
<input type="checkbox"/> 3. Federal and/or State Mandates: NCLB & PSAE	<input type="checkbox"/> Other

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS (Days x 5)
1. Laura Villanueva	TBD	4	20 hours
2. Maggie Hellermann	TBD	4	20 hours
3. Karly Enright	TBD	4	20 hours
4. Spanish 2 team member	TBD	4	20 hours
<b>TOTALS</b>		16	80

<b>VI. SUMMER WORKSHOP DESCRIPTION</b> (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
<p>The ultimate goal for students enrolled in this course is to enhance communication and comprehension of Spanish by using the language in authentic situations. To better achieve this goal, the Spanish II team will be basing our curriculum on Proficiency Based Teaching, enhanced with the textbook series "Autentico." We will diligently work to complete an array of tasks that, once implemented in the coming school year, will help us guide our students towards the overarching goal of communicating authentically while using auxiliary activities and materials provided by the textbook series.</p> <p>Our team has seen the need to review, revise and restructure our course to meet the needs of students whose Spanish experience has been disrupted due to Covid. This year we were able to piece together an additional unit to "even the playing field" but need a summer workshop to formally add it to our curricular sequence and make adjustments to our teaching timeline, summative and formative assessments and authentic teaching materials.</p>

VII. SIGNATURES AND APPROVAL	
<i>Margaret Hellermann</i>	02/07/2022
Primary Submitting Teacher(s)	Date
Curriculum Coordinator(s)/Assistant Division Chair(s)	Date
<i>Paula A. Nardi</i>	02/07/2022
Division Chair(s)	Date
Director of Curriculum/Instruction or Personnel <i>Scott [Signature]</i>	Date <i>3/9/22</i>

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted ✓	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours <i>all District</i>	Grant hours
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022 Summer Workshop Proposal**

**I. DIRECTIONS**

- Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.
- Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.
- Submit form electronically and in hard copy.

II. DIVISION(S) AND DEPARTMENT(S)	IV. DIVISION CHAIR USE ONLY			
A. Division      Global Studies	A. Number and priority of department proposals (specify priority order, e.g., 2 of 8, etc.) <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="width: 40px; text-align: center;">1</td><td style="width: 40px; text-align: center;">of</td><td style="width: 40px; text-align: center;">1</td></tr></table>	1	of	1
1		of	1	
B. Department    Social Studies				
III. TITLE AND CRITERIA	B. Funding source(s) and account numbers			
A. Workshop Title    U.S. History Workshop				
B. Selection Criteria Priority				
<input type="checkbox"/> 1. Approved Curriculum Change				
<input checked="" type="checkbox"/> 2. District Goals	<input type="checkbox"/> Grant Account			
<input type="checkbox"/> 3. Federal and/or State Mandates:	<input type="checkbox"/> District Budget Account			
	<input type="checkbox"/> Township Initiative			
	<input type="checkbox"/> Other			

**V. NAME(S), DAYS, DATES, AND HOURS** (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)

NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS
1. Condon, Virginia	June 6-10	5	20
2. Johannes, Andrew	June 6-10	5	20
3. Vahl, Mica	June 6-10	5	20
4. AP U.S. History Teacher	June 6-10	5	20
5. U.S. History Prep. Teacher	June 6-10	5	20
6. U.S. History Prep. Teacher	June 6-10	5	20
7. U.S. History Prep. Teacher	June 6-10	5	20
8. U.S. History Prep. Teacher	June 6-10	5	20
9. U.S. History Accel Teacher	June 6-10	5	20
10. U.S. History Accel Teacher	June 6-10	5	20
11. U.S. History Accel Teacher	June 6-10	5	20
<b>TOTALS</b>		<b>55</b>	<b>220</b>


**VI. SUMMER WORKSHOP DESCRIPTION** (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)

New Social Studies standards will be implemented in the [state of Illinois](#) for the 2022-2023 school year. These standards put an emphasis on teaching the skills of developing and planning inquiries, evaluating sources and using evidence, and communicating conclusions and taking informed action. While these skills have always been embedded in social studies courses to a degree, they have not always intentionally been the vehicle for delivering the social studies content. As a result, it will be necessary for some of LT's social studies courses to redesign or revise their curriculum through this new lens, which compliments LT's desire to move towards a skill/concept-based A-F grading system.

The U.S. History Preparatory and U.S. History Accelerated level courses would like to take advantage of the state's timely adoption of these new standards to revamp their curriculum. Redesigning the U.S. History curriculum would also provide an opportunity to ensure: the course content and course resources are inclusive of all American identities and perspectives, the units of study emphasize recurring patterns and themes that can be traced through time, the units of study are arranged intentionally to incorporate the formative assessment process, multiple types of summative assessment are woven throughout the curriculum, and formative assessments are tightly aligned to summative experiences.

With the plethora of curricular changes that need to be considered in the redesigning of the US History course at both the prep and accel levels, the process for engaging in this work will be slightly different than in the past. On the initial day of the workshop, the team would receive a review of the curriculum redesign process facilitated by the Curriculum Office, as well as a refresher on the formative assessment process from the Instructional Coach, and an overview of culturally responsive pedagogy facilitated by an Equity Ambassador. With a clear redesign framework in place and an expectation of the instructional components, the team and Instructional Coach would then collaborate to develop the course units of instruction, complete the essential curriculum documents for both the prep and accel levels (curriculum map, pacing guide, and syllabus) and set-up their skills/concept-based A-F gradebook. Since the first day of the workshop would be devoted to learning, the team is requesting five days of four hours per day to complete the redesign. Additionally, the proposal includes a representative from the World History course and AP U.S. History course. The inclusion of these staff members will allow other courses to follow a similar process with making curricular changes in the future.

If this summer workshop is granted, students in U.S. Prep and Accel courses in the 2022-2023 school year would engage in a curriculum that uses the new skills-based standards to deliver the history content in a student-centered and culturally responsive manner. Their learning would be communicated through a skills/concept-based gradebook.

VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s)	Date
Curriculum Coordinator(s)/Assistant Division Chair(s)	Date
Division Chair(s)	Date
Director of Curriculum/Instruction or Personnel 	Date <i>3/9/22</i>

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted <i>✓</i>	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours <i>all District</i>	Grant hours
Other hours	Maximum cost allowable


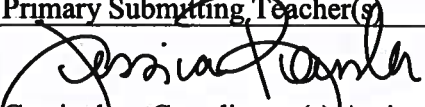
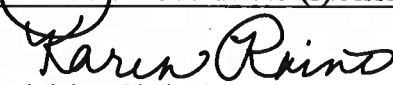

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>
<ul style="list-style-type: none"> <li>• Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</li> <li>• Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</li> <li>• Submit form electronically and in hard copy.</li> </ul>

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>	<b>IV. DIVISION CHAIR USE ONLY</b>			
A. Division <b>LAD</b>	A. Number and priority of department proposals (specify priority order, e.g., 2 of 8, etc.) <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>of</td><td>3</td></tr></table>	1	of	3
1		of	3	
B. Department <b>English</b>				
<b>III. TITLE AND CRITERIA</b>				
A. Workshop Title <b>EL Reading</b>	B. Funding source(s) and account numbers			
B. Selection Criteria Priority	<input checked="" type="checkbox"/> Grant Account			
<input checked="" type="checkbox"/> 1. Approved Curriculum Change	<input type="checkbox"/> District Budget Account			
<input type="checkbox"/> 2. District Goals: NCLB & PSAE	<input type="checkbox"/> Township Initiative			
<input type="checkbox"/> 3. Federal and/or State Mandates: NCLB & PSAE	<input type="checkbox"/> Other			

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS (Days x 5)
1. Deana Mancini	6/2 – 6/4	3	15
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTALS</b>		<b>3</b>	<b>15</b>

<b>VI. SUMMER WORKSHOP DESCRIPTION</b> (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
<p>EL Reading is a course that has not run in the past 15 years. We have reformatted the course to reach more students at a variety of English language proficiency levels. This summer workshop would allow Deana Mancini, Reading Specialist and ESL endorsed teacher, to create the outcomes, skill alignment, assessments, and content of the course as well analyze student ACCESS data from 2022 in order to differentiate for students' specific needs.</p>

VII. SIGNATURES AND APPROVAL	
 Primary Submitting Teacher(s) Deana Mancini	Date 2.7.22
 Curriculum Coordinator(s) Assistant Division Chair(s)	2.7.22 Date
 Division Chair(s)	Date 2.7.22
Director of Curriculum/Instruction or Personnel 	Date 3/9/02

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted <input checked="" type="checkbox"/>	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours <i>all District</i>	Grant hours
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022 Summer Workshop Proposal**

**I. DIRECTIONS**

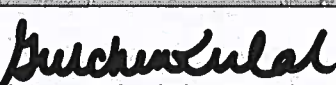
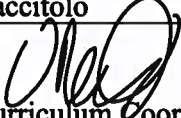


- Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.
- Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.
- Submit form electronically and in hard copy.

II. DIVISION(S) AND DEPARTMENT(S)	IV. DIVISION CHAIR USE ONLY
A. Division <b>LAD</b>	A. Number and priority of department proposals (specify priority order, e.g., 2 of 8, etc.) <div style="text-align: center; border: 1px solid black; display: inline-block; padding: 2px;">2 of 3</div>
B. Department <b>English</b>	
III. TITLE AND CRITERIA	
A. Workshop Title <b>English II (Honors)</b>	B. Funding source(s) and account numbers
B. Selection Criteria Priority	<input type="checkbox"/> Grant Account
<input checked="" type="checkbox"/> 1. Approved Curriculum Change	<input checked="" type="checkbox"/> District Budget Account
<input type="checkbox"/> 2. District Goals: NCLB & PSAE	<input type="checkbox"/> Township Initiative
<input type="checkbox"/> 3. Federal and/or State Mandates: NCLB & PSAE	<input type="checkbox"/> Other

V. NAME(S), DAYS, DATES, AND HOURS (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS (Days x 5)
1. Gretchen Kulat	6/2, 6/3, 6/6	3	15
2. Vikki Reid	“	“	“
3. Anna Meyers Caccitolo	“	“	“
4.			
5.			
6.			
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9.			
10.			
<b>TOTALS</b>		<b>3</b>	<b>45</b>

**VI. SUMMER WORKSHOP DESCRIPTION** (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)

English II Honors has adopted a new text, *How Much of These Hills is Gold*, for the 22-23 school year. In addition, this team did not meet in a PLC during the 21-22 school year. Workshop time will be utilized to plan how to integrate the text into the existing curriculum and to create engaging lessons and summative assignments that fit well with the other units in the course. In addition, we will work to ensure formative and summative assignments are aligned overall.

VII. SIGNATURES AND APPROVAL	
 Primary Submitting Teacher(s) Gretchen Kulat, Vikki Reid, Anna Meyers-Caccitolo	Date 2.7.22
 Curriculum Coordinator(s)/Assistant Division Chair(s)	2.7.22 Date
 Division Chair(s)	2.7/22 Date
Director of Curriculum/Instruction or Personnel 	Date 3/9/22

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted <input checked="" type="checkbox"/>	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours <i>all District</i>	Grant hours
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022 Summer Workshop Proposal**

**I. DIRECTIONS**

- Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.
- Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.
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II. DIVISION(S) AND DEPARTMENT(S)		IV. DIVISION CHAIR USE ONLY				
A. Division	LAD	A. Number and priority of department proposals (specify priority order, e.g., 2 of 8, etc.) <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="width: 30px; text-align: center;">3</td><td style="width: 30px; text-align: center;">of</td><td style="width: 30px; text-align: center;">3</td></tr></table>		3	of	3
3	of			3		
B. Department	English					
III. TITLE AND CRITERIA		B. Funding source(s) and account numbers				
A. Workshop Title	English IV (Prep) Perspectives in World Literature					
B. Selection Criteria Priority	<input type="checkbox"/> Grant Account					
<input type="checkbox"/> 1. Approved Curriculum Change	<input checked="" type="checkbox"/> District Budget Account					
<input type="checkbox"/> 2. District Goals: NCLB & PSAE	<input type="checkbox"/> Township Initiative					
<input type="checkbox"/> 3. Federal and/or State Mandates: NCLB & PSAE	<input type="checkbox"/> Other					

V. NAME(S), DAYS, DATES, AND HOURS (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS (Days x 5)
1. Kari Karubas	6/2 – 6/4	3	15
2. TBD	6/2 – 6/4	3	15
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTALS</b>		<b>3</b>	<b>30</b>

VI. SUMMER WORKSHOP DESCRIPTION (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
<p>The Perspectives in World Literature course will adopt the textbook entitled <i>Unchartered Territory</i> by Jim Burke for the 22-23 school year. This workshop would allow this teaching team to align content, skills, and assessment to the text and would create a more cohesive, and engaging class overall.</p>

VII. SIGNATURES AND APPROVAL	
<i>Kari Karubas</i> (electronic signature) Primary Submitting Teacher(s)	2.7.22 Date
<i>Jessica Ponder</i> Curriculum Coordinator(s)/Assistant Division Chair(s)	2.7.22 Date
<i>Karen Reind</i> Division Chair(s)	2.7.22 Date
Director of Curriculum/Instruction or Personnel <i>[Signature]</i>	Date <i>3/9/22</i>

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted <input checked="" type="checkbox"/>	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours <i>all District</i>	Grant hours
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>	
<ul style="list-style-type: none"> <li>● Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</li> <li>● Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</li> <li>● Submit form electronically and in hard copy.</li> </ul>	

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>		<b>IV. DIVISION CHAIR USE ONLY</b>	
A. Division <b>Math/Science</b>		<b>A. Number and priority of department proposals</b> (specify priority order, e.g., 2 of 8, etc.) <div style="display: flex; justify-content: space-around; width: 100%;"> <span style="border: 1px solid black; padding: 2px;">1</span> <span>of</span> <span style="border: 1px solid black; padding: 2px;">6</span> </div>	
B. Department <b>Science</b>			
<b>III. TITLE AND CRITERIA</b>		<b>B. Funding source(s) and account numbers</b>	
A. Workshop Title <b>Health Care Careers</b>		<input type="checkbox"/> Grant Account	
B. Selection Criteria Priority		<input checked="" type="checkbox"/> District Budget Account	
<input checked="" type="checkbox"/> 1. Approved Curriculum Change		<input type="checkbox"/> Township Initiative	
<input type="checkbox"/> 2. District Goals:		<input type="checkbox"/> Other	
<input type="checkbox"/> 3. Federal and/or State Mandates:			

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS (Days x 5)
1. TBA 1		5	25
2. TBA 2		5	25
<b>TOTALS</b>		10	50

<b>VI. SUMMER WORKSHOP DESCRIPTION</b> (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
<p>Introduction to Healthcare Careers is a new course offered to 9th and 10th grade students. As it is the foundation of the Healthcare Career pathway, this workshop will allow the instructors to develop the expectations for the course and plan for units and labs.</p> <p>Intended outcomes of this workshop include:</p> <ul style="list-style-type: none"> <li>● Develop units and lab activities around the core competencies of healthcare careers.</li> <li>● Develop a Curriculum Map with common formative and summative assessments aligned to standards.</li> <li>● Develop a Course Syllabus.</li> </ul>

VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s)	Date
<i>Britt Lindahl</i> Curriculum Coordinator(s)/Assistant Division Chair(s)	Date <i>02/07/22</i>
Division Chair(s) <i>Coll Vt</i>	Date <i>2/7/22</i>
Director of Curriculum/Instruction or Personnel <i>[Signature]</i>	Date <i>3/9/22</i>

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted	Not approved with rationale
<del>Approved with revisions</del> <i>Reduced Semester courses = 5 days</i>	Total hours approved
District budget hours <i>all District</i>	Grant hours
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022 Summer Workshop Proposal**

<b>DIRECTIONS</b>
<ul style="list-style-type: none"> <li>● Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</li> <li>● Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</li> <li>● Submit form electronically and in hard copy.</li> </ul>

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>	<b>IV. DIVISION CHAIR USE ONLY</b>
A. Division <b>Math/Science</b>	<b>A. Number and priority of department proposals</b> (specify priority order, e.g., 2 of 8, etc.) <div style="text-align: center; border: 1px solid black; display: inline-block; padding: 2px;">2</div> of <div style="text-align: center; border: 1px solid black; display: inline-block; padding: 2px;">6</div>
B. Department <b>Science</b>	
<b>III. TITLE AND CRITERIA</b>	
A. Workshop Title <b>Urban Agriculture</b>	<b>B. Funding source(s) and account numbers</b>
B. Selection Criteria Priority	<input type="checkbox"/> Grant Account
<input checked="" type="checkbox"/> 1. Approved Curriculum Change	<input checked="" type="checkbox"/> District Budget Account
<input type="checkbox"/> 2. District Goals:	<input type="checkbox"/> Township Initiative
<input type="checkbox"/> 3. Federal and/or State Mandates:	<input type="checkbox"/> Other

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
<b>NAMES</b>	<b>DATES</b>	<b>NUMBER OF DAYS</b>	<b>TOTAL HOURS (Days x 5)</b>
1. TBA 1		10	50
2. TBA 2		10	50
<b>TOTALS</b>		20	100

<b>VI. SUMMER WORKSHOP DESCRIPTION</b> (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
<p>Urban Agriculture is a new science course available to 11th and 12th grade students. The course focuses on sustainable agricultural practices that can be used in an urban area with limited space. This year-long course will include labs and partnerships with area businesses and not-for-profit groups.</p> <p>Intended outcomes of this workshop include:</p> <ul style="list-style-type: none"> <li>● Develop units and lab activities around the core competencies of urban agriculture.</li> <li>● Develop a Curriculum Map with common formative and summative assessments aligned to standards.</li> <li>● Develop a Course Syllabus.</li> </ul>

VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s)	Date
<i>Britt Lindahl</i> Curriculum Coordinator(s)/Assistant Division Chair(s)	Date <i>02/07/22</i>
<i>Coll Ust</i> Division Chair(s)	Date <i>2/7/22</i>
<i>[Signature]</i> Director of Curriculum/Instruction or Personnel	Date <i>3/9/22</i>

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted <input checked="" type="checkbox"/>	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours <i>all District</i>	Grant hours
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>	
<ul style="list-style-type: none"> <li>● Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</li> <li>● Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</li> <li>● Submit form electronically and in hard copy.</li> </ul>	

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>		<b>IV. DIVISION CHAIR USE ONLY</b>	
A. Division	Math/Science	A. Number and priority of department proposals (specify priority order, e.g., 2 of 8, etc.)	
B. Department	Math		
<b>III. TITLE AND CRITERIA</b>		3	of 6
A. Workshop Title	Data Probability	B. Funding source(s) and account numbers	
B. Selection Criteria Priority		<input type="checkbox"/>	Grant Account
<input checked="" type="checkbox"/> 1. Approved Curriculum Change		<input checked="" type="checkbox"/>	District Budget Account
<input type="checkbox"/> 2. District Goals:		<input type="checkbox"/>	Township Initiative
<input type="checkbox"/> 3. Federal and/or State Mandates:		<input type="checkbox"/>	Other

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
<b>NAMES</b>	<b>DATES</b>	<b>NUMBER OF DAYS</b>	<b>TOTAL HOURS (Days x 5)</b>
1. TBA 1		5	25
2. TBA 2		5	25
<b>TOTALS</b>		10	50

<b>VI. SUMMER WORKSHOP DESCRIPTION</b> (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
Develop new course curriculum map, assessments, classroom experiences, etc.

VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s)	Date
<i>Britt Kendall</i> Curriculum Coordinator(s)/Assistant Division Chair(s)	Date <i>02/07/22</i>
Division Chair(s) <i>Coll Vest</i>	Date <i>2/7/22</i>
Director of Curriculum/Instruction or Personnel <i>Scott Gray</i>	Date <i>3/9/22</i>

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted	Not approved with rationale
<i>- Reduced -</i> Approved with revisions <i>semester course = 5 days</i>	Total hours approved
District budget hours <i>all District</i>	Grant hours
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>
<ul style="list-style-type: none"> <li>Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</li> <li>Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</li> <li>Submit form electronically and in hard copy.</li> </ul>

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>	<b>IV. DIVISION CHAIR USE ONLY</b>
A. Division <b>Math/Science</b>	<b>A. Number and priority of department proposals</b> (specify priority order, e.g., 2 of 8, etc.) <div style="text-align: center; border: 1px solid black; display: inline-block; padding: 2px;">5</div> of <div style="text-align: center; border: 1px solid black; display: inline-block; padding: 2px;">6</div>
B. Department <b>Math</b>	
<b>III. TITLE AND CRITERIA</b>	
A. Workshop Title <b>Math Alt Assessment</b>	<b>B. Funding source(s) and account numbers</b>
B. Selection Criteria Priority	<input type="checkbox"/> Grant Account
<input type="checkbox"/> 1. Approved Curriculum Change	<input checked="" type="checkbox"/> District Budget Account
<input checked="" type="checkbox"/> 2. District Goals:	<input type="checkbox"/> Township Initiative
<input type="checkbox"/> 3. Federal and/or State Mandates:	<input type="checkbox"/> Other

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS (Days x 5)
1. TBA 1		3	15
2. TBA 2		3	15
3. TBA 3		3	15
4. TBA 4		3	15
5. TBA 5		3	15
6. TBA 6		3	15
7. TBA 7		3	15
8. TBA 8		3	15
9. TBA 9		3	15
10. TBA 10		3	15
<b>TOTALS</b>		30	150

<b>VI. SUMMER WORKSHOP DESCRIPTION</b> (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
<p>Instruction will be provided on how alternative forms of assessment benefit students and align with Common Core State Standards Mathematical Practices. Teams will then have time to develop assessments and rubrics that provide alternatives to traditional tests that could be used as additional means of measuring student learning in place of/in addition to traditional tests. Team members will take their alternative assessment back to the PLC's for use during the 2022-2023 school year.</p>

VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s)	Date
<i>Britt Lindahl</i>	
Curriculum Coordinator(s)/Assistant Division Chair(s)	Date <i>02/07/22</i>
Division Chair(s) <i>Cell VP</i>	Date <i>2/7/22</i>
Director of Curriculum/Instruction or Personnel <i>[Signature]</i>	Date <i>3/9/22</i>

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted	Not approved with rationale
<i>Condensed 4 workshops into 1. fewer hours.</i> Approved with revisions	Total hours approved
District budget hours	Grant hours <i>all Title I</i>
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>
<ul style="list-style-type: none"> <li>● <b>Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</b></li> <li>● <b>Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</b></li> <li>● <b>Submit form electronically and in hard copy.</b></li> </ul>

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>	<b>IV. DIVISION CHAIR USE ONLY</b>
A. Division <b>Math/Science</b>	<b>B. Number and priority of department proposals</b> (specify priority order, e.g., 2 of 8, etc.) <div style="text-align: center; border: 1px solid black; display: inline-block; padding: 2px 10px;">6 of 6</div>
B. Department <b>Science</b>	
<b>III. TITLE AND CRITERIA</b>	<b>B. Funding source(s) and account numbers</b>
A. Workshop Title <b>Biology Storylining</b>	<input type="checkbox"/> Grant Account
B. Selection Criteria Priority	<input checked="" type="checkbox"/> District Budget Account
<input type="checkbox"/> 1. Approved Curriculum Change	<input type="checkbox"/> Township Initiative
<input checked="" type="checkbox"/> 2. District Goals:	<input type="checkbox"/> Other
<input type="checkbox"/> 3. Federal and/or State Mandates:	

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS
1. Biology Teacher	June, 2 days TBA	2 (\$100 per diem)	\$200
2. Biology Teacher	June, 2 days TBA	2 (\$100 per diem)	\$200
3. Biology Teacher	June, 2 days TBA	2 (\$100 per diem)	\$200
4. Biology Teacher	June, 2 days TBA	2 (\$100 per diem)	\$200
5. Biology Teacher	June, 2 days TBA	2 (\$100 per diem)	\$200
6. Biology Teacher	June, 2 days TBA	2 (\$100 per diem)	\$200
7. Biology Teacher	June, 2 days TBA	2 (\$100 per diem)	\$200
8. Biology Teacher	June, 2 days TBA	2 (\$100 per diem)	\$200
9. Biology Teacher	June, 2 days TBA	2 (\$100 per diem)	\$200
10. Biology Teacher	June, 2 days TBA	2 (\$100 per diem)	\$200
11. Biology Teacher	June, 2 days TBA	2 (\$100 per diem)	\$200
<b>TOTALS</b>		22	\$2200

<b>VI. SUMMER WORKSHOP DESCRIPTION</b> (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
<p>During the 2018-2019 school year, LT's Biology Team fully implemented a story-lining curriculum, which is aligned to the Next Generation Science Standards. Each unit in this curriculum is driven by a scientific story. Students uncover the story as they engage in inquiry and investigation that builds upon itself with each successive day. Scientific skills and cross-cutting concepts are embedded in every unit of study, thereby, increasing the amount of exposure and practice students receive.</p> <p>The purpose of this summer training is to review storylining concepts for those who have worked with the process since 2018 and provide initial training for those new to the biology team.</p> <p>Sessions will be led by a trainer to ensure all teachers have the same storylining understanding. Training will include an overview of philosophy, development of instructional strategies, and structure of storylining units.</p>

VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s)	Date
<i>Britt Lindahl</i> Curriculum Coordinator(s)/Assistant Division Chair(s)	Date <i>02/07/22</i>
<i>Collie Velt</i> Division Chair(s)	Date <i>2/7/22</i>
<i>[Signature]</i> Director of Curriculum/Instruction or Personnel	Date <i>3/9/22</i>

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted	Not approved with rationale
Approved with revisions <i>Added all team members</i>	Total hours approved
District budget hours <i>all District</i>	Grant hours
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>
<ul style="list-style-type: none"> <li>● <b>Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</b></li> <li>● <b>Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</b></li> <li>● <b>Submit form electronically and in hard copy.</b></li> </ul>

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>	<b>IV. DIVISION CHAIR USE ONLY</b>
A. Division    Physical Welfare	A. <b>Number and priority of department proposals</b> (specify priority order, e.g., 2 of 8, etc.)
B. Department    Physical Education	
<b>III. TITLE AND CRITERIA</b>	1    of    3
A. Workshop Title <b>Yoga curriculum</b>	<b>B. Funding source(s) and account numbers</b>
B. Selection Criteria Priority	<input type="checkbox"/> Grant Account
X 1. <u>Approved Curriculum Change</u>	<input checked="" type="checkbox"/> District Budget Account
<input type="checkbox"/> 2. District Goals: 1	<input type="checkbox"/> Township Initiative
<input type="checkbox"/> 3. Federal and/or State Mandates:	<input type="checkbox"/> Other

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS (Days x 5)
1. Cassie Niego	6/13-6/14	2	10
2. Brittany Sidoti	6/13-6/14	2	10
3. Missy Mitidiero	6/13-6/14	2	10
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTALS</b>			<b>30</b>

<b>VI. SUMMER WORKSHOP DESCRIPTION</b> (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
<p>This will be our final opportunity to have our certified Yoga instructors collaborate on our new Yoga curriculum. While there has been a significant amount of planning that has gone into the development of this class, it will be important to have dedicated time to take the course plans, unit plans, and individual lessons that have been developed and ensure they are linked to standards and are assessed in an accurate way. While each teacher is a 200 hour Yoga certified instructor, it will be important that all teachers collaborate to ensure we are providing a safe, supported, and consistent curriculum regardless of instructor.</p> <p>Intended outcomes of this workshop include:</p> <ul style="list-style-type: none"> <li>- Yoga curriculum map with common formative and summative assessments that are aligned to standards.</li> <li>- The development of supplemental learning materials for students in the course.</li> <li>- The development of individual lessons linked to SHAPE standards, IL Learning standards, and SEL standards.</li> </ul>

VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s) <i>C. N. [Signature]</i>	Date <i>2/3/22</i>
Curriculum Coordinator(s)/Assistant Division Chair(s) <i>[Signature]</i>	Date <i>2/3/22</i>
Division Chair(s) <i>[Signature]</i>	Date <i>2/3/22</i>
Director of Curriculum/Instruction or Personnel <i>[Signature]</i>	Date <i>3/9/22</i>

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted <input checked="" type="checkbox"/>	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours <i>all District</i>	Grant hours
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>
<ul style="list-style-type: none"> <li>● <b>Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</b></li> <li>● <b>Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</b></li> <li>● <b>Submit form electronically and in hard copy.</b></li> </ul>

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>	<b>IV. DIVISION CHAIR USE ONLY</b>
A. Division     Physical Welfare	<b>A. Number and priority of department proposals</b> (specify priority order, e.g., 2 of 8, etc.) <div style="text-align: center; border: 1px solid black; width: fit-content; margin: 0 auto;">             2     of     3           </div>
B. Department   PE III/IV- Strength Training	
<b>III. TITLE AND CRITERIA</b>	
A. Workshop Title <b>Jr/Sr Strength Training</b>	<b>B. Funding source(s) and account numbers</b>
B. Selection Criteria Priority	<input type="checkbox"/> Grant Account
<input type="checkbox"/> 1. Approved Curriculum Change	<input type="checkbox"/> District Budget Account
<input checked="" type="checkbox"/> 2. District Goals: NCLB & PSAE	<input type="checkbox"/> Township Initiative
<input type="checkbox"/> 3. Federal and/or State Mandates: NCLB & PSAE	<input type="checkbox"/> Other

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS (Days x 5)
1. Bryan Aloisio	6/6/22-6/7/22	2	10
2. Bryan Bergman	6/6/22-6/7/22	2	10
3. Katie Meyers	6/6/22-6/7/22	2	10
4. Missy Mitidiero	6/6/22-6/7/22	2	10
5. Kurt Weinberg	6/6/22-6/7/22	2	10
6.			
7.			
8.			
9.			
10.			
<b>TOTALS</b>			<b>50</b>

<b>VI. SUMMER WORKSHOP DESCRIPTION</b> (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
<p>This summer workshop would be essential for creating vertical alignment as well as progression for our Strength Training courses.</p> <p>Sophomore Strength is providing our students with an incredible introductory course for our students, and therefore, our Junior and Senior Strength Training will need to vertically align while adding progression to compound and auxiliary lifting techniques, supplementary exercises, skills and cognitive assessments. This summer workshop will be vital to our Junior and Seniors in Strength Training courses.</p> <p>Intended outcomes of this workshop include:</p> <ul style="list-style-type: none"> <li>● Vertically aligned curriculum with differentiated curriculum for students that repeat the Junior/Senior course</li> <li>● Adjusted formative and summative assessments that are aligned to the revised curriculum</li> </ul>

VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s) Missy Mitidiero	Date 1/26/22
Curriculum Coordinator(s)/Assistant Division Chair(s)	Date 2/3/22
Division Chair(s)	Date 2/3/22
Director of Curriculum/Instruction or Personnel	Date 3/9/22

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted <input checked="" type="checkbox"/>	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours all District	Grant hours
Other hours	Maximum cost allowable


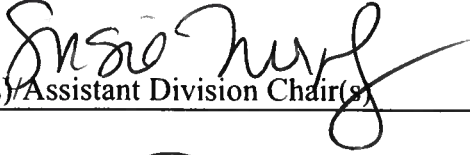


**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>	
•	<b>Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</b>
•	<b>Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</b>
•	<b>Submit form electronically and in hard copy.</b>

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>		<b>IV. DIVISION CHAIR USE ONLY</b>	
A. Division	Physical Welfare	A. Number and priority of department proposals (specify priority order, e.g., 2 of 8, etc.)	
B. Department	Physical Welfare		
<b>III. TITLE AND CRITERIA</b>		3	of 3
A. Workshop Title	Freshman SEL Curriculum	B. Funding source(s) and account numbers	
B. Selection Criteria Priority		<input type="checkbox"/>	Grant Account
<input type="checkbox"/> 1. Approved Curriculum Change		<input type="checkbox"/>	District Budget Account
<input checked="" type="checkbox"/> 2. District Goals: NCLB & PSAE		<input type="checkbox"/>	Township Initiative
<input type="checkbox"/> 3. Federal and/or State Mandates: NCLB & PSAE		<input type="checkbox"/>	Other

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS (Days x 5)
1. Bryan Bergman	June 6-7	2	10
2. Dan Bielawski	June 6-7	2	10
3. Amanda Buchanan	June 6-7	2	10
4. Gretchen Jochum	June 6-7	2	10
5. Sami Melendez	June 6-7	2	10
6. Jason Brauer	June 6-7	2	10
7.			
8.			
9.			
10.			
<b>TOTALS</b>			<b>60</b>

<b>VI. SUMMER WORKSHOP DESCRIPTION</b> (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
<p>The Freshman Physical Education PLC will utilize summer workshop time to look at student data regarding social emotional learning. Based upon this data, the Freshman PLC will update and redesign the current curriculum to continue to meet district and state goals. Currently there are 16 SEL lessons that are taught to freshman physical education students throughout the course of a school year. The PLC would appreciate the time to improve the SEL experience for all freshman students to ensure we are providing an impactful experience for all students.</p> <p>Intended outcomes of this workshop include:</p> <ul style="list-style-type: none"> <li>• an analysis of student data collected over the first 5 years in the RULER curriculum</li> <li>• Revised unit plan and curriculum based on student data and teacher reflections.</li> </ul>

VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s) 	Date 2/3/22
Curriculum Coordinator(s)/Assistant Division Chair(s) 	Date 2/3/22
Division Chair(s) 	Date 2/3/22
Director of Curriculum/Instruction or Personnel 	Date 3/9/22

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted <input checked="" type="checkbox"/>	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours <i>all District</i>	Grant hours
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>
<ul style="list-style-type: none"> <li>● Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</li> <li>● Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</li> <li>● Submit form electronically and in hard copy.</li> </ul>

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>	<b>IV. DIVISION CHAIR USE ONLY</b>
A. Division Special Education, PE	A. Number and priority of department proposals (specify priority order, e.g., 2 of 8, etc.)
B. Department Special Education, PE	
<b>III. TITLE AND CRITERIA</b>	1 of 1
A. Workshop Title LIFE Health Curriculum	B. Funding source(s) and account numbers
B. Selection Criteria Priority	<input type="checkbox"/> Grant Account
<input type="checkbox"/> 1. Approved Curriculum Change	<input type="checkbox"/> District Budget Account
<input type="checkbox"/> 2. District Goals: NCLB & PSAE	<input type="checkbox"/> Township Initiative
<input checked="" type="checkbox"/> 3. Federal and/or State Mandates: NCLB & PSAE	<input type="checkbox"/> Other

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS (Days x 5)
1. Beth Rappa	6/13-6/15	3	15
2. Scott Walker	6/13-6/15	3	15
3. Kristine Vins	6/13-6/15	3	15
4. Daniella Gutierrez	6/13-6/15	3	15
5. Kate Wohlgemuth	6/13-6/15	3	15
6.			
7.			
8.			
9.			
10.			
<b>TOTALS</b>			<b>75</b>

<b>VI. SUMMER WORKSHOP DESCRIPTION</b> (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
<p>The Health curriculum is currently delivered to students in LIFE A and LIFE B classes within their academic courses. A community agency partner works with the LIFE A and LIFE B teachers to prepare the lessons. After encountering scheduling conflicts this year, we identified a need to deliver the Health curriculum within the LIFE PE class to ensure that all students have access to the curriculum, to reduce impact on other academic content time, to ensure that the curriculum includes all required state standards, and to align with the general education Health curriculum.</p> <p>Intended outcomes of this workshop include:</p> <ul style="list-style-type: none"> <li>- The development of individual lessons linked to IL Learning standards, SEL standards, and the required content to be covered through health education.</li> <li>- The development of common formative and summative assessments that are aligned to standards.</li> <li>- The development of supplemental learning materials for students in the course.</li> </ul>

VII. SIGNATURES AND APPROVAL	
<i>Janelli Huxerrey</i> <i>Beth Papp</i> Primary Submitting Teacher(s) <i>Kate Wohlgenoth</i>	Date <i>2/7/22</i>
<i>Kate Wohlgenoth</i> Curriculum Coordinator(s)/Assistant Division Chair(s)	Date <i>2/7/22</i>
<i>Melissa Mace</i> Division Chair(s)	Date <i>2/7/22</i>
Director of Curriculum/Instruction or Personnel	<i>Scott G... 3/9/22</i> Date <i>3/9/22</i>

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted <input checked="" type="checkbox"/>	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours <i>all District</i>	Grant hours
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>
<ul style="list-style-type: none"> <li>Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</li> <li>Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</li> <li>Submit form electronically and in hard copy.</li> </ul>

II. DIVISION(S) AND DEPARTMENT(S)	IV. DIVISION CHAIR USE ONLY			
A. Division                    Student Services	<b>A. Number and priority of department proposals</b> (specify priority order, e.g., 2 of 8, etc.) <table style="margin-left: auto; margin-right: auto; border: 1px solid black;"> <tr> <td style="padding: 2px 10px;">1</td> <td style="padding: 2px 10px;">of</td> <td style="padding: 2px 10px;">2</td> </tr> </table>	1	of	2
1		of	2	
B. Department				
III. TITLE AND CRITERIA	B. Funding source(s) and account numbers			
A. Workshop Title            Co-Teaching Pilot Training	<input type="checkbox"/> Grant Account <input checked="" type="checkbox"/> District Budget Account <input type="checkbox"/> Township Initiative <input type="checkbox"/> Other			
B. Selection Criteria Priority				
<input type="checkbox"/> 1. Approved Curriculum Change				
<input checked="" type="checkbox"/> 2. District Goals				
<input checked="" type="checkbox"/> 3. Federal and/or State Mandates:				

V. NAME(S), DAYS, DATES, AND HOURS (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	NUMBER OF DAYS	TOTAL Per Diem (Days x \$100)
1. Language Arts Teacher	June 9, 10	2	\$200
2. Language Arts Teacher	June 9, 10	2	\$200
3. Language Arts Teacher	June 9, 10	2	\$200
4. Language Arts Teacher	June 9, 10	2	\$200
5. Global Studies Teacher	June 9, 10	2	\$200
6. Global Studies Teacher	June 9, 10	2	\$200
7. Global Studies Teacher	June 9, 10	2	\$200
8. Global Studies Teacher	June 9, 10	2	\$200
9. Special Education Teacher	June 9, 10	2	\$200
10. Special Education Teacher	June 9, 10	2	\$200
11. Special Education Teacher	June 9, 10	2	\$200
12. Special Education Teacher	June 9, 10	2	\$200
13. Amy Johnson	June 9, 10	2	\$200
14. Math Teacher	June 9, 10	2	\$200
15. Math Teacher	June 9, 10	2	\$200
16. Math Teacher	June 9, 10	2	\$200
17. Science Teacher	June 9, 10	2	\$200
18. Science Teacher	June 9, 10	2	\$200
19. Science Teacher	June 9, 10	2	\$200
TOTALS		38	\$3,800

**VI. SUMMER WORKSHOP DESCRIPTION** (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)

Co-teaching has become an integral part of educators' efforts to raise the achievement of students with disabilities and reduce the gap between their achievement and that of their peers. However, co-teaching is far more than assigning two teachers to a classroom. In this 2-day workshop led by Marilyn Friend, essential topics for building strong co-teaching partnerships and refining instructional practices will be explored.

Here are the guiding questions and related key topics we'll address:

**1. What is co-teaching? What are terms sometimes confused with co-teaching?**

- The vocabulary and concepts of co-teaching
- Co-teaching v. team teaching v. collaboration v. inclusion

**2. How are special education services implemented within co-teaching?**

- Definition of specially designed instruction (SDI)
- Characteristics of SDI
- Co-teachers' obligations to implement SDI

**3. How do co-teachers build (or renew) their partnership?**

- Professional roles of co-teachers
- Suggestions for the beginning of a new school year
- Self-awareness and self-understanding

**4. Why is co-teaching essential in today's schools?**

- Legislation and policy related to co-teaching
- Data on co-teaching effectiveness Research on co-teaching
- Student data supporting co-teaching

**5. How do co-teachers create instructional intensity through co-teaching?**

- Description of six co-teaching approaches, including variations of them
- Strategies for grouping students for co-teaching
- Examples of lessons and evidence-based instructional strategies that are more easily implemented or enhanced through co-teaching

**6. What is needed to make co-teaching sustainable?**

- Common planning time and scheduling co-teaching
- Co-teaching class composition
- Administrative support for co-teaching

**7. What are common co-teaching issues, dilemmas, and challenges?**

- Partnership problems (reluctant partners; absent partners)
- Parent questions and concerns
- Your additional questions and concerns

VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s)	Date
Curriculum Coordinator(s)/Assistant Division Chair(s)	Date
Division Chair(s) <i>Restallera</i>	Date <i>3/9/22</i>
Director of Curriculum/Instruction or Personnel <i>[Signature]</i>	Date <i>3/9/22</i>

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted <input checked="" type="checkbox"/>	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours	Grant hours <i>all Title II</i>
Other hours	Maximum cost allowable

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022 Summer Workshop Proposal**

<b>I. DIRECTIONS</b>
<ul style="list-style-type: none"> <li>• Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</li> <li>• Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</li> <li>• Submit form electronically and in hard copy.</li> </ul>

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>	<b>IV. DIVISION CHAIR USE ONLY</b>			
A. Division            Student Services	<b>A. Number and priority of department proposals</b> (specify priority order, e.g., 2 of 8, etc.) <table style="margin-left: auto; margin-right: auto; border: 1px solid black;"> <tr> <td style="border: 1px solid black; padding: 2px 10px;">2</td> <td style="border: 1px solid black; padding: 2px 10px;">of</td> <td style="border: 1px solid black; padding: 2px 10px;">2</td> </tr> </table>	2	of	2
2		of	2	
B. Department				
<b>III. TITLE AND CRITERIA</b>	<b>B. Funding source(s) and account numbers</b>			
A. Workshop Title    Co-Teaching Pilot	<input type="checkbox"/> Grant Account			
B. Selection Criteria Priority	<input checked="" type="checkbox"/> District Budget Account			
<input type="checkbox"/> 1. Approved Curriculum Change	<input type="checkbox"/> Township Initiative			
<input checked="" type="checkbox"/> 2. District Goals	<input type="checkbox"/> Other			
<input checked="" type="checkbox"/> 3. Federal and/or State Mandates:				

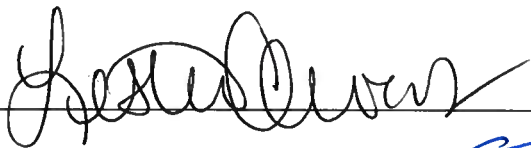

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
NAMES	DATES	NUMBER OF DAYS	TOTAL HOURS (Days x 5)
1. English I Prep Teacher	June 13-15	3	15
2. English I Prep Teacher	June 13-15	3	15
3. English I Prep Teacher	June 13-15	3	15
4. World History Teacher	June 13-15	3	15
5. World History Teacher	June 13-15	3	15
6. Special Education Teacher - English	June 13-15	3	15
7. Special Education Teacher - English	June 13-15	3	15
8. Special Education Teacher - History	June 13-15	3	15
9. Special Education Teacher - History	June 13-15	3	15
<b>TOTALS</b>		<b>27</b>	<b>135</b>

**VI. SUMMER WORKSHOP DESCRIPTION** (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)

LTHS will be launching a co-teaching instructional delivery model in English I Prep and World History Prep in the fall of 2022. At the core of this model are the co-teachers who will need time to coordinate a number of elements and establish roles and responsibilities that they will learn in a two-day training with Marilyn Friend.

Following the two-day training on the elements of co-teaching, participants in this workshop will work together to review the IEPs of the Special Education students enrolled in the course to determine the required specialized instruction. The pairs will create instructional plans and determine a structure and schedule for common planning, delivery of instruction, and assessment of student learning.

**VII. SIGNATURES AND APPROVAL**

Primary Submitting Teacher(s)	Date
Curriculum Coordinator(s)/Assistant Division Chair(s)	Date
Division Chair(s) 	Date 3/9/22
Director of Curriculum/Instruction or Personnel 	Date 3/9/22

**VIII. CURRICULUM OFFICE USE ONLY**

Approved as submitted <input checked="" type="checkbox"/>	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours	Grant hours all Title II
Other hours	Maximum cost allowable

# LYONS TOWNSHIP HIGH SCHOOL

DISTRICT 204 OFFICES 100 S. Brainard Ave., LaGrange, IL 60525-2101  
· Tel: (708) 579-6462 · Fax: (708) 579-6454 · Email: bstachacz@lths.net · Website: www.lths.net



Brian Stachacz  
Director of Business Services

## Memorandum

**To:** Dr. Brian Waterman, Board of Education  
**From:** Brian Stachacz  
**Date:** 4/6/2022  
**Re:** Capital Outlay Requests for FY23

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**Information:** Attached you will find a list of capital outlay requests for the FY23 budget. The list that is presented for Board approval has two separate sections. The first section is a list (lines 2-6) of items that can be paid for with allotted grant money as noted on the spreadsheet. The total cost for that section is estimated to be \$56,024. The second section (lines 9-29) is a list of items that should be purchased for the 2022-2023 school year, as they are replacement/additional items for classroom instruction, offices and for furniture that is no longer functional. The total cost for that section is estimated to be \$147,054. We would ask that these items be approved during the April Board of Education meeting so that furniture orders can be placed and the grant applications can be completed within the appropriate timelines.

In addition to the requests presented here, there are additional requests that do not fall in to the categories listed above. Those requests will be brought forward for review and potential approval after additional administrative review and recommendation, most likely during the May meetings.

**Recommendation:** The Board of Education approve the grant-funded and furniture capital outlay requests as presented.

**Grant-Funded Capital and Furniture Requests for FY 23 Budget**  
**Recommendations as of 4-5-2022**

	B	D	E	F	G	H	I
1	Department	ItemDescription	Quantity	UnitPrice	ExtendedPrice	Priority	Justification
2	Applied Tech	Automotive Engineering & Fabrication:Baileigh Mitering Band Saw BS-250	1	\$5,339.00	\$5,339.00	2	AEF would like to get another horizontal band saw as there is always an extensive line at the saw. It's probably the number one thing that slows down student production in this class.
3	Applied Tech	Mittler Bros. Machine & Tool: Ultimate Variable Speed Notcher w/ Upgrade Vise Double Sided.	1	\$7,275.00	\$7,275.00	2	Automotive Engineering & Fabrication: Currently we are using a manual notcher that has a high probability of dislocating a shoulder, braking a wrist or getting injured in general. It's a very important part of the class and using it is extremely time consuming as Jordan typically ends up doing it for the students in fear of them hurting themselves. This new unit will allow students to do it with little to no effort all while keeping them 100% safe behind a protective impact resistant glass/shield.
4	Education TV Services	Apple editing suites for LTTV	8	\$4,200.00	\$33,600.00	1	Mac Studio Editing Computers and Monitors for the LTTV classes.
5	FCLS	Model KFEG500ESS: KitchenAid 30" Stainless Steel Electric Convection Range.	4	\$1,163.00	\$4,652.00	2	Appliances are in a 4-year rotation for replacement for safety and use. The ovens/stoves in room 127 are well past their replacement time.
6	WLTL	Portable Video Streaming for Radio-TV Arts & WLTL	1	\$5,158.00	\$5,158.00	1	This package of equipment will allow students in our radio and television courses at both campuses the opportunity to broadcast live via streaming. Additionally, it will also allow for students to pre-record video programming as well.
7	<b>Total for All Grant-Funded Capital Requests</b>				<b>\$56,024.00</b>		
8							
9	FCLS	Child Development: 3 different types of shelving for preschool room 15.	1	\$2,889.00	\$2,889.00	2	The current storage in room 15 is warped, dirty beyond what is able to be remedied, and inefficient. The shelving proposed is easier to clean, easier to move for big cleaning and a more organized and efficient solution for the small space inside the kitchen.  (1) Wire shelving kit 24"x36"x74"H with (6) shelves and (16) blue Akro mins Model MSI AWS24360287B Price each: \$939.50  (1) Wire shelving kit 24"x36"x74"H with (6) shelves and (16) yellow Akro mins Model MSI AWS24360287Y Price each: \$939.50  (1) Wire shelving kit 18"x48"x74"H with (6) shelves and (24) red Akro mins Model MSI AWS184830260R Price each: \$1008.90
10	Music	Wenger music chair racks	2	\$979.00	\$1,959.00	1	We are losing room G102 at SC to another department and we need to move, store and have access to dozens of chairs as we consolidate that room and what is stored there into the other music rooms in the G wing.
11	Visual Arts	18 inch stools for pottery wheels	8	\$41.00	\$335.00	1	We have been slowly adding pottery wheels as our enrollment increases in ceramics. We now need these stools for students while they work on the pottery wheels at NC. We have been borrowing from the Metals class each day and it is not sustainable.

**Grant-Funded Capital and Furniture Requests for FY 23 Budget**  
**Recommendations as of 4-5-2022**

	B	D	E	F	G	H	I
12	General Use	North Campus Commons Furniture	1	\$4,434.00	\$4,434.00	1	3rd and final phase of 3 part purchase to create flexible learning spaces that are welcoming to students during the academic day as well as lunches and study halls.
13	General Use	Flexible furniture (benches, tables, chairs, etc.) for Library Room B.	1	\$28,017.00	\$28,017.00	1	The furniture requested for Room B would allow us to regain the furniture placed into the room from other areas of the library in order to create enough space for classes.
14	General Use	Accessible student desks	8	\$150.00	\$1,200.00	1	Increasing number of students being served at North Campus
15	General Use	Student desks	26	\$275.00	\$7,150.00	1	To replace normal breakage.
16	General Use	Flexible Seating - 1 math classroom	28	\$200.00	\$5,600.00	2	Flexible Seating for 1 math classroom. Includes chairs. This would allow modernization of classrooms, encourage collaboration, cooperation, and student talk within the classroom.
17	General Use	Math Classroom Furniture - Flexible Seating and Whiteboard	1	\$7,000.00	\$7,000.00	2	Phasing in classroom upgrades in the math department.
18	General Use	Intro to Health Care Room J207 - short lab tables and chairs	1	\$7,000.00	\$7,000.00	1	New science course/classroom request.
19	General Use	Vivarium - Chemical Storage and Shelving	1	\$5,000.00	\$5,000.00	1	With the removal of our animals in the Vivarium, we are now using the room to properly store chemical supplies, and science products.
20	General Use	FCS - Fashion Lab Furniture	1	\$12,000.00	\$12,000.00	1	Our SC FCS Fashion class will need additional student storage, teacher storage, and the addition of large fabric cutting spaces in their new classroom. This will better help with the number of students and clubs that utilize that space.
21	General Use	Academy Center Furniture	1	\$12,000.00	\$12,000.00	1	We are interested in purchasing more flexible classroom desks in our three Academy classroom spaces. This furniture will reflect the non-traditional educational experience that students in those classes participate in.
22	General Use	South Campus Hallway Furniture	1	\$6,500.00	\$6,500.00	1	We would like to continue to update our student seating in the main entrance and B-Wing open areas. Currently, we have numerous students who sit on the floor each morning and after school because we only have limited options. Over time, we would like to add seating options that are durable, flexible, and student-centered throughout the SC common space.
23	General Use	World Language Staff Office Furniture	1	\$10,000.00	\$10,000.00	1	We have worked with DCs and our Building Team to identify how we can better utilize space to enhance teacher collaboration, climate, and training. We have identified an unused classroom space that will serve as the World Language Office since they have not had a space here at SC. The furniture will not include individual teacher desks, but a variety of flexible furniture that will allow teachers to work, eat, and collaborate in a variety of manners.
24	General Use	Library Furniture - Floor	1	\$10,000.00	\$10,000.00	1	We would like to continue to add new flexible furniture to the SC Library floor. This furniture is a continuation of the remodeling efforts over the past few years. We are interested in adding flexible bookshelves/stacks so that there is flexibility to utilize the extent of the space for larger classes, presentations, and district events.
25	General Use	Library Furniture - Classroom A	1	\$15,000.00	\$15,000.00	1	The Special Education conference room is being moved to a new location. We would like to remodel Classroom A in a similar fashion as Classroom B. This multipurpose room will be used by teachers/classes, student groups, afterschool activities, and district/building level meeting space.
26	General Use	Science Wing Lab Stools	12	\$60.00	\$720.00	1	To replace normal breakage
27	General Use	Accessible student desks	8	\$150.00	\$1,200.00	1	Increasing number of students being served at South Campus/Co-Teaching.

**Grant-Funded Capital and Furniture Requests for FY 23 Budget**  
**Recommendations as of 4-5-2022**

	B	D	E	F	G	H	I
28	General Use	Student desks	30	\$275.00	\$8,250.00	1	To replace normal breakage
29	General Use	Corrosive Cabinet for Strong Bases	1	\$800.00	\$800.00	1	Currently strong bases are inappropriately stored in an unsecured location. This would allow corrosive storage to be appropriate and safe.
30		<b>Total for All District-Funded Furniture Requests</b>			<b>\$147,054.00</b>		

# LYONS TOWNSHIP HIGH SCHOOL

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CURRICULUM OFFICE 100 S. Brainard Ave., LaGrange, IL 60525-2101

- Tel: (708) 579-6470
- E-mail: [seggerding@lths.net](mailto:seggerding@lths.net)
- Fax: (708) 579-6036
- Website: [www.lths.net](http://www.lths.net)



**SCOTT D. EGGERDING**  
Director of Curriculum and Instruction

TO: Bran Waterman  
Board of Education

FROM: Scott Eggerding *SE*

DATE: April 12, 2022

RE: 2022-2023 Additional Textbook and Instructional Material Requests – First Reading

---

## **BACKGROUND**

As discussed in February, given the shift to 1 to 1 computing in the fall and the use of digital curriculum during Pandemic learning, many courses have reconsidered the use of a traditional textbook. While a textbook is helpful for some activities and assignments, more and more course teams are choosing to have class sets of textbooks instead of having students carry a book from class to class and school to home. In March, Division Chairs met with the bookstore staff to go through textbook inventories and usage patterns resulting in many of the changes in designation included in this first reading. An additional book that was discovered to have been adopted without following the textbook process has also been included for approval.

The only District costs associated with the entire list of texts in this agenda item are requests for class sets/digital access to an anthology of essays, poems, short stories, photography and comix that will provide supplementary readings in English III Accel and Prep, English IV World Perspectives, and English IV Multicultural Lit. The total District costs in this proposal total \$15,600 for class sets. The cost of the online access is approximately \$9 per student and the online works interact with Canvas.

You will also notice a supply request for our Introduction to Healthcare Careers course. Students will purchase their own lab coats and stethoscopes to participate in the labs.

Much of the detail in this item is general housekeeping, but it is important to ensure that our textbook inventory is up to date and ready to go when school resumes in the fall.

## **RECOMMENDATION**

I recommend that the Board review the attached 2021-2022 Textbook/Instructional Material Change Requests for first reading and place texts up for adoption on public display for 30 days.

## Text Adoption/Change by Designation

### Class Sets (Purchased by the District and stored in the classroom)

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enroll	Estimated Cost
LAD/English	English III Prep and Accel, Am Lit & Comp, English IV World Perspectives, English IV Multicultural Lit	Uncharted Territory	9780393884357		CS	\$65.00	240	\$15,600.00
GS: Business	Consumer Economics	Economics Education for Consumer 4th	9780538448888		CS			\$0.00
GS: Business	Business Law	Law for Business and Personal use	9780538496902		CS			\$0.00
GS: Business	Introduction to Business	Business Management 13th	9781111571726		CS			\$0.00
GS: Business	Web Page Development	New Perspectives on HTML, CSS & Dynamic HTML	9781111526436		CS			\$0.00
Special Education	US History	America: History of our Nation	9780133230048		CS	\$0.00		\$0.00
Special Education	Practical Math	Mathematics Concepts and Workbook	9780785437819/33		CS	\$0.00		\$0.00

**\$15,600.00**

### Consumables (purchased by students and not returned/sold back to the bookstore)

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enroll	Estimated Cost
LAD/English	English III Prep and Accel, Am Lit & Comp, English IV World Perspectives, English IV Multicultural Lit	Uncharted Territory	9781324019022		CN	\$50.00	700	\$35,000.00
GS: Business	PC Repair and Maintenance (A)	COMPTIA A+ Guide to Information Technology 11th	9780357674604	3*	CN	\$120.00	50	\$6,000.00
Science	Intro to Healthcare Careers	Stethoscope and Lab Coat			CN	\$52.93	182	\$9,633.26
Student Services	Alternative English III/IV	There Are No Children Here	9780385265565		CN	\$10.79	25	\$269.75
Student Services	Alternative English III/IV	The Freedom Writer's Diary	9780385494229		CN	\$14.99	25	\$374.75
Student Services	Alternative English III/IV	A Lesson Before Dying	9780375702709		CN	\$9.49	25	\$237.25

**\$51,889.76**

## Text Adoption/Change by Designation

### Dropped Books

Division/Dept.	Course	Text	ISBN	Age of Book	Cost per	Enroll	Estimated
GS: FCS	Adult Living	Strengthening Family and Self	9781590701249	DRP	\$0.00		\$0.00
Special Education	BASE I and BASE II	Executive Functioning: A Blueprint for Success	9781630802226	DRP	\$0.00		\$0.00
Special Education	LIFE English and LIFE Reading	Reading Mastery Choice		DRP	\$0.00		\$0.00
Special Education	LIFE Mathematics	Connecting Math Concepts Levels C, D, & Wkbk.		DRP	\$0.00		\$0.00

## Divisional Cost Summary

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
LAD/English	English III Prep and Accel, Am Lit & Comp, English IV World Perspectives, English IV Multicultural Lit	Uncharted Territory	9781324019022	N/A	CN	\$50.00	700	\$35,000.00
			9780393884357		CS	\$65.00	240	\$15,600.00

Total **\$15,600.00**

**Cost to District \$15,600.00**

Division/Dept	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
GS: Business	PC Repair and Maintenance (A+)	COMPTIA A+ Guide to Information Technology 11	9780357674604	3*	CN	\$120.00	50	\$6,000.00
GS: Business	Consumer Economics	Economics Education for Consumer 4th	9780538448888		CS			\$0.00
GS: Business	Business Law	Law for Business and Personal use	9780538496902		CS			\$0.00
GS: Business	Introduction to Business	Business Management 13th	9781111571726		CS			\$0.00
GS: Business	Web Page Development	New Perspectives on HTML, CSS & Dynamic HTML	9781111526436		CS			\$0.00
GS: Social Studies	Economics	Economics: Concepts and Choices	9780618594030		CS			\$0.00
GS: FCS	Adult Living	Strengthening Family and Self	9781590701249		DRP			\$0.00

Total **\$6,000.00**

**Cost to District \$0.00**

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
Science	Intro to Healthcare Careers	Stethoscope and Lab Coat		N/A	CN	\$52.93	182	\$9,633.26

Total **\$9,633.26**

**Cost to District \$0.00**

## Divisional Cost Summary

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
Special Education	US History	America: History of our Nation	9780133230048		CS	\$0.00		\$0.00
Special Education	BASE I and BASE II	Executive Functioning: A Blueprint for Success	9781630802226		DRP	\$0.00		\$0.00
Special Education	LIFE English and LIFE Reading	Reading Mastery Choice			DRP	\$0.00		\$0.00
Special Education	LIFE Mathematics	Connecting Math Concepts Levels C, D, & Wkbk.			DRP	\$0.00		\$0.00
Special Education	Practical Math	Mathematics Concepts and Workbook	9780785437819/33		CS	\$0.00		\$0.00

**Total \$0.00**

**Cost to District \$0.00**

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
Student Services	Alternative English III/IV	There Are No Children Here	9780385265565		CN	\$10.79	25	\$269.75
Student Services	Alternative English III/IV	A Lesson Before Dying	9780375702709		CN	\$9.49	25	\$237.25
Student Services	Alternative English III/IV	The Freedom Writer's Diary	9780385494229		CN	\$14.99	25	\$374.75

**Total \$881.75**

**Cost to District \$0.00**

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-2023 Textbook/Core Reading/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 17, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Language Arts
Department	English
Course Title	English III (Accel) (Prep): Am. Lit. & Comp.; English IV World Perspectives; English IV Multicultural Am. Lit.
Course Number(s)	LA7331/2; LA5331/2; LA5321/2; LA4351/2
Course Level	III and IV
Projected Enrollment for 2022-2023	Est. 1000 for all 4 courses

II. ADD or DROP FOR YEAR		
	ADD	DROP
2022-23	X	
2023-24		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	Uncharted Territory: A High School Reader	
Author(s)	Jim Burke	
Publisher	W. W. Norton & Company;	
Copyright Date/Edition	Second edition – June 1, 2022	
ISBN 13#	978-0393884357	
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source	Norton School Quote	

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback	X	E-book	
Hardback w/digital		CD Rom	
Paperback		Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)		
Teacher Desk Copies		
Blackline Masters	Software	
Workbooks/Lab Manuals	CD Roms	
Wraparound Editions	E-book	
Study Guides	Test Banks	
Videos	Other	

**VI. Comments** (Box will expand as needed)  
**This text will be a class set and for \$9 students will have access to the digital version.**



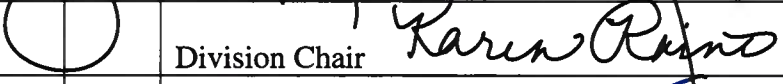

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase	
District (DT)	
District (CS)	\$65.00
State Textbook Loan Program IL	
Student (CN)	\$9
Grant (specify)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$9</b>

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

*Unchartered Territory* by Jim Burke is a diverse anthology of short fiction and non-fiction that is organized thematically. This text will serve as an additional resource for students in junior American Literature courses as well as for seniors in Perspectives in World Literature and Multicultural Literature. The text mirrors many of the themes that students explore in each course and offers novel pairings for students which will encourage more independent reading. Additionally, the text provides writing opportunities that are relevant as well as writing resources to help students as they grow in their abilities to write narrative, expository, and argument pieces. Teaching teams will collaborate to identify the pieces that will be taught in each class.

**B. Signatures** Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

1.	Teacher(s)		R. Darrah; N. Hulbert; J. Roessler		Date 3.3.22
2.	Recommend	X	Do Not Recommend	 Assistant Division Chair	Date 3.3.22
3.	Approved	X	Not Approved	 Division Chair	Date 3.3.22
4.	Approved	A	Not Approved	 Director of Curriculum/Instruction	Date 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>IL (State Loan Program)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Global Studies
Department	Business Education
Course Title	PC Repair & Maintenance (A+)
Course Number(s)	BU4836, BU4837, BU4831, BU4832
Course Level	III
Projected Enrollment for 2022-23	50

II. ADD/DROP YEAR		
	ADD	DROP
2022-23	X	X
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	COMPTIA A+ Guide to Information Technology Technical Support, 11 <sup>th</sup> Edition	COMPTIA A+ Guide to Information Technology Technical Support, 10 <sup>th</sup> Edition
Author(s)	Jean Andrews, Joy Dark Shelton, Nicholas Pierce	Jean Andrews; Joy Dark Shelton; Jill West
Publisher	Cengage Learning NGL	Cengage Learning NGL
Copyright Date/Edition	Copyright 2023 Available May 2022	Copyright 2020
ISBN 13#	9780357674604	978-0-357-10829-1
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level	High School / College	High School / College
Catalog/Web/Purchase Source	Cengage Learning NGL	Cengage Learning NGL

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	X
Hardback w/digital		CD Rom	
Paperback		Website subscription	X
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)		
Teacher Desk Copies		4
Blackline Masters	Software	
Workbooks/Lab Manuals	Videos	
Wraparound Editions	E-book	
Study Guides	Test Banks	

VI. Comments (Box will expand as needed)	
Subscription Offerings	
<p>Cengage Unlimited</p> <p>Provide students access to all Cengage eBooks and online homework platforms—plus at least 4 free hardcopy textbook rentals (\$7.99 S&amp;H each), study tools and more—in one place, for one price.</p>	<p>student price starts at \$119.99</p> <p><a href="#">LEARN MORE</a></p>

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	\$120
Grant: (specify in comments above)	74
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$120</b>

### VIII. RATIONALE AND SIGNATURES

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

The COMPTIA A+ Guide to Information Technology Tech Support is the industry standard text that prepares students for the COMPTIA A+ exam. Because the book and the exam are geared toward IT Tech Support that is current, the book changes frequently. There are a number of ways to purchase the material. The Cengage Unlimited version gives students access to the homework as well as the textbook. When the e-book and the homework module are purchased separately, the two items cost \$139. The hardback book costs \$150 and has no access to the homework. We are suggesting the cost be borne by the student here, but we may be able to subsidize the cost of the e-book for about 1/3 of the total price. As presented, the student would pay the full amount, but we expect to be able to reduce that cost with the support of the District.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)					Date
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend		Assistant Division Chair <i>David [Signature]</i>	Date 4-12-2022
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		Division Chair <i>Paul Houston</i>	Date 4-12-2022
4.	Approved	<input checked="" type="checkbox"/>	Not Approved		Director of Curriculum and Instruction <i>Scott [Signature]</i>	Date 4-12-2022

### IX. FOR BOOKSTORE USE ONLY

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Global Studies Division
Department	Business Education
Course Title	Consumer Economics
Course Number(s)	BU 0551 & BU 0552
Course Level	III
Projected Enrollment for 2022-23	??

II. ADD/DROP YEAR		
	ADD	DROP
2022-23		
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	Economics Education for Consumers 4e	
Author(s)	Roger Miller and Alan Stafford	
Publisher	South-Western / Cengage Learning	
Copyright Date/Edition	2010 / 4 <sup>th</sup> edition	
ISBN 13#	978-0-5384-4888-8	
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback	<input checked="" type="checkbox"/>	E-book	<input type="checkbox"/>
Hardback w/digital	<input type="checkbox"/>	CD Rom	<input type="checkbox"/>
Paperback	<input type="checkbox"/>	Website subscription	<input type="checkbox"/>
Paperback w/digital	<input type="checkbox"/>	Workbook/Lab Manual	<input type="checkbox"/>

V. TEACHING MATERIALS (need accurate count)		
Teacher Desk Copies		
Blackline Masters		Software
Workbooks/Lab Manuals		Videos
Wraparound Editions		E-book
Study Guides		Test Banks

**VI. Comments** (Box will expand as needed)


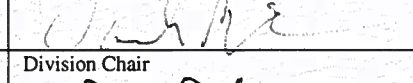
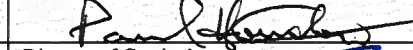

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	<b>X</b>
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

### VIII. RATIONALE AND SIGNATURES

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

The book is not being used as a primary set and is used more as reference. Requesting to change from district rental to class set.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s): Greg Gerritsen	Krista Wilcox		Assistant Division Chair	Date 3/24/2022
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend		Date 3/25/2022
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		Date 3-25-2022
4.	Approved	<input checked="" type="checkbox"/>	Not Approved	 Director of Curriculum and Instruction	Date 4/5/22

### IX. FOR BOOKSTORE USE ONLY

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Global Studies Division
Department	Business Education
Course Title	Business Law
Course Number(s)	BU5811 & BU5812
Course Level	III
Projected Enrollment for 2022-23	??

II. ADD/DROP YEAR		
	ADD	DROP
2022-23		
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	Law for Business & Personal Use	
Author(s)	Adamson & Morrison	
Publisher	South-Western / Cengage Learning	
Copyright Date/Edition	2012 / 19 <sup>th</sup> edition	
ISBN 13#	978-0-538-49690-2	
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback	X	E-book	
Hardback w/digital		CD Rom	
Paperback		Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)	
Teacher Desk Copies	
Blackline Masters	Software
Workbooks/Lab Manuals	Videos
Wraparound Editions	E-book
Study Guides	Test Banks

**VI. Comments** (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	X
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

The book is not being used as a primary set and is used more as reference. Requesting to change from district rental to class set.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s): Greg Gerritsen	<i>Greg Gerritsen</i>			Date 3/23/2022
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend	Assistant Division Chair <i>[Signature]</i>	Date 3/25/22
3.	Approved	<input checked="" type="checkbox"/>	Not Approved	Division Chair <i>[Signature]</i>	Date 3-25-22
4.	Approved	<input checked="" type="checkbox"/>	Not Approved	Director of Curriculum and Instruction <i>[Signature]</i>	Date 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Global Studies Division
Department	Business Education
Course Title	Introduction to Business
Course Number(s)	BU 5111, BU5112, BU5116, BU5117
Course Level	III
Projected Enrollment for 2022-23	??

II. ADD/DROP YEAR		
	ADD	DROP
2022-23		
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	Business Management 13e	
Author(s)	Burrow Kleindl	
Publisher	Cengage Learning	
Copyright Date/Edition	2013	
ISBN 13#	978-1-1115-7172-6	
CD Rom Included? ISBN#	No	
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback	<input checked="" type="checkbox"/>	E-book	<input type="checkbox"/>
Hardback w/digital	<input type="checkbox"/>	CD Rom	<input type="checkbox"/>
Paperback	<input type="checkbox"/>	Website subscription	<input type="checkbox"/>
Paperback w/digital	<input type="checkbox"/>	Workbook/Lab Manual	<input type="checkbox"/>

V. TEACHING MATERIALS (need accurate count)		
Teacher Desk Copies		
Blackline Masters		Software
Workbooks/Lab Manuals		Videos
Wraparound Editions		E-book
Study Guides		Test Banks

**VI. Comments** (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	<b>X</b>
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

### VIII. RATIONALE AND SIGNATURES

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

The book is not being used as a primary set and is used more as reference. Requesting to change from district rental to class set.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s): Greg Gerritsen & Ryan Gerenstein	<i>Greg Gerritsen &amp; Ryan Gerenstein</i>			Date 2/28/2022
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend	Assistant Division Chair <i>[Signature]</i>	Date 3/25/2022
3.	Approved	<input type="checkbox"/>	Not Approved	Division Chair <i>[Signature]</i>	Date 3-29-22
4.	Approved	<input checked="" type="checkbox"/>	Not Approved	Director of Curriculum and Instruction <i>[Signature]</i>	Date 4/5/22

### IX. FOR BOOKSTORE USE ONLY

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	DT (District Rental)	
<b>C. Out of print</b>	CS (District Purchase)	
	CN (Student Purchase)	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically and hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Global Studies Division
Department	Business Education
Course Title	Web Page Development
Course Number(s)	BU4841, BU4842, BU4846, BU4847
Course Level	III
Projected Enrollment for 2022-23	??

II. ADD/DROP YEAR		
	ADD	DRO
2022-23		
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	New Perspectives on HTML, CSS and Dynamic HTML	
Author(s)	Patrick Carey	
Publisher	Cengage Learning	
Copyright Date/Edition	2013 / 5 <sup>th</sup> Edition	
ISBN 13#	978-1-1115-2643-6	
CD Rom Included? ISBN#	No	
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback	X	Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

**VI. Comments** (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	X
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

### VIII. RATIONALE AND SIGNATURES

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

The book is not being used as a primary set and is used more as reference. Requesting to change from district rental to class set.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s): Ryan Gerenstein	<i>Ryan Gerenstein</i>			Date 2-28-22
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend	Assistant Division Chair <i>[Signature]</i>	Date 3-25-2022
3.	Approved	<input type="checkbox"/>	Not Approved	Division Chair <i>[Signature]</i>	Date 3-25-22
4.	Approved	<input checked="" type="checkbox"/>	Not Approved	Director of Curriculum and Instruction <i>[Signature]</i>	Date 4/5/22

### IX. FOR BOOKSTORE USE ONLY

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022-23 Textbook/Instructional Material Adoption/Change Form**

- **Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.**
- **Chairs submit signed forms and copies of books for Board Room display by Friday, December 17**
- **Submit form electronically and hard copy (single sided and signed)**
- **Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.**
- **Do not add any surcharges, shipping charges, tax, etc., to costs.**

<b>I. COURSE INFORMATION</b>	
Division	Global Studies
Department	Social Studies
Course Title	Economics
Course Number(s)	SS5916/SS5917 & SS5911/SS5912
Course Level	Level 3
Projected Enrollment for 2022-23	200

<b>II. ADD/DROP YEAR</b>		
	ADD	DROP
2022-23		
2023-24		
2024-25		

<b>III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION</b>		
	ADD	DROP
Text/Material Title	Economics: Concepts and Choices	
Author(s)	Meek, Morton, Schug	
Publisher	McDougal Littell	
Copyright Date/Edition	2008	
ISBN 13#	978-0-618-59403-0	
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

<b>IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE</b>			
Hardback	X	E-book	
Hardback w/digital		CD Rom	
Paperback		Website subscription	
Paperback w/digital		Workbook/Lab Manual	

<b>V. TEACHING MATERIALS (need accurate count)</b>		
Teacher Desk Copies		
Blackline Masters		Software
Workbooks/Lab Manuals		Videos
Wraparound Editions		E-book
Study Guides		Test Banks

**VI. Comments (Box will expand as needed)**  
**This is the current book distributed to students. This is a request to make the textbook a class set rather than having students take them.**





<b>VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)</b>	
DT: District Text adopted for a minimum 5 year cycle	0
CS: Class Sets of texts purchased by the District and stored in classrooms	0
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>0</b>

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

Students would have better use of the economics textbook if it was a classroom set rather than distributed to each individual student. The class could utilize the textbook more often with less disruption to instructional time that would improve student learning. It would result in no cost to the district and would require this organization for the bookstore distributing and collecting books every semester.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)				Assistant Division Chair	Date 1/7/22
2.	Recommend		Do Not Recommend		Division Chair	Date 1-7-2022
3.	Approved		Not Approved		Paul Houston	Date 1-7-2022
4.	Approved	X	Not Approved		Director of Curriculum and Instruction	Date 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- c: • Director of Curriculum & Instruction
- Division Chair/Assistant Division Chair
- Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- **Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.**
- **Chairs submit signed forms and copies of books for Board Room display by Friday, December 17**
- **Submit form electronically and hard copy (single sided and signed)**
- **Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.**
- **Do not add any surcharges, shipping charges, tax, etc., to costs.**

I. COURSE INFORMATION	
Division	Global Studies
Department	Family and Consumer Sciences
Course Title	Adult Living
Course Number(s)	FC5411 & FC5412
Course Level	III
Projected Enrollment for 2022-23	50

II. ADD/DROP YEAR		
	ADD	DROP
2022-23		X
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title		Strengthening Family & Self
Author(s)		Leona Johnson
Publisher		The Goodheart-Willcox Company, Inc.
Copyright Date/Edition		2004
ISBN 13#		978-1590701249
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback		Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

VI. Comments (Box will expand as needed)


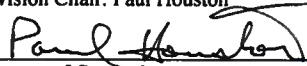

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

The textbook is outdated and has not been used in the course since a curriculum change in 2019. This course no longer needs a textbook because of the presence of student Chromebooks.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)					Date
2.	Recommend		Do Not Recommend		Assistant Division Chair: Danielle Radzialowski	Date 1/31/2022
3.	Approved		Not Approved		Division Chair: Paul Houston	Date
4.	Approved	X	Not Approved		Director of Curriculum and Instruction: Scott Eggerding	Date 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Math/Science
Department	Science
Course Title	Intro to Healthcare Careers
Course Number(s)	SN2116/7
Course Level	III
Projected Enrollment for 2022-23	182

II. ADD/DROP YEAR		
	ADD	DROP
2022-23	x	
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	ParaMed Stethoscope Unisex Student Lab Coat	
Author(s)		
Publisher		
Copyright Date/Edition		
ISBN 13#		
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback		Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

**VI. Comments** (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	\$23.95
	\$28.98
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$52.93</b>

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

**Students will purchase their own lab coat and stethoscope for use in the course. This will be used regularly throughout the course and should not be shared for safety concerns.**

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)	<i>Amber Beemer</i>			Date	<i>4/5/22</i>
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend	Assistant Division Chair <i>Annette Orrico</i>	Date	<i>4/4/22</i>
3.	Approved	<input checked="" type="checkbox"/>	Not Approved	Division Chair <i>Collin Voigt</i>	Date	<i>4/4/22</i>
4.	Approved	<input checked="" type="checkbox"/>	Not Approved	Director of Curriculum and Instruction <i>Scott Spitz</i>	Date	<i>4/5/22</i>

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- **Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.**
- **Chairs submit signed forms and copies of books for Board Room display by Friday, December 17**
- **Submit form electronically and hard copy (single sided and signed)**
- **Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.**
- **Do not add any surcharges, shipping charges, tax, etc., to costs.**

<b>I. COURSE INFORMATION</b>	
<b>Division</b>	Special Education
<b>Department</b>	Special Education
<b>Course Title</b>	US History
<b>Course Number(s)</b>	IP2211/12
<b>Course Level</b>	
<b>Projected Enrollment for 2022-23</b>	

<b>II. ADD/DROP YEAR</b>		
	<b>ADD</b>	<b>DROP</b>
<b>2022-23</b>		
<b>2023-24</b>		
<b>2024-25</b>		

<b>III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION</b>		
	<b>ADD</b>	<b>DROP</b>
<b>Text/Material Title</b>	America: History of Our Nation	
<b>Author(s)</b>		
<b>Publisher</b>	Prentice Hall	
<b>Copyright Date/Edition</b>	2013	
<b>ISBN 13#</b>	978013323000048 or 013323004x	
<b>CD Rom Included? ISBN#</b>		
<b>Software ISBN#</b>		
<b>Reading Level</b>		
<b>Catalog/Web/Purchase Source</b>		

<b>IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE</b>			
<b>Hardback</b>		<b>E-book</b>	
<b>Hardback w/digital</b>		<b>CD Rom</b>	
<b>Paperback</b>		<b>Website subscription</b>	
<b>Paperback w/digital</b>		<b>Workbook/Lab Manual</b>	

<b>V. TEACHING MATERIALS (need accurate count)</b>			
<b>Teacher Desk Copies</b>			
<b>Blackline Masters</b>		<b>Software</b>	
<b>Workbooks/Lab Manuals</b>		<b>Videos</b>	
<b>Wraparound Editions</b>		<b>E-book</b>	
<b>Study Guides</b>		<b>Test Banks</b>	

**VI. Comments (Box will expand as needed)**

<b>VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)</b>	
<b>DT: District Text adopted for a minimum 5 year cycle</b>	
<b>CS: Class Sets of texts purchased by the District and stored in classrooms</b>	<b>x</b>
<b>CN: Consumable materials purchased by the student; not returned at the end of the semester/year</b>	
<b>Grant: (specify in comments above)</b>	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

This is no longer published so we cannot get enough copies for all students. Shifting from District Text to Class Set.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)				Assistant Division Chair	Date
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend		<i>Al Dyer</i>	Date 4-4-22
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		Division Chair <i>Melissa Moore</i>	Date 4-4-22
4.	Approved	<input checked="" type="checkbox"/>	Not Approved		Director of Curriculum and Instruction <i>Scott Ferguson</i>	Date 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Special Education
Department	Special Education
Course Title	BASE I & BASE II
Course Number(s)	IP0316/17 & IP0326/27 & IP0321/22
Course Level	
Projected Enrollment for 2022-23	

II. ADD/DROP YEAR		
	ADD	DROP
2022-23		X
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title		Executive Functioning: A Blueprint for Success Guide
Author(s)		Rush Neurobehavioral Center
Publisher		Rush Neurobehavioral Center
Copyright Date/Edition		2016 – 2 <sup>nd</sup> Edition
ISBN 13#		9781630802226
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback		Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

**VI. Comments** (Box will expand as needed)

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VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	X
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

Rush Neurobehavioral Center no longer publishes this guide. BASE classes will continue to use the curriculum, but shift to in-class resources.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)				Assistant Division Chair		Date
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend		Assistant Division Chair		Date 4-4-22
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		Division Chair		Date 4-4-22
4.	Approved	<input checked="" type="checkbox"/>	Not Approved		Director of Curriculum and Instruction		Date 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Special Education
Department	Special Education
Course Title	LIFE English & LIFE Reading
Course Number(s)	IP1516/17 & IP1616/17
Course Level	
Projected Enrollment for 2022-23	

II. ADD/DROP YEAR		
	ADD	DROP
2022-23		X
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title		Reading Mastery Choice
Author(s)		
Publisher		
Copyright Date/Edition		
ISBN 13#		
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback		Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

**VI. Comments** (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	X
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

This curriculum has not been used in our LIFE program.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)					Date
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend		Assistant Division Chair	Date
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		Division Chair	Date
4.	Approved	<input checked="" type="checkbox"/>	Not Approved		Director of Curriculum and Instruction	Date

*Handwritten signatures and dates:*  
 Row 2: *[Signature]*, Date: 4-4-22  
 Row 3: *Melissa Moore*, Date: 4-4-22  
 Row 4: *[Signature]*, Date: 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Special Education
Department	Special Education
Course Title	LIFE Mathematics
Course Number(s)	IP1216/17
Course Level	
Projected Enrollment for 2022-23	

II. ADD/DROP YEAR		
	ADD	DROP
2022-23		X
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title		Connecting Math Concepts Level C and Level D Connecting Math Concepts Workbook
Author(s)		
Publisher		McGraw Hill
Copyright Date/Edition		
ISBN 13#		
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback		Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

**VI. Comments** (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	X
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

This curriculum has not been used in our LIFE program.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)				Assistant Division Chair	Date
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend		Division Chair	Date
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		Director of Curriculum and Instruction	Date
4.	Approved	<input checked="" type="checkbox"/>	Not Approved			Date

*Handwritten signatures and dates:*  
 Row 2: Assistant Division Chair signature, Date: 4-4-22  
 Row 3: Division Chair signature: *Melissa Moore*, Date: 4-4-22  
 Row 4: Director of Curriculum and Instruction signature: *Scott Sykes*, Date: 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- **Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.**
- **Chairs submit signed forms and copies of books for Board Room display by Friday, December 17**
- **Submit form electronically and hard copy (single sided and signed)**
- **Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.**
- **Do not add any surcharges, shipping charges, tax, etc., to costs.**

<b>I. COURSE INFORMATION</b>	
<b>Division</b>	Special Education
<b>Department</b>	Special Education
<b>Course Title</b>	Practical Math
<b>Course Number(s)</b>	IP1241/42
<b>Course Level</b>	
<b>Projected Enrollment for 2022-23</b>	

<b>II. ADD/DROP YEAR</b>		
	<b>ADD</b>	<b>DROP</b>
<b>2022-23</b>		
<b>2023-24</b>		
<b>2024-25</b>		

<b>III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION</b>		
	<b>ADD</b>	<b>DROP</b>
<b>Text/Material Title</b>	Mathematics Concepts Mathematics Concepts Workbook	
<b>Author(s)</b>	Siegfried Haenisch	
<b>Publisher</b>	AGS Publishing Circle	
<b>Copyright Date/Edition</b>	2005	
<b>ISBN 13#</b>	9780785437819 9780785437833	
<b>CD Rom Included? ISBN#</b>		
<b>Software ISBN#</b>		
<b>Reading Level</b>		
<b>Catalog/Web/Purchase Source</b>		

<b>IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE</b>			
<b>Hardback</b>		<b>E-book</b>	
<b>Hardback w/digital</b>		<b>CD Rom</b>	
<b>Paperback</b>		<b>Website subscription</b>	
<b>Paperback w/digital</b>		<b>Workbook/Lab Manual</b>	

<b>V. TEACHING MATERIALS (need accurate count)</b>			
<b>Teacher Desk Copies</b>			
<b>Blackline Masters</b>		<b>Software</b>	
<b>Workbooks/Lab Manuals</b>		<b>Videos</b>	
<b>Wraparound Editions</b>		<b>E-book</b>	
<b>Study Guides</b>		<b>Test Banks</b>	

<b>VI. Comments (Box will expand as needed)</b>

<b>VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)</b>	
<b>DT: District Text adopted for a minimum 5 year cycle</b>	
<b>CS: Class Sets of texts purchased by the District and stored in classrooms</b>	<b>x</b>
<b>CN: Consumable materials purchased by the student; not returned at the end of the semester/year</b>	
<b>Grant: (specify in comments above)</b>	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

This is no longer published so we cannot get enough copies for all students. Shifting from District Text to Class Set.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)				Assistant Division Chair	Date
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend		Division Chair	Date
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		Director of Curriculum and Instruction	Date
4.	Approved	<input checked="" type="checkbox"/>	Not Approved			Date

*Handwritten signatures and dates:*  
 Row 2: *AK Dyr*, Date: *4-4-22*  
 Row 3: *Melissa Moore*, Date: *4-4-22*  
 Row 4: *Scott*, Date: *4/5/22*

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Student Services
Department	Alternative
Course Title	English III / IV
Course Number(s)	AL0031 / AL0041
Course Level	LIII
Projected Enrollment for 2022-23	25

II. ADD/DROP YEAR		
	ADD	DROP
2022-23	X	
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	There Are No Children Here	
Author(s)	Alex Kotlowitz	
Publisher	Anchor Books / Random House	
Copyright Date/Edition	Feb, 1992	
ISBN 13#	0-375-26556-5	
CD Rom Included? ISBN#	N/A	
Software ISBN#	N/A	
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE		
Hardback	<input type="checkbox"/>	E-book
Hardback w/digital	<input type="checkbox"/>	CD Rom
Paperback	<input checked="" type="checkbox"/>	Website subscription
Paperback w/digital	<input type="checkbox"/>	Workbook/Lab Manual

V. TEACHING MATERIALS (need accurate count)		
Teacher Desk Copies		
Blackline Masters		Software
Workbooks/Lab Manuals		Videos
Wraparound Editions		E-book
Study Guides		Test Banks

**VI. Comments** (Box will expand as needed)

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VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	\$ 10.79
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$ 35.27</b>

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

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1.	Teacher(s)					Date
2.	Recommend	Do Not Recommend		Assistant Division Chair		Date
3.	Approved	Not Approved		Division Chair <i>Dan Ed</i>		Date 4/4/22
4.	Approved	Not Approved		Director of Curriculum and Instruction		Date

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

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- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Student Services
Department	Alternative
Course Title	English III / III
Course Number(s)	AL0031 / AL0041
Course Level	LIII
Projected Enrollment for 2022-23	25

II. ADD/DROP YEAR		
	ADD	DROP
2022-23	X	
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	A Lesson Before Dying	
Author(s)	Ernest J. Gaines	
Publisher	Vintage	
Copyright Date/Edition	Sept. 1994	
ISBN 13#	978-03757702709	
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback	✓	Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

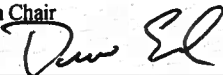
VI. Comments (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	\$ 9.49
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$ 35.27</b>

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**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

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1.	Teacher(s)				Assistant Division Chair	Date
2.	Recommend		Do Not Recommend		Division Chair	Date
3.	Approved		Not Approved			Date 4/4/22
4.	Approved		Not Approved		Director of Curriculum and Instruction	Date

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Student Services
Department	Mathematics
Course Title	English III / IV
Course Number(s)	AL0031 / AL0041
Course Level	LTII
Projected Enrollment for 2022-23	25

II. ADD/DROP YEAR		
	ADD	DROP
2022-23	X	
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	The Freedom Writers Diary	
Author(s)	Erin Gruwell	
Publisher	Crown	
Copyright Date/Edition	Oct. 1999	
ISBN 13#	978-0385494229	
CD Rom Included? ISBN#		
Software ISBN#	X	
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback	✓	Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

**VI. Comments** (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	\$ 14.99
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$ 35.29</b>

**VIII. RATIONALE AND SIGNATURES**

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3.	Approved		Not Approved		Division Chair <i>Dan Ed</i>	Date 4/4/22
4.	Approved		Not Approved		Director of Curriculum and Instruction	Date

**IX. FOR BOOKSTORE USE ONLY**

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- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

# LYONS TOWNSHIP HIGH SCHOOL

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## Language Arts Division

**TO:** Scott Eggerding, Director of Curriculum and Instruction  
Brian Waterman, Superintendent  
Board of Education

**FROM:** Karen Raino, Language Arts Division Chair

**DATE:** March 15, 2022

**RE:** Summer Reading 2022

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The Summer Reading Committee has been working since December to develop this year's summer reading experience. Led by LAD Assistant Division Chair Toby Casella, a group of teachers, librarians, and students created a list of 30 fiction and non-fiction texts for this summer's recommendations. For LT Summer Reading 2022, students will select a title from the suggested list and will engage in classroom-based discussions and/or assignments during the first week of school in August.

Students in all freshman and sophomore English classes will read a title from the LT summer reading list. All AP courses will have separate reading lists from which to choose a text. Although students in the AP classes will not complete a formal assignment over the summer, they will be given guided suggestions for critical reading to help transition them to the demands of an AP curriculum. The AP reading lists are attached to this memo.

The Summer Reading Committee has recommended that we continue to publicize the summer reading program using the following approaches:

- a. LT Website - The book trailers posted on the website make book selection easier for families and are a great teaching tool, generating student interest in the books.
- b. LT Summer Reading Posters - Posters will be distributed to all associate schools and local libraries digitally.
- c. Teachers - English teachers will explain and promote summer reading beginning in May. Associate school teachers will also have the information for promotional use with their students.
- d. Email Blast Reminders – Email blasts will occur in June, July, and August.
- e. Bookstore Displays – We will provide the book titles to Barnes & Noble at Oakbrook Shopping Center so they can create table displays.

Summer reading continues to be an integral part of the LT culture and we are pleased with its success the past nine years.

LT Summer Reading List 2022

Fiction					Non-Fiction
<i>The Ace of Spades</i> by Faridah Abiké-Iyimidé	<i>The Cruel Prince</i> by Holly Black	<i>Field Guide to the North American Teenager</i> by Ben Philippe	<i>The Night Circus</i> by Erin Morgenstern	<i>A River Runs Through It</i> by Norman Maclean	<i>Ask Iwata</i> by Satoru Iwata
<i>Angel of Greenwood</i> by Randi Pink	<i>A Cuban Girl's Guide to Tea and Tomorrow</i> by Laura Taylor Namey	<i>A Good Girl's Guide to Murder</i> by Holly Jackson	<i>One of Us Is Lying</i> by Karen M. McManus	<i>Such a Fun Age</i> by Kiley Reid	<i>The Anthropocene Reviewed</i> by John Green
<i>Bluebird</i> by Sharon Cameron	<i>Dial A for Aunties</i> by Jesse Q. Sutanto	<i>The Grapes of Wrath</i> by John Steinbeck	<i>Pride</i> by Ibi Zoboi	<i>They Both Die at the End</i> by Adam Silvera	<i>Code Girls: The Untold Story of the American Women Code Breakers in WW2</i> by Liza Mundy
<i>Carry On</i> by Rainbow Rowell	<i>Dig</i> by A. S. King	<i>The King of Scars</i> by Leigh Bardugo	<i>Red, White, and Royal Blue</i> by Casey McQuiston	<i>Truly Devious</i> by Maureen Johnson	<i>Crying in H Mart</i> by Michelle Zauner
<i>Crave</i> by Tracy Wolff	<i>The Epic Crush of Genie Lo</i> by F.C. Yee	<i>Lockwood &amp; Co. The Screaming Staircase</i> by Jonathan Stroud	<i>Renegades</i> by Marissa Meyer	<i>Where the Crawdads Sing</i> by Delia Owens	<i>When Harry Met Minnie</i> by Martha Teichner

Greetings, Incoming Juniors in English III AP Language and Composition and Incoming Seniors in English IV AP {The Rhetoric of} Language and Composition!

Welcome to AP Summer Reading, 2022.

Since college and career reading consists primarily of non-fiction texts - and the AP Language and Composition exam consists solely of passages from non-fiction readings - we want students to read some non-fiction over the summer. So, to expand the non-fiction book suggestions on LT's all-school summer reading list, we want to share some other non-fiction titles that AP English students have read and enjoyed in recent years. Please select at least one title from the general reading list or the list below and read that text over the summer. The junior and senior AP Language and Composition courses will not have a specific summer reading assignment to complete, but your teachers may ask you to refer to the texts in class.

1. ***The Men We Reaped*** by Jesmyn Ward
2. ***Poet Warrior*** by Joy Harjo
3. ***Killers of the Flower Moon: The Osage Murders and the Birth of the FBI*** by David Grann
4. ***Work Won't Love You Back*** by Sarah Jaffe
5. ***Dreamland: The True Tale of America's Opiate Epidemic*** by Sam Quinones
6. ***Heartland*** by Sarah Smarsh
7. ***Educated*** by Sara Westover
8. ***The Story of More: How We Got to Climate Change and Where We Go From Here*** by Hope Jahren
9. ***Quiet*** by Susan Cain
10. ***Wild*** by Cheryl Strayed

Enjoy your books!

Sincerely,

English III AP Language and Composition Teachers  
English IV AP {The Rhetoric of} Language and Composition Teachers

Greetings, Incoming Seniors!

Welcome to English IV AP Literature and Composition Summer Reading 2022.

We unequivocally believe that you continue to grow as readers and thinkers with each new book you pick up. The exposure to and study of complex ideas and artful writing often develops your own thinking and sophistication as a reader and writer.

.....

Choose **one** of the following works to read carefully. When you return to LT in August, we look forward to hearing you share your perceptions about the writer's style and thematic ideas. In order to help you prepare for discussions about the book, we want you to either annotate the text or create a journal. As a good reader, watch for key scenes and think about how they are pivotal to the book's meaning as a whole. Pay attention to the devices the writer uses to create those ideas. What are your favorite lines and scenes? What questions does the book raise for you? To What extent does it provide answers to those questions?

Happy Reading!

Book Titles

*Underground Railroad* by Colson Whitehead

*God of Small Things* by Arundhati Roy

*1984* by George Orwell

*Love in the Time of Cholera* by Gabriel Garcia Marquez

*All the Light We Cannot See* by Anthony Doerr

*Sing, Unburied, Sing* by Jesmyn Ward

*Eva Luna* by Isabelle Allende

# LYONS TOWNSHIP HIGH SCHOOL

CURRICULUM OFFICE 100 S. Brainard Ave., LaGrange, IL 60525-2101  
Tel: (708) 579-6470 E-mail: seggerding@lths.net Website: www.lths.net



**SCOTT D. EGGERDING**  
Director of Curriculum and Instruction

TO: Brian Waterman  
Board of Education

FROM: Scott D. Eggerding *SE*

DATE: April 12, 2022

RE: Grading Practices Update

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Following the Grading Practices Update in February, Dr. Waterman asked that I follow up on three questions that the Board raised. Those questions are:

- What are other high schools doing with changes to grading practices?
- How do colleges view changes to grading practices?
- How are we involving and supporting teachers with the implementation of grading practices?

The attached presentation slides and articles are intended to provide the Board with more context for our changes to grading practices in relation to other Chicago area high schools, our associate middle schools, college admissions officers, and the structure we have in place to support teachers.

## **What are other high schools doing with changes to grading practices?**

To answer this question, Katie Smith and I developed a survey which we sent to CADCA, the Chicago Area Directors of Curriculum and Assessment. This professional organization represents 70 school Districts. We received responses from 32. More information about who responded and what they had to say are in the presentation slides. We asked questions about where their schools are now and where they see themselves in 5 years. We also asked about the struggles they have faced and what kinds of questions they are hearing from their students, parents and community. The final slide in this section shares a thumbnail sketch of the grading practices at our associate schools.

## **How do colleges view changes to grading practices?**

The topic of college admissions is well-researched. When it comes to admissions data, NACAC (National Association for College Admissions Counseling) conducts surveys every 2 years. Given the pandemic, they have not published a survey since 2019, but the impact of the pandemic can be extrapolated by the findings. Attached, you will find the section of their 2019 review of admissions that pertains to “Factors in Admissions Decisions.”

Two other articles have been included on the perspective of standards-based grading and the conditions and impacts that it has on admissions. As a reminder, we do not have a standards-based grading system. Our assessments are aligned to course outcomes which are aligned to standards, but we do not measure student performance against a specific standard and we do not report grades based on standards. That being said, we have eliminated the components of our grade that are related to behavior, which is common with standards-based grading.

One follow-up question that was asked at the February meeting had to do with the use of plus and minus distinctions with grades. I have not been able to find anything where a college or professional organization has written anything about disregarding + and – distinctions, although in speaking with Lianne Musser and my colleagues at other schools, as well as the admissions officers from University of Chicago, University of Illinois at Urbana Champaign and De Paul, plusses and minuses are not considered, which may explain why I cannot find anything mentioning them. I will continue to look, though.

**How are we involving and supporting teachers with the implementation of grading practices?**

Lastly, you will see two slides explaining where we have come since 2017 and showing our Grading Implementation Team structure. The Implementation Team includes administrators and a teacher from every Division. This group put together the changes to the grading practices for second semester this year and has been instrumental in putting together our grading implementation plan prior to the pandemic. We have reconstituted this team in November and have been meeting bi-weekly since.

Based on feedback from that group, we have also re-convened our Grading Communication Committee which will help to share information about how we arrived at the practices we are employing and sharing some of the information that we have learned from other schools, such as the results from the CADCA survey. We expect to re-convene other committees as we move into next year, since we are making no changes to our grading practices for the fall. Our short-term goal is to improve what we already have in place.

The presentation ends with our vision and purpose for grading. Hopefully you can see how our vision and purpose align with the survey results, admissions articles and the implementation of our grading practices up to this point. We know we can provide additional training and supports and we will have the opportunity to better refine our courses and assessments through a curriculum review process that will begin next year. The more we can reiterate our purpose and vision for grades and share how those grades will be received by colleges, the more we can ensure equitable, accurate, bias-resistant and motivational grades that measure what students have learned. Thank you for the opportunity to provide detailed and researched answers to your questions.

**RECOMMENDATION:**

This item is informational.

# Answers to Questions About Grading


## Tonight's Questions

What are other high schools doing with changes to grading practices?

How do colleges view changes to grading practices?

How are we involving and supporting teachers with the implementation of grading practices?





**1. What are other high schools doing with changes to grading practices?**



**CADCA Survey**

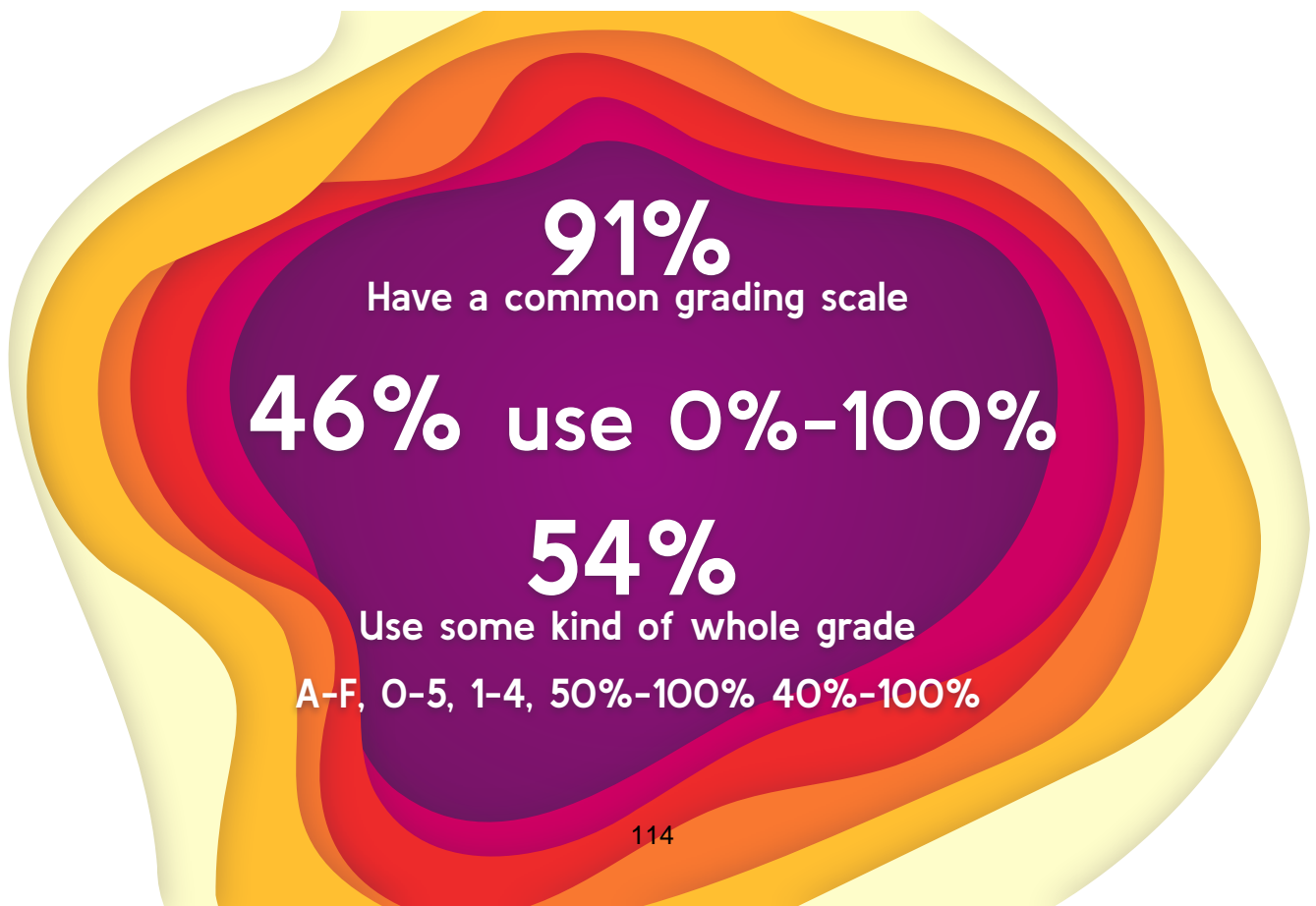
**CADCA is a group of suburban school district Assistant Superintendents and Directors that represents 70 school districts including 300 high schools which serve approximately 400,000 students**

# High Schools Responding to Survey

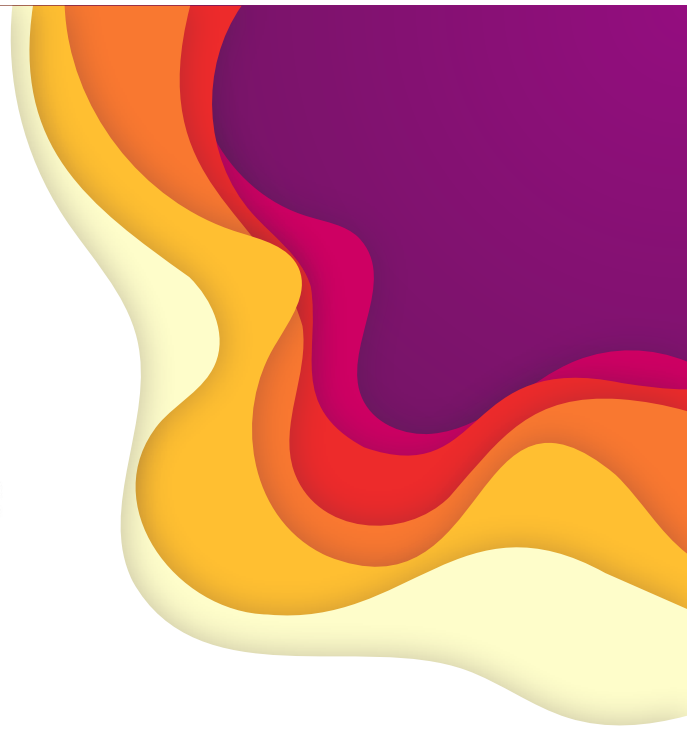
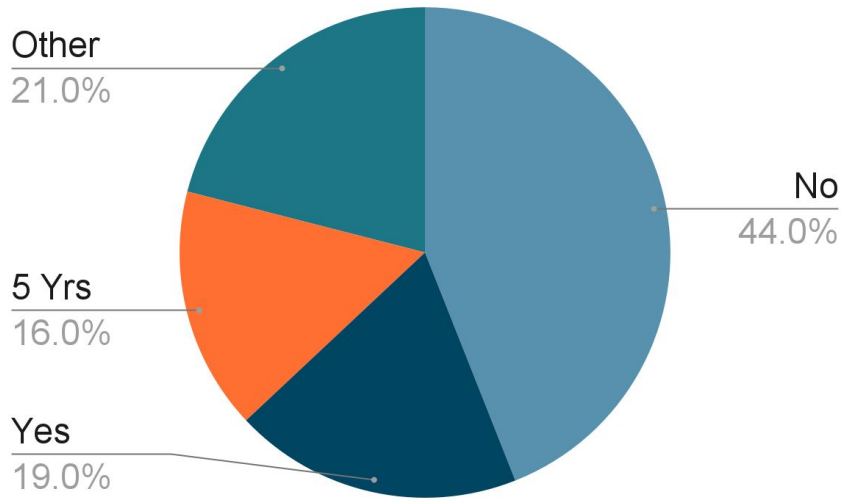
Evanston \* York \* Morton  
Hinsdale Central & South  
Addison Trail \* Willowbrook  
Maine West, South, East  
Glenbard N, S, E and W  
Lake Park \* Fenton \* Grant  
Oak Lawn \* Warren Twp.  
Hampshire \* Jacobs  
Dundee-Crown \* LTHS  
Libertyville \* Vernon Hills  
Antioch \* Lakes \* Waukegan

Joliet Central and West  
Niles West and East  
Downers Grove North & South  
Metea Valley \* Neuqua Valley  
Waubonsie Valley \* Lake Forest  
Lincoln-Way Central, East, West  
Homewood Flossmoor  
Richmond Burton \* West Chicago  
Highland Park \* Deerfield  
Oak Park River Forest \* Leyden

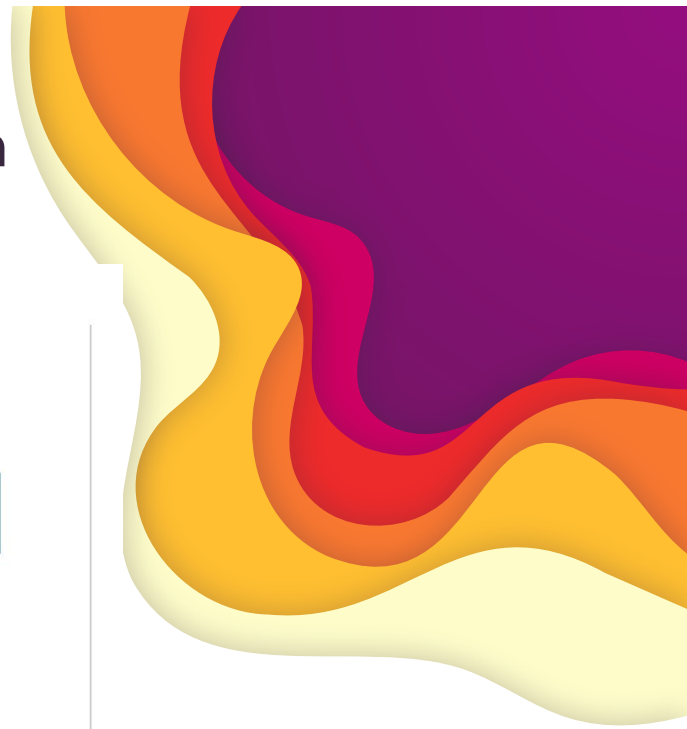
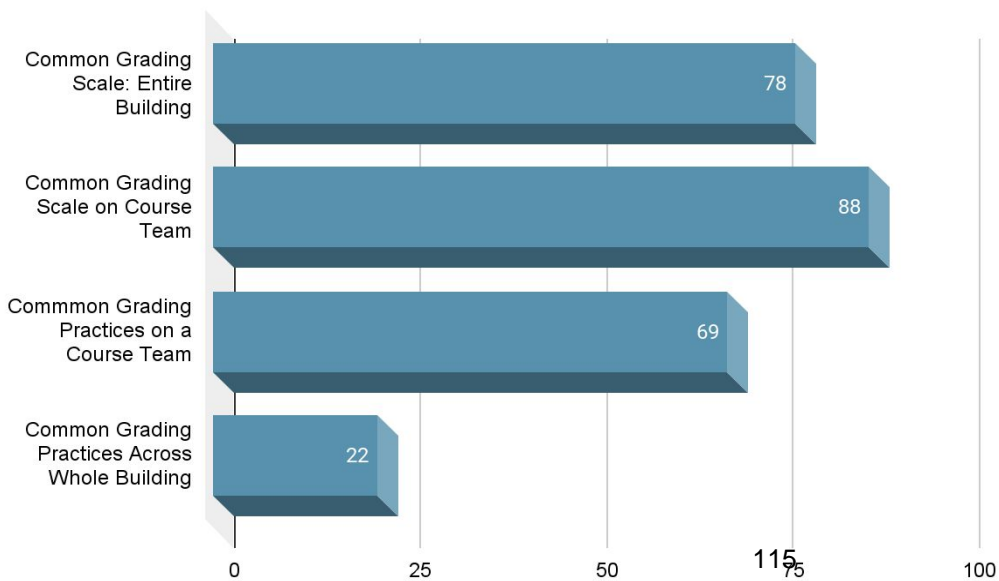
Note—Some of these high schools are part of a unit District, which affects how some of the following data points are reported.



# Do High Schools Use Standards-Based Grading?



# How Consistent Are Your High School Grading Practices?



# Assessments

## FORMATIVES

14% Count as 0% of grade  
 29% Count as 10% of grade  
 21% Count as 20% of grade  
 29% Count as no more than 30%



## SUMMATIVES

29% Count as 100% of the grade  
 Remainder range from 60% to 95% or do not have a set percentage for summatives

46% Have eliminated finals  
 23% Count as another summative  
 31% Count up to 20% of grade

## EXAMS

Some schools are standards based, so they do not count points or percentages. Others allow a department to determine weights. Another replaced final exams with mastery exams (no harm finals).

## OTHER

# Grading in LT Associate Schools

### District 101

K-5 standards based.  
 6-8 award grades with allowances for retakes and using 20% formatives and 80% summatives

### District 102

K-8 use proficiency scales of 1-4. No grades are given. Only summatives count.

### District 105

Formatives are weighted less than summatives. Summatives are primary. Grades are awarded.

### District 106

Grades are based on an accumulation of points. Tests and projects are worth more points, but everything "counts" towards letter grades.

### District 107

Grades are based on an accumulation of points. Tests and projects are worth more points, but everything "counts" towards letter grades.



## 2. How do colleges view changes to grading practices?

### 2019 NACAC State of College Admissions (pre-pandemic)

#### Biggest Shift

For the past three admission cycles (2016, 2017, and 2018), the percentage of colleges rating grades in all courses as considerably important has matched or surpassed grades in college prep courses.

#### Major Factors

75 percent of colleges rated grades in all high school courses as considerably important.

73 percent rated grades in college prep courses as considerably important.

Strength of curriculum was rated considerably important by more than 60 percent of colleges.

Nearly half gave admission test scores (ACT/SAT) considerable weight.

# 2019 NACAC State of College Admissions (pre-pandemic)

## Selectivity

Institutions that were more selective placed more emphasis on grades in college prep courses and strength of curriculum.

More selective colleges also rated more highly the essay/writing sample, counselor and teacher recommendations, extracurricular activities, and work.

## First Generation Admittance

31 percent rated first-generation status as at least moderately important in first-time freshmen admission decisions.

About one-quarter of colleges considered high school attended, race/ethnicity, and state or county of residence as either moderately or considerably important.

13

## How Selective Colleges and Universities Evaluate Proficiency-Based High School Transcripts: Insights for Students & Schools

### Key Takeaways:

- Holistic review allows admission professionals to carefully consider each applicant in his or her individualized learning environment.
- Proficiency-based transcripts and school profiles should explain what learning standards mean within the context of the particular high school.
- The inclusion of habits of work and cross-curricular knowledge and skills on proficiency-based transcripts and school profiles are particularly useful to admission leaders.<sup>118</sup>

14

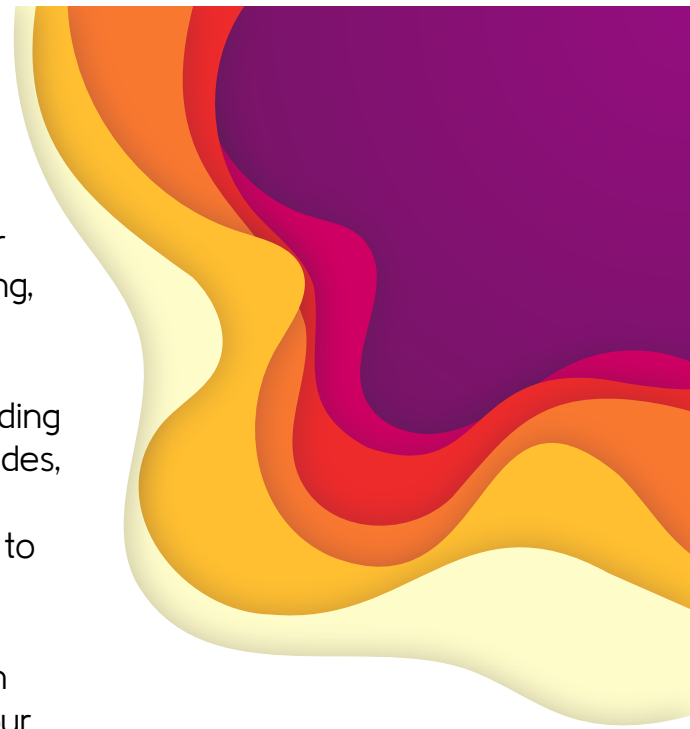


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All admissions leaders at the meeting overwhelmingly agree that students applying from proficiency-based educational systems will experience no disadvantage in the evaluation and admissions process.

## Getting a Fair Shot?

- The separation of academic and personal behavior grades, a key component of most standards grading, was seen as beneficial to the admissions process.
- Transcripts from districts with standards-based grading would not be affected in any way. If students' grades, in the form of GPAs, and other required indicators met minimum requirements, they would continue to be admitted as in traditional systems.
- Non-traditional grading on transcripts is not new in college admissions. Admissions personnel at the four universities we studied provided multiple examples of such cases and described strategies used to ensure equity of access.



## Getting a Fair Shot?

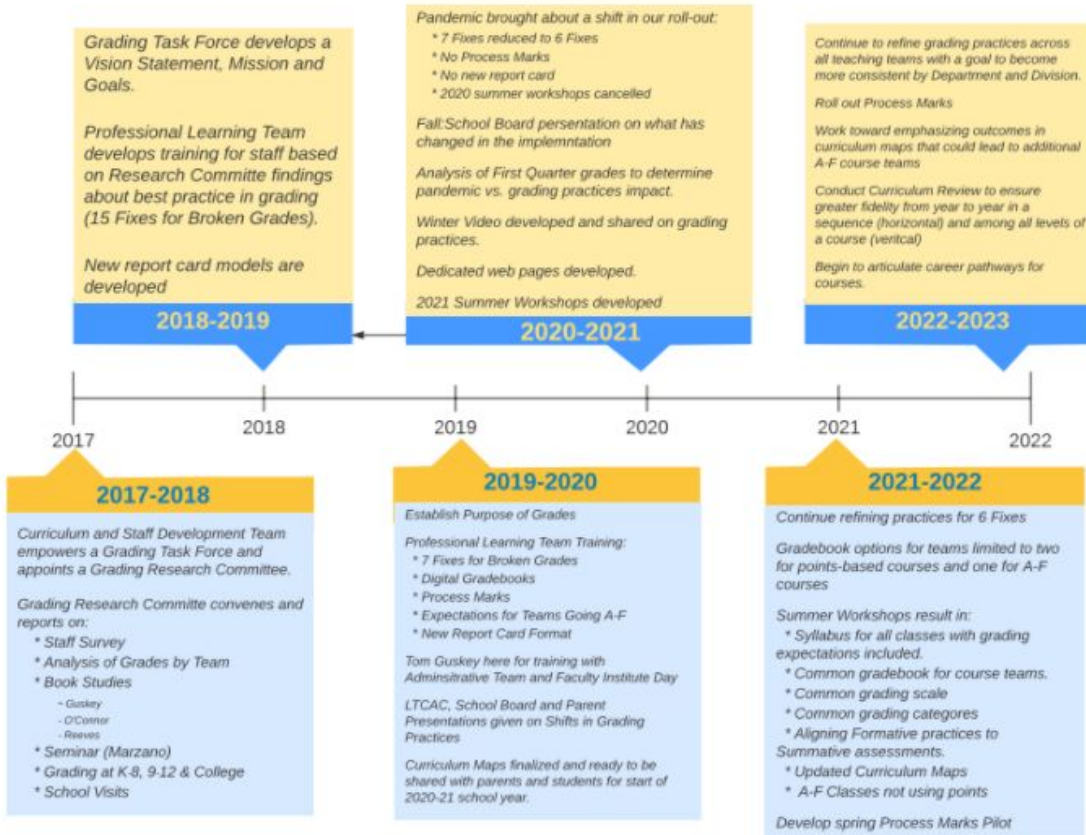
**“The worst thing we can do is admit them when they don’t have the skills to be successful. It’s on our shoulders when they’re ... dropping out and walking away with debt.”**

**“We suspect grades are inflated and standardized tests are biased...I think most of us would be interested in knowing that you have removed the variables that inflate grades.”**  
Thus, recognizing the importance of providing accurate grades that reflect both academic achievement and behavior (work ethic, attendance, perseverance), reported separately, becomes a critical responsibility of secondary school educators.

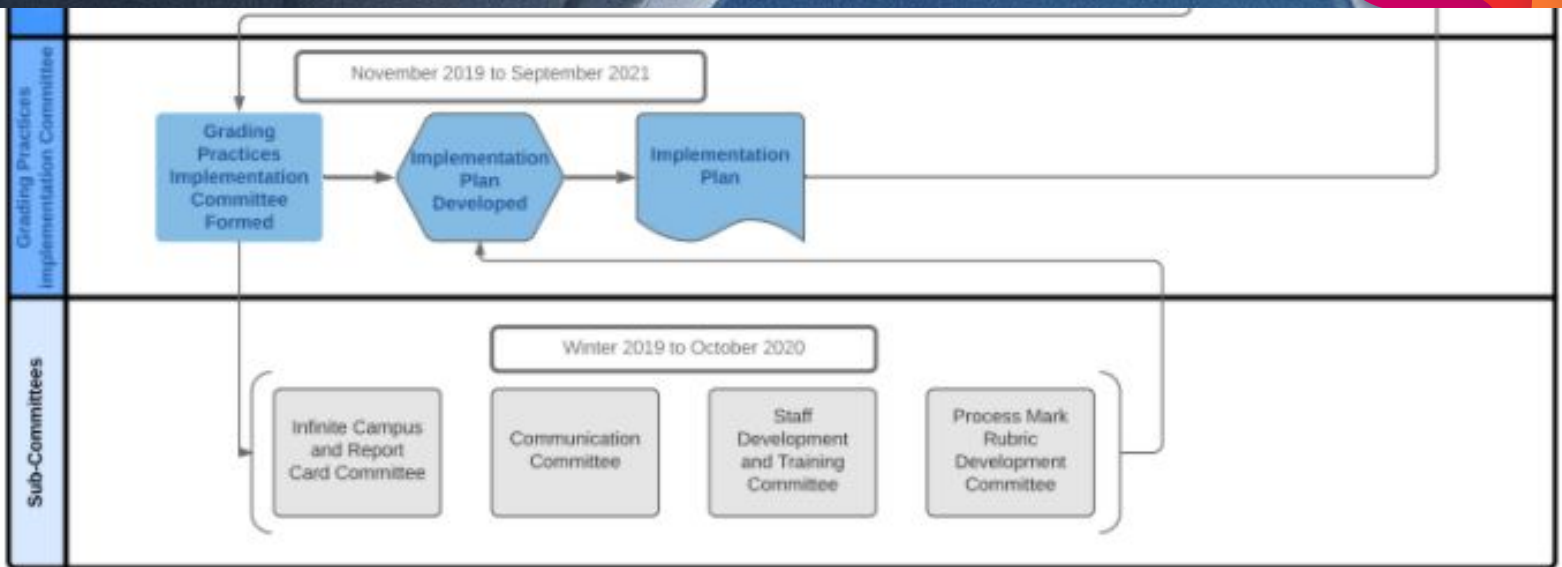
17

**3. How are we involving and supporting teachers with the implementation of grading practices?**

## LTHS Grading Practices Timeline



## Grading Implementation Team



# Purpose and Vision for Grading at LTHS

**VISION:** The grading system at Lyons Township High School is consistent throughout the school, equitable and fair to all students, and reflective of student performance.



## Purpose of Grading:

### Accurate

- Easy to Understand
- Descriptive of a student's level of academic performance.

### Bias-resistant

- Grades reflect the attainment of content knowledge and not evidence that is influenced by teacher implicit bias.

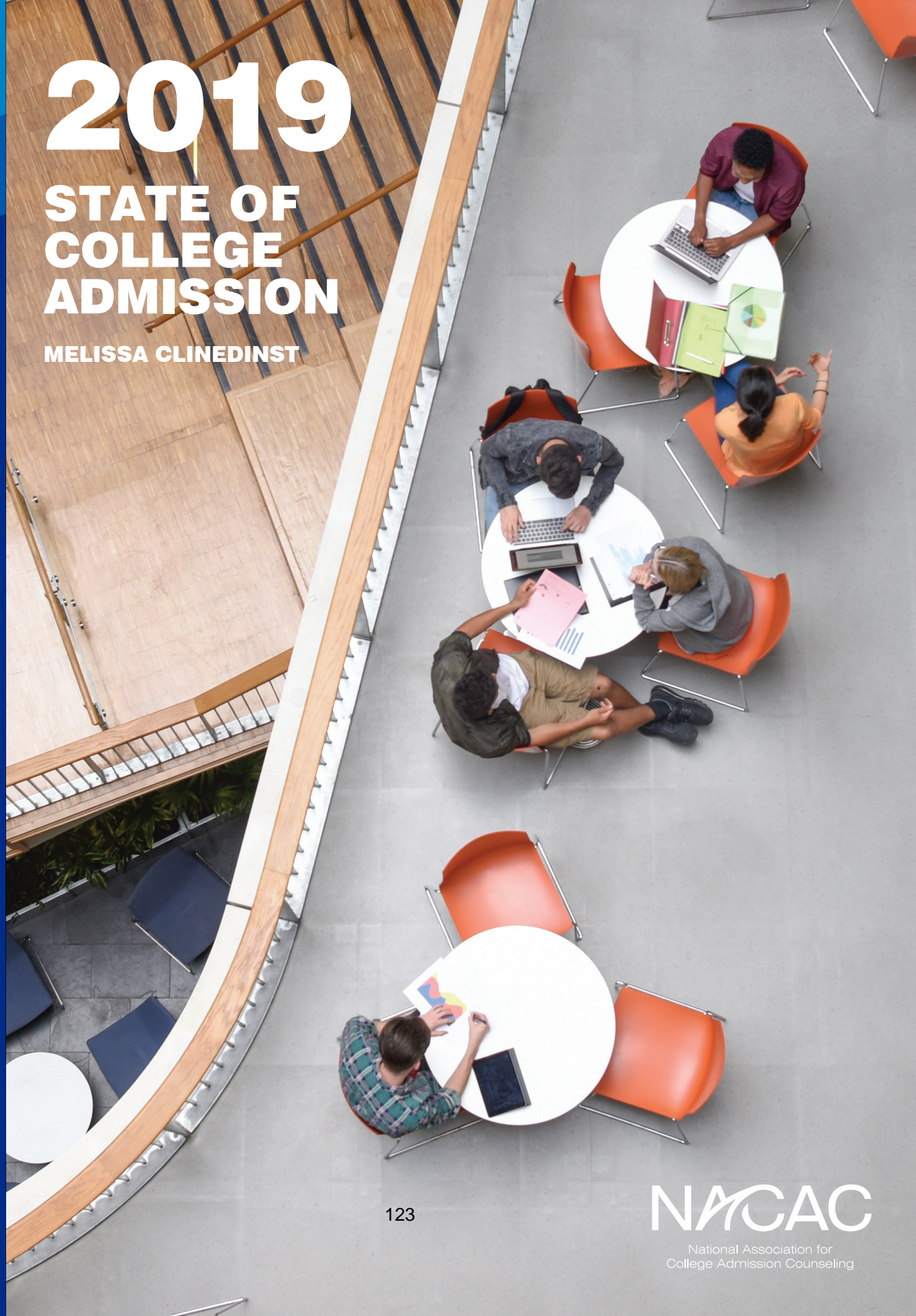
### Motivational

- Supports a growth mindset
- Provides opportunities for redemption
- Is transparent so students know where they stand and how they can affect change
- Connect meaning of practice to rewards of learning.

# 2019

## STATE OF COLLEGE ADMISSION

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# 03

## Chapter 3 Factors in Admission Decisions

There is no definite plan or specific combination of factors that will guarantee a student admission to their preferred institution. Colleges and universities review many aspects of prospective student applications in order to determine which students will be admitted. In addition to considering the merits of each applicant, most universities also consider the composition of the entering class as a whole in order to ensure that a diverse group of students with a variety of academic and extracurricular interests will enrich the campus experience. Institutional characteristics, such as enrollment size and acceptance rate, also impact the importance of admission factors.

### **Factors in Admission Decisions: First-Time Freshmen, Fall 2018 (see Table 7)**

- Academic performance in high school has been the most important consideration in

freshman admission decisions for decades. Seventy-five percent of colleges rated grades in all high school courses as considerably important, and 73 percent rated grades in college prep courses as considerably important. Strength of curriculum was rated considerably important by more than 60 percent of colleges and nearly half gave admission test scores (ACT/SAT) considerable weight.

- A second set of factors were most often considered to be moderately important. These factors tend to provide insight regarding the personal qualities and interests of students, as well as offer more detail on academic performance. They include essays or writing samples; teacher and counselor recommendations; student's demonstrated interest; class rank; and extracurricular activities.
- A final group of admission decision factors were given moderate or considerable

importance, on average by a small percentage of institutions, likely because most of the factors are relevant only to a small subset of colleges. They included subject test scores (AP, IB), portfolios, SAT II scores, interviews, state graduation exams scores, and work experience.

### **Factors in Admission Decisions for First-Time Freshmen: Change Over Time (see Table 8)**

The relative importance of many admission decision factors have remained remarkably stable over the long term. Notable exceptions include the declining importance of class rank and interviews.

While academic performance has remained the most important consideration for colleges, in recent years, specific changes in the top factors have become evident. For many years, grades in college prep courses had been rated as the top factor in admission decisions, followed

TABLE 7. PERCENTAGE OF COLLEGES ATTRIBUTING DIFFERENT LEVELS OF IMPORTANCE TO FACTORS IN ADMISSION DECISIONS: FIRST-TIME FRESHMEN, FALL 2017

Factor	N	Considerable Importance	Moderate Importance	Limited Importance	No Importance
Grades in All Courses	220	74.5	15.0	5.5	5.0
Grades in College Prep Courses	220	73.2	16.8	5.9	4.1
Strength of Curriculum	219	62.1	21.9	8.7	7.3
Admission Test Scores (SAT, ACT)	221	45.7	37.1	12.2	5.0
Essay or Writing Sample	220	23.2	33.2	24.1	19.5
Student's Demonstrated Interest	218	16.1	23.9	28.0	32.1
Counselor Recommendation	218	15.1	40.4	26.6	17.9
Teacher Recommendation	219	14.2	40.2	26.5	19.2
Class Rank	220	9.1	29.1	34.1	27.7
Extracurricular Activities	219	6.4	42.9	32.0	18.7
Portfolio	219	6.4	11.9	26.9	54.8
Subject Test Scores (AP, IB)	219	5.5	18.3	35.2	41.1
Interview	219	5.5	16.4	28.3	49.8
Work	217	4.1	28.6	36.9	30.4
State Graduation Exam Scores	218	2.3	8.7	18.8	70.2
SAT II Scores	216	1.9	5.6	14.8	77.8

SOURCE: NACAC Admission Trends Survey, 2018–19.

by strength of curriculum, admission test scores, and grades in all courses (overall GPA). However, for the past three admission cycles (2016, 2017, and 2018), the percentage of colleges rating grades in all courses as considerably important has matched or surpassed grades in college prep courses.

Class rank has become much less important over the past decade. For each admission cycle from Fall 2016 to Fall 2018, only 9 percent of colleges rated class rank as considerably important, compared to 23 percent in 2007.

### Factors in Admission by Institutional Characteristics for First-Time Freshmen, Fall 2018

The top four admission decision factors for first-time freshmen are consistent across all types of institutions. However, institutional characteristics determined the relative level of importance assigned to some admission factors.

#### *Institutional Control*

- Private colleges placed relatively more importance on the essay/writing sample, the interview,

counselor and teacher recommendations, demonstrated interest, extracurricular activities, and work.

- Public colleges valued admission test scores more highly than private institutions.

#### *Enrollment Size*

- Smaller colleges gave comparatively more weight to the interview, teacher and counselor recommendations, and demonstrated interest.
- Larger colleges tended to place more value on admission test scores.

TABLE 8. PERCENTAGE OF COLLEGES ATTRIBUTING “CONSIDERABLE IMPORTANCE” TO FACTORS IN ADMISSION DECISIONS: FIRST-TIME FRESHMEN, FALL 2007 TO FALL 2018

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Grades in College Prep Courses	80%	75%	87%	83%	84%	82%	82%	79%	—	77%	71	73
Grades in All Courses	52	52	46	46	52	50	52	60	—	77	81	75
Strength of Curriculum	64	62	71	66	68	65	64	60	—	52	51	62
Admission Test Scores	59	54	58	59	59	56	58	56	—	54	52	46
Essay or Writing Sample	26	27	26	27	25	20	22	22	—	19	17	23
Class Rank	23	19	16	22	19	13	15	14	—	9	9	9
Counselor Recommendation	21	20	17	19	19	16	16	17	—	15	11	15
Demonstrated Interest	22	21	21	23	21	18	20	17	—	14	16	16
Teacher Recommendation	21	21	17	19	17	15	14	15	—	11	7	14
Interview	11	11	7	9	6	7	8	4	—	5	4	6
Extracurricular Activities	7	7	9	7	5	7	10	6	—	8	4	6
Work	2	2	2	2	2	1	3	1	—	3	2	4
Subject Test Scores (AP, IB)	7	8	7	10	7	5	8	7	—	7	4	6
State Graduation Exams	4	4	3	4	4	2	3	4	—	2	2	2
SAT II Scores	6	7	5	5	5	4	6	5	—	2	7	2
Portfolio	—	7	8	6	7	5	6	7	—	6	5	6

—Data are not available.

SOURCE: NACAC Admission Trends Surveys, 2007-08 through 2018-19.

TABLE 9. PERCENTAGE OF COLLEGES ATTRIBUTING DIFFERENT LEVELS OF INFLUENCE TO STUDENT CHARACTERISTICS IN ADMISSION DECISIONS: FALL 2018

	N	Considerable Influence	Moderate Influence	Limited Influence	No Influence
<i>FIRST-TIME FRESHMEN</i>					
High School Attended	221	4.5	19.0	32.1	44.3
Race/Ethnicity	219	6.8	17.8	16.9	58.4
State or County of Residence	220	4.1	22.3	17.3	56.4
First-generation Status	220	5.5	25.5	20.9	48.2
Ability to Pay	221	1.2	4.2	13.7	81.0
Gender	221	3.2	10.4	18.6	67.9
Alumni Relations	220	0.9	11.8	35.0	52.3

SOURCE: NACAC Admission Trends Survey, 2018–19.

### **Selectivity**

- Institutions that were more selective placed more emphasis on grades in college prep courses and strength of curriculum.
- More selective colleges also rated more highly the essay/writing sample, counselor and teacher recommendations, extracurricular activities, and work.

(See Appendix Table B.1. for a correlation matrix of statistically significant associations.)

### **Student Characteristics as Contextual Factors in Admission Decisions for First-Time Freshmen, Fall 2018 (see Table 9)**

Colleges were asked to rate the influence of certain student characteristics—race/ethnicity, first-generation status, high school attended, state or county of residence, gender, alumni relations, and ability to pay—in terms of how they affect evaluation of the

main admission factors. Although, for the most part, college admission officers give little importance to these characteristics, there are some findings worth noting.

For example, nearly one-third of colleges (31 percent) rated first-generation status as at least moderately important in first-time freshmen admission decisions. About one-quarter of colleges considered high school attended, race/ethnicity, and state or county of residence as either moderately or considerably important (24 percent, 25 percent, and 26 percent, respectively).

Interesting differences also were found in the relative importance given to these factors based on institution type. Data provided on the NACAC 2018–19 Admission Trends Survey allowed for comparison by institutional characteristics.

### **Institutional Control**

- Private institutions gave greater consideration to race/ethnicity,

gender, high school attended, alumni relations, and ability to pay when evaluating applications.

### **Enrollment**

- Alumni relations and ability to pay were rated as having more influence in admission decisions for smaller colleges.
- Larger colleges gave greater consideration to state or county of residence and first-generation status.

### **Selectivity**

- When evaluating applications, institutions that were more selective placed more emphasis on each of these student characteristics—race/ethnicity, gender, first-generation status, state or county of residence, high school attended, alumni relations, and ability to pay.

(See Appendix Table B.2. for a correlation matrix of statistically significant associations.)



## Policy Spotlight on New England

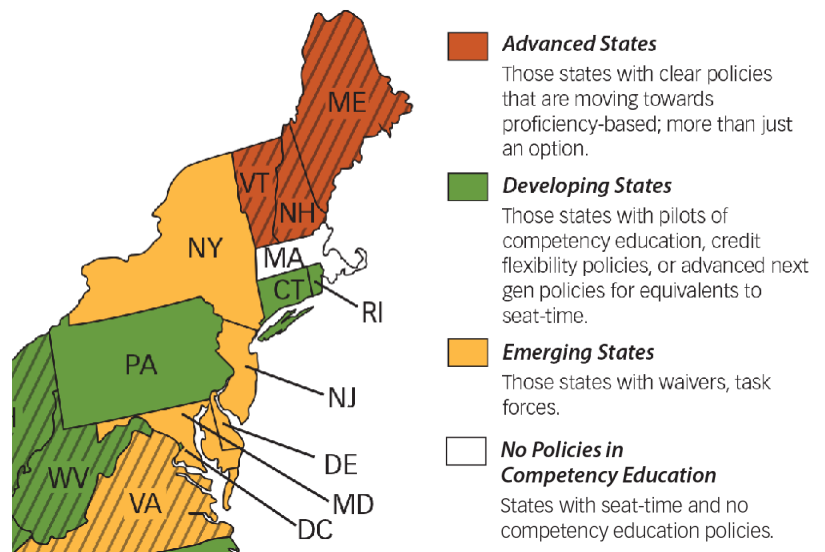
### *How Selective Colleges and Universities Evaluate Proficiency-Based High School Transcripts: Insights for Students and Schools*

The movement toward proficiency-based learning is gaining momentum at secondary schools across New England and beyond (Figure 1). Proficiency-based learning is the system of instruction, assessment and grading based on demonstration of skills that meet performance standards or “proficiencies.” The goal of proficiency-based learning is to better prepare students with the knowledge and skills necessary for success in higher education and 21st century careers.

As proficiency-based education models become more common across the country and the region, high school students and parents have raised questions and concerns regarding how proficiency-based transcripts will be viewed in the college admissions process—especially at highly selective US colleges and universities. Of greatest concern is whether proficiency-based learning and grading will disadvantage students in the college application and evaluation process.

To help answer these questions, the New England Board of Higher Education (NEBHE) and the New England Secondary School Consortium (NESSC) convened a meeting of admissions leaders from highly selective New England colleges and universities and facilitated a robust discussion on the topic. Overwhelmingly, these admissions leaders indicate that students with proficiency-based transcripts will not be disadvantaged in the highly selective admissions process. Moreover, according to some admissions leaders, features of the proficiency-based transcript model shared with the group provide important information for institutions seeking not just high-performing academics, but engaged, lifelong learners.

**Figure 1: Proficiency-Based K-12 Education State Policies in the Northeast as of March 2015**



Notes: Some states use “proficiency-based” while some states use “competency-based” to describe similar learning systems. Maine, New Hampshire, and Vermont are advancing towards state-wide transitions to proficiency-based education. Connecticut and Rhode Island allow individual schools to decide how students may accrue graduation credits, and Massachusetts has no formal legislation in place regarding proficiency-based education.

Source: Competency Works

Erika Blauth  
Sarah Hadjian

April 2016

New England  
Board of Higher  
Education

www.nebhe.org

## What is Proficiency-Based Learning?

In a proficiency-based model or system, students progress through courses and grade levels by demonstrating individual mastery of specific learning standards. Learning standards may vary by state or school system, but generally represent educational objectives a student should achieve by the end of a course or grade level. In a proficiency-based system, a student struggling to demonstrate proficiency is provided additional support or interventions until the student achieves the required skill or knowledge. Students who demonstrate proficiency engage in learning opportunities to extend or accelerate their learning. Proficiency-based learning allows educators to identify a student's strengths and weaknesses, and monitor learning progress over time.

Proficiency-based transcripts often also capture students' mastery of habits of work and cross-curricular knowledge and skills. A sample transcript shared with admissions leaders, for instance, captured cross-curricular skills described as "clear and effective communicator," "self-directed and lifelong learner," and "creative and practical problem solver"—all skills that are in high and increasing demand from both employers and higher education institutions (Figure 2). According to the Georgetown University Center on Education and the Workforce, employers ranked critical thinking and active listening among the most important skills in today's economy. A recent report from the Harvard Graduate School of Education also called for the consideration of "concern for others and the common good" in the admissions process. By capturing habits of work on the transcript, the proficiency-based model provides increasingly relevant information regarding a student's ability to succeed in today's world.

### Habits of Work (HOW) Examples

- Attendance
- Participation
- Effort

The terminology to define these practices and policies vary, but they each strive for the same goal: to prepare students to succeed in the 21st century by being college and career ready. At the federal level, the newest reauthorization of the Elementary and Secondary Education Act—the Every Student Succeeds Act—recognizes proficiency-based learning and invites new innovative accountability systems based on proficiency-based learning. In Maine, "proficiency-based education" will be required for public high school students graduating between 2018 and 2021. In New Hampshire, "competency-based learning" will be required in all public elementary and secondary schools by 2017. In Vermont, "proficiency-based learning" will be the sole criteria for graduation by 2020. Connecticut and Rhode Island give individual schools the option to determine how students accrue graduation credits, with no date set to transition all secondary schools to proficiency-based models. While there is no formal legislation in place regarding proficiency-based education and graduation in Massachusetts, some schools are currently implementing these practices (Figure 1).

## Proficiency-Based Transcripts in the Context of Selective Admissions

As proficiency-based learning models become more widespread in New England states, high school students and families have raised concerns about how proficiency-based education will be viewed by highly selective institutions in the admissions process. In particular, students and families worry that proficiency-based education's perceived departure from traditional transcripts and grading systems will hinder admissions professionals' ability to fully comprehend and evaluate the caliber of candidates applying from these school districts. If this were true, students and parents worry that using a proficiency-based learning transcript would put them at a disadvantage in the competitive selective admission process. To address these concerns, NEBHE and NESSC convened a special meeting of admissions leaders from selective institutions across New England in January 2016.

**All admissions leaders at the meeting overwhelmingly agree that students applying from proficiency-based educational systems will experience no disadvantage in the evaluation and admissions process.**

In particular, admissions leaders point to the characteristics of their holistic review processes. Considering applications holistically allows for careful consideration of each applicant in his or her individualized context, as thorough attention is given to each part of the application and decisions are rendered based on the totality of an applicant's academic and personal profile, rather than grades or test scores alone. This requires a deep, comprehensive understanding of each applicant and the academic context from which he or she is applying.

Selective admission leaders at this meeting stressed how their institutions receive applications from across the country and around the world, which represent a diverse range of high school environments and a variety of grading scales, terminology and transcript design. Admissions officers work diligently to understand the nuances of each learning environment, which informs the context in which applicants are evaluated. Once admission officers thoroughly understand this context, they are able to evaluate the extent to which a student has taken advantage of the opportunities available in that particular learning environment.

In light of these institutions' use of the holistic review process, it is crucial that the documents which proficiency-based high schools provide to colleges and universities in their students' applications provide a clear and accurate picture of the learning environment and its particular characteristics. Transcripts and school profiles are especially important tools that admission officers rely on to learn about less familiar grading models. Given the trend toward proficiency-based learning in recent years, admissions leaders present at this meeting emphasized how clear, transparent transcripts and school profiles continue to help them understand necessary aspects of the proficiency-based learning model so they can review applications as accurately and efficiently as possible. This efficiency is especially important given the high volume of applications these selective institutions receive every year.

**Key Takeaways:**

- Holistic review allows admission professionals to carefully consider each applicant in his or her individualized learning environment
- Proficiency-based transcripts and school profiles should explain what learning standards mean within the context of the particular high school
- The inclusion of habits of work and cross-curricular knowledge and skills on proficiency-based transcripts and school profiles are particularly useful to admission leaders

For proficiency-based high schools, admissions leaders emphasize that the transcript and school profile should explain what learning standards mean within the context of the particular high school. While the transcript provides information about an individual student's achievements, the school profile provides contextual information about the curriculum, grading procedures, standardized testing history and record of college attendance, as well as information on school and local community demographics. The school profile also provides an opportunity for high schools to clearly and directly highlight important characteristics that differentiate one school or learning environment from others—information that admissions lead-

ers emphasize is especially helpful. While the admissions leaders present unanimously agreed that students from proficiency-based systems receive no disadvantage in the admissions process, they also caution that lack of information or transparency in transcripts or school profiles can present a hurdle in an admissions officer's attempt to accurately assess a student's achievements.

Admissions leaders were particularly enthusiastic about the inclusion of habits of work and cross-curricular knowledge and skills on the proficiency-based transcript (Figure 2). Information regarding students' habits of work and cross-curricular knowledge and skills are increasingly of interest to selective admissions offices as they seek to admit students who will contribute fully to campus life. In addition to academic achievements, selective colleges and universities report that they are deeply interested in the behaviors and attitudes, such as love of learning and intellectual curiosity, that make students great learners and full contributors to the vibrancy of a campus community. The incorporation of habits of work and cross-curricular knowledge and skills into the grading system, and evaluated in concert with letters of recommendation from teachers and counselors, help to assist admissions officers in identifying students best suited to thrive at their institutions.

Figure 2: Maine's Cross-Curricular Skills Featured on Sample Proficiency-Based Learning Transcript

Graduation Standards: Cross-Curricular Skills		Proficiency Level
<b>Maine Learning Results Guiding Principles</b>  *The achievement of graduation standards is verified over time as students demonstrate proficiency through multiple assessments, projects, portfolios, and exhibitions.	Clear and effective communicator	3.0
	Self-directed and lifelong learner	3.25
	Creative and practical problem solver	3.50
	Responsible and involved citizen	3.75
	Integrative and informed thinker	4.0

Notes: These cross-curricular skills, coupled with Habits of Work (HOW) related to participation and effort, were of particular interest to admission professionals present at this meeting.

Source: Great Schools Partnership

## Final Thoughts & Recommendations

As secondary schools in New England and across the country continue to shift toward using proficiency-based learning models, higher education institutions will see increasing numbers of applicants sending proficiency-based transcripts and school profiles. The admissions deans and directors of selective colleges and universities convened by NEBHE and NESSC agree that students from proficiency-based high schools will not be disadvantaged in their holistic review processes, especially if proficiency-based high schools develop clear, cohesive transcripts and school profiles that articulate the nuances of their proficiency-based learning standards and show how each student has performed in their learning environments. The inclusion of habits of work and cross-curricular knowledge and skills are particularly exciting to these selective admissions leaders, as they convey important insights about how students will contribute to campus life beyond the grades they earn and the extracurricular activities in which they participate.

In light of the results of this meeting with selective admission leaders, proficiency-based high schools should consider whether their current transcripts and school profiles are providing admission officers with these important insights into their schools. High school leaders may visit the Great Schools Partnership website to see examples of proficiency-based transcripts and school profiles. College-bound students and their families may also research admission policies and practices at individual institutions to which they are interested in applying, as admissions philosophies and practices vary across institutions. Most institutions provide detailed information regarding their specific admissions process on their website and are available to field phone calls from prospective students and families. Overall, students and families should feel reassured that selective admission professionals strive to gain a holistic understanding of every student's high school context as they review applications for admission.

### Next Steps for Students and Schools:

- Students are encouraged to review the admission philosophies and practices of individual institutions to which they are applying
- High school counselors and administrators can utilize resources on the Great Schools Partnership website to help improve the proficiency-based transcripts and school profiles they provide to colleges and universities

*Erika Blauth and Sarah Hadian are policy research interns at the New England Board of Higher Education and Master's students studying higher education at the Harvard Graduate School of Education.*

*For questions or comments, please contact Gretchen Syverud at [gsyverud@nebhe.org](mailto:gsyverud@nebhe.org) or 617-533-9522.*

#### **About the New England Board of Higher Education (NEBHE)**

*Established in 1955 by six visionary New England governors, NEBHE is a regional compact that works across New England to: help leaders assess, develop and implement education practices and policies of regional significance; promote regional cooperation that encourages efficient sharing of education resources; and strengthen the relationship between higher education and the regional economy.*  
*Learn more at [www.nebhe.org](http://www.nebhe.org).*



@nebhe

## Getting a Fair Shot?

Three findings from a study of university officials' views on the use of standards-based grading in admissions decisions

BY THOMAS M. BUCKMILLER AND RANDAL E. PETERS/*School Administrator*, February 2018



**Tom Buckmiller, associate professor at Drake University in Des Moines, Iowa, studied how university admissions officers were reacting to nontraditional student grade transcripts.**

postsecondary admissions.

As more education leaders consider implementing a standards-based approach to assessment and grading, they are bumping up against a formidable barrier — parents worried about how college admissions officers will size up their sons' and daughters' applications to selective institutions.

Many parents, particularly those of higher-achieving students, assume the drastic change in grade reporting will harm their children's chances of gaining admission. Students accustomed to traditional grading formats harbor a similar fear of being disadvantaged in their candidacies for

A high school administrator with whom we have worked acknowledged this real concern, but he pointed out its fallacy. "I don't fault students for that. But they're so consumed with a 3.85 [GPA] as opposed to a 3.75, they don't care *how* they get it. I tell them all the time, 'You will get into college, but that's not why we're here. We're here to make sure you get *through* college,'" said Nathan Wear, principal of 450-student Solon High School in central Iowa.

high schools using standards-based grading are likely to receive fair and equitable consideration in the university admissions process. Further, we examined the extent to which university admissions personnel understood standards-based grading, as well as the nature of any challenges that high school grades and transcripts based on standards might pose to admissions decisions.

Based on our in-depth qualitative interviews with admissions officials at two large state universities, one mid-sized state university and one mid-sized private university, all situated in the Midwest, we found three significant themes relating to standards-based grading and admissions.

**» No. 1: Letter grades and transcripts based on standards are acceptable, if not preferable, in the eyes of admissions offices, but with some caveats.**

When standards-based grading principles were more fully explained, university admissions directors expressed general approval. They shared their frustrations with rampant grade inflation, inaccurate portrayals of student performance, the regular need for remediation once students were enrolled and widely varying grading systems from one school district to the next, often associated with traditional grading practices.

One admissions director remarked in disbelief, saying, “I’ve seen kids graduate from good high schools who are illiterate — I mean, they are *illiterate* — and yet they are high school graduates.”

Some agreement existed among the admissions officials that information communicated through grades and transcripts that is more precise and accurate, that separates and addresses personal traits such as work ethic and attendance, is a truer reflection of students’ performance relative to an academic standard.

University officials in our study stated almost unequivocally that students from schools awarding grades that reflect clear learning targets and separate reporting of behavioral and academic indicators would not receive unfair evaluation for admission.

The separation of academic and personal behavior grades, a key component of most standards grading, was seen as beneficial to the admissions process. Final transcripts submitted in June, a couple of months before students matriculate, would be especially helpful to staff responsible for incoming students. Said one counselor: “It’s just more information — more so for borderline students probably than the students who are auto admits.”

K-12 educators should help families understand this form of grading is better preparation for college than traditional grading. “I think it’s telling parents that this is a better way for students to become responsible,” said one admissions counselor.

Once they understood standards-based grading more fully, university admissions officials were receptive. The one caveat was that letter grades brought greater efficiency to admissions operations work and were still preferable for that reason. This is not an obstacle for most high schools that have adopted standards-based (or standards-referenced) grading principles, as most schools ultimately convert the standards-based marks to traditional letter grades on report cards and transcripts.

Within this context, under the current admissions system at the four universities in the study, transcripts from districts with standards-based grading would not be affected in any way. If students’ grades, in the form of GPAs, and other required indicators met minimum requirements, they would continue to be admitted as in traditional systems.

**» No. 2: Universities receive profiles from schools with alternative grading/reporting systems and use strategies to ensure equitable consideration of applicants.**

Nontraditional grading on transcripts is not new in college admissions. Admissions personnel at the four universities we studied provided multiple examples of such cases and described strategies used to ensure equity of access. One pointed to applicants who had been home-schooled — “an example of a student who’s not always going to have a GPA, but they’ve carefully narrated the content and the progress of the student. ... [S]tandardized test scores will probably get weighed a little more heavily.”

We asked admissions offices about the impact they will experience as more student applications come from schools using standards-based practices. One respondent admitted, “Unless we prepare for it and know what we’re getting into, it will tax our current resources” and put pressure on the existing system. They’re already seeing the trend of schools eliminating class rank.

“We’re at the point where about 25 percent of students who graduate do not have a class rank. Clearly, we’ve had to deal with the issue. ... If you have one or two schools that launch this, are we going to change for that? Probably not,” said one university admissions official. “But when ... 20-25 percent of schools are doing [standards-based grading without letter grades] then, yes, we’ve got to come up with a new formula.”

counselors if they had questions about a student's readiness or a school's specific grading and reporting practices. As such, it would be prudent for schools transitioning to standards-based grades to raise the awareness of their counseling staffs because it's the latter who will serve as conduits of information.

» **No. 3: The need for efficiency in the admissions process has forced personnel to place an inordinate trust in grades and standardized test scores.**

The issue of admissions personnel advocating for the reporting of letter grades, even in systems employing standards-based grading principles, is a matter of limited campus re-sources and the demand for efficiency. Admissions directors said their relatively small staffs are charged with reviewing and making admissions recommendations from many thousands of applicants each year.

Noting the heavy weight of doing more with less, one admissions official said, "The worst thing we can do is admit them when they don't have the skills to be successful. It's on our shoulders when they're ... dropping out and walking away with debt." Another official noted, "We suspect grades are inflated and standardized tests are biased." When asked about the best way to report grades, one admissions director responded, "I think most of us would be interested in knowing that you have removed the variables that inflate grades." Thus, recognizing the importance of providing accurate grades that reflect both academic achievement and behavior (work ethic, attendance, perseverance), reported separately, becomes a critical responsibility of secondary school educators.

Finally, one admissions official brought up the distinction between the practices of large/mid-sized universities — which we studied — and those at smaller private liberal arts colleges, who tend to be more responsive to changes in grading and reporting systems.

### **A Higher Bar**

Ultimately, leaders in both K-12 and higher education have a responsibility for leading their respective organizations in ways that advance the preparation of college- and career-ready learners, in spite of entrenched attitudes and other barriers. Improvements in grading systems that more accurately communicate student achievement are needed, and K-12 leaders should not wait for those in higher education to change.

University admissions officials are willing to adapt to defensible educational practices that will yield more precise information. In doing so, they stand ready to set a higher bar of postsecondary *completion* instead of just *admission*.

**TOM BUCKMILLER** is an associate professor of education at Drake University. Twitter: [@tombuckmiller](https://twitter.com/tombuckmiller). **RANDY PETERS** is an associate professor of educational administration at Drake University in Des Moines, Iowa. **MATT TOWNSLEY**, an adjunct instructor in Drake's College of Education, contributed to this article.

## Questions? We are here to help!

Please share your ideas, concerns, questions and compliments by email to [membership@aasa.org](mailto:membership@aasa.org).

[Send Your Feedback »](#)

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|Phone: 703-528-0700 | [info@aasa.org](mailto:info@aasa.org)

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
SUMMARY OF MARCH 2022 EXPENSES  
FOR BOARD OF EDUCATION APPROVAL ON April 18, 2022**

ACCOUNTS PAYABLE	PAID	TOTAL
EDUCATION FUND	\$ 729,490.52	
OPERATIONS BLDG MAINT	\$ 899,730.01	
TRANSPORTATION	\$ 271,398.73	
<b>TOTAL ACCOUNTS PAYABLE</b>		<b>\$ 1,900,619.26</b>
PAYROLL		
EDUCATION FUND	\$ 4,654,678.54	
OPERATIONS BLDG MAINT	\$ 346,641.92	
IMRF/FICA/MEDICARE	\$ 276,999.51	
<b>TOTAL PAYROLL</b>		<b>\$ 5,278,319.97</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 7,178,939.23</b>

The Undersigned do hereby certify that the Accounts Payable and Payroll Expenditures in the amount of \$7,178,939.23 were approved for payment at the Lyons Township High School District 204 Board of Education Meeting, Cook County, Illinois held on April 18, 2022.

\_\_\_\_\_  
Kari Dillon, President

\_\_\_\_\_  
Michael Thomas, Secretary

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
SUMMARY OF REVENUES - FISCAL YEAR 2021-22  
FOR THE MONTH OF MARCH 2022**

	<b>BUDGET</b>	<b>MONTHLY REVENUES</b>	<b>FISCAL YTD REVENUES</b>	<b>BUDGET BALANCE</b>	<b>% REALIZED</b>
<b><u>OPERATING FUNDS</u></b>					
EDUCATION - 10	\$ 68,269,129.00	\$ 23,601,036.21	\$ 66,338,828.95	\$ 1,930,300.05	97.17%
OPERATIONS & MAINTENANCE - 20	\$ 12,031,263.00	\$ 3,232,265.73	\$ 9,826,876.67	\$ 2,204,386.33	81.68%
TRANSPORTATION - 40	\$ 3,619,325.00	\$ 935,214.98	\$ 3,647,031.94	\$ (27,706.94)	100.77%
IMRF/SOCIAL SECURITY - 50/51	\$ 3,126,113.00	\$ 990,492.94	\$ 2,963,150.54	\$ 162,962.46	94.79%
<b>TOTAL</b>	<b>\$ 87,045,830.00</b>	<b>\$ 28,759,009.86</b>	<b>\$ 82,775,888.10</b>	<b>\$ 4,269,941.90</b>	<b>95.09%</b>
<b><u>NON OPERATING FUNDS</u></b>					
DEBIT SERVICE - 30	\$ 2,623,301.00	\$ 926,841.56	\$ 2,508,804.46	\$ 114,496.54	95.64%
<b>TOTAL</b>	<b>\$ 2,623,301.00</b>	<b>\$ 926,841.56</b>	<b>\$ 2,508,804.46</b>	<b>\$ 114,496.54</b>	<b>95.64%</b>
<b><u>WORKING CASH</u></b>					
WORKING CASH - 70	\$ 5,000.00	\$ 134.13	\$ 507.68	\$ 4,492.32	10.15%
<b>TOTAL</b>	<b>\$ 5,000.00</b>	<b>\$ 134.13</b>	<b>\$ 507.68</b>	<b>\$ 4,492.32</b>	<b>10.15%</b>
<b>TOTAL</b>	<b>\$ 89,674,131.00</b>	<b>\$ 29,685,985.55</b>	<b>\$ 85,285,200.24</b>	<b>\$ 4,388,930.76</b>	<b>95.11%</b>

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
SUMMARY OF EXPENSES - FISCAL YEAR 2021-22  
FOR THE MONTH OF MARCH 2022**

	<b>BUDGET</b>	<b>MONTHLY EXPENSES</b>	<b>FISCAL YTD EXPENSES</b>	<b>BUDGET BALANCE</b>	<b>% REALIZED</b>
<b><u>OPERATING FUNDS</u></b>					
EDUCATION - 10	\$ 68,148,927.00	\$ 5,388,504.69	\$ 43,175,214.60	\$ 24,973,712.40	63.35%
OPERATIONS & MAINTENANCE - 20	\$ 12,031,263.00	\$ 1,244,371.93	\$ 6,678,763.97	\$ 5,352,499.03	55.51%
TRANSPORTATION - 40	\$ 3,619,325.00	\$ 271,398.73	\$ 2,035,498.07	\$ 1,583,826.93	56.24%
IMRF/SOCIAL SECURITY - 50/51	\$ 3,094,980.00	\$ 276,999.51	\$ 2,101,742.48	\$ 993,237.52	67.91%
<b>TOTAL</b>	<b>\$ 86,894,495.00</b>	<b>\$ 7,181,274.86</b>	<b>\$ 53,991,219.12</b>	<b>\$ 32,903,275.88</b>	<b>62.13%</b>
<b><u>NON OPERATING FUNDS</u></b>					
DEBIT SERVICE - 30	\$ 2,562,961.00	\$ -	\$ 2,471,667.50	\$ 91,293.50	96.44%
<b>TOTAL</b>	<b>\$ 2,562,961.00</b>	<b>\$ -</b>	<b>\$ 2,471,667.50</b>	<b>\$ 91,293.50</b>	<b>96.44%</b>
<b><u>WORKING CASH</u></b>					
WORKING CASH - 70	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>TOTAL</b>	<b>\$ 89,457,456.00</b>	<b>\$ 7,181,274.86</b>	<b>\$ 56,462,886.62</b>	<b>\$ 32,994,569.38</b>	<b>63.12%</b>

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
FUND BALANCE FINANCIAL REPORT - FISCAL YEAR 2021-22  
FOR THE MONTH OF MARCH 2022**

	<b>FUND BALANCE JULY 1, 2021</b>	<b>FISCAL YTD REVENUES</b>	<b>FISCAL YTD EXPENSES</b>	<b>FUND BALANCE</b>
<b><u>OPERATING FUNDS</u></b>				
EDUCATION - 10	\$ 31,150,273.00	\$ 66,338,828.95	\$ 43,175,214.60	\$ 54,313,887.35
OPERATIONS & MAINTENANCE - 20	\$ 8,007,268.00	\$ 9,826,876.67	\$ 6,678,763.97	\$ 11,155,380.70
TRANSPORTATION - 40	\$ 3,155,182.00	\$ 3,647,031.94	\$ 2,035,498.07	\$ 4,766,715.87
IMRF/SOCIAL SECURITY - 50/51	\$ 1,221,677.00	\$ 2,963,150.54	\$ 2,101,742.48	\$ 2,083,085.06
<b>TOTAL</b>	<b>\$ 43,534,400.00</b>	<b>\$ 82,775,888.10</b>	<b>\$ 53,991,219.12</b>	<b>\$ 72,319,068.98</b>
<b><u>NON OPERATING FUNDS</u></b>				
DEBIT SERVICE - 30	\$ 1,408,875.00	\$ 2,508,804.46	\$ 2,471,667.50	\$ 1,446,011.96
<b>TOTAL</b>	<b>\$ 1,408,875.00</b>	<b>\$ 2,508,804.46</b>	<b>\$ 2,471,667.50</b>	<b>\$ 1,446,011.96</b>
<b><u>WORKING CASH</u></b>				
WORKING CASH - 70	\$ 3,982,921.34	\$ 507.68	\$ -	\$ 3,983,429.02
<b>TOTAL</b>	<b>\$ 3,982,921.34</b>	<b>\$ 507.68</b>	<b>\$ -</b>	<b>\$ 3,983,429.02</b>
<b>TOTAL</b>	<b>\$ 48,926,196.34</b>	<b>\$ 85,285,200.24</b>	<b>\$ 56,462,886.62</b>	<b>\$ 77,748,509.96</b>

**LADSE**

The LaGrange Area Department of Special Education

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**LA GRANGE AREA DEPARTMENT OF SPECIAL EDUCATION**

**SUMMARY OF BILLS AND PAYROLLS**

**March**

**Presented**

**April 18, 2022**

**SUMMARY FINANCIAL REPORT OF REVENUE - March 2022**

<b>OPERATING FUNDS</b>	<b>BUDGET</b>	<b>TRANSFERS</b>	<b>CURRENT</b>	<b>YTD REVENUES</b>	<b>BALANCE</b>	<b>PERCENT</b>
EDUCATION FUND	27,354,110	-	2,276,041	20,620,465	6,733,645	75.38%
VOCATIONAL ACTIVITY FUND	-	-	48	795	(795)	0.00%
<b>TOTAL</b>	<b>27,354,110</b>	<b>-</b>	<b>2,276,089</b>	<b>20,621,261</b>	<b>6,732,849</b>	<b>75.39%</b>

**SUMMARY FINANCIAL REPORT OF EXPENSE - March 2022**

<b>OPERATING FUNDS</b>	<b>BUDGET</b>	<b>TRANSFERS</b>	<b>CURRENT</b>	<b>YTD</b>	<b>BALANCE</b>	<b>PERCENT</b>
EDUCATION FUND	27,354,110	-	2,131,031	17,504,032	9,850,078	63.99%
VOCATIONAL ACTIVITY FUND	-	-	-	-	-	0.00%
O&M FUND	-	-	-	19,807	(19,807.36)	0.00%
<b>TOTAL</b>	<b>27,354,110</b>	<b>-</b>	<b>2,131,031</b>	<b>17,523,840</b>	<b>9,830,271</b>	<b>64.06%</b>

**MONTHLY FUND BALANCE REPORT FOR - March 2022**

<b>OPERATING FUNDS</b>	<b>JULY 1ST EQUITY</b>	<b>YEAR TO DATE</b>	<b>YEAR TO DATE</b>	<b>BALANCE</b>
EDUCATION FUND	3,576,829	20,620,465	(17,504,032)	6,693,263
VOCATIONAL ACTIVITY FUND	14,158	795	-	14,953
O&M FUND	(8,993)	-	(19,807.36)	(28,800)
<b>TOTAL</b>	<b>3,581,994</b>	<b>20,621,261</b>	<b>(17,523,840)</b>	<b>6,679,415</b>

**SUMMARY OF EXPENSES FOR MARCH 2022 BOARD OF EDUCATION APPROVAL ON APRIL 18TH, 2022**

	EXPENSES	EXPENSES	TOTAL
EDUCATION FUND	\$ 130,554.10		\$ 130,554.10
VOCATIONAL ACTIVITY FUND	\$ -	\$ -	\$ -
<b>TOTAL A/P</b>	<b>\$ 130,554.10</b>	<b>\$ -</b>	<b>\$ 130,554.10</b>

**PAYROLL**

EDUCATION FUND		\$ 1,567,960.06
BOARD SHARE EXPENSES		\$ 432,517.30
<b>TOTAL PAYROLL</b>		<b>\$ 2,000,477.36</b>

VOCATIONAL FUND		-
BOARD SHARE EXPENSES		-
<b>TOTAL PAYROLL</b>		<b>-</b>

2,131,031

THE UNDERSIGNED DO HEREBY CERTIFY THAT ACCOUNTS PAYABLE LISTINGS AND PAYROLLS IN THE AMOUNT OF \$2,131,031.46 WERE APPROVED FOR PAYMENT AT THE MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT #204, COOK COUNTY, ILLINOIS HELD ON APRIL 18TH, 2022 AND AUTHORIZE THE SCHOOL TRUSTEES OF TOWNSHIP 38, RANGE 12 TO PAY THE SAME.

**PRESIDENT** \_\_\_\_\_

**SECRETARY** \_\_\_\_\_

**LADSE**

The LaGrange Area Department of Special Education

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**LA GRANGE AREA DEPARTMENT OF SPECIAL EDUCATION**

**SUMMARY OF BILLS AND PAYROLLS**

**March**

**Presented**

**April 18, 2022**

**SUMMARY FINANCIAL REPORT OF REVENUE - March 2022**

<b>OPERATING FUNDS</b>	<b>BUDGET</b>	<b>TRANSFERS</b>	<b>CURRENT</b>	<b>YTD REVENUES</b>	<b>BALANCE</b>	<b>PERCENT</b>
EDUCATION FUND	27,354,110	-	2,276,041	20,620,465	6,733,645	75.38%
VOCATIONAL ACTIVITY FUND	-	-	48	795	(795)	0.00%
<b>TOTAL</b>	<b>27,354,110</b>	<b>-</b>	<b>2,276,089</b>	<b>20,621,261</b>	<b>6,732,849</b>	<b>75.39%</b>

**SUMMARY FINANCIAL REPORT OF EXPENSE - March 2022**

<b>OPERATING FUNDS</b>	<b>BUDGET</b>	<b>TRANSFERS</b>	<b>CURRENT</b>	<b>YTD</b>	<b>BALANCE</b>	<b>PERCENT</b>
EDUCATION FUND	27,354,110	-	2,131,031	17,504,032	9,850,078	63.99%
VOCATIONAL ACTIVITY FUND	-	-	-	-	-	0.00%
O&M FUND	-	-	-	19,807	(19,807.36)	0.00%
<b>TOTAL</b>	<b>27,354,110</b>	<b>-</b>	<b>2,131,031</b>	<b>17,523,840</b>	<b>9,830,271</b>	<b>64.06%</b>

**MONTHLY FUND BALANCE REPORT FOR - March 2022**

<b>OPERATING FUNDS</b>	<b>JULY 1ST EQUITY</b>	<b>YEAR TO DATE</b>	<b>YEAR TO DATE</b>	<b>BALANCE</b>
EDUCATION FUND	3,576,829	20,620,465	(17,504,032)	6,693,263
VOCATIONAL ACTIVITY FUND	14,158	795	-	14,953
O&M FUND	(8,993)	-	(19,807.36)	(28,800)
<b>TOTAL</b>	<b>3,581,994</b>	<b>20,621,261</b>	<b>(17,523,840)</b>	<b>6,679,415</b>

**SUMMARY OF EXPENSES FOR MARCH 2022 BOARD OF EDUCATION APPROVAL ON APRIL 18TH, 2022**

	EXPENSES	EXPENSES	TOTAL
EDUCATION FUND	\$ 130,554.10		\$ 130,554.10
VOCATIONAL ACTIVITY FUND	\$ -	\$ -	\$ -
<b>TOTAL A/P</b>	<b>\$ 130,554.10</b>	<b>\$ -</b>	<b>\$ 130,554.10</b>

**PAYROLL**

EDUCATION FUND	\$ 1,567,960.06
BOARD SHARE EXPENSES	\$ 432,517.30
<b>TOTAL PAYROLL</b>	<b>\$ 2,000,477.36</b>

VOCATIONAL FUND	-
BOARD SHARE EXPENSES	-
<b>TOTAL PAYROLL</b>	<b>-</b>

2,131,031

THE UNDERSIGNED DO HEREBY CERTIFY THAT ACCOUNTS PAYABLE LISTINGS AND PAYROLLS IN THE AMOUNT OF \$2,131,031.46 WERE APPROVED FOR PAYMENT AT THE MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT #204, COOK COUNTY, ILLINOIS HELD ON APRIL 18TH, 2022 AND AUTHORIZE THE SCHOOL TRUSTEES OF TOWNSHIP 38, RANGE 12 TO PAY THE SAME.

**PRESIDENT**

**SECRETARY**

**LaGrange Area Dept. of Special Education**

**Fund Balances**

Fiscal Year: 2021-2022

Month: March

Year: 2022

Fund Type: All Funds

Include Cash Balance

FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>
10	EDUCATION	\$3,576,829.41	\$20,620,465.46	(\$17,504,032.17)	\$0.00	\$6,693,262.70
20	OPERATIONS & MAINTENANCE	(\$8,993.00)	\$0.00	(\$19,807.36)	\$0.00	(\$28,800.36)
99	ACTIVITY FUND - SHREDDER WORKS	\$14,157.57	\$795.39	\$0.00	\$0.00	\$14,952.96
Grand Total:		\$3,581,993.98	\$20,621,260.85	(\$17,523,839.53)	\$0.00	\$6,679,415.30

**End of Report**

---

# LAGRANGE AREA DEPT. OF SPECIAL EDUCATION VOUCHER

---

Voucher No: 1154

Voucher Date: 03/11/2022

Prepared By:

*B. Chappelle*  
Printed: 03/09/2022 12:29:43 PM

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION is hereby authorized to draw warrants against LAGRANGE AREA DEPT. OF SPECIAL EDUCATION funds for the sum of \$5,552.69 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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.

---

*Jacquelyn Bogan 3.9.2022*  
Jacquelyn Bogan Director of Business Services

LAGRANGE AREA DEPT. OF SPECIAL  
EDUCATION

---

Fund		Amount
10	EDUCATION	\$5,552.69
		<hr/> <b>\$5,552.69</b>

**LaGrange Area Dept. of Special Education**

**Voucher Detail Listing**

Voucher Batch Number: 1154      03/10/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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Holy Guardian Angels Parish

Check Group:

ROOM RENTALS		1 0		022022-011 3/4/2022	10.5.2570.3250.900.1100 ROOM RENTALS	\$5,552.69
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Check #: 0

PO/InvoiceTotal:	\$5,552.69
Vendor Total:	\$5,552.69
Grand Total:	\$5,552.69

End of Report

# LAGRANGE AREA DEPT. OF SPECIAL EDUCATION VOUCHER

Voucher No: 1155

Voucher Date: 03/11/2022

Prepared By:

*B. Chappelle*

Printed: 03/09/2022 12:26:46 PM

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION is hereby authorized to draw warrants against LAGRANGE AREA DEPT. OF SPECIAL EDUCATION funds for the sum of \$64,455.41 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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.

*Jacquelyn Bogart* *3.9.2022*  
Jacquelyn Bogart Director of Business Services

LAGRANGE AREA DEPT. OF SPECIAL  
EDUCATION

Fund		Amount
10	EDUCATION	\$64,455.41
		<b>\$64,455.41</b>

**LaGrange Area Dept. of Special Education**

**Check Listing**

Fiscal Year: 2021-2022

**Criteria:**

**Bank Account:** OPERATING 2045 184641

**From Date:** 3/11/2022  
**From Check:** 245809319  
**From Voucher:** 1155

**To Date:** 3/11/2022  
**To Check:** 245809387  
**To Voucher:** 1155

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
245809319	03/11/2022	Albertsons Safeway	\$21.14	1155	Printed	Expense	<input type="checkbox"/>		
245809320	03/11/2022	Amazon Capital Services	\$2,255.70	1155	Printed	Expense	<input type="checkbox"/>		
245809321	03/11/2022	At & T	\$1,130.40	1155	Printed	Expense	<input type="checkbox"/>		
245809322	03/11/2022	Aya Healthcare	\$10,348.75	1155	Printed	Expense	<input type="checkbox"/>		
245809323	03/11/2022	Bonistalli, Carolyn	\$112.37	1155	Printed	Expense	<input type="checkbox"/>		
245809324	03/11/2022	BrightStar Care	\$7,992.00	1155	Printed	Expense	<input type="checkbox"/>		
245809325	03/11/2022	Brunswick, Wendy S	\$153.02	1155	Printed	Expense	<input type="checkbox"/>		
245809326	03/11/2022	Butler, Madeleine M	\$304.78	1155	Printed	Expense	<input type="checkbox"/>		
245809327	03/11/2022	Carpenter, Nicole E	\$104.25	1155	Printed	Expense	<input type="checkbox"/>		
245809328	03/11/2022	Carrie Speakman	\$350.00	1155	Printed	Expense	<input type="checkbox"/>		
245809329	03/11/2022	Chappell, Barbara A	\$8.19	1155	Printed	Expense	<input type="checkbox"/>		
245809330	03/11/2022	Cleveland, Jenelle	\$99.50	1155	Printed	Expense	<input type="checkbox"/>		
245809331	03/11/2022	ComEd	\$3,791.84	1155	Printed	Expense	<input type="checkbox"/>		
245809332	03/11/2022	Communication Crossroads	\$3,385.01	1155	Printed	Expense	<input type="checkbox"/>		
245809333	03/11/2022	Dahme Mechanical Industries, Inc.	\$1,887.50	1155	Printed	Expense	<input type="checkbox"/>		
245809334	03/11/2022	Donahue, Jaclyn C	\$53.75	1155	Printed	Expense	<input type="checkbox"/>		
245809335	03/11/2022	Espinosa, Cynthia A	\$13.04	1155	Printed	Expense	<input type="checkbox"/>		
245809336	03/11/2022	Favela Mata, Isabel	\$115.24	1155	Printed	Expense	<input type="checkbox"/>		
245809337	03/11/2022	Flinn Scientific	\$55.57	1155	Printed	Expense	<input type="checkbox"/>		
245809338	03/11/2022	Garlinger, Amy	\$33.63	1155	Printed	Expense	<input type="checkbox"/>		
245809339	03/11/2022	Geneva Oatman	\$3,850.00	1155	Printed	Expense	<input type="checkbox"/>		
245809340	03/11/2022	Grand Prairie Transit	\$6,259.68	1155	Printed	Expense	<input type="checkbox"/>		
245809341	03/11/2022	Groenendyk, Isaac J	\$10.77	1155	Printed	Expense	<input type="checkbox"/>		
245809342	03/11/2022	Guzman, Ivonne J	\$66.01	1155	Printed	Expense	<input type="checkbox"/>		

**LaGrange Area Dept. of Special Education**

**Check Listing**

Fiscal Year: 2021-2022

**Criteria:**

**Bank Account:** OPERATING 2045 184641

<b>From Date:</b>	3/11/2022	<b>To Date:</b>	3/11/2022
<b>From Check:</b>	245809319	<b>To Check:</b>	245809387
<b>From Voucher:</b>	1155	<b>To Voucher:</b>	1155

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
245809343	03/11/2022	Hill-Gotlund, Mailyn H	\$260.00	1155	Printed	Expense	<input type="checkbox"/>		
245809344	03/11/2022	Holiday Inn Countryside	\$2,873.28	1155	Printed	Expense	<input type="checkbox"/>		
245809345	03/11/2022	Holt, Shari M	\$59.00	1155	Printed	Expense	<input type="checkbox"/>		
245809346	03/11/2022	Illinois Department of Financial	\$250.00	1155	Printed	Expense	<input type="checkbox"/>		
245809347	03/11/2022	Intellitext LLC	\$3,480.00	1155	Printed	Expense	<input type="checkbox"/>		
245809348	03/11/2022	Irby, Stefanie J	\$138.99	1155	Printed	Expense	<input type="checkbox"/>		
245809349	03/11/2022	Judith Meyer	\$80.96	1155	Printed	Expense	<input type="checkbox"/>		
245809350	03/11/2022	Kerry Palm	\$14.04	1155	Printed	Expense	<input type="checkbox"/>		
245809351	03/11/2022	Kristin, Jennifer M	\$69.55	1155	Printed	Expense	<input type="checkbox"/>		
245809352	03/11/2022	Lakeshore Learning Materials	\$450.74	1155	Printed	Expense	<input type="checkbox"/>		
245809353	03/11/2022	Learning without Tears	\$131.77	1155	Printed	Expense	<input type="checkbox"/>		
245809354	03/11/2022	Martin, Courtney AH	\$708.75	1155	Printed	Expense	<input type="checkbox"/>		
245809355	03/11/2022	Maruyama, Blythe J	\$97.05	1155	Printed	Expense	<input type="checkbox"/>		
245809356	03/11/2022	McPartland, Madeleine F	\$35.90	1155	Printed	Expense	<input type="checkbox"/>		
245809357	03/11/2022	Murphy, Donna	\$115.00	1155	Printed	Expense	<input type="checkbox"/>		
245809358	03/11/2022	Orkin Pest Control	\$67.38	1155	Printed	Expense	<input type="checkbox"/>		
245809359	03/11/2022	Ortiz, Norma Y	\$109.98	1155	Printed	Expense	<input type="checkbox"/>		
245809360	03/11/2022	Pace Van Pool	\$300.00	1155	Printed	Expense	<input type="checkbox"/>		
245809361	03/11/2022	Peckhart, Melissa	\$275.00	1155	Printed	Expense	<input type="checkbox"/>		
245809362	03/11/2022	Pilch, Carolanne M	\$24.92	1155	Printed	Expense	<input type="checkbox"/>		
245809363	03/11/2022	Quirk, Jeanette I	\$275.00	1155	Printed	Expense	<input type="checkbox"/>		
245809364	03/11/2022	Rcm Data Corp.	\$245.40	1155	Printed	Expense	<input type="checkbox"/>		
245809365	03/11/2022	Renee Spinella	\$37.48	1155	Printed	Expense	<input type="checkbox"/>		
245809366	03/11/2022	Rogus, Brian J	\$140.10	1155	Printed	Expense	<input type="checkbox"/>		

**LaGrange Area Dept. of Special Education**

**Check Listing**

Fiscal Year: 2021-2022

**Criteria:**

Bank Account: OPERATING 2045 184641

From Date: 3/11/2022  
 From Check: 245809319  
 From Voucher: 1155

To Date: 3/11/2022  
 To Check: 245809387  
 To Voucher: 1155

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
245809367	03/11/2022	School Specialty	\$298.22	1155	Printed	Expense	<input type="checkbox"/>		
245809368	03/11/2022	Schultz, Kimberly A	\$26.20	1155	Printed	Expense	<input type="checkbox"/>		
245809369	03/11/2022	Shaw Media	\$189.58	1155	Printed	Expense	<input type="checkbox"/>		
245809370	03/11/2022	Smart, Katherine H	\$44.57	1155	Printed	Expense	<input type="checkbox"/>		
245809371	03/11/2022	Smiley, Monica L	\$95.00	1155	Printed	Expense	<input type="checkbox"/>		
245809372	03/11/2022	Sofia Zarnowiecki	\$27.33	1155	Printed	Expense	<input type="checkbox"/>		
245809373	03/11/2022	Soliant Health	\$6,138.88	1155	Printed	Expense	<input type="checkbox"/>		
245809374	03/11/2022	Soverino, Jennifer M	\$6.84	1155	Printed	Expense	<input type="checkbox"/>		
245809375	03/11/2022	Stoffer, Kellie A	\$49.75	1155	Printed	Expense	<input type="checkbox"/>		
245809376	03/11/2022	Tami Sherman	\$2,736.00	1155	Printed	Expense	<input type="checkbox"/>		
245809377	03/11/2022	The Omni Group	\$22.00	1155	Printed	Expense	<input type="checkbox"/>		
245809378	03/11/2022	Translation Consultant	\$100.00	1155	Printed	Expense	<input type="checkbox"/>		
245809379	03/11/2022	Village Of La Grange	\$30.00	1155	Printed	Expense	<input type="checkbox"/>		
245809380	03/11/2022	Ward, Marisol K	\$61.13	1155	Printed	Expense	<input type="checkbox"/>		
245809381	03/11/2022	Warehouse Direct, Inc.	\$642.52	1155	Printed	Expense	<input type="checkbox"/>		
245809382	03/11/2022	Waterlogic Americas LLC	\$99.71	1155	Printed	Expense	<input type="checkbox"/>		
245809383	03/11/2022	WEX Bank	\$375.24	1155	Printed	Expense	<input type="checkbox"/>		
245809384	03/11/2022	Windle, Eleanor N	\$12.23	1155	Printed	Expense	<input type="checkbox"/>		
245809385	03/11/2022	WM Corporate Services, Inc	\$356.40	1155	Printed	Expense	<input type="checkbox"/>		
245809386	03/11/2022	Wolf, Janet R	\$479.39	1155	Printed	Expense	<input type="checkbox"/>		
245809387	03/11/2022	Woody, Abigail O	\$21.99	1155	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$64,455.41

**End of Report**

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# LAGRANGE AREA DEPT. OF SPECIAL EDUCATION VOUCHER

Voucher No: 1163

Voucher Date: 03/25/2022

Prepared By:

*B. Chappell*

Printed: 03/23/2022 09:20:14 AM

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LAGRANGE AREA DEPT. OF SPECIAL EDUCATION is hereby authorized to draw warrants against LAGRANGE AREA DEPT. OF SPECIAL EDUCATION funds for the sum of \$14,790.07 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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.

---

*Jacquelyn Bogdan*  
Jacquelyn Bogdan

*3.23.2022*  
Director of Business Services

LAGRANGE AREA DEPT. OF SPECIAL  
EDUCATION

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Fund		Amount
10	EDUCATION	\$14,790.07
		<b>\$14,790.07</b>

**LaGrange Area Dept. of Special Education**

**Voucher Detail Listing**

Voucher Batch Number: 1163      03/25/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Holy Guardian Angels Parish						
Check Group:						
ROOM RENTALS		1	0	Rent April 22 3/22/2022	10.5.2570.3250.900.1100 ROOM RENTALS	\$14,790.07

Check #: 0

PO/Invoice Total:	<u>\$14,790.07</u>
Vendor Total:	<u>\$14,790.07</u>
Grand Total:	<u>\$14,790.07</u>

End of Report

# LAGRANGE AREA DEPT. OF SPECIAL EDUCATION VOUCHER

Voucher No: 1164

Voucher Date: 03/25/2022

Prepared By:

*B. Chappell*

Printed: 03/23/2022 09:23:11 AM

LAGRANGE AREA DEPT. OF SPECIAL EDUCATION is hereby authorized to draw warrants against LAGRANGE AREA DEPT. OF SPECIAL EDUCATION funds for the sum of \$55,634.72 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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.

*Jacquelyn Bogdan* 3.23.2022  
Jacquelyn Bogdan Director of Business Services

LAGRANGE AREA DEPT. OF SPECIAL  
EDUCATION

Fund	Amount
10 EDUCATION	\$55,634.72
	<b>\$55,634.72</b>

## LaGrange Area Dept. of Special Education

### Check Listing

Fiscal Year: 2021-2022

**Criteria:**

Bank Account: OPERATING 2045 184641

From Date: 3/25/2022  
 From Check: 245809388  
 From Voucher: 1164

To Date: 3/25/2022  
 To Check: 245809429  
 To Voucher: 1164

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
245809388	03/25/2022	Amazon Capital Services	\$77.08	1164	Printed	Expense	<input type="checkbox"/>		
245809389	03/25/2022	Apple Computer	\$4,656.40	1164	Printed	Expense	<input type="checkbox"/>		
245809390	03/25/2022	Athas, Heidi S	\$12.99	1164	Printed	Expense	<input type="checkbox"/>		
245809391	03/25/2022	Aya Healthcare	\$2,422.50	1164	Printed	Expense	<input type="checkbox"/>		
245809392	03/25/2022	Bmo Corporate Mastercard	\$14,164.77	1164	Printed	Expense	<input type="checkbox"/>		
245809393	03/25/2022	BrightStar Care	\$4,320.00	1164	Printed	Expense	<input type="checkbox"/>		
245809394	03/25/2022	Canon Solutions America	\$794.00	1164	Printed	Expense	<input type="checkbox"/>		
245809395	03/25/2022	Chiampas, Cassandra	\$139.58	1164	Printed	Expense	<input type="checkbox"/>		
245809396	03/25/2022	Comcast	\$384.44	1164	Printed	Expense	<input type="checkbox"/>		
245809397	03/25/2022	ComEd	\$2,670.52	1164	Printed	Expense	<input type="checkbox"/>		
245809398	03/25/2022	Concentra Occupa Health Centers Of Sw Pa	\$138.00	1164	Printed	Expense	<input type="checkbox"/>		
245809399	03/25/2022	Crumrine, Diane M	\$22.72	1164	Printed	Expense	<input type="checkbox"/>		
245809400	03/25/2022	Devyn Mares	\$1,340.00	1164	Printed	Expense	<input type="checkbox"/>		
245809401	03/25/2022	DLA Ltd.	\$1,312.50	1164	Printed	Expense	<input type="checkbox"/>		
245809402	03/25/2022	First Communications LLC	\$300.06	1164	Printed	Expense	<input type="checkbox"/>		
245809403	03/25/2022	Frontline Technologies Group, Inc	\$2,435.62	1164	Printed	Expense	<input type="checkbox"/>		
245809404	03/25/2022	Guerrero, Rocio	\$63.13	1164	Printed	Expense	<input type="checkbox"/>		
245809405	03/25/2022	Intellitext LLC	\$3,180.00	1164	Printed	Expense	<input type="checkbox"/>		
245809406	03/25/2022	Kavanaugh, Kari A	\$12.10	1164	Printed	Expense	<input type="checkbox"/>		
245809407	03/25/2022	Kerry Palm	\$25.56	1164	Printed	Expense	<input type="checkbox"/>		
245809408	03/25/2022	Kriha Law LLC	\$1,595.00	1164	Printed	Expense	<input type="checkbox"/>		
245809409	03/25/2022	Lakeshore Learning Materials	\$3,296.43	1164	Printed	Expense	<input type="checkbox"/>		
245809410	03/25/2022	Language Dynamics Group, LLC	\$316.86	1164	Printed	Expense	<input type="checkbox"/>		

## LaGrange Area Dept. of Special Education

### Check Listing

Fiscal Year: 2021-2022

**Criteria:**

**Bank Account:** OPERATING 2045 184641

**From Date:** 3/25/2022

**To Date:** 3/25/2022

**From Check:** 245809388

**To Check:** 245809429

**From Voucher:** 1164

**To Voucher:** 1164

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
245809411	03/25/2022	Leslie Grady	\$13.52	1164	Printed	Expense	<input type="checkbox"/>		
245809412	03/25/2022	Martin, Courtney AH	\$213.75	1164	Printed	Expense	<input type="checkbox"/>		
245809413	03/25/2022	McDermott, Callan P	\$114.25	1164	Printed	Expense	<input type="checkbox"/>		
245809414	03/25/2022	Mendez, Clarissa I	\$74.16	1164	Printed	Expense	<input type="checkbox"/>		
245809415	03/25/2022	Northern Speech Services	\$1,264.85	1164	Printed	Expense	<input type="checkbox"/>		
245809416	03/25/2022	Quirk, Jeanette I	\$447.00	1164	Printed	Expense	<input type="checkbox"/>		
245809417	03/25/2022	Reliable Firse and Safety	\$739.70	1164	Printed	Expense	<input type="checkbox"/>		
245809418	03/25/2022	Sabatino, Gabriela A	\$20.07	1164	Printed	Expense	<input type="checkbox"/>		
245809419	03/25/2022	Safeguard Self Storage	\$1,216.00	1164	Printed	Expense	<input type="checkbox"/>		
245809420	03/25/2022	School Specialty	\$44.99	1164	Printed	Expense	<input type="checkbox"/>		
245809421	03/25/2022	Schultz, Kimberly A	\$98.07	1164	Printed	Expense	<input type="checkbox"/>		
245809422	03/25/2022	Smart, Katherine H	\$36.50	1164	Printed	Expense	<input type="checkbox"/>		
245809423	03/25/2022	Sofia Zarnowiecki	\$108.69	1164	Printed	Expense	<input type="checkbox"/>		
245809424	03/25/2022	Soliant Health	\$4,112.00	1164	Printed	Expense	<input type="checkbox"/>		
245809425	03/25/2022	Stover Krupske, Kelly R	\$35.00	1164	Printed	Expense	<input type="checkbox"/>		
245809426	03/25/2022	Super Duper Inc	\$199.00	1164	Printed	Expense	<input type="checkbox"/>		
245809427	03/25/2022	Walsh, Suzanne M	\$121.14	1164	Printed	Expense	<input type="checkbox"/>		
245809428	03/25/2022	Warehouse Direct, Inc.	\$867.77	1164	Printed	Expense	<input type="checkbox"/>		
245809429	03/25/2022	Woodmen of the World	\$2,228.00	1164	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$55,634.72

End of Report

**LaGrange Area Dept. of Special Education**

**Function Summary - Revenues**

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.4.0000.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	(\$50,045.00)	\$50,045.00	\$0.00	\$50,045.00	0.00%
10.4.1200.0000.000.0000	UNDESIGNATED	\$0.00	(\$25,564.00)	(\$33,337.58)	\$33,337.58	\$0.00	\$33,337.58	0.00%
10.4.1300.0000.000.0000	UNDESIGNATED	(\$23,988,684.47)	(\$1,972,646.90)	(\$17,688,272.06)	(\$6,300,412.41)	\$0.00	(\$6,300,412.41)	26.26%
10.4.1400.0000.000.0000	UNDESIGNATED	\$0.00	(\$23,063.17)	(\$374,291.96)	\$374,291.96	\$0.00	\$374,291.96	0.00%
10.4.1500.0000.000.0000	UNDESIGNATED	(\$50,000.00)	\$0.00	(\$68,184.85)	\$18,184.85	\$0.00	\$18,184.85	-36.37%
10.4.2200.0000.000.0000	UNDESIGNATED	\$0.00	(\$200.00)	(\$5,108.35)	\$5,108.35	\$0.00	\$5,108.35	0.00%
10.4.3100.0000.000.0000	UNDESIGNATED	(\$1,650,112.00)	(\$150,010.00)	(\$1,200,080.00)	(\$450,032.00)	\$0.00	(\$450,032.00)	27.27%
10.4.3500.0000.000.0000	UNDESIGNATED	(\$110,000.00)	\$0.00	(\$63,375.17)	(\$46,624.83)	\$0.00	(\$46,624.83)	42.39%
10.4.3700.0000.000.0000	UNDESIGNATED	(\$588,931.79)	(\$97,360.00)	(\$438,117.00)	(\$150,814.79)	\$0.00	(\$150,814.79)	25.61%
10.4.4500.0000.000.0000	UNDESIGNATED	(\$313,082.00)	\$0.00	(\$214,561.57)	(\$98,520.43)	\$0.00	(\$98,520.43)	31.47%
10.4.4900.0000.000.0000	UNDESIGNATED	(\$653,300.00)	(\$7,197.38)	(\$485,091.92)	(\$168,208.08)	\$0.00	(\$168,208.08)	25.75%
	FUND: EDUCATION - 10	(\$27,354,110.26)	(\$2,276,041.45)	(\$20,620,465.46)	(\$6,733,644.80)	\$0.00	(\$6,733,644.80)	24.62%
99.4.1300.0000.000.0000	UNDESIGNATED	\$0.00	(\$47.54)	(\$697.51)	\$697.51	\$0.00	\$697.51	0.00%
99.4.1500.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	(\$97.88)	\$97.88	\$0.00	\$97.88	0.00%
	FUND: ACTIVITY FUND - SHREDDER WORKS - 99	\$0.00	(\$47.54)	(\$795.39)	\$795.39	\$0.00	\$795.39	0.00%
	<b>Grand Total:</b>	(\$27,354,110.26)	(\$2,276,088.99)	(\$20,621,260.85)	(\$6,732,849.41)	\$0.00	(\$6,732,849.41)	24.61%

End of Report

# LaGrange Area Dept. of Special Education

## Monthly Revenues

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.4.0000.0000.000.1000	UNDESIGNATED	\$0.00	\$0.00	(\$20.00)	\$20.00	\$0.00	\$20.00	0.00%
10.4.0000.0000.000.2002	UNDESIGNATED	\$0.00	\$0.00	(\$50,000.00)	\$50,000.00	\$0.00	\$50,000.00	0.00%
10.4.4950.0000.000.6110	DHS STEP	\$0.00	\$0.00	(\$603.40)	\$603.40	\$0.00	\$603.40	0.00%
10.4.4998.0000.000.4993	FEDERAL OTHER	\$0.00	\$0.00	(\$82,806.00)	\$82,806.00	\$0.00	\$82,806.00	0.00%
10.4.1200.1000.000.4000	INSTRUCTION	\$0.00	(\$25,564.00)	(\$33,337.58)	\$33,337.58	\$0.00	\$33,337.58	0.00%
10.4.0000.0000.100.1000	UNDESIGNATED	\$0.00	\$0.00	(\$25.00)	\$25.00	\$0.00	\$25.00	0.00%
10.4.1342.0000.100.1000	SCHOOL TUITION	(\$1,826,088.75)	(\$178,291.98)	(\$1,565,105.77)	(\$260,982.98)	\$0.00	(\$260,982.98)	14.29%
10.4.1342.0000.100.1020	SCHOOL TUITION	\$0.00	\$0.00	(\$61,796.43)	\$61,796.43	\$0.00	\$61,796.43	0.00%
10.4.1510.0000.100.1000	INTEREST	(\$50,000.00)	\$0.00	(\$68,184.85)	\$18,184.85	\$0.00	\$18,184.85	-36.37%
10.4.2210.0000.100.1000	UNDESIGNATED	\$0.00	(\$200.00)	(\$765.00)	\$765.00	\$0.00	\$765.00	0.00%
10.4.2210.0000.100.1020	TRAINING	\$0.00	\$0.00	(\$3,174.73)	\$3,174.73	\$0.00	\$3,174.73	0.00%
10.4.2215.0000.100.1020	ASSTIVE TECHNOLOGY	\$0.00	\$0.00	(\$41.27)	\$41.27	\$0.00	\$41.27	0.00%
10.4.3110.0000.100.2000	PERSONNEL REIMBURSEMENT	(\$1,850,112.00)	(\$150,010.00)	(\$1,200,080.00)	(\$450,032.00)	\$0.00	(\$450,032.00)	27.27%
10.4.3510.0000.100.2000	TRANSPORTION REIMBURSEMENT	(\$52,000.00)	\$0.00	(\$30,420.08)	(\$21,579.92)	\$0.00	(\$21,579.92)	41.50%
10.4.4900.0000.100.4000	MEDICAID OUTREACH	(\$250,000.00)	(\$7,197.38)	(\$79,587.51)	(\$170,412.49)	\$0.00	(\$170,412.49)	68.16%
10.4.4998.0000.100.1000	FEDERAL OTHER	\$0.00	\$0.00	(\$16,738.00)	\$16,738.00	\$0.00	\$16,738.00	0.00%
10.4.1400.0000.259.4020	VOC SPEC PRG	\$0.00	\$0.00	(\$27,363.17)	\$27,363.17	\$0.00	\$27,363.17	0.00%
10.4.4505.0000.259.4000	WIA	\$0.00	(\$101,759.47)	(\$203,518.94)	\$203,518.94	\$0.00	\$203,518.94	0.00%
10.4.4505.0000.259.4020	WIA	\$0.00	(\$56,778.59)	(\$113,557.18)	\$113,557.18	\$0.00	\$113,557.18	0.00%
10.4.1342.0000.300.1000	SCHOOL TUITION	(\$9,615,459.80)	(\$1,794,354.92)	(\$8,287,146.48)	(\$1,328,313.32)	\$0.00	(\$1,328,313.32)	13.81%
10.4.1342.0000.300.1020	SCHOOL TUITION	\$0.00	\$0.00	(\$196,833.91)	\$196,833.91	\$0.00	\$196,833.91	0.00%
10.4.1342.0000.302.1000	SCHOOL TUITION	\$0.00	\$0.00	(\$678.90)	\$678.90	\$0.00	\$678.90	0.00%
10.4.1342.0000.430.1000	SCHOOL TUITION	\$0.00	\$0.00	(\$1,274,326.50)	\$1,274,326.50	\$0.00	\$1,274,326.50	0.00%
10.4.1342.0000.436.1000	SCHOOL TUITION	(\$5,687,971.61)	\$0.00	(\$1,683,072.73)	(\$4,004,898.88)	\$0.00	(\$4,004,898.88)	70.41%
10.4.1342.0000.436.1020	SCHOOL TUITION	\$0.00	\$0.00	(\$106,125.32)	\$106,125.32	\$0.00	\$106,125.32	0.00%
10.4.1342.0000.436.1120	SCHOOL TUITION	\$0.00	\$0.00	\$33,874.45	(\$33,874.45)	\$0.00	(\$33,874.45)	0.00%
10.4.1342.0000.440.1000	ECE Classroom	(\$275,684.05)	\$0.00	(\$118,395.45)	(\$157,288.60)	\$0.00	(\$157,288.60)	57.05%
10.4.1342.0000.440.1020	SCHOOL TUITION	\$0.00	\$0.00	\$17,117.66	(\$17,117.66)	\$0.00	(\$17,117.66)	0.00%
10.4.1342.0000.445.1000	SCHOOL TUITION	(\$187,027.51)	\$0.00	(\$62,621.32)	(\$124,406.19)	\$0.00	(\$124,406.19)	66.52%
10.4.1342.0000.445.1020	SCHOOL TUITION	\$0.00	\$0.00	(\$9,875.44)	\$9,875.44	\$0.00	\$9,875.44	0.00%
10.4.1342.0000.445.1120	SCHOOL TUITION	\$0.00	\$0.00	\$4,380.07	(\$4,380.07)	\$0.00	(\$4,380.07)	0.00%
10.4.1342.0000.453.1000	SCHOOL TUITION	(\$2,032,912.97)	\$0.00	(\$1,096,365.59)	(\$936,547.38)	\$0.00	(\$936,547.38)	46.07%
10.4.1342.0000.453.1020	SCHOOL TUITION	\$0.00	\$0.00	\$8,098.14	(\$8,098.14)	\$0.00	(\$8,098.14)	0.00%
10.4.1342.0000.454.1000	SCHOOL TUITION	(\$374,220.14)	\$0.00	\$0.00	(\$374,220.14)	\$0.00	(\$374,220.14)	100.00%
10.4.1342.0000.454.1020	SCHOOL TUITION	\$0.00	\$0.00	(\$103,501.57)	\$103,501.57	\$0.00	\$103,501.57	0.00%
10.4.1342.0000.455.1000	ED HS	(\$715,277.96)	\$0.00	\$0.00	(\$715,277.96)	\$0.00	(\$715,277.96)	100.00%
10.4.1342.0000.459.1000	SCHOOL TUITION	(\$85,103.52)	\$0.00	\$0.00	(\$85,103.52)	\$0.00	(\$85,103.52)	100.00%
10.4.1342.0000.459.1020	SCHOOL TUITION	\$0.00	\$0.00	(\$9,368.88)	\$9,368.88	\$0.00	\$9,368.88	0.00%
10.4.1322.0000.470.1000	SUMMER TUITION	(\$329,320.74)	\$0.00	\$0.00	(\$329,320.74)	\$0.00	(\$329,320.74)	100.00%
10.4.1342.0000.471.1020	UNDESIGNATED	\$0.00	\$0.00	(\$298,797.80)	\$298,797.80	\$0.00	\$298,797.80	0.00%
10.4.1342.0000.533.1000	SCHOOL TUITION	(\$215,143.22)	\$0.00	\$0.00	(\$215,143.22)	\$0.00	(\$215,143.22)	100.00%
10.4.1342.0000.542.1000	SCHOOL TUITION	(\$2,619,474.20)	\$0.00	(\$2,196,834.99)	(\$422,639.21)	\$0.00	(\$422,639.21)	16.13%
10.4.1342.0000.542.1020	SCHOOL TUITION	\$0.00	\$0.00	(\$681,426.93)	\$681,426.93	\$0.00	\$681,426.93	0.00%
10.4.1342.0000.542.1120	SCHOOL TUITION	\$0.00	\$0.00	\$1,389.62	(\$1,389.62)	\$0.00	(\$1,389.62)	0.00%
10.4.3510.0000.542.2000	TRANSPORTION REIMBURSEMENT	(\$58,000.00)	\$0.00	(\$32,955.09)	(\$25,044.91)	\$0.00	(\$25,044.91)	43.18%
10.4.1342.0000.571.1000	SCHOOL TUITION	(\$25,000.00)	\$0.00	\$0.00	(\$25,000.00)	\$0.00	(\$25,000.00)	100.00%
10.4.3705.0000.704.2000	PRESCHOOL FOR ALL	(\$588,931.79)	(\$97,360.00)	(\$438,117.00)	(\$150,814.79)	\$0.00	(\$150,814.79)	25.61%
10.4.1342.0000.901.1020	SCHOOL TUITION	\$0.00	\$0.00	(\$857.99)	\$857.99	\$0.00	\$857.99	0.00%
10.4.2210.0000.901.1020	TRAINING	\$0.00	\$0.00	(\$220.00)	\$220.00	\$0.00	\$220.00	0.00%
10.4.4900.0000.901.4020	MEDICAID OUTREACH	\$0.00	\$0.00	(\$88,358.60)	\$88,358.60	\$0.00	\$88,358.60	0.00%

## LaGrange Area Dept. of Special Education

### Monthly Revenues

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.4.4900.0000.901.4100	MEDICAID OUTREACH	\$0.00	\$0.00	(\$216,998.41)	\$216,998.41	\$0.00	\$216,998.41	0.00%
10.4.2210.3120.901.1000	INSERVICE TRAINING-CONSULTANTS	\$0.00	\$0.00	(\$200.00)	\$200.00	\$0.00	\$200.00	0.00%
10.4.2210.3120.901.1100	TRAINING	\$0.00	\$0.00	(\$355.00)	\$355.00	\$0.00	\$355.00	0.00%
10.4.2210.4100.901.1000	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	(\$337.35)	\$337.35	\$0.00	\$337.35	0.00%
10.4.2210.4100.901.1100	TRAINING	\$0.00	\$0.00	(\$15.00)	\$15.00	\$0.00	\$15.00	0.00%
10.4.4505.0000.903.4000	WIA	(\$313,082.00)	\$0.00	\$0.00	(\$313,082.00)	\$0.00	(\$313,082.00)	100.00%
10.4.4505.0000.903.6220	UNDESIGNATED	\$0.00	\$158,538.06	\$102,514.55	(\$102,514.55)	\$0.00	(\$102,514.55)	0.00%
10.4.4950.0000.903.4000	DHS STEP	(\$403,300.00)	\$0.00	\$0.00	(\$403,300.00)	\$0.00	(\$403,300.00)	100.00%
10.4.1400.3141.903.6100	VOC SPEC PRG	\$0.00	(\$23,063.17)	(\$249,092.19)	\$249,092.19	\$0.00	\$249,092.19	0.00%
10.4.1400.3141.903.6110	STUDENT STIPENDS	\$0.00	\$0.00	(\$97,836.60)	\$97,836.60	\$0.00	\$97,836.60	0.00%
99.4.1510.0000.000.0000	INTEREST	\$0.00	\$0.00	(\$97.88)	\$97.88	\$0.00	\$97.88	0.00%
99.4.1342.0000.259.1000	UNDESIGNATED	\$0.00	(\$47.54)	(\$60.98)	\$60.98	\$0.00	\$60.98	0.00%
99.4.1342.0000.259.1020	SCHOOL TUITION	\$0.00	\$0.00	(\$636.53)	\$636.53	\$0.00	\$636.53	0.00%
<b>Grand Total:</b>		(\$27,354,110.26)	(\$2,276,088.99)	(\$20,621,260.85)	(\$6,732,849.41)	\$0.00	(\$6,732,849.41)	24.61%

End of Report

**LaGrange Area Dept. of Special Education**

**Function Summary - Expenses**

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.0000.0000.000.0000	UNDESIGNATED	\$0.00	\$1,312.50	\$1,413.29	(\$1,413.29)	\$0.00	(\$1,413.29)	0.00%
10.5.1000.0000.000.0000	UNDESIGNATED	\$12,000.00	\$14,669.24	\$155,178.79	(\$143,178.79)	\$58,270.78	(\$201,449.57)	-1678.75%
10.5.1200.0000.000.0000	UNDESIGNATED	\$7,982,675.06	\$605,011.70	\$4,687,082.79	\$3,295,592.27	\$2,184,647.39	\$1,110,944.88	13.92%
10.5.1300.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	\$259,259.30	(\$259,259.30)	\$0.00	(\$259,259.30)	0.00%
10.5.1400.0000.000.0000	UNDESIGNATED	\$631,748.39	\$71,266.03	\$551,341.00	\$80,407.39	\$180,791.51	(\$100,384.12)	-15.89%
10.5.2100.0000.000.0000	UNDESIGNATED	\$13,251,451.31	\$1,187,369.17	\$8,312,591.34	\$4,938,859.97	\$4,186,920.02	\$751,939.95	5.67%
10.5.2200.0000.000.0000	UNDESIGNATED	\$306,411.00	\$15,513.40	\$230,718.03	\$75,692.97	\$6,827.14	\$68,865.83	22.47%
10.5.2300.0000.000.0000	UNDESIGNATED	\$696,305.84	\$16,838.60	\$586,144.90	\$110,160.94	\$68,700.94	\$41,460.00	5.95%
10.5.2400.0000.000.0000	UNDESIGNATED	\$1,732,156.82	\$107,783.48	\$878,437.10	\$853,719.72	\$295,700.01	\$558,019.71	32.22%
10.5.2500.0000.000.0000	UNDESIGNATED	\$1,142,814.66	\$50,479.33	\$954,862.51	\$187,952.15	\$63,849.80	\$124,102.35	10.86%
10.5.2600.0000.000.0000	UNDESIGNATED	\$1,032,547.22	\$59,974.31	\$593,215.45	\$439,331.77	\$133,024.07	\$306,307.70	29.67%
10.5.3000.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	\$11,377.10	(\$11,377.10)	\$0.00	(\$11,377.10)	0.00%
10.5.3700.0000.000.0000	UNDESIGNATED	\$0.00	\$405.94	\$264,368.03	(\$264,368.03)	\$0.00	(\$264,368.03)	0.00%
10.5.4100.0000.000.0000	UNDESIGNATED	\$566,000.00	\$0.00	\$0.00	\$566,000.00	\$0.00	\$566,000.00	100.00%
10.5.4500.0000.000.0000	UNDESIGNATED	\$0.00	\$356.31	\$1,844.43	(\$1,844.43)	\$0.00	(\$1,844.43)	0.00%
10.5.4900.0000.000.0000	UNDESIGNATED	\$0.00	\$51.45	\$16,198.11	(\$16,198.11)	\$0.00	(\$16,198.11)	0.00%
	FUND: EDUCATION - 10	\$27,354,110.30	\$2,131,031.46	\$17,504,032.17	\$9,850,078.13	\$7,178,731.66	\$2,671,346.47	9.77%
20.5.2500.0000.000.0000	UNDESIGNATED	\$0.00	\$0.00	\$19,807.36	(\$19,807.36)	\$0.00	(\$19,807.36)	0.00%
	FUND: OPERATIONS & MAINTENANCE - 20	\$0.00	\$0.00	\$19,807.36	(\$19,807.36)	\$0.00	(\$19,807.36)	0.00%
	<b>Grand Total:</b>	\$27,354,110.30	\$2,131,031.46	\$17,523,839.53	\$9,830,270.77	\$7,178,731.66	\$2,651,539.11	9.69%

End of Report

# LaGrange Area Dept. of Special Education

## Monthly Expenditures

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.0000.0000.000.2002	UNDESIGNATED	\$0.00	\$1,312.50	\$1,312.50	(\$1,312.50)	\$0.00	(\$1,312.50)	0.00%
10.5.2210.3100.000.4993	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$27,240.00	(\$27,240.00)	\$1,215.00	(\$28,455.00)	0.00%
10.5.2210.3107.000.4993	CONTRACTUAL SERVICES	\$0.00	\$0.00	\$5,000.00	(\$5,000.00)	\$0.00	(\$5,000.00)	0.00%
10.5.2550.3107.000.4993	CONTRACTUAL SERVICES	\$0.00	\$0.00	\$82.64	(\$82.64)	\$0.00	(\$82.64)	0.00%
10.5.0000.4100.000.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$100.79	(\$100.79)	\$0.00	(\$100.79)	0.00%
10.5.1200.4100.000.4993	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$114.82	(\$114.82)	\$739.98	(\$854.80)	0.00%
10.5.1200.5400.000.4993	EQUIPMENT OVER \$5,000	\$0.00	\$0.00	\$39,556.00	(\$39,556.00)	\$9,408.00	(\$48,964.00)	0.00%
10.5.4900.6600.000.1100	FLOW THOUGH	\$0.00	\$0.00	\$3,798.65	(\$3,798.65)	\$0.00	(\$3,798.65)	0.00%
10.5.2210.1000.127.1100	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$2,249.00	(\$2,249.00)	\$0.00	(\$2,249.00)	0.00%
10.5.1200.4118.218.3200	CURRICULUM	\$0.00	\$0.00	\$179.10	(\$179.10)	\$0.00	(\$179.10)	0.00%
10.5.2630.3050.219.3200	APPS AND SOFTWARE	\$0.00	\$0.00	\$179.10	(\$179.10)	\$0.00	(\$179.10)	0.00%
10.5.2630.7000.259.6110	EQUIPMENT \$500 TO \$4999	\$0.00	\$0.00	\$799.00	(\$799.00)	\$0.00	(\$799.00)	0.00%
10.5.1200.4100.301.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$10.58	(\$10.58)	\$0.00	(\$10.58)	0.00%
10.5.1200.4118.301.1100	CURRICULUM	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
10.5.2540.4199.301.1100	PPE/Covid Supplies	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.2630.7000.301.1100	EQUIPMENT \$500 TO \$4999	\$850.00	\$0.00	\$749.00	\$101.00	\$0.00	\$101.00	11.88%
10.5.2110.3100.302.1100	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$2,201.54	(\$2,201.54)	\$0.00	(\$2,201.54)	0.00%
10.5.2410.3100.302.1100	PROFESSIONAL TECHNICAL SERVICE	\$1,451.70	\$0.00	\$0.00	\$1,451.70	\$0.00	\$1,451.70	100.00%
10.5.2150.3107.302.1100	CONTRACTUAL SERVICES	\$0.00	\$0.00	\$980.00	(\$980.00)	\$0.00	(\$980.00)	0.00%
10.5.2630.3196.302.1100	CONTRACTUAL RELATED SERVICES	\$0.00	\$0.00	\$920.00	(\$920.00)	\$0.00	(\$920.00)	0.00%
10.5.2630.3230.302.1100	REPAIRS AND MAINTENANCE SERVIC	\$1,000.00	\$49.98	\$183.66	\$816.34	\$0.00	\$816.34	81.63%
10.5.1200.3399.302.1100	TRAVEL LOCAL MILEAGE	\$56.98	\$0.00	\$0.00	\$56.98	\$0.00	\$56.98	100.00%
10.5.2570.3400.302.1100	COMMUNICATION-TELEPHONE	\$0.00	\$217.78	\$2,072.15	(\$2,072.15)	\$0.00	(\$2,072.15)	0.00%
10.5.2570.3401.302.1100	COMMUNICATION-POSTAGE	\$0.00	\$0.00	\$314.59	(\$314.59)	\$0.00	(\$314.59)	0.00%
10.5.1200.4100.302.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$205.85	\$291.99	(\$291.99)	\$0.00	(\$291.99)	0.00%
10.5.1200.4199.302.1100	PPE/Covid Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.2630.7000.302.1100	EQUIPMENT \$500 TO \$4999	\$2,500.00	\$0.00	\$1,598.00	\$902.00	\$0.00	\$902.00	36.08%
10.5.1322.1000.318.1110	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$2,970.00	(\$2,970.00)	\$0.00	(\$2,970.00)	0.00%
10.5.1322.1000.318.1111	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$28,050.00	(\$28,050.00)	\$0.00	(\$28,050.00)	0.00%
10.5.1322.1100.318.1110	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$4,620.00	(\$4,620.00)	\$0.00	(\$4,620.00)	0.00%
10.5.1322.1100.318.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$5,280.00	(\$5,280.00)	\$0.00	(\$5,280.00)	0.00%
10.5.1322.2110.318.1110	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$37.13	(\$37.13)	\$0.00	(\$37.13)	0.00%
10.5.1322.2110.318.1111	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$264.00	(\$264.00)	\$0.00	(\$264.00)	0.00%
10.5.1322.2120.318.1110	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$207.90	(\$207.90)	\$0.00	(\$207.90)	0.00%
10.5.1322.2120.318.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$237.60	(\$237.60)	\$0.00	(\$237.60)	0.00%
10.5.1322.2130.318.1110	FICA	\$0.00	\$0.00	\$286.44	(\$286.44)	\$0.00	(\$286.44)	0.00%
10.5.1322.2130.318.1111	FICA	\$0.00	\$0.00	\$325.48	(\$325.48)	\$0.00	(\$325.48)	0.00%
10.5.1322.2140.318.1110	MEDICARE	\$0.00	\$0.00	\$110.07	(\$110.07)	\$0.00	(\$110.07)	0.00%
10.5.1322.2140.318.1111	MEDICARE	\$0.00	\$0.00	\$482.88	(\$482.88)	\$0.00	(\$482.88)	0.00%
10.5.2410.4100.319.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$120.74	\$120.74	(\$120.74)	\$0.00	(\$120.74)	0.00%
10.5.2130.2110.320.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.38	\$2.09	(\$2.09)	\$0.19	(\$2.28)	0.00%
10.5.2130.2140.320.1100	MEDICARE	\$0.00	\$0.44	\$3.77	(\$3.77)	\$0.22	(\$3.99)	0.00%
10.5.2130.3100.320.1100	PROFESSIONAL TECHNICAL SERVICE	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.2130.3107.320.1100	CONTRACTUAL SERVICES	\$0.00	\$35,334.13	\$139,700.20	(\$139,700.20)	\$0.00	(\$139,700.20)	0.00%
10.5.2130.3107.320.1120	CONTRACTUAL SERVICES	\$0.00	\$0.00	\$8,584.00	(\$8,584.00)	\$0.00	(\$8,584.00)	0.00%
10.5.2130.3400.320.1100	COMMUNICATION-TELEPHONE	\$0.00	\$30.00	\$255.00	(\$255.00)	\$105.00	(\$360.00)	0.00%
10.5.2130.4100.320.1100	OFFICE SUPPLIES LESS \$499	\$1,000.00	\$240.17	\$882.23	\$117.77	\$12.11	\$105.66	10.57%
10.5.2130.4199.320.1100	PPE/Covid Supplies	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00	100.00%
10.5.2630.7000.320.1100	EQUIPMENT \$500 TO \$4999	\$2,000.00	\$0.00	\$798.20	\$1,201.80	\$0.00	\$1,201.80	60.09%
10.5.2630.3050.321.1100	APPS AND SOFTWARE	\$0.00	\$0.00	\$179.10	(\$179.10)	\$0.00	(\$179.10)	0.00%

163

# LaGrange Area Dept. of Special Education

## Monthly Expenditures

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2131.3100.321.1100	PROFESSIONAL TECHNICAL SERVICE	\$5,000.00	\$0.00	\$18,326.68	(\$13,326.68)	\$0.00	(\$13,326.68)	-266.53%
10.5.2131.3107.321.1100	CONTRACTUAL SERVICES	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
10.5.2630.3230.321.1100	REPAIRS AND MAINTENANCE SERVIC	\$1,350.00	\$0.00	\$116.78	\$1,233.22	\$0.00	\$1,233.22	91.35%
10.5.2570.3250.321.1100	ROOM RENTALS	\$4,500.00	\$535.04	\$4,834.06	(\$334.06)	\$0.00	(\$334.06)	-7.42%
10.5.2131.3399.321.1100	TRAVEL LOCAL MILEAGE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
10.5.2570.3400.321.1100	COMMUNICATION-TELEPHONE	\$0.00	\$54.45	\$518.08	(\$518.08)	\$0.00	(\$518.08)	0.00%
10.5.2570.3401.321.1100	COMMUNICATION-POSTAGE	\$0.00	\$0.00	\$78.65	(\$78.65)	\$0.00	(\$78.65)	0.00%
10.5.2131.4100.321.1100	OFFICE SUPPLIES LESS \$499	\$4,500.00	\$743.62	\$1,233.75	\$3,266.25	\$0.00	\$3,266.25	72.58%
10.5.2131.4199.321.1100	PPE/Covid Supplies	\$2,100.00	\$0.00	\$0.00	\$2,100.00	\$0.00	\$2,100.00	100.00%
10.5.2630.7000.321.1100	EQUIPMENT \$500 TO \$4999	\$15,000.00	\$0.00	\$9,204.93	\$5,795.07	\$0.00	\$5,795.07	38.63%
10.5.2140.3100.323.1100	PROFESSIONAL TECHNICAL SERVICE	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
10.5.2570.3400.323.1100	COMMUNICATION-TELEPHONE	\$0.00	\$54.45	\$518.08	(\$518.08)	\$0.00	(\$518.08)	0.00%
10.5.2570.3401.323.1100	COMMUNICATION-POSTAGE	\$0.00	\$0.00	\$78.65	(\$78.65)	\$0.00	(\$78.65)	0.00%
10.5.2140.4100.323.1100	OFFICE SUPPLIES LESS \$499	\$12,000.00	\$2,510.61	\$3,617.61	\$8,382.39	\$0.00	\$8,382.39	69.85%
10.5.2140.4199.323.1100	PPE/Covid Supplies	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00	100.00%
10.5.2150.6400.323.1100	DUES AND FEES	\$0.00	\$0.00	\$525.00	(\$525.00)	\$0.00	(\$525.00)	0.00%
10.5.2140.7000.323.1100	EQUIPMENT \$500 TO \$4999	\$0.00	\$0.00	\$892.50	(\$892.50)	\$0.00	(\$892.50)	0.00%
10.5.2630.7000.323.1100	EQUIPMENT \$500 TO \$4999	\$5,000.00	\$0.00	\$1,598.00	\$3,402.00	\$0.00	\$3,402.00	68.04%
10.5.2630.3050.324.1100	APPS AND SOFTWARE	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
10.5.2132.3100.324.1100	PROFESSIONAL TECHNICAL SERVICE	\$10,250.00	\$0.00	\$0.00	\$10,250.00	\$0.00	\$10,250.00	100.00%
10.5.2630.3230.324.1100	REPAIRS AND MAINTENANCE SERVIC	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.2570.3250.324.1100	ROOM RENTALS	\$2,500.00	\$267.52	\$2,047.10	\$452.90	\$0.00	\$452.90	18.12%
10.5.2132.3399.324.1100	TRAVEL LOCAL MILEAGE	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
10.5.2570.3400.324.1100	COMMUNICATION-TELEPHONE	\$0.00	\$54.45	\$518.08	(\$518.08)	\$0.00	(\$518.08)	0.00%
10.5.2570.3401.324.1100	COMMUNICATION-POSTAGE	\$0.00	\$0.00	\$78.65	(\$78.65)	\$0.00	(\$78.65)	0.00%
10.5.1200.4100.324.4993	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$4,500.00	(\$4,500.00)	\$0.00	(\$4,500.00)	0.00%
10.5.2132.4100.324.1100	OFFICE SUPPLIES LESS \$499	\$4,500.00	\$634.88	\$1,619.45	\$2,880.55	\$0.00	\$2,880.55	64.01%
10.5.2132.4199.324.1100	PPE/Covid Supplies	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.5.2210.6400.324.1100	DUES AND FEES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.2132.7000.324.1100	EQUIPMENT \$500 TO \$4999	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
10.5.2630.7000.324.1100	EQUIPMENT \$500 TO \$4999	\$0.00	\$0.00	\$4,743.98	(\$4,743.98)	\$0.00	(\$4,743.98)	0.00%
10.5.2110.4199.325.1100	PPE/Covid Supplies	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
10.5.2630.3050.326.1100	APPS AND SOFTWARE	\$500.00	\$0.00	\$358.20	\$141.80	\$0.00	\$141.80	28.36%
10.5.2150.3107.326.1100	CONTRACTUAL SERVICES	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
10.5.2630.3230.326.1100	REPAIRS AND MAINTENANCE SERVIC	\$800.00	\$410.18	\$410.18	\$389.82	\$0.00	\$389.82	48.73%
10.5.2150.3399.326.1100	TRAVEL LOCAL MILEAGE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.2570.3400.326.1100	COMMUNICATION-TELEPHONE	\$0.00	\$54.45	\$518.08	(\$518.08)	\$0.00	(\$518.08)	0.00%
10.5.2570.3401.326.1100	COMMUNICATION-POSTAGE	\$0.00	\$0.00	\$78.65	(\$78.65)	\$0.00	(\$78.65)	0.00%
10.5.1200.4100.326.4993	OFFICE SUPPLIES LESS \$499	\$0.00	\$1,581.71	\$1,581.71	(\$1,581.71)	\$0.00	(\$1,581.71)	0.00%
10.5.2150.4100.326.1100	OFFICE SUPPLIES LESS \$499	\$3,100.00	\$199.00	\$2,074.25	\$1,025.75	\$0.00	\$1,025.75	33.09%
10.5.2150.4118.326.1100	CURRICULUM	\$330.00	\$0.00	\$0.00	\$330.00	\$0.00	\$330.00	100.00%
10.5.2150.4199.326.1100	PPE/Covid Supplies	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
10.5.2150.4400.326.1100	PERIODICALS	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
10.5.2150.7000.326.1100	EQUIPMENT \$500 TO \$4999	\$0.00	\$0.00	\$700.35	(\$700.35)	\$0.00	(\$700.35)	0.00%
10.5.2630.7000.326.1100	EQUIPMENT \$500 TO \$4999	\$10,600.00	\$0.00	\$10,526.40	\$73.60	\$0.00	\$73.60	0.69%
10.5.2230.3150.347.1100	LOW INCIDENT DIAGNOSTIC TESTIN	\$20,000.00	\$0.00	\$20,355.38	(\$355.38)	\$0.00	(\$355.38)	-1.78%
10.5.2230.3150.347.1120	LOW INCIDENT DIAGNOSTIC TESTIN	\$0.00	\$0.00	(\$1,744.51)	\$1,744.51	\$0.00	\$1,744.51	0.00%
10.5.1020.1000.360.1100	SALARIES, CERTIFIED STAFF	\$10,000.00	\$1,760.00	\$17,686.36	(\$7,686.36)	\$1,920.00	(\$9,606.36)	-96.06%
10.5.1020.2110.360.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$13.58	(\$13.58)	\$0.00	(\$13.58)	0.00%
10.5.1020.2130.360.1100	FICA	\$0.00	\$0.00	\$327.36	(\$327.36)	\$0.00	(\$327.36)	0.00%

164

# LaGrange Area Dept. of Special Education

## Monthly Expenditures

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.1020.2140.360.1100	MEDICARE	\$0.00	\$25.52	\$256.46	(\$256.46)	\$27.84	(\$284.30)	0.00%
10.5.1020.3399.360.1100	TRAVEL LOCAL MILEAGE	\$2,000.00	\$80.96	\$415.06	\$1,584.94	\$0.00	\$1,584.94	79.25%
10.5.2630.3050.430.1100	APPS AND SOFTWARE	\$0.00	\$0.00	\$1,432.80	(\$1,432.80)	\$0.00	(\$1,432.80)	0.00%
10.5.2630.3150.430.1100	LOW INCIDENT DIAGNOSTIC TESTIN	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	100.00%
10.5.2630.3230.430.1100	REPAIRS AND MAINTENANCE SERVIC	\$1,350.00	\$119.37	\$728.84	\$621.16	\$0.00	\$621.16	46.01%
10.5.2540.3250.430.1120	ROOM RENTALS	\$0.00	\$0.00	\$201,854.70	(\$201,854.70)	\$0.00	(\$201,854.70)	0.00%
10.5.2570.3250.430.1100	ROOM RENTALS	\$210,000.00	\$0.00	\$0.00	\$210,000.00	\$0.00	\$210,000.00	100.00%
10.5.1200.3310.430.1100	PUPIL TRANSPORTATION	\$0.00	\$0.00	\$133.28	(\$133.28)	\$0.00	(\$133.28)	0.00%
10.5.2550.3310.430.1100	PUPIL TRANSPORTATION	\$7,700.00	\$0.00	\$0.00	\$7,700.00	\$0.00	\$7,700.00	100.00%
10.5.1200.3399.430.1100	TRAVEL LOCAL MILEAGE	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
10.5.1200.4100.430.1100	OFFICE SUPPLIES LESS \$499	\$11,800.00	\$980.82	\$2,446.41	\$9,353.59	\$78.99	\$9,274.60	78.60%
10.5.1200.4100.430.1119	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$273.90	(\$273.90)	\$0.00	(\$273.90)	0.00%
10.5.1200.4100.430.4993	OFFICE SUPPLIES LESS \$499	\$0.00	\$3,299.51	\$3,299.51	(\$3,299.51)	\$0.00	(\$3,299.51)	0.00%
10.5.2130.4103.430.1100	MEDICAL SUPPLIES	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
10.5.1200.4104.430.1100	INK	\$0.00	\$0.00	\$653.05	(\$653.05)	\$0.00	(\$653.05)	0.00%
10.5.1200.4118.430.1100	CURRICULUM	\$27,713.00	\$360.00	\$27,077.76	\$635.24	\$0.00	\$635.24	2.29%
10.5.1200.4120.430.1100	CLASSROOM MATERIALS 1	\$600.00	\$150.24	\$438.27	\$161.73	\$0.00	\$161.73	26.96%
10.5.1200.4121.430.1100	CLASSROOM MATERIALS 2	\$800.00	\$65.00	\$745.52	\$54.48	\$0.00	\$54.48	6.81%
10.5.1200.4122.430.1100	CLASSROOM MATERIALS 3	\$1,320.00	\$193.69	\$779.97	\$540.03	\$0.00	\$540.03	40.91%
10.5.1200.4123.430.1100	CLASSROOM MATERIALS 4	\$860.00	\$289.84	\$866.77	(\$6.77)	\$0.00	(\$6.77)	-0.79%
10.5.1200.4124.430.1100	CLASSROOM MATERIALS 5	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
10.5.1200.4125.430.1100	CLASSROOM MATERIALS 6	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00	100.00%
10.5.1200.4126.430.1100	CLASSROOM MATERIALS 7	\$850.00	\$61.30	\$253.81	\$596.19	\$0.00	\$596.19	70.14%
10.5.1200.4127.430.1100	CLASSROOM MATERIALS 8	\$1,465.00	\$363.49	\$581.14	\$883.86	\$0.00	\$883.86	60.33%
10.5.1200.4128.430.1100	CLASSROOM MATERIALS 9	\$600.00	\$137.81	\$188.90	\$411.10	\$0.00	\$411.10	68.52%
10.5.1200.4129.430.1100	CLASSROOM MATERIALS 10	\$600.00	\$363.22	\$419.45	\$180.55	\$0.00	\$180.55	30.09%
10.5.1200.4130.430.1100	CLASSROOM MATERIALS 9	\$6,600.00	\$546.76	\$4,444.68	\$2,155.32	\$0.00	\$2,155.32	32.66%
10.5.1200.4199.430.1100	PPE/Covid Supplies	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
10.5.1200.5400.430.4993	EQUIPMENT OVER \$5,000	\$0.00	\$0.00	\$0.00	\$0.00	\$37,542.93	(\$37,542.93)	0.00%
10.5.2630.7000.430.1100	EQUIPMENT \$500 TO \$4999	\$14,860.00	\$0.00	\$13,068.01	\$1,791.99	\$0.00	\$1,791.99	12.06%
10.5.2630.3050.436.1100	APPS AND SOFTWARE	\$0.00	\$0.00	\$1,432.80	(\$1,432.80)	\$0.00	(\$1,432.80)	0.00%
10.5.2215.3099.436.1100	INFINITEC FLOW-FEE	\$1,350.00	\$0.00	\$0.00	\$1,350.00	\$0.00	\$1,350.00	100.00%
10.5.1200.3104.436.1100	MIS SERVICES	\$0.00	\$0.00	\$847.50	(\$847.50)	\$0.00	(\$847.50)	0.00%
10.5.1200.3107.436.1100	CONTRACTUAL SERVICES	\$0.00	\$0.00	\$490.84	(\$490.84)	\$0.00	(\$490.84)	0.00%
10.5.1200.3230.436.1100	REPAIRS AND MAINTENANCE SERVIC	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
10.5.2630.3230.436.1100	REPAIRS AND MAINTENANCE SERVIC	\$0.00	\$331.84	\$331.84	(\$331.84)	\$0.00	(\$331.84)	0.00%
10.5.2540.3250.436.1120	ROOM RENTALS	\$0.00	\$0.00	\$51,918.40	(\$51,918.40)	\$0.00	(\$51,918.40)	0.00%
10.5.2570.3250.436.1100	ROOM RENTALS	\$150,000.00	\$243.20	\$2,085.20	\$147,914.80	\$0.00	\$147,914.80	98.61%
10.5.2550.3310.436.1100	PUPIL TRANSPORTATION	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
10.5.2550.3310.436.1120	PUPIL TRANSPORTATION	\$0.00	\$0.00	\$194.07	(\$194.07)	\$0.00	(\$194.07)	0.00%
10.5.1200.3399.436.1100	TRAVEL LOCAL MILEAGE	\$2,250.00	\$0.00	\$658.32	\$1,591.68	\$0.00	\$1,591.68	70.74%
10.5.2570.3400.436.1100	COMMUNICATION-TELEPHONE	\$750.00	\$163.35	\$1,544.99	(\$794.99)	\$0.00	(\$794.99)	-106.00%
10.5.2570.3401.436.1100	COMMUNICATION-POSTAGE	\$0.00	\$0.00	\$91.76	(\$91.76)	\$0.00	(\$91.76)	0.00%
10.5.1200.4100.436.1100	OFFICE SUPPLIES LESS \$499	\$7,000.00	\$1,114.06	\$3,437.14	\$3,562.86	\$433.88	\$3,128.98	44.70%
10.5.1200.4100.436.4993	OFFICE SUPPLIES LESS \$499	\$0.00	\$1,570.60	\$5,570.60	(\$5,570.60)	\$14,170.32	(\$19,740.92)	0.00%
10.5.1200.4103.436.1100	MEDICAL SUPPLIES	\$2,500.00	\$360.72	\$976.33	\$1,523.67	\$0.00	\$1,523.67	60.95%
10.5.1200.4104.436.1100	INK	\$7,000.00	\$903.47	\$2,186.02	\$4,813.98	\$391.02	\$4,422.96	63.19%
10.5.1200.4104.436.1120	INK	\$0.00	\$0.00	\$140.43	(\$140.43)	\$0.00	(\$140.43)	0.00%
10.5.1200.4118.436.1100	CURRICULUM	\$13,000.00	\$432.00	\$9,113.08	\$3,886.92	\$0.00	\$3,886.92	29.90%
10.5.1200.4120.436.1100	CLASSROOM MATERIALS 1	\$800.00	\$199.58	\$997.25	(\$197.25)	\$0.00	(\$197.25)	-24.66%

165

# LaGrange Area Dept. of Special Education

## Monthly Expenditures

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.1200.4121.436.1100	CLASSROOM MATERIALS 2	\$800.00	\$333.12	\$396.44	\$403.56	\$0.00	\$403.56	50.45%
10.5.1200.4122.436.1100	CLASSROOM MATERIALS 3	\$800.00	\$142.77	\$142.77	\$657.23	\$0.00	\$657.23	82.15%
10.5.1200.4123.436.1100	CLASSROOM MATERIALS 4	\$800.00	\$0.00	\$265.05	\$534.95	\$95.01	\$439.94	54.99%
10.5.1200.4124.436.1100	CLASSROOM MATERIALS 5	\$800.00	\$197.02	\$674.92	\$125.08	\$0.00	\$125.08	15.64%
10.5.1200.4125.436.1100	CLASSROOM MATERIALS 6	\$800.00	\$0.00	\$571.75	\$228.25	\$0.00	\$228.25	28.53%
10.5.1200.4126.436.1100	CLASSROOM MATERIALS 7	\$800.00	\$33.57	\$308.75	\$491.25	\$0.00	\$491.25	61.41%
10.5.1200.4127.436.1100	CLASSROOM MATERIALS 8	\$800.00	\$120.78	\$851.56	(\$51.56)	\$30.29	(\$81.85)	-10.23%
10.5.1200.4128.436.1100	CLASSROOM MATERIALS 9	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
10.5.1200.4129.436.1100	CLASSROOM MATERIALS 10	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
10.5.1200.4199.436.1100	PPE/Covid Supplies	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
10.5.2215.4700.436.1100	SYSTEMS SOFTWARE	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
10.5.2210.6400.436.1100	DUES AND FEES	\$425.00	\$0.00	\$0.00	\$425.00	\$0.00	\$425.00	100.00%
10.5.2630.7000.436.1100	EQUIPMENT \$500 TO \$4999	\$9,900.00	\$308.99	\$10,192.85	(\$292.85)	\$0.00	(\$292.85)	-2.96%
10.5.2630.3230.440.1100	REPAIRS AND MAINTENANCE SERVIC	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
10.5.2570.3250.440.1100	ROOM RENTALS	\$17,500.00	\$0.00	\$0.00	\$17,500.00	\$0.00	\$17,500.00	100.00%
10.5.1200.3399.440.1100	TRAVEL LOCAL MILEAGE	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
10.5.1200.4100.440.1100	OFFICE SUPPLIES LESS \$499	\$700.00	\$0.00	\$87.99	\$612.01	\$0.00	\$612.01	87.43%
10.5.1200.4100.440.4993	OFFICE SUPPLIES LESS \$499	\$0.00	\$2,125.86	\$2,445.66	(\$2,445.66)	\$2,974.13	(\$5,419.79)	0.00%
10.5.1200.4104.440.1100	INK	\$500.00	\$0.00	\$387.19	\$112.81	\$0.00	\$112.81	22.56%
10.5.1200.4116.440.1100	CURRICULUM	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.1200.4120.440.1100	CLASSROOM MATERIALS 1	\$500.00	\$145.60	\$145.60	\$354.40	\$0.00	\$354.40	70.88%
10.5.1200.4199.440.1100	PPE/Covid Supplies	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
10.5.1200.5400.440.4993	EQUIPMENT OVER \$5,000	\$0.00	\$0.00	\$0.00	\$0.00	\$4,948.99	(\$4,948.99)	0.00%
10.5.1200.7000.440.4993	EQUIPMENT \$500 TO \$4999	\$0.00	\$1,648.90	\$1,648.90	(\$1,648.90)	\$1,190.06	(\$2,838.96)	0.00%
10.5.2630.7000.440.1100	EQUIPMENT \$500 TO \$4999	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.2630.3230.445.1100	REPAIRS AND MAINTENANCE SERVIC	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
10.5.2570.3250.445.1100	ROOM RENTALS	\$21,273.00	\$0.00	\$0.00	\$21,273.00	\$0.00	\$21,273.00	100.00%
10.5.2150.3399.445.1100	TRAVEL LOCAL MILEAGE	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
10.5.1200.4100.445.1100	OFFICE SUPPLIES LESS \$499	\$1,000.00	\$0.00	\$333.31	\$666.69	\$0.00	\$666.69	66.67%
10.5.1200.4104.445.1100	INK	\$1,300.00	\$0.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00	100.00%
10.5.1200.4199.445.1100	PPE/Covid Supplies	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
10.5.2630.7000.445.1100	EQUIPMENT \$500 TO \$4999	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
10.5.1200.3104.453.1120	MIS SERVICES	\$0.00	\$0.00	\$1,149.00	(\$1,149.00)	\$0.00	(\$1,149.00)	0.00%
10.5.2630.3230.453.1100	REPAIRS AND MAINTENANCE SERVIC	\$1,500.00	\$337.41	\$589.83	\$910.17	\$0.00	\$910.17	60.68%
10.5.2540.3250.453.1120	ROOM RENTALS	\$0.00	\$0.00	\$21,226.90	(\$21,226.90)	\$0.00	(\$21,226.90)	0.00%
10.5.2570.3250.453.1100	ROOM RENTALS	\$130,000.00	\$0.00	\$0.00	\$130,000.00	\$0.00	\$130,000.00	100.00%
10.5.2550.3310.453.1100	PUPIL TRANSPORTATION	\$1,500.00	\$0.00	\$566.44	\$933.56	\$0.00	\$933.56	62.24%
10.5.2550.3310.453.4993	PUPIL TRANSPORTATION	\$0.00	\$4,660.32	\$7,989.12	(\$7,989.12)	\$0.00	(\$7,989.12)	0.00%
10.5.1200.3399.453.1100	TRAVEL LOCAL MILEAGE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.2570.3400.453.1100	COMMUNICATION-TELEPHONE	\$2,100.00	\$163.32	\$1,563.99	\$536.01	\$0.00	\$536.01	25.52%
10.5.2570.3401.453.1100	COMMUNICATION-POSTAGE	\$0.00	\$0.00	\$78.65	(\$78.65)	\$0.00	(\$78.65)	0.00%
10.5.1200.3900.453.1100	SOFTWARE LICENSES	\$0.00	\$0.00	\$329.01	(\$329.01)	\$0.00	(\$329.01)	0.00%
10.5.2630.3900.453.1100	SOFTWARE LICENSES	\$1,500.00	\$0.00	\$179.10	\$1,320.90	\$0.00	\$1,320.90	88.06%
10.5.1200.4100.453.1100	OFFICE SUPPLIES LESS \$499	\$10,000.00	\$92.54	\$2,434.27	\$7,565.73	\$90.41	\$7,475.32	74.75%
10.5.1200.4100.453.4993	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$4,962.70	(\$4,962.70)	\$1,599.88	(\$6,562.58)	0.00%
10.5.2210.4101.453.1100	SUPPLIES-MEETINGS	\$0.00	\$0.00	\$53.67	(\$53.67)	\$0.00	(\$53.67)	0.00%
10.5.1200.4104.453.1100	INK	\$1,500.00	\$0.00	\$104.58	\$1,395.42	\$0.00	\$1,395.42	93.03%
10.5.2210.4104.453.1100	INK	\$0.00	\$0.00	\$643.06	(\$643.06)	\$0.00	(\$643.06)	0.00%
10.5.1200.4118.453.1100	CURRICULUM	\$7,500.00	\$1,404.47	\$2,549.89	\$4,950.11	\$0.00	\$4,950.11	66.00%
10.5.1200.4120.453.1100	CLASSROOM MATERIALS 1	\$0.00	\$2,724.45	\$4,161.40	(\$4,161.40)	\$0.00	(\$4,161.40)	0.00%

166

**LaGrange Area Dept. of Special Education**

**Monthly Expenditures**

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.1200.4127.453.1100	CLASSROOM MATERIALS 8	\$0.00	\$0.00	\$56.68	(\$56.68)	\$0.00	(\$56.68)	0.00%
10.5.1200.4130.453.1100	CLASSROOM MATERIALS 9	\$0.00	\$0.00	\$25.00	(\$25.00)	\$0.00	(\$25.00)	0.00%
10.5.1200.4199.453.1100	PPE/Covid Supplies	\$2,200.00	\$0.00	\$0.00	\$2,200.00	\$0.00	\$2,200.00	100.00%
10.5.1200.7000.453.4993	EQUIPMENT \$500 TO \$4999	\$0.00	\$0.00	\$0.00	\$0.00	\$18,449.99	(\$18,449.99)	0.00%
10.5.2630.7000.453.1100	EQUIPMENT \$500 TO \$4999	\$5,800.00	\$0.00	\$2,531.99	\$3,268.01	\$0.00	\$3,268.01	56.35%
10.5.1322.1000.454.1111	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$12,858.64	(\$12,858.64)	\$0.00	(\$12,858.64)	0.00%
10.5.1322.2110.454.1111	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$160.73	(\$160.73)	\$0.00	(\$160.73)	0.00%
10.5.1322.2140.454.1111	MEDICARE	\$0.00	\$0.00	\$183.09	(\$183.09)	\$0.00	(\$183.09)	0.00%
10.5.2410.3100.454.1100	PROFESSIONAL TECHNICAL SERVICE	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
10.5.1200.3230.454.1100	REPAIRS AND MAINTENANCE SERVIC	\$0.00	\$25.88	\$375.59	(\$375.59)	\$0.00	(\$375.59)	0.00%
10.5.2630.3230.454.1100	REPAIRS AND MAINTENANCE SERVIC	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.1200.3399.454.1100	TRAVEL LOCAL MILEAGE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
10.5.1322.3399.454.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$73.14	(\$73.14)	\$0.00	(\$73.14)	0.00%
10.5.2570.3400.454.1100	COMMUNICATION-TELEPHONE	\$2,100.00	\$0.00	\$0.00	\$2,100.00	\$0.00	\$2,100.00	100.00%
10.5.2570.3401.454.1100	COMMUNICATION-POSTAGE	\$0.00	\$0.00	\$78.65	(\$78.65)	\$0.00	(\$78.65)	0.00%
10.5.1200.4100.454.1100	OFFICE SUPPLIES LESS \$499	\$1,000.00	\$115.00	\$160.04	\$839.96	\$0.00	\$839.96	84.00%
10.5.2210.4101.454.1100	SUPPLIES-MEETINGS	\$0.00	\$0.00	\$364.47	(\$364.47)	\$0.00	(\$364.47)	0.00%
10.5.1200.4118.454.1100	CURRICULUM	\$0.00	\$0.00	\$216.63	(\$216.63)	\$0.00	(\$216.63)	0.00%
10.5.1200.4199.454.1100	PPE/Covid Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.1200.7000.454.1100	EQUIPMENT \$500 TO \$4999	\$0.00	\$0.00	\$2,397.00	(\$2,397.00)	\$0.00	(\$2,397.00)	0.00%
10.5.2630.7000.454.1100	EQUIPMENT \$500 TO \$4999	\$1,600.00	\$0.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00	100.00%
10.5.2630.3050.455.1100	APPS AND SOFTWARE	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
10.5.2540.3104.455.1100	MIS SERVICES	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.2540.3210.455.1100	PROPERTY SERVICES-DISPOSAL	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.1200.3230.455.1100	REPAIRS AND MAINTENANCE SERVIC	\$0.00	\$256.78	\$400.78	(\$400.78)	\$0.00	(\$400.78)	0.00%
10.5.2630.3230.455.1100	REPAIRS AND MAINTENANCE SERVIC	\$1,500.00	\$8.34	\$8.34	\$1,491.66	\$0.00	\$1,491.66	99.44%
10.5.2570.3250.455.1100	ROOM RENTALS	\$70,000.00	\$0.00	\$0.00	\$70,000.00	\$0.00	\$70,000.00	100.00%
10.5.1200.3310.455.1100	PUPIL TRANSPORTATION	\$0.00	\$0.00	\$133.28	(\$133.28)	\$0.00	(\$133.28)	0.00%
10.5.2550.3310.455.1100	PUPIL TRANSPORTATION	\$1,000.00	\$399.84	\$999.60	\$0.40	\$0.00	\$0.40	0.04%
10.5.2550.3310.455.1120	PUPIL TRANSPORTATION	\$0.00	\$0.00	\$258.76	(\$258.76)	\$0.00	(\$258.76)	0.00%
10.5.1200.3399.455.1100	TRAVEL LOCAL MILEAGE	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.2540.3400.455.1100	COMMUNICATION-TELEPHONE	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.2540.3401.455.1100	COMMUNICATION-POSTAGE	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.2540.3700.455.1100	PROPERTY SERVICES-WATER SERVIC	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.1200.4100.455.1100	OFFICE SUPPLIES LESS \$499	\$2,000.00	\$1,073.27	\$2,806.94	(\$806.94)	\$54.96	(\$861.90)	-43.10%
10.5.1200.4100.455.4993	OFFICE SUPPLIES LESS \$499	\$0.00	\$599.98	\$3,907.88	(\$3,907.88)	\$0.00	(\$3,907.88)	0.00%
10.5.2210.4101.455.1100	SUPPLIES-MEETINGS	\$0.00	\$0.00	\$352.12	(\$352.12)	\$0.00	(\$352.12)	0.00%
10.5.1200.4104.455.1100	INK	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
10.5.1200.4118.455.1100	CURRICULUM	\$3,000.00	\$192.75	\$388.22	\$2,611.78	\$0.00	\$2,611.78	87.06%
10.5.1200.4120.455.1100	CLASSROOM MATERIALS 1	\$0.00	\$1,353.61	\$1,780.48	(\$1,780.48)	\$0.00	(\$1,780.48)	0.00%
10.5.1200.4130.455.1100	CLASSROOM MATERIALS 9	\$0.00	\$0.00	\$25.00	(\$25.00)	\$0.00	(\$25.00)	0.00%
10.5.1200.4199.455.1100	PPE/Covid Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.1200.7000.455.1100	EQUIPMENT \$500 TO \$4999	\$0.00	\$0.00	\$799.00	(\$799.00)	\$0.00	(\$799.00)	0.00%
10.5.2630.7000.455.1100	EQUIPMENT \$500 TO \$4999	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
10.5.1400.1100.459.1100	SALARIES, NON CERTIFIED STAFF	\$18,268.70	\$0.00	\$0.00	\$18,268.70	\$0.00	\$18,268.70	100.00%
10.5.1400.1100.459.6220	SALARIES, NON CERTIFIED STAFF	\$13,558.30	\$2,652.26	\$18,765.82	(\$5,207.52)	\$13,261.18	(\$18,468.70)	-136.22%
10.5.4950.1104.459.1100	AIDE SALARIES	\$0.00	\$0.00	\$399.00	(\$399.00)	\$0.00	(\$399.00)	0.00%
10.5.4950.1104.459.6100	AIDE SALARIES	\$0.00	\$40.00	\$2,827.21	(\$2,827.21)	\$0.00	(\$2,827.21)	0.00%
10.5.1400.2120.459.1100	MUNICIPAL RETIREMENT	\$411.05	\$0.00	\$0.00	\$411.05	\$0.00	\$411.05	100.00%
10.5.1400.2120.459.6220	MUNICIPAL RETIREMENT	\$305.06	167 \$59.68	\$601.30	(\$296.24)	\$29.84	(\$326.08)	-106.89%

**LaGrange Area Dept. of Special Education**

**Monthly Expenditures**

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.1400.2130.459.1100	FICA	\$1,132.66	\$0.00	\$0.00	\$1,132.66	\$0.00	\$1,132.66	100.00%
10.5.1400.2130.459.6220	FICA	\$840.61	\$158.82	\$1,104.22	(\$263.61)	\$79.41	(\$343.02)	-40.81%
10.5.1400.2140.459.1100	MEDICARE	\$264.90	\$0.00	\$0.00	\$264.90	\$0.00	\$264.90	100.00%
10.5.1400.2140.459.6220	MEDICARE	\$196.60	\$37.14	\$258.24	(\$61.64)	\$18.57	(\$80.21)	-40.80%
10.5.1400.2210.459.1100	LIFE INSURANCE	\$79.21	\$0.00	\$0.00	\$79.21	\$0.00	\$79.21	100.00%
10.5.1400.2210.459.6220	LIFE INSURANCE	\$58.79	\$4.60	\$32.20	\$26.59	\$2.30	\$24.29	41.32%
10.5.1400.2220.459.1100	MEDICAL INSURANCE	\$3,819.78	\$0.00	\$0.00	\$3,819.78	\$0.00	\$3,819.78	100.00%
10.5.1400.2220.459.6220	MEDICAL INSURANCE	\$2,834.89	\$648.60	\$4,928.44	(\$2,093.55)	\$324.30	(\$2,417.85)	-85.29%
10.5.1400.2230.459.1100	DENTAL INSURANCE	\$275.01	\$0.00	\$0.00	\$275.01	\$0.00	\$275.01	100.00%
10.5.1400.2230.459.6220	DENTAL INSURANCE	\$204.10	\$46.52	\$325.64	(\$121.54)	\$23.26	(\$144.80)	-70.95%
10.5.1400.3100.459.1100	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$120.00	(\$120.00)	\$0.00	(\$120.00)	0.00%
10.5.1400.3230.459.1100	REPAIRS AND MAINTENANCE SERVIC	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.2570.3251.459.1100	COPIER RENTAL	\$0.00	\$0.00	\$43.67	(\$43.67)	\$0.00	(\$43.67)	0.00%
10.5.1400.3310.459.1100	PUPIL TRANSPORTATION	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.5.1400.4100.459.1100	OFFICE SUPPLIES LESS \$499	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
10.5.1400.4100.459.6100	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	(\$1,000.00)	\$1,000.00	\$0.00	\$1,000.00	0.00%
10.5.1400.4199.459.1100	PPE/Covid Supplies	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
10.5.1400.7000.459.1100	EQUIPMENT \$500 TO \$4999	\$5,100.00	\$0.00	\$0.00	\$5,100.00	\$0.00	\$5,100.00	100.00%
10.5.2630.7000.459.1100	EQUIPMENT \$500 TO \$4999	\$0.00	\$0.00	\$4,985.52	(\$4,985.52)	\$0.00	(\$4,985.52)	0.00%
10.5.2110.1000.470.1111	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$330.00	(\$330.00)	\$0.00	(\$330.00)	0.00%
10.5.2140.1000.470.1111	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$1,210.00	(\$1,210.00)	\$0.00	(\$1,210.00)	0.00%
10.5.2150.1000.470.1111	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$2,060.00	(\$2,060.00)	\$0.00	(\$2,060.00)	0.00%
10.5.2410.1000.470.1110	SALARIES, CERTIFIED STAFF	\$100,000.00	\$0.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00	100.00%
10.5.1200.1005.470.1110	STIPENDS-CERTIFIED	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
10.5.1200.1100.470.1110	SALARIES, NON CERTIFIED STAFF	\$75,000.00	\$0.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00	100.00%
10.5.2130.1100.470.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$6,300.00	(\$6,300.00)	\$0.00	(\$6,300.00)	0.00%
10.5.2131.1100.470.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$4,480.00	(\$4,480.00)	\$0.00	(\$4,480.00)	0.00%
10.5.2132.1100.470.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$1,880.00	(\$1,880.00)	\$0.00	(\$1,880.00)	0.00%
10.5.2540.1100.470.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$562.50	(\$562.50)	\$0.00	(\$562.50)	0.00%
10.5.2610.1100.470.1110	SALARIES, NON CERTIFIED STAFF	\$6,500.00	\$0.00	\$0.00	\$6,500.00	\$0.00	\$6,500.00	100.00%
10.5.1200.2110.470.1110	TEACHER'S RETIREMENT (TRS)	\$142.00	\$0.00	\$0.00	\$142.00	\$0.00	\$142.00	100.00%
10.5.2110.2110.470.1111	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$4.12	(\$4.12)	\$0.00	(\$4.12)	0.00%
10.5.2140.2110.470.1111	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$15.12	(\$15.12)	\$0.00	(\$15.12)	0.00%
10.5.2150.2110.470.1111	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$25.75	(\$25.75)	\$0.00	(\$25.75)	0.00%
10.5.2410.2110.470.1110	TEACHER'S RETIREMENT (TRS)	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
10.5.1200.2120.470.1110	MUNICIPAL RETIREMENT	\$24,290.00	\$0.00	\$0.00	\$24,290.00	\$0.00	\$24,290.00	100.00%
10.5.2130.2120.470.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$283.50	(\$283.50)	\$0.00	(\$283.50)	0.00%
10.5.2131.2120.470.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$201.60	(\$201.60)	\$0.00	(\$201.60)	0.00%
10.5.2132.2120.470.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$84.60	(\$84.60)	\$0.00	(\$84.60)	0.00%
10.5.2610.2120.470.1110	MUNICIPAL RETIREMENT	\$624.00	\$0.00	\$0.00	\$624.00	\$0.00	\$624.00	100.00%
10.5.1200.2130.470.1110	FICA	\$74.00	\$0.00	\$0.00	\$74.00	\$0.00	\$74.00	100.00%
10.5.2130.2130.470.1111	FICA	\$0.00	\$0.00	\$390.60	(\$390.60)	\$0.00	(\$390.60)	0.00%
10.5.2131.2130.470.1111	FICA	\$0.00	\$0.00	\$275.78	(\$275.78)	\$0.00	(\$275.78)	0.00%
10.5.2132.2130.470.1111	FICA	\$0.00	\$0.00	\$116.56	(\$116.56)	\$0.00	(\$116.56)	0.00%
10.5.2540.2130.470.1111	FICA	\$0.00	\$0.00	\$34.88	(\$34.88)	\$0.00	(\$34.88)	0.00%
10.5.2610.2130.470.1110	FICA	\$403.00	\$0.00	\$0.00	\$403.00	\$0.00	\$403.00	100.00%
10.5.1200.2140.470.1110	MEDICARE	\$236.00	\$0.00	\$0.00	\$236.00	\$0.00	\$236.00	100.00%
10.5.2110.2140.470.1111	MEDICARE	\$0.00	\$0.00	\$4.22	(\$4.22)	\$0.00	(\$4.22)	0.00%
10.5.2130.2140.470.1111	MEDICARE	\$0.00	\$0.00	\$91.35	(\$91.35)	\$0.00	(\$91.35)	0.00%
10.5.2131.2140.470.1111	MEDICARE	\$0.00	\$0.00	\$64.49	(\$64.49)	\$0.00	(\$64.49)	0.00%

168

# LaGrange Area Dept. of Special Education

## Monthly Expenditures

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2132.2140.470.1111	MEDICARE	\$0.00	\$0.00	\$27.26	(\$27.26)	\$0.00	(\$27.26)	0.00%
10.5.2140.2140.470.1111	MEDICARE	\$0.00	\$0.00	\$17.56	(\$17.56)	\$0.00	(\$17.56)	0.00%
10.5.2150.2140.470.1111	MEDICARE	\$0.00	\$0.00	\$29.88	(\$29.88)	\$0.00	(\$29.88)	0.00%
10.5.2410.2140.470.1110	MEDICARE	\$114.00	\$0.00	\$0.00	\$114.00	\$0.00	\$114.00	100.00%
10.5.2540.2140.470.1111	MEDICARE	\$0.00	\$0.00	\$8.16	(\$8.16)	\$0.00	(\$8.16)	0.00%
10.5.2610.2140.470.1110	MEDICARE	\$95.00	\$0.00	\$0.00	\$95.00	\$0.00	\$95.00	100.00%
10.5.2410.2210.470.1110	LIFE INSURANCE	\$18.00	\$0.00	\$0.00	\$18.00	\$0.00	\$18.00	100.00%
10.5.2610.2210.470.1110	LIFE INSURANCE	\$23.00	\$0.00	\$0.00	\$23.00	\$0.00	\$23.00	100.00%
10.5.2410.2220.470.1110	MEDICAL INSURANCE	\$2,048.00	\$0.00	\$0.00	\$2,048.00	\$0.00	\$2,048.00	100.00%
10.5.2610.2220.470.1110	MEDICAL INSURANCE	\$4,095.00	\$0.00	\$0.00	\$4,095.00	\$0.00	\$4,095.00	100.00%
10.5.2410.2230.470.1110	DENTAL INSURANCE	\$163.00	\$0.00	\$0.00	\$163.00	\$0.00	\$163.00	100.00%
10.5.2610.2230.470.1110	DENTAL INSURANCE	\$326.00	\$0.00	\$0.00	\$326.00	\$0.00	\$326.00	100.00%
10.5.1200.3250.470.1110	ROOM RENTALS	\$1,495.00	\$0.00	\$0.00	\$1,495.00	\$0.00	\$1,495.00	100.00%
10.5.1322.3250.470.1100	ROOM RENTALS	\$0.00	\$0.00	\$1,119.16	(\$1,119.16)	\$0.00	(\$1,119.16)	0.00%
10.5.2570.3250.470.1100	ROOM RENTALS	\$0.00	\$170.24	\$340.48	(\$340.48)	\$0.00	(\$340.48)	0.00%
10.5.2570.3250.470.1110	ROOM RENTALS	\$65,000.00	\$0.00	\$0.00	\$65,000.00	\$0.00	\$65,000.00	100.00%
10.5.2570.3250.470.1120	ROOM RENTALS	\$0.00	\$0.00	\$83,670.00	(\$83,670.00)	\$0.00	(\$83,670.00)	0.00%
10.5.1200.3399.470.1110	TRAVEL LOCAL MILEAGE	\$78.00	\$0.00	\$0.00	\$78.00	\$0.00	\$78.00	100.00%
10.5.1200.4100.470.1110	OFFICE SUPPLIES LESS \$499	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.5.1322.4100.470.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$4,219.65	(\$4,219.65)	\$0.00	(\$4,219.65)	0.00%
10.5.1200.4118.474.1100	CURRICULUM	\$0.00	\$0.00	\$47.92	(\$47.92)	\$0.00	(\$47.92)	0.00%
10.5.1322.1000.480.1111	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$99,769.50	(\$99,769.50)	\$0.00	(\$99,769.50)	0.00%
10.5.1322.1100.480.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$9,354.00	(\$9,354.00)	\$0.00	(\$9,354.00)	0.00%
10.5.2130.1100.480.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$3,020.00	(\$3,020.00)	\$0.00	(\$3,020.00)	0.00%
10.5.1322.1104.480.1111	AIDE SALARIES	\$0.00	\$0.00	\$68,056.50	(\$68,056.50)	\$0.00	(\$68,056.50)	0.00%
10.5.1322.2110.480.1111	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$1,034.50	(\$1,034.50)	\$0.00	(\$1,034.50)	0.00%
10.5.1322.2120.480.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$1,616.59	(\$1,616.59)	\$0.00	(\$1,616.59)	0.00%
10.5.2130.2120.480.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$135.90	(\$135.90)	\$0.00	(\$135.90)	0.00%
10.5.1322.2130.480.1111	FICA	\$0.00	\$0.00	\$6,368.82	(\$6,368.82)	\$0.00	(\$6,368.82)	0.00%
10.5.2130.2130.480.1111	FICA	\$0.00	\$0.00	\$184.13	(\$184.13)	\$0.00	(\$184.13)	0.00%
10.5.1322.2140.480.1111	MEDICARE	\$0.00	\$0.00	\$2,569.23	(\$2,569.23)	\$0.00	(\$2,569.23)	0.00%
10.5.2130.2140.480.1111	MEDICARE	\$0.00	\$0.00	\$43.06	(\$43.06)	\$0.00	(\$43.06)	0.00%
10.5.1322.1104.535.1111	AIDE SALARIES	\$0.00	\$0.00	\$4,811.14	(\$4,811.14)	\$0.00	(\$4,811.14)	0.00%
10.5.1322.2120.535.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$192.19	(\$192.19)	\$0.00	(\$192.19)	0.00%
10.5.1322.2130.535.1111	FICA	\$0.00	\$0.00	\$292.48	(\$292.48)	\$0.00	(\$292.48)	0.00%
10.5.1322.2140.535.1111	MEDICARE	\$0.00	\$0.00	\$68.40	(\$68.40)	\$0.00	(\$68.40)	0.00%
10.5.1207.3100.542.1100	PROFESSIONAL TECHNICAL SERVICE	\$22,000.00	\$1,532.50	\$27,976.50	(\$5,976.50)	\$0.00	(\$5,976.50)	-27.17%
10.5.1207.3102.542.1100	ADMINSTRATIVE FEES/BUILDING	\$25,000.00	\$2,228.00	\$20,052.00	\$4,948.00	\$0.00	\$4,948.00	19.79%
10.5.1207.3108.542.1100	LADSE INTERNAL TRANSFER	\$90,000.00	\$0.00	\$0.00	\$90,000.00	\$0.00	\$90,000.00	100.00%
10.5.1207.3120.542.1100	INSERVICE TRAINING-CONSULTANTS	\$0.00	\$0.00	\$7,494.87	(\$7,494.87)	\$0.00	(\$7,494.87)	0.00%
10.5.1207.3190.542.1100	OTHER PROFESSIONAL/TECHNICAL (	\$0.00	\$6,660.00	\$29,580.00	(\$29,580.00)	\$0.00	(\$29,580.00)	0.00%
10.5.1207.3230.542.1100	REPAIRS AND MAINTENANCE SERVIC	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
10.5.2540.3230.542.1100	REPAIRS AND MAINTENANCE SERVIC	\$0.00	\$293.55	\$293.55	(\$293.55)	\$0.00	(\$293.55)	0.00%
10.5.1207.3250.542.1100	ROOM RENTALS	\$465,000.00	\$0.00	\$478,058.36	(\$13,058.36)	\$0.00	(\$13,058.36)	-2.81%
10.5.2570.3251.542.1100	COPIER RENTAL	\$2,100.00	\$245.40	\$1,428.13	\$671.87	\$0.00	\$671.87	31.99%
10.5.2570.3251.542.1120	COPIER RENTAL	\$0.00	\$0.00	\$275.22	(\$275.22)	\$0.00	(\$275.22)	0.00%
10.5.2550.3310.542.1100	PUPIL TRANSPORTATION	\$18,350.00	\$593.06	\$5,074.96	\$13,275.04	\$0.00	\$13,275.04	72.34%
10.5.2550.3310.542.1120	PUPIL TRANSPORTATION	\$0.00	\$0.00	\$400.00	(\$400.00)	\$0.00	(\$400.00)	0.00%
10.5.1207.3322.542.1100	EXPENSE REIMBURSEMENT	\$450.00	\$0.00	\$0.00	\$450.00	\$0.00	\$450.00	100.00%
10.5.1207.3325.542.1100	CONFERENCE REGISTRATION	\$1,150.00	\$0.00	\$945.00	\$205.00	\$100.00	\$105.00	9.13%

169

**LaGrange Area Dept. of Special Education**

**Monthly Expenditures**

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2210.3325.542.1100	CONFERENCE REGISTRATION	\$0.00	\$0.00	\$51.50	(\$51.50)	\$0.00	(\$51.50)	0.00%
10.5.1207.3395.542.1100	CONFERENCE EXPENSE	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.5.1207.3399.542.1100	TRAVEL LOCAL MILEAGE	\$3,000.00	\$0.00	\$78.76	\$2,921.24	\$0.00	\$2,921.24	97.37%
10.5.2570.3400.542.1100	COMMUNICATION-TELEPHONE	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
10.5.2570.3401.542.1100	COMMUNICATION-POSTAGE	\$0.00	\$0.00	\$235.90	(\$235.90)	\$0.00	(\$235.90)	0.00%
10.5.1207.3900.542.1100	SOFTWARE LICENSES	\$3,100.00	\$0.00	\$1,600.00	\$1,500.00	\$0.00	\$1,500.00	48.39%
10.5.1207.4100.542.1100	OFFICE SUPPLIES LESS \$499	\$2,000.00	\$55.57	\$3,081.43	(\$1,081.43)	\$3,721.40	(\$4,802.83)	-240.14%
10.5.1207.4100.542.4993	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$1,495.00	(\$1,495.00)	\$3,864.97	(\$5,359.97)	0.00%
10.5.2630.4100.542.1100	OFFICE SUPPLIES LESS \$499	\$4,200.00	\$0.00	\$0.00	\$4,200.00	\$0.00	\$4,200.00	100.00%
10.5.1207.4101.542.1100	Supplies (DHH community based	\$0.00	\$0.00	\$1,632.59	(\$1,632.59)	\$0.00	(\$1,632.59)	0.00%
10.5.1207.4118.542.1100	CURRICULUM	\$800.00	(\$413.12)	\$1,510.76	(\$710.76)	\$0.00	(\$710.76)	-88.85%
10.5.1207.4118.542.4993	CURRICULUM	\$0.00	\$0.00	\$1,979.62	(\$1,979.62)	\$0.00	(\$1,979.62)	0.00%
10.5.1207.4199.542.1100	PPE/Covid Supplies	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
10.5.1207.6400.542.1100	DUES AND FEES	\$0.00	\$0.00	\$35,396.01	(\$35,396.01)	\$30.00	(\$35,426.01)	0.00%
10.5.1207.7000.542.1100	EQUIPMENT \$500 TO \$4999	\$10,000.00	\$0.00	\$66.46	\$9,933.54	\$0.00	\$9,933.54	99.34%
10.5.2630.7000.542.1100	EQUIPMENT \$500 TO \$4999	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
10.5.1207.1000.571.1110	SALARIES, CERTIFIED STAFF	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00	100.00%
10.5.1322.1000.571.1111	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$1,600.00	(\$1,600.00)	\$0.00	(\$1,600.00)	0.00%
10.5.1207.1104.571.1110	AIDE SALARIES	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
10.5.1322.1104.571.1111	AIDE SALARIES	\$0.00	\$0.00	\$1,713.09	(\$1,713.09)	\$0.00	(\$1,713.09)	0.00%
10.5.1207.2110.571.1110	TEACHER'S RETIREMENT (TRS)	\$234.00	\$0.00	\$0.00	\$234.00	\$0.00	\$234.00	100.00%
10.5.1322.2110.571.1111	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$10.00	(\$10.00)	\$0.00	(\$10.00)	0.00%
10.5.1207.2120.571.1110	MUNICIPAL RETIREMENT	\$333.00	\$0.00	\$0.00	\$333.00	\$0.00	\$333.00	100.00%
10.5.1322.2120.571.1111	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$113.08	(\$113.08)	\$0.00	(\$113.08)	0.00%
10.5.1207.2130.571.1110	FICA	\$188.00	\$0.00	\$0.00	\$188.00	\$0.00	\$188.00	100.00%
10.5.1322.2130.571.1111	FICA	\$0.00	\$0.00	\$155.82	(\$155.82)	\$0.00	(\$155.82)	0.00%
10.5.1207.2140.571.1110	MEDICARE	\$286.00	\$0.00	\$0.00	\$286.00	\$0.00	\$286.00	100.00%
10.5.1322.2140.571.1111	MEDICARE	\$0.00	\$0.00	\$48.05	(\$48.05)	\$0.00	(\$48.05)	0.00%
10.5.1207.2210.571.1110	LIFE INSURANCE	\$14.00	\$0.00	\$0.00	\$14.00	\$0.00	\$14.00	100.00%
10.5.1207.2220.571.1110	MEDICAL INSURANCE	\$3,691.00	\$0.00	\$0.00	\$3,691.00	\$0.00	\$3,691.00	100.00%
10.5.1207.2230.571.1110	DENTAL INSURANCE	\$154.00	\$0.00	\$0.00	\$154.00	\$0.00	\$154.00	100.00%
10.5.1207.3399.571.1110	TRAVEL LOCAL MILEAGE	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
10.5.1207.4100.571.1100	OFFICE SUPPLIES LESS \$499	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
10.5.3705.3100.704.2100	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$1,319.28	(\$1,319.28)	\$0.00	(\$1,319.28)	0.00%
10.5.3000.4100.704.2090	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$179.10	(\$179.10)	\$0.00	(\$179.10)	0.00%
10.5.3000.4100.704.2100	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$500.00	(\$500.00)	\$0.00	(\$500.00)	0.00%
10.5.3705.4100.704.2100	OFFICE SUPPLIES LESS \$499	\$0.00	\$405.94	\$526.40	(\$526.40)	\$0.00	(\$526.40)	0.00%
10.5.3000.4118.704.2100	CURRICULUM	\$0.00	\$0.00	\$10,698.00	(\$10,698.00)	\$0.00	(\$10,698.00)	0.00%
10.5.3705.6600.704.2100	FLOW THOUGH	\$0.00	\$0.00	\$262,522.35	(\$262,522.35)	\$0.00	(\$262,522.35)	0.00%
10.5.4120.6600.704.2100	FLOW THOUGH	\$566,000.00	\$0.00	\$0.00	\$566,000.00	\$0.00	\$566,000.00	100.00%
10.5.1000.4199.773.1100	PPE/Covid Supplies	\$0.00	\$0.00	\$294.98	(\$294.98)	\$0.00	(\$294.98)	0.00%
10.5.1200.4199.773.1100	PPE/Covid Supplies	\$0.00	\$90.00	\$1,624.88	(\$1,624.88)	\$0.00	(\$1,624.88)	0.00%
10.5.2320.4199.773.1100	PPE/Covid Supplies	\$0.00	\$0.00	\$180.00	(\$180.00)	\$0.00	(\$180.00)	0.00%
10.5.2570.3250.900.1100	ROOM RENTALS	\$0.00	\$20,342.76	\$202,653.39	(\$202,653.39)	\$0.00	(\$202,653.39)	0.00%
10.5.2570.3251.900.1100	COPIER RENTAL	\$0.00	\$0.00	\$119.56	(\$119.56)	\$0.00	(\$119.56)	0.00%
10.5.1200.4100.900.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$174.04	\$2,255.65	(\$2,255.65)	\$154.71	(\$2,410.36)	0.00%
10.5.2540.4100.900.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$218.36	\$287.56	(\$287.56)	\$0.00	(\$287.56)	0.00%
10.5.1200.6400.900.1100	DUES AND FEES	\$0.00	\$0.00	\$24.20	(\$24.20)	\$0.00	(\$24.20)	0.00%
10.5.2210.1005.901.1100	STIPENDS-CERTIFIED	\$25,000.00	\$0.00	\$8,249.50	\$16,750.50	\$0.00	\$16,750.50	67.00%
10.5.2540.1100.901.1111	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$4,872.00	(\$4,872.00)	\$0.00	(\$4,872.00)	0.00%

170

**LaGrange Area Dept. of Special Education**

**Monthly Expenditures**

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2210.1105.901.1100	STIPENDS- NON CERTIFIED	\$0.00	\$0.00	\$825.00	(\$825.00)	\$0.00	(\$825.00)	0.00%
10.5.2130.2110.901.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.30	\$1.65	(\$1.65)	\$0.15	(\$1.80)	0.00%
10.5.2210.2110.901.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$30.94	(\$30.94)	\$0.00	(\$30.94)	0.00%
10.5.2210.2120.901.1100	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$18.56	(\$18.56)	\$0.00	(\$18.56)	0.00%
10.5.2210.2130.901.1100	FICA	\$0.00	\$0.00	\$147.44	(\$147.44)	\$0.00	(\$147.44)	0.00%
10.5.2540.2130.901.1111	FICA	\$0.00	\$0.00	\$302.06	(\$302.06)	\$0.00	(\$302.06)	0.00%
10.5.2130.2140.901.1100	MEDICARE	\$0.00	\$0.32	\$2.72	(\$2.72)	\$0.16	(\$2.88)	0.00%
10.5.2210.2140.901.1100	MEDICARE	\$0.00	\$0.00	\$68.75	(\$68.75)	\$0.00	(\$68.75)	0.00%
10.5.2540.2140.901.1111	MEDICARE	\$0.00	\$0.00	\$70.66	(\$70.66)	\$0.00	(\$70.66)	0.00%
10.5.2510.2210.901.1100	LIFE INSURANCE	\$0.00	\$0.00	\$8,751.39	(\$8,751.39)	\$0.00	(\$8,751.39)	0.00%
10.5.2210.2300.901.1100	TUITION REIMBURSEMENT	\$20,000.00	\$447.00	\$5,047.00	\$14,953.00	\$0.00	\$14,953.00	74.77%
10.5.2210.3050.901.1100	APPS AND SOFTWARE	\$0.00	\$100.00	\$1,480.00	(\$1,480.00)	\$0.00	(\$1,480.00)	0.00%
10.5.2630.3050.901.1100	APPS AND SOFTWARE	\$5,529.00	\$599.00	\$14,533.84	(\$9,004.84)	\$262.92	(\$9,267.76)	-167.62%
10.5.2215.3099.901.1100	INFINITEC FLOW-FEE	\$10,800.00	\$0.00	\$2,735.28	\$8,064.72	\$0.00	\$8,064.72	74.67%
10.5.2210.3100.901.1100	PROFESSIONAL TECHNICAL SERVICE	\$7,300.00	\$0.00	\$4,752.60	\$2,547.40	\$0.00	\$2,547.40	34.90%
10.5.2320.3100.901.1100	PROFESSIONAL TECHNICAL SERVICE	\$300.00	\$0.00	\$112,129.01	(\$111,829.01)	\$0.00	(\$111,829.01)	-37276.34%
10.5.2610.3100.901.1100	PROFESSIONAL TECHNICAL SERVICE	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	100.00%
10.5.2210.3101.901.1100	ADMINSTRATIVE FEES	\$0.00	\$250.00	\$500.00	(\$500.00)	\$0.00	(\$500.00)	0.00%
10.5.2320.3101.901.1100	ADMINSTRATIVE FEES	\$5,600.00	\$0.00	\$9,789.11	(\$4,189.11)	\$0.00	(\$4,189.11)	-74.81%
10.5.2510.3101.901.1100	ADMINSTRATIVE FEES	\$0.00	\$4.40	\$46.00	(\$46.00)	\$0.00	(\$46.00)	0.00%
10.5.2320.3102.901.1100	ADMINSTRATIVE FEES/BUILDING	\$0.00	\$0.00	\$1,695.80	(\$1,695.80)	\$0.00	(\$1,695.80)	0.00%
10.5.2630.3104.901.1100	MIS SERVICES	\$2,500.00	\$0.00	\$418.37	\$2,081.63	\$2,091.81	(\$10.18)	-0.41%
10.5.2640.3104.901.1100	MIS SERVICES	\$0.00	\$138.00	\$388.00	(\$388.00)	\$0.00	(\$388.00)	0.00%
10.5.2510.3107.901.1100	CONTRACTUAL SERVICES	\$200.00	\$0.00	\$0.20	\$199.80	\$0.00	\$199.80	99.90%
10.5.2630.3107.901.1100	CONTRACTUAL SERVICES	\$0.00	\$0.00	\$150.00	(\$150.00)	\$0.00	(\$150.00)	0.00%
10.5.2640.3107.901.1100	CONTRACTUAL SERVICES	\$600.00	\$53.75	\$4,638.00	(\$4,038.00)	\$0.00	(\$4,038.00)	-673.00%
10.5.2640.3107.901.1120	CONTRACTUAL SERVICES	\$0.00	\$0.00	\$1,218.75	(\$1,218.75)	\$0.00	(\$1,218.75)	0.00%
10.5.2210.3120.901.1100	INSERVICE TRAINING-CONSULTANTS	\$35,000.00	\$2,950.00	\$23,387.50	\$11,612.50	\$0.00	\$11,612.50	33.18%
10.5.2210.3120.901.4993	INSERVICE TRAINING-CONSULTANTS	\$0.00	\$0.00	\$5,000.00	(\$5,000.00)	\$0.00	(\$5,000.00)	0.00%
10.5.2630.3161.901.1100	COMPUTER LINE	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.2320.3170.901.1100	AUDIT FEE-FINANCIAL	\$5,400.00	\$0.00	\$30,825.00	(\$25,425.00)	\$0.00	(\$25,425.00)	-470.83%
10.5.2320.3172.901.1100	TREASURER'S FEE	\$21,600.00	\$0.00	\$0.00	\$21,600.00	\$0.00	\$21,600.00	100.00%
10.5.2320.3180.901.1100	LEGAL FEE-CONTRACTUAL	\$3,000.00	\$1,595.00	\$3,492.50	(\$492.50)	\$0.00	(\$492.50)	-16.42%
10.5.2320.3180.901.1120	LEGAL FEE-CONTRACTUAL	\$0.00	\$0.00	\$1,072.50	(\$1,072.50)	\$0.00	(\$1,072.50)	0.00%
10.5.2320.3194.901.1100	ARCHITECT FEES	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.5.2320.3196.901.1100	CONTRACTUAL RELATED SERVICES	\$0.00	\$0.00	\$1,040.00	(\$1,040.00)	\$0.00	(\$1,040.00)	0.00%
10.5.2540.3196.901.1100	CONTRACTUAL RELATED SERVICES	\$0.00	\$99.71	\$289.17	(\$289.17)	\$0.00	(\$289.17)	0.00%
10.5.2540.3196.901.1120	CONTRACTUAL RELATED SERVICES	\$0.00	\$0.00	\$94.73	(\$94.73)	\$0.00	(\$94.73)	0.00%
10.5.2630.3196.901.1100	CONTRACTUAL RELATED SERVICES	\$0.00	\$0.00	\$230.00	(\$230.00)	\$0.00	(\$230.00)	0.00%
10.5.2540.3210.901.1100	PROPERTY SERVICES-DISPOSAL	\$25,000.00	\$356.40	\$3,055.97	\$21,944.03	\$0.00	\$21,944.03	87.78%
10.5.2540.3220.901.1100	CUSTODIAL/CLEANING SERVICES	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
10.5.2215.3230.901.1100	REPAIRS AND MAINTENANCE SERVIC	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
10.5.2540.3230.901.1100	REPAIRS AND MAINTENANCE SERVIC	\$30,000.00	\$2,401.03	\$11,728.19	\$18,271.81	\$250.00	\$18,021.81	60.07%
10.5.2540.3230.901.1120	REPAIRS AND MAINTENANCE SERVIC	\$0.00	\$0.00	\$3,307.96	(\$3,307.96)	\$0.00	(\$3,307.96)	0.00%
10.5.2630.3230.901.1100	REPAIRS AND MAINTENANCE SERVIC	\$2,000.00	\$123.40	\$432.20	\$1,567.80	\$0.00	\$1,567.80	78.39%
10.5.2210.3250.901.1100	ROOM RENTALS	\$10,500.00	\$0.00	\$0.00	\$10,500.00	\$0.00	\$10,500.00	100.00%
10.5.2215.3251.901.1100	COPIER RENTAL	\$148.00	\$0.00	\$0.00	\$148.00	\$0.00	\$148.00	100.00%
10.5.2570.3251.901.1100	COPIER RENTAL	\$2,000.00	\$158.80	\$2,194.93	(\$194.93)	\$0.00	(\$194.93)	-9.75%
10.5.2570.3251.901.1120	COPIER RENTAL	\$0.00	\$0.00	\$878.11	(\$878.11)	\$0.00	(\$878.11)	0.00%
10.5.2210.3322.901.1100	EXPENSE REIMBURSEMENT	\$15,550.00	171 \$3,458.29	\$9,113.59	\$6,436.41	\$0.00	\$6,436.41	41.39%

**LaGrange Area Dept. of Special Education**

**Monthly Expenditures**

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2320.3322.901.1100	EXPENSE REIMBURSEMENT	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	100.00%
10.5.2640.3322.901.1100	EXPENSE REIMBURSEMENT	\$0.00	\$61.13	\$71.88	(\$71.88)	\$0.00	(\$71.88)	0.00%
10.5.2210.3325.901.1100	CONFERENCE REGISTRATION	\$75,000.00	\$4,895.10	\$24,866.46	\$50,133.54	\$0.00	\$50,133.54	66.84%
10.5.2320.3325.901.1100	CONFERENCE REGISTRATION	\$0.00	\$0.00	\$360.00	(\$360.00)	\$0.00	(\$360.00)	0.00%
10.5.2210.3395.901.1100	CONFERENCE EXPENSE	\$55,000.00	\$320.00	\$721.80	\$54,278.20	\$0.00	\$54,278.20	98.69%
10.5.1200.3399.901.1100	TRAVEL LOCAL MILEAGE	\$1,070.00	\$0.00	\$0.00	\$1,070.00	\$0.00	\$1,070.00	100.00%
10.5.2210.3399.901.1100	TRAVEL LOCAL MILEAGE	\$500.00	\$329.39	\$329.39	\$170.61	\$0.00	\$170.61	34.12%
10.5.2215.3399.901.1100	TRAVEL LOCAL MILEAGE	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
10.5.2320.3399.901.1100	TRAVEL LOCAL MILEAGE	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
10.5.2510.3399.901.1100	TRAVEL LOCAL MILEAGE	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	100.00%
10.5.2630.3399.901.1100	TRAVEL LOCAL MILEAGE	\$60.00	\$7.22	\$141.28	(\$81.28)	\$0.00	(\$81.28)	-135.47%
10.5.2630.3399.901.1120	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$21.81	(\$21.81)	\$0.00	(\$21.81)	0.00%
10.5.2130.3400.901.1100	COMMUNICATION-TELEPHONE	\$0.00	\$22.50	\$191.25	(\$191.25)	\$78.75	(\$270.00)	0.00%
10.5.2570.3400.901.1100	COMMUNICATION-TELEPHONE	\$5,000.00	\$242.06	\$3,255.41	\$1,744.59	\$0.00	\$1,744.59	34.89%
10.5.2570.3400.901.1120	COMMUNICATION-TELEPHONE	\$0.00	\$0.00	(\$48.45)	\$48.45	\$0.00	\$48.45	0.00%
10.5.2630.3400.901.1100	COMMUNICATION-TELEPHONE	\$0.00	\$0.00	\$498.00	(\$498.00)	\$0.00	(\$498.00)	0.00%
10.5.2570.3401.901.1100	COMMUNICATION-POSTAGE	\$500.00	\$0.00	\$554.68	(\$54.68)	\$0.00	(\$54.68)	-10.94%
10.5.2640.3502.901.1100	RECRUITING ADDS	\$500.00	\$487.13	\$987.13	(\$487.13)	\$0.00	(\$487.13)	-97.43%
10.5.2540.3700.901.1100	PROPERTY SERVICES-WATER SERVIK	\$2,000.00	\$0.00	\$894.58	\$1,105.42	\$0.00	\$1,105.42	55.27%
10.5.2640.3800.901.1100	UNEMPLOYMENT	\$0.00	\$0.00	\$1,818.68	(\$1,818.68)	\$0.00	(\$1,818.68)	0.00%
10.5.2640.3801.901.1100	UNEMPLOYMENT SERVICE	\$0.00	\$0.00	\$330.00	(\$330.00)	\$0.00	(\$330.00)	0.00%
10.5.2540.3820.901.1100	SCHOOL BOARD LIABILITY	\$23,500.00	\$0.00	\$0.00	\$23,500.00	\$0.00	\$23,500.00	100.00%
10.5.2320.3822.901.1100	INSURANCE	\$127,852.10	(\$10,354.00)	\$183,843.00	(\$55,990.90)	\$0.00	(\$55,990.90)	-43.79%
10.5.1200.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$172.23	\$172.23	(\$172.23)	\$0.00	(\$172.23)	0.00%
10.5.1200.4100.901.4993	OFFICE SUPPLIES LESS \$499	\$0.00	\$960.13	\$3,960.13	(\$3,960.13)	\$1,196.00	(\$5,156.13)	0.00%
10.5.2210.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$1,200.00	\$413.38	\$2,662.38	(\$1,462.38)	\$0.00	(\$1,462.38)	-121.87%
10.5.2215.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$3,200.00	\$840.18	\$3,023.47	\$176.53	\$0.00	\$176.53	5.52%
10.5.2320.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$200.00	\$0.00	\$1,130.93	(\$930.93)	\$0.00	(\$930.93)	-465.47%
10.5.2510.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$300.00	\$63.19	\$1,330.38	(\$1,030.38)	\$127.79	(\$1,158.17)	-386.06%
10.5.2520.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$618.50	(\$618.50)	\$0.00	(\$618.50)	0.00%
10.5.2540.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$10,000.00	(\$17,466.53)	\$27,297.68	(\$17,297.68)	\$64.56	(\$17,362.24)	-173.62%
10.5.2540.4100.901.1120	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$14,281.95	(\$14,281.95)	\$0.00	(\$14,281.95)	0.00%
10.5.2630.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$400.00	\$946.59	\$1,108.75	(\$708.75)	\$0.00	(\$708.75)	-177.19%
10.5.2640.4100.901.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$100.00	\$459.01	(\$459.01)	\$0.00	(\$459.01)	0.00%
10.5.2320.4101.901.1100	SUPPLIES-MEETINGS	\$0.00	\$0.00	\$626.69	(\$626.69)	\$0.00	(\$626.69)	0.00%
10.5.2640.4101.901.1100	SUPPLIES-MEETINGS	\$0.00	\$0.00	\$821.46	(\$821.46)	\$0.00	(\$821.46)	0.00%
10.5.2630.4104.901.1100	INK	\$0.00	\$38.00	\$38.00	(\$38.00)	\$0.00	(\$38.00)	0.00%
10.5.2540.4199.901.1100	PPE/Covid Supplies	\$0.00	\$0.00	\$124.99	(\$124.99)	\$0.00	(\$124.99)	0.00%
10.5.2210.4300.901.1100	LIBRARY BOOKS	\$3,750.00	\$157.84	\$486.98	\$3,263.02	\$5,296.50	(\$2,033.48)	-54.23%
10.5.2540.4400.901.1100	PERIODICALS	\$0.00	\$189.58	\$416.96	(\$416.96)	\$0.00	(\$416.96)	0.00%
10.5.2540.4600.901.1100	ELECTRICITY	\$0.00	\$6,462.36	\$26,545.28	(\$26,545.28)	\$0.00	(\$26,545.28)	0.00%
10.5.2215.4700.901.1100	SYSTEMS SOFTWARE	\$2,000.00	\$0.00	\$1,335.86	\$664.14	\$0.00	\$664.14	33.21%
10.5.2540.5400.901.1100	EQUIPMENT OVER \$5,000	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
10.5.2210.6400.901.1100	DUES AND FEES	\$10,409.00	\$0.00	\$8,959.60	\$1,449.40	\$0.00	\$1,449.40	13.92%
10.5.2230.6400.901.1100	DUES AND FEES	\$0.00	\$0.00	\$370.00	(\$370.00)	\$0.00	(\$370.00)	0.00%
10.5.2320.6400.901.1100	DUES AND FEES	\$700.00	\$44.00	\$1,464.50	(\$764.50)	\$0.00	(\$764.50)	-109.21%
10.5.2540.6400.901.1100	DUES AND FEES	\$0.00	\$30.00	\$30.00	(\$30.00)	\$0.00	(\$30.00)	0.00%
10.5.2630.6400.901.1100	DUES AND FEES	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
10.5.2215.7000.901.1100	EQUIPMENT \$500 TO \$4999	\$2,400.00	\$0.00	\$897.00	\$1,503.00	\$0.00	\$1,503.00	62.63%
10.5.2510.7000.901.1100	EQUIPMENT \$500 TO \$4999	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%

172

**LaGrange Area Dept. of Special Education**

**Monthly Expenditures**

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2540.7000.901.1100	EQUIPMENT \$500 TO \$4999	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
10.5.2630.7000.901.1100	EQUIPMENT \$500 TO \$4999	\$2,525.00	\$33.38	\$3,134.30	(\$609.30)	\$1,293.99	(\$1,903.29)	-75.38%
10.5.2130.2110.902.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.30	\$1.65	(\$1.65)	\$0.15	(\$1.80)	0.00%
10.5.1200.2130.902.1100	FICA	\$0.00	\$0.14	\$1.19	(\$1.19)	\$0.07	(\$1.26)	0.00%
10.5.1200.2130.902.6100	FICA	\$0.00	\$0.14	\$1.23	(\$1.23)	\$0.07	(\$1.30)	0.00%
10.5.1200.2140.902.1100	MEDICARE	\$0.00	\$0.04	\$0.34	(\$0.34)	\$0.02	(\$0.36)	0.00%
10.5.1200.2140.902.6100	MEDICARE	\$0.00	\$0.02	\$0.23	(\$0.23)	\$0.01	(\$0.24)	0.00%
10.5.2130.2140.902.1100	MEDICARE	\$0.00	\$0.32	\$2.72	(\$2.72)	\$0.16	(\$2.88)	0.00%
10.5.2630.3050.902.1100	APPS AND SOFTWARE	\$20,176.00	\$1,687.94	\$12,883.38	\$7,292.62	\$0.00	\$7,292.62	36.15%
10.5.2215.3099.902.1100	INFINITEC FLOW-FEE	\$1,350.00	\$0.00	\$0.00	\$1,350.00	\$0.00	\$1,350.00	100.00%
10.5.2215.3099.902.3100	INFINITEC FLOW-FEE	\$0.00	\$0.00	\$10,941.12	(\$10,941.12)	\$0.00	(\$10,941.12)	0.00%
10.5.1400.3100.902.1100	PROFESSIONAL TECHNICAL SERVICE	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
10.5.2320.3100.902.1100	PROFESSIONAL TECHNICAL SERVICE	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
10.5.2550.3100.902.6110	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$1,335.80	(\$1,335.80)	\$0.00	(\$1,335.80)	0.00%
10.5.2320.3101.902.1100	ADMINSTRATIVE FEES	\$22,400.00	\$0.00	\$39,156.40	(\$16,756.40)	\$0.00	(\$16,756.40)	-74.81%
10.5.2510.3101.902.1100	ADMINSTRATIVE FEES	\$0.00	\$17.60	\$106.00	(\$106.00)	\$0.00	(\$106.00)	0.00%
10.5.2630.3104.902.1100	MIS SERVICES	\$14,800.00	\$0.00	\$1,673.44	\$13,126.56	\$0.00	\$13,126.56	88.69%
10.5.2510.3107.902.1100	CONTRACTUAL SERVICES	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
10.5.2630.3107.902.1100	CONTRACTUAL SERVICES	\$0.00	\$0.00	\$600.00	(\$600.00)	\$0.00	(\$600.00)	0.00%
10.5.2640.3107.902.1100	CONTRACTUAL SERVICES	\$2,400.00	\$0.00	\$612.00	\$1,788.00	\$0.00	\$1,788.00	74.50%
10.5.2630.3161.902.1100	COMPUTER LINE	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
10.5.2320.3170.902.1100	AUDIT FEE-FINANCIAL	\$21,600.00	\$0.00	\$0.00	\$21,600.00	\$0.00	\$21,600.00	100.00%
10.5.2320.3172.902.1100	TREASURER'S FEE	\$86,400.00	\$0.00	\$0.00	\$86,400.00	\$0.00	\$86,400.00	100.00%
10.5.2320.3180.902.1100	LEGAL FEE-CONTRACTUAL	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00	100.00%
10.5.1400.3230.902.1100	REPAIRS AND MAINTENANCE SERVIC	\$25.00	\$2.79	\$2.79	\$22.21	\$0.00	\$22.21	88.84%
10.5.1400.3230.902.6110	REPAIRS AND MAINTENANCE SERVIC	\$15.00	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00	100.00%
10.5.2215.3230.902.1100	REPAIRS AND MAINTENANCE SERVIC	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
10.5.2630.3230.902.1100	REPAIRS AND MAINTENANCE SERVIC	\$1,600.00	\$493.60	\$576.80	\$1,023.20	\$0.00	\$1,023.20	63.95%
10.5.2215.3251.902.1100	COPIER RENTAL	\$19.00	\$0.00	\$0.00	\$19.00	\$0.00	\$19.00	100.00%
10.5.2570.3251.902.1100	COPIER RENTAL	\$8,000.00	\$635.20	\$8,786.57	(\$786.57)	\$0.00	(\$786.57)	-9.83%
10.5.2570.3251.902.1120	COPIER RENTAL	\$0.00	\$0.00	\$1,059.17	(\$1,059.17)	\$0.00	(\$1,059.17)	0.00%
10.5.2320.3322.902.1100	EXPENSE REIMBURSEMENT	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
10.5.2640.3322.902.1100	EXPENSE REIMBURSEMENT	\$0.00	\$0.00	\$43.00	(\$43.00)	\$0.00	(\$43.00)	0.00%
10.5.1200.3399.902.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$2.26	\$19.21	(\$19.21)	\$7.91	(\$27.12)	0.00%
10.5.1200.3399.902.6100	TRAVEL LOCAL MILEAGE	\$0.00	\$2.26	\$19.21	(\$19.21)	\$7.91	(\$27.12)	0.00%
10.5.1400.3399.902.1100	TRAVEL LOCAL MILEAGE	\$125.00	\$0.00	\$27.22	\$97.78	\$0.00	\$97.78	78.22%
10.5.2215.3399.902.1100	TRAVEL LOCAL MILEAGE	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
10.5.2320.3399.902.1100	TRAVEL LOCAL MILEAGE	\$3,200.00	\$0.00	\$0.00	\$3,200.00	\$0.00	\$3,200.00	100.00%
10.5.2510.3399.902.1100	TRAVEL LOCAL MILEAGE	\$1,600.00	\$0.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00	100.00%
10.5.2630.3399.902.1100	TRAVEL LOCAL MILEAGE	\$240.00	\$3.55	\$79.75	\$160.25	\$0.00	\$160.25	66.77%
10.5.2630.3399.902.1120	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$10.73	(\$10.73)	\$0.00	(\$10.73)	0.00%
10.5.1400.3400.902.6110	COMMUNICATION-TELEPHONE	\$110.00	\$0.00	\$0.00	\$110.00	\$0.00	\$110.00	100.00%
10.5.2130.3400.902.1100	COMMUNICATION-TELEPHONE	\$0.00	\$22.50	\$191.25	(\$191.25)	\$78.75	(\$270.00)	0.00%
10.5.2215.3400.902.1100	COMMUNICATION-TELEPHONE	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00	100.00%
10.5.2570.3400.902.1100	COMMUNICATION-TELEPHONE	\$24,000.00	\$635.22	\$6,042.89	\$17,957.11	\$0.00	\$17,957.11	74.82%
10.5.2215.3401.902.1100	COMMUNICATION-POSTAGE	\$35.00	\$0.00	\$0.00	\$35.00	\$0.00	\$35.00	100.00%
10.5.2570.3401.902.1100	COMMUNICATION-POSTAGE	\$3,000.00	\$0.00	\$507.73	\$2,492.27	\$0.00	\$2,492.27	83.08%
10.5.2570.3401.902.3100	COMMUNICATION-POSTAGE	\$0.00	\$0.00	\$3.48	(\$3.48)	\$0.00	(\$3.48)	0.00%
10.5.4950.3500.902.6100	MARKETING	\$0.00	\$0.00	\$180.00	(\$180.00)	\$0.00	(\$180.00)	0.00%
10.5.2640.3502.902.1100	RECRUITING ADDS	\$2,000.00	\$1,948.49	\$1,948.49	\$51.51	\$0.00	\$51.51	2.58%

173

**LaGrange Area Dept. of Special Education**

**Monthly Expenditures**

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2640.3800.902.1100	UNEMPLOYMENT	\$0.00	\$0.00	\$7,274.70	(\$7,274.70)	\$0.00	(\$7,274.70)	0.00%
10.5.2640.3801.902.1100	UNEMPLOYMENT SERVICE	\$0.00	\$0.00	\$1,320.00	(\$1,320.00)	\$0.00	(\$1,320.00)	0.00%
10.5.2320.3822.902.1100	INSURANCE	\$66,400.00	\$0.00	\$0.00	\$66,400.00	\$0.00	\$66,400.00	100.00%
10.5.1400.4100.902.1100	OFFICE SUPPLIES LESS \$499	\$65.00	\$0.00	\$0.00	\$65.00	\$0.00	\$65.00	100.00%
10.5.1400.4100.902.6110	OFFICE SUPPLIES LESS \$499	\$225.00	\$0.00	\$0.00	\$225.00	\$0.00	\$225.00	100.00%
10.5.1400.4100.902.6220	OFFICE SUPPLIES LESS \$499	\$450.00	\$0.00	\$0.00	\$450.00	\$0.00	\$450.00	100.00%
10.5.2130.4100.902.1100	OFFICE SUPPLIES LESS \$499	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.5.2215.4100.902.1100	OFFICE SUPPLIES LESS \$499	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	100.00%
10.5.2320.4100.902.1100	OFFICE SUPPLIES LESS \$499	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
10.5.2510.4100.902.1100	OFFICE SUPPLIES LESS \$499	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
10.5.2630.4100.902.1100	OFFICE SUPPLIES LESS \$499	\$1,600.00	\$0.00	\$94.37	\$1,505.63	\$0.00	\$1,505.63	94.10%
10.5.2640.4100.902.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$419.00	\$419.00	(\$419.00)	\$0.00	(\$419.00)	0.00%
10.5.4505.4101.902.6100	SUPPLIES-MEETINGS	\$0.00	\$0.00	\$246.84	(\$246.84)	\$0.00	(\$246.84)	0.00%
10.5.4505.4101.902.6110	SUPPLIES-MEETINGS	\$0.00	\$16.99	\$16.99	(\$16.99)	\$0.00	(\$16.99)	0.00%
10.5.2630.4104.902.1100	INK	\$0.00	\$151.99	\$151.99	(\$151.99)	\$0.00	(\$151.99)	0.00%
10.5.4505.4120.902.6220	CLASSROOM MATERIALS 1	\$0.00	\$0.00	\$1,047.27	(\$1,047.27)	\$0.00	(\$1,047.27)	0.00%
10.5.1400.4199.902.1100	PPE/Covid Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.2215.4700.902.1100	SYSTEMS SOFTWARE	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
10.5.1400.6400.902.6110	DUES AND FEES	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	100.00%
10.5.2320.6400.902.1100	DUES AND FEES	\$2,800.00	\$0.00	\$0.00	\$2,800.00	\$0.00	\$2,800.00	100.00%
10.5.2630.6400.902.1100	DUES AND FEES	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
10.5.1400.7000.902.6110	EQUIPMENT \$500 TO \$4999	\$180.00	\$0.00	\$0.00	\$180.00	\$0.00	\$180.00	100.00%
10.5.2215.7000.902.1100	EQUIPMENT \$500 TO \$4999	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
10.5.2510.7000.902.1100	EQUIPMENT \$500 TO \$4999	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
10.5.2630.7000.902.1100	EQUIPMENT \$500 TO \$4999	\$2,000.00	\$0.00	\$506.99	\$1,493.01	\$0.00	\$1,493.01	74.65%
10.5.1400.1100.903.6110	SALARIES, NON CERTIFIED STAFF	\$0.00	\$600.00	\$10,553.01	(\$10,553.01)	\$750.00	(\$11,303.01)	0.00%
10.5.1400.1170.903.6220	SALARY-STUDENT	\$20,671.05	\$0.00	\$13,720.00	\$6,951.05	\$0.00	\$6,951.05	33.63%
10.5.4950.2110.903.6100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$34.25	(\$34.25)	\$0.00	(\$34.25)	0.00%
10.5.1200.2130.903.1100	FICA	\$0.00	\$2.64	\$22.44	(\$22.44)	\$1.32	(\$23.76)	0.00%
10.5.1200.2130.903.6100	FICA	\$0.00	\$2.64	\$22.44	(\$22.44)	\$1.32	(\$23.76)	0.00%
10.5.1200.2140.903.1100	MEDICARE	\$0.00	\$0.62	\$5.27	(\$5.27)	\$0.31	(\$5.58)	0.00%
10.5.1200.2140.903.6100	MEDICARE	\$0.00	\$0.62	\$5.27	(\$5.27)	\$0.31	(\$5.58)	0.00%
10.5.1400.2140.903.6110	MEDICARE	\$0.00	\$8.70	\$153.02	(\$153.02)	\$10.88	(\$163.90)	0.00%
10.5.4950.2140.903.6100	MEDICARE	\$0.00	\$0.00	\$39.73	(\$39.73)	\$0.00	(\$39.73)	0.00%
10.5.1400.3100.903.1100	PROFESSIONAL TECHNICAL SERVICE	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
10.5.2210.3100.903.6110	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$1,260.94	\$1,260.94	(\$1,260.94)	\$0.00	(\$1,260.94)	0.00%
10.5.1400.3104.903.6100	MIS SERVICES	\$0.00	\$2,736.00	\$5,571.00	(\$5,571.00)	\$0.00	(\$5,571.00)	0.00%
10.5.4950.3104.903.6100	MIS SERVICES	\$0.00	\$0.00	\$2,740.00	(\$2,740.00)	\$0.00	(\$2,740.00)	0.00%
10.5.1400.3141.903.6100	STUDENT STIPENDS	\$0.00	\$0.00	(\$18,763.13)	\$18,763.13	\$0.00	\$18,763.13	0.00%
10.5.1400.3141.903.6110	STUDENT STIPENDS	\$15,675.00	\$0.00	(\$1,685.00)	\$17,360.00	\$0.00	\$17,360.00	110.75%
10.5.1400.3230.903.1100	REPAIRS AND MAINTENANCE SERVIC	\$475.00	\$52.98	\$52.98	\$422.02	\$0.00	\$422.02	88.85%
10.5.1400.3230.903.6110	REPAIRS AND MAINTENANCE SERVIC	\$285.00	\$0.00	\$0.00	\$285.00	\$0.00	\$285.00	100.00%
10.5.1400.3310.903.1100	PUPIL TRANSPORTATION	\$2,299.00	\$1,281.70	\$3,642.66	(\$1,343.66)	\$0.00	(\$1,343.66)	-58.45%
10.5.1200.3399.903.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$42.74	\$363.29	(\$363.29)	\$149.59	(\$512.88)	0.00%
10.5.1200.3399.903.6100	TRAVEL LOCAL MILEAGE	\$0.00	\$42.74	\$363.29	(\$363.29)	\$149.59	(\$512.88)	0.00%
10.5.1400.3399.903.1100	TRAVEL LOCAL MILEAGE	\$2,375.00	\$0.00	\$516.78	\$1,858.22	\$0.00	\$1,858.22	78.24%
10.5.4505.3399.903.6220	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$66.10	(\$66.10)	\$0.00	(\$66.10)	0.00%
10.5.1400.3400.903.6110	COMMUNICATION-TELEPHONE	\$2,090.00	\$0.00	\$0.00	\$2,090.00	\$0.00	\$2,090.00	100.00%
10.5.2570.3400.903.1100	COMMUNICATION-TELEPHONE	\$0.00	\$63.52	\$604.34	(\$604.34)	\$0.00	(\$604.34)	0.00%
10.5.2570.3401.903.1100	COMMUNICATION-POSTAGE	\$0.00	\$0.00	\$445.67	(\$445.67)	\$0.00	(\$445.67)	0.00%

174

**LaGrange Area Dept. of Special Education**

**Monthly Expenditures**

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.1400.3500.903.6110	MARKETING	\$7,362.50	\$0.00	\$0.00	\$7,362.50	\$0.00	\$7,362.50	100.00%
10.5.1400.3600.903.6110	PRINTING AND BINDING	\$1,757.50	\$0.00	\$0.00	\$1,757.50	\$0.00	\$1,757.50	100.00%
10.5.1400.3800.903.6110	UNEMPLOYMENT	\$950.00	\$0.00	\$0.00	\$950.00	\$0.00	\$950.00	100.00%
10.5.1400.4100.903.1100	OFFICE SUPPLIES LESS \$499	\$2,000.00	\$0.00	\$1,028.74	\$971.26	\$0.00	\$971.26	48.56%
10.5.1400.4100.903.6100	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$152.30	(\$152.30)	\$0.00	(\$152.30)	0.00%
10.5.1400.4100.903.6110	OFFICE SUPPLIES LESS \$499	\$5,000.00	\$0.00	\$225.57	\$4,774.43	\$0.00	\$4,774.43	95.49%
10.5.1400.4100.903.6220	OFFICE SUPPLIES LESS \$499	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00	100.00%
10.5.4950.4100.903.6110	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$46.59	(\$46.59)	\$0.00	(\$46.59)	0.00%
10.5.1400.4101.903.6110	SUPPLIES-MEETINGS	\$380.00	\$0.00	\$0.00	\$380.00	\$0.00	\$380.00	100.00%
10.5.4505.4101.903.1100	SUPPLIES-MEETINGS	\$0.00	\$0.00	\$127.91	(\$127.91)	\$0.00	(\$127.91)	0.00%
10.5.4950.4118.903.6110	CURRICULUM	\$0.00	\$0.00	\$6,000.00	(\$6,000.00)	\$0.00	(\$6,000.00)	0.00%
10.5.4505.4120.903.1100	CLASSROOM MATERIALS 1	\$0.00	\$339.32	\$339.32	(\$339.32)	\$0.00	(\$339.32)	0.00%
10.5.4950.4120.903.6110	CLASSROOM MATERIALS 1	\$0.00	\$11.45	\$132.68	(\$132.68)	\$0.00	(\$132.68)	0.00%
10.5.1400.4199.903.1100	PPE/Covid Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.5.1400.6400.903.1100	DUES AND FEES	\$0.00	\$0.00	\$300.00	(\$300.00)	\$0.00	(\$300.00)	0.00%
10.5.1400.6400.903.6110	DUES AND FEES	\$950.00	\$0.00	\$0.00	\$950.00	\$0.00	\$950.00	100.00%
10.5.1400.7000.903.6110	EQUIPMENT \$500 TO \$4999	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
10.5.2115.1000.904.1100	SALARIES, CERTIFIED STAFF	\$114,480.00	\$9,091.36	\$63,639.52	\$50,840.48	\$45,456.80	\$5,383.68	4.70%
10.5.2115.2110.904.1100	TEACHER'S RETIREMENT (TRS)	\$1,717.20	\$113.64	\$795.48	\$921.72	\$56.82	\$864.90	50.37%
10.5.2115.2140.904.1100	MEDICARE	\$1,659.96	\$130.90	\$918.60	\$741.36	\$65.45	\$675.91	40.72%
10.5.2115.2210.904.1100	LIFE INSURANCE	\$138.00	\$13.10	\$91.70	\$46.30	\$6.55	\$39.75	28.80%
10.5.2115.2220.904.1100	MEDICAL INSURANCE	\$21,239.54	\$0.00	\$0.00	\$21,239.54	\$0.00	\$21,239.54	100.00%
10.5.2115.2230.904.1100	DENTAL INSURANCE	\$1,451.38	\$133.88	\$937.16	\$514.22	\$66.94	\$447.28	30.82%
10.5.2540.1100.905.1100	SALARIES, NON CERTIFIED STAFF	\$74,057.00	\$5,465.79	\$48,569.96	\$25,487.04	\$12,798.07	\$12,688.97	17.13%
10.5.2540.2120.905.1100	MUNICIPAL RETIREMENT	\$1,666.28	\$92.56	\$1,219.24	\$447.04	\$55.23	\$391.81	23.51%
10.5.2540.2130.905.1100	FICA	\$4,591.53	\$334.54	\$2,982.37	\$1,609.16	\$199.32	\$1,409.84	30.71%
10.5.2570.2130.905.1100	FICA	\$0.00	\$4.54	\$38.85	(\$38.85)	\$2.27	(\$41.12)	0.00%
10.5.2540.2140.905.1100	MEDICARE	\$1,073.83	\$78.25	\$697.55	\$376.28	\$46.62	\$329.66	30.70%
10.5.2570.2140.905.1100	MEDICARE	\$0.00	\$1.06	\$9.04	(\$9.04)	\$0.53	(\$9.57)	0.00%
10.5.2540.2210.905.1100	LIFE INSURANCE	\$414.00	\$4.60	\$32.20	\$381.80	\$2.30	\$379.50	91.67%
10.5.2540.2220.905.1100	MEDICAL INSURANCE	\$17,250.66	\$1,620.66	\$11,065.58	\$6,185.08	\$810.33	\$5,374.75	31.16%
10.5.2540.2230.905.1100	DENTAL INSURANCE	\$1,282.08	\$114.20	\$799.40	\$482.68	\$57.10	\$425.58	33.19%
10.5.2570.3400.905.1100	COMMUNICATION-TELEPHONE	\$0.00	\$75.00	\$637.50	(\$637.50)	\$262.50	(\$900.00)	0.00%
10.5.1207.1100.906.1100	SALARIES, NON CERTIFIED STAFF	\$0.00	\$6,032.54	\$54,574.83	(\$54,574.83)	\$17,958.21	(\$72,533.04)	0.00%
10.5.1200.1104.906.1100	AIDE SALARIES	\$0.00	\$2,056.62	\$14,396.34	(\$14,396.34)	\$6,169.79	(\$20,566.13)	0.00%
10.5.1207.1104.906.1100	AIDE SALARIES	\$187,985.27	\$9,751.10	\$68,889.70	\$119,095.57	\$47,003.76	\$72,091.81	38.35%
10.5.1207.2110.906.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$19.07	(\$19.07)	\$0.28	(\$19.35)	0.00%
10.5.1200.2120.906.1100	MUNICIPAL RETIREMENT	\$0.00	\$46.27	\$462.75	(\$462.75)	\$23.14	(\$485.89)	0.00%
10.5.1207.2120.906.1100	MUNICIPAL RETIREMENT	\$4,229.67	\$355.11	\$3,911.28	\$318.39	\$213.04	\$105.35	2.49%
10.5.1200.2130.906.1100	FICA	\$0.00	\$127.52	\$892.63	(\$892.63)	\$63.75	(\$956.38)	0.00%
10.5.1207.2130.906.1100	FICA	\$11,655.09	\$889.34	\$6,998.06	\$4,657.03	\$538.79	\$4,118.24	35.33%
10.5.1200.2140.906.1100	MEDICARE	\$0.00	\$29.83	\$208.77	(\$208.77)	\$14.91	(\$223.68)	0.00%
10.5.1207.2140.906.1100	MEDICARE	\$2,725.79	\$207.98	\$1,643.96	\$1,081.83	\$126.31	\$955.52	35.05%
10.5.1200.2210.906.1100	LIFE INSURANCE	\$0.00	\$4.60	\$32.20	(\$32.20)	\$2.30	(\$34.50)	0.00%
10.5.1207.2210.906.1100	LIFE INSURANCE	\$1,104.00	\$34.92	\$262.10	\$841.90	\$17.46	\$824.44	74.68%
10.5.1207.2220.906.1100	MEDICAL INSURANCE	\$82,898.26	\$4,788.52	\$33,597.97	\$49,300.29	\$2,394.26	\$46,906.03	56.58%
10.5.1207.2230.906.1100	DENTAL INSURANCE	\$6,391.41	\$421.40	\$3,066.10	\$3,325.31	\$210.70	\$3,114.61	48.73%
10.5.1207.3399.906.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$22.06	(\$22.06)	\$0.00	(\$22.06)	0.00%
10.5.1207.1000.907.1100	SALARIES, CERTIFIED STAFF	\$453,548.61	\$29,978.14	\$213,499.45	\$240,049.16	\$151,650.66	\$88,398.50	19.49%
10.5.1207.2110.907.1100	TEACHER'S RETIREMENT (TRS)	\$6,803.23	\$372.35	\$2,655.03	\$4,148.20	\$189.47	\$3,958.73	58.19%

175

# LaGrange Area Dept. of Special Education

## Monthly Expenditures

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.1207.2120.907.1100	MUNICIPAL RETIREMENT	\$0.00	\$4.26	\$25.13	(\$25.13)	\$1.79	(\$26.92)	0.00%
10.5.1207.2130.907.1100	FICA	\$0.00	\$9.98	\$49.50	(\$49.50)	\$4.18	(\$53.68)	0.00%
10.5.1207.2140.907.1100	MEDICARE	\$6,576.45	\$423.64	\$3,027.92	\$3,548.53	\$215.46	\$3,333.07	50.68%
10.5.1207.2210.907.1100	LIFE INSURANCE	\$2,690.00	\$69.00	\$483.00	\$2,207.00	\$34.50	\$2,172.50	80.76%
10.5.1207.2220.907.1100	MEDICAL INSURANCE	\$41,316.68	\$2,718.56	\$18,533.74	\$22,782.94	\$1,359.28	\$21,423.66	51.85%
10.5.1207.2230.907.1100	DENTAL INSURANCE	\$2,888.70	\$187.44	\$1,312.08	\$1,576.62	\$93.72	\$1,482.90	51.33%
10.5.2510.1000.908.1100	SALARIES, CERTIFIED STAFF	\$102,400.00	\$8,583.34	\$72,958.39	\$29,441.61	\$30,041.61	(\$600.00)	-0.59%
10.5.2510.2110.908.1100	TEACHER'S RETIREMENT (TRS)	\$12,021.76	\$1,051.70	\$8,917.75	\$3,104.01	\$525.85	\$2,578.16	21.45%
10.5.2570.2120.908.1100	MUNICIPAL RETIREMENT	\$0.00	\$1.54	\$15.85	(\$15.85)	\$0.77	(\$16.62)	0.00%
10.5.2570.2130.908.1100	FICA	\$0.00	\$4.04	\$28.40	(\$28.40)	\$2.02	(\$30.42)	0.00%
10.5.2510.2140.908.1100	MEDICARE	\$1,484.80	\$123.98	\$1,054.71	\$430.09	\$61.99	\$368.10	24.79%
10.5.2570.2140.908.1100	MEDICARE	\$0.00	\$3.32	\$26.88	(\$26.88)	\$1.66	(\$28.54)	0.00%
10.5.2510.2210.908.1100	LIFE INSURANCE	\$2,000.00	\$21.12	\$147.84	\$1,852.16	\$10.56	\$1,841.60	92.08%
10.5.2510.2220.908.1100	MEDICAL INSURANCE	\$26,885.50	\$2,552.92	\$17,430.76	\$9,454.74	\$1,276.46	\$8,178.28	30.42%
10.5.2510.2230.908.1100	DENTAL INSURANCE	\$1,814.22	\$176.14	\$1,232.98	\$581.24	\$88.07	\$493.17	27.18%
10.5.2570.3399.908.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$90.00	\$765.00	(\$765.00)	\$315.00	(\$1,080.00)	0.00%
10.5.2570.3400.908.1100	COMMUNICATION-TELEPHONE	\$0.00	\$143.32	\$1,115.98	(\$1,115.98)	\$501.57	(\$1,617.55)	0.00%
10.5.2640.1100.909.1100	SALARIES, NON CERTIFIED STAFF	\$92,594.89	\$7,716.24	\$65,588.04	\$27,006.85	\$27,006.85	\$0.00	0.00%
10.5.2640.2120.909.1100	MUNICIPAL RETIREMENT	\$2,083.38	\$173.62	\$2,257.06	(\$173.68)	\$86.81	(\$260.49)	-12.50%
10.5.2640.2130.909.1100	FICA	\$5,740.88	\$469.60	\$4,025.54	\$1,715.34	\$234.80	\$1,480.54	25.79%
10.5.2640.2140.909.1100	MEDICARE	\$1,342.63	\$109.82	\$941.48	\$401.15	\$54.91	\$346.24	25.79%
10.5.2640.2210.909.1100	LIFE INSURANCE	\$138.00	\$13.80	\$96.60	\$41.40	\$6.90	\$34.50	25.00%
10.5.2640.2220.909.1100	MEDICAL INSURANCE	\$24,032.84	\$0.00	\$7,791.09	\$16,241.75	\$0.00	\$16,241.75	67.58%
10.5.2640.2230.909.1100	DENTAL INSURANCE	\$1,814.22	\$114.20	\$830.37	\$983.85	\$57.10	\$926.75	51.08%
10.5.2640.3399.909.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$90.00	\$765.00	(\$765.00)	\$315.00	(\$1,080.00)	0.00%
10.5.2640.3400.909.1100	COMMUNICATION-TELEPHONE	\$0.00	\$75.00	\$637.50	(\$637.50)	\$262.50	(\$900.00)	0.00%
10.5.2410.1000.910.1100	SALARIES, CERTIFIED STAFF	\$128,739.39	\$0.00	\$0.00	\$128,739.39	\$0.00	\$128,739.39	100.00%
10.5.2410.2110.910.1100	TEACHER'S RETIREMENT (TRS)	\$15,114.00	\$0.00	\$0.00	\$15,114.00	\$0.00	\$15,114.00	100.00%
10.5.2210.2140.910.1100	MEDICARE	\$0.00	\$1.28	\$10.91	(\$10.91)	\$0.64	(\$11.55)	0.00%
10.5.2410.2140.910.1100	MEDICARE	\$1,866.72	\$0.00	\$0.00	\$1,866.72	\$0.00	\$1,866.72	100.00%
10.5.2410.2210.910.1100	LIFE INSURANCE	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
10.5.2410.2220.910.1100	MEDICAL INSURANCE	\$8,423.62	\$0.00	\$0.00	\$8,423.62	\$0.00	\$8,423.62	100.00%
10.5.2410.2230.910.1100	DENTAL INSURANCE	\$598.88	\$0.00	\$0.00	\$598.88	\$0.00	\$598.88	100.00%
10.5.2210.3399.910.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$90.00	\$765.00	(\$765.00)	\$315.00	(\$1,080.00)	0.00%
10.5.1207.1100.911.1100	SALARIES, NON CERTIFIED STAFF	\$0.00	\$1,539.30	\$8,300.32	(\$8,300.32)	\$7,924.48	(\$16,224.80)	0.00%
10.5.2610.1100.911.1100	SALARIES, NON CERTIFIED STAFF	\$346,456.57	\$20,100.42	\$195,280.54	\$151,176.03	\$70,351.30	\$80,824.73	23.33%
10.5.1207.2120.911.1100	MUNICIPAL RETIREMENT	\$0.00	\$34.64	\$237.47	(\$237.47)	\$22.45	(\$259.92)	0.00%
10.5.2610.2120.911.1100	MUNICIPAL RETIREMENT	\$7,795.27	\$452.26	\$6,761.02	\$1,034.25	\$336.88	\$697.37	8.95%
10.5.1207.2130.911.1100	FICA	\$0.00	\$94.72	\$512.48	(\$512.48)	\$61.49	(\$573.97)	0.00%
10.5.2610.2130.911.1100	FICA	\$21,480.31	\$1,180.00	\$11,578.11	\$9,902.20	\$736.70	\$9,165.50	42.67%
10.5.1207.2140.911.1100	MEDICARE	\$0.00	\$22.16	\$119.88	(\$119.88)	\$14.38	(\$134.26)	0.00%
10.5.2610.2140.911.1100	MEDICARE	\$5,023.62	\$275.98	\$2,707.80	\$2,315.82	\$172.30	\$2,143.52	42.67%
10.5.1207.2210.911.1100	LIFE INSURANCE	\$0.00	\$4.60	\$25.30	(\$25.30)	\$2.30	(\$27.60)	0.00%
10.5.2610.2210.911.1100	LIFE INSURANCE	\$1,104.00	\$19.46	\$164.60	\$939.40	\$12.03	\$927.37	84.00%
10.5.2610.2220.911.1100	MEDICAL INSURANCE	\$166,960.00	\$10,065.68	\$82,898.03	\$84,061.97	\$5,808.29	\$78,253.68	46.87%
10.5.1207.2230.911.1100	DENTAL INSURANCE	\$0.00	\$46.52	\$139.56	(\$139.56)	\$23.26	(\$162.82)	0.00%
10.5.2610.2230.911.1100	DENTAL INSURANCE	\$12,128.80	\$694.88	\$5,872.27	\$6,256.53	\$404.54	\$5,851.99	48.25%
10.5.1207.3399.911.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$109.98	\$161.84	(\$161.84)	\$0.00	(\$161.84)	0.00%
10.5.2610.3399.911.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$8.19	\$102.99	(\$102.99)	\$0.00	(\$102.99)	0.00%
10.5.1400.1100.912.1100	SALARIES, NON CERTIFIED STAFF	\$0.00	\$4,190.48	\$29,333.36	(\$29,333.36)	\$14,666.64	(\$44,000.00)	0.00%

176

## LaGrange Area Dept. of Special Education

### Monthly Expenditures

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.1400.1100.912.6100	SALARIES, NON CERTIFIED STAFF	\$123,511.98	\$8,228.44	\$69,941.74	\$53,570.24	\$28,799.46	\$24,770.78	20.06%
10.5.1400.1100.912.6220	SALARIES, NON CERTIFIED STAFF	\$0.00	\$0.00	\$1,520.00	(\$1,520.00)		(\$1,520.00)	0.00%
10.5.1400.2120.912.1100	MUNICIPAL RETIREMENT	\$0.00	\$94.28	\$942.86	(\$942.86)	\$47.14	(\$990.00)	0.00%
10.5.1400.2120.912.6100	MUNICIPAL RETIREMENT	\$2,779.02	\$185.14	\$2,406.82	\$372.20	\$92.57	\$279.63	10.06%
10.5.1400.2130.912.1100	FICA	\$0.00	\$259.80	\$1,783.44	(\$1,783.44)	\$129.90	(\$1,913.34)	0.00%
10.5.1400.2130.912.6100	FICA	\$8,463.97	\$482.16	\$4,144.19	\$4,319.78	\$241.08	\$4,078.70	48.19%
10.5.1400.2130.912.6220	FICA	\$0.00	\$0.00	\$94.24	(\$94.24)	\$0.00	(\$94.24)	0.00%
10.5.1400.2140.912.1100	MEDICARE	\$0.00	\$60.76	\$417.10	(\$417.10)	\$30.38	(\$447.48)	0.00%
10.5.1400.2140.912.6100	MEDICARE	\$1,790.92	\$112.76	\$969.20	\$821.72	\$56.38	\$765.34	42.73%
10.5.1400.2140.912.6220	MEDICARE	\$0.00	\$0.00	\$22.04	(\$22.04)	\$0.00	(\$22.04)	0.00%
10.5.1400.2210.912.1100	LIFE INSURANCE	\$0.00	\$4.60	\$13.80	(\$13.80)	\$2.30	(\$16.10)	0.00%
10.5.1400.2210.912.6100	LIFE INSURANCE	\$414.00	\$9.20	\$64.40	\$349.60	\$4.60	\$345.00	83.33%
10.5.1400.2220.912.1100	MEDICAL INSURANCE	\$0.00	\$0.00	\$1,980.84	(\$1,980.84)	\$0.00	(\$1,980.84)	0.00%
10.5.1400.2220.912.6100	MEDICAL INSURANCE	\$34,662.02	\$1,989.52	\$14,055.98	\$20,606.04	\$994.76	\$19,611.28	56.58%
10.5.1400.2230.912.1100	DENTAL INSURANCE	\$0.00	\$0.00	\$140.92	(\$140.92)	\$0.00	(\$140.92)	0.00%
10.5.1400.2230.912.6100	DENTAL INSURANCE	\$2,956.15	\$146.10	\$1,022.70	\$1,933.45	\$73.05	\$1,860.40	62.93%
10.5.1400.3399.912.1120	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$22.74	(\$22.74)	\$0.00	(\$22.74)	0.00%
10.5.1400.3399.912.6100	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$51.60	(\$51.60)	\$0.00	(\$51.60)	0.00%
10.5.2320.1100.913.1100	SALARIES, NON CERTIFIED STAFF	\$57,223.64	\$3,641.38	\$31,626.43	\$25,597.21	\$12,744.83	\$12,852.38	22.46%
10.5.2320.2120.913.1100	MUNICIPAL RETIREMENT	\$1,287.53	\$81.92	\$1,119.78	\$167.75	\$40.96	\$126.79	9.85%
10.5.2320.2130.913.1100	FICA	\$3,547.87	\$215.46	\$1,894.05	\$1,653.82	\$107.73	\$1,546.09	43.58%
10.5.2570.2130.913.1100	FICA	\$0.00	\$0.00	\$6.97	(\$6.97)	\$0.00	(\$6.97)	0.00%
10.5.2320.2140.913.1100	MEDICARE	\$829.74	\$50.40	\$442.99	\$386.75	\$25.20	\$361.55	43.57%
10.5.2570.2140.913.1100	MEDICARE	\$0.00	\$0.00	\$1.62	(\$1.62)	\$0.00	(\$1.62)	0.00%
10.5.2320.2210.913.1100	LIFE INSURANCE	\$2,100.00	\$13.80	\$86.62	\$2,013.38	\$6.90	\$2,006.48	95.55%
10.5.2320.2220.913.1100	MEDICAL INSURANCE	\$26,885.50	\$2,552.92	\$6,890.37	\$19,995.13	\$1,276.46	\$18,718.67	69.62%
10.5.2320.2230.913.1100	DENTAL INSURANCE	\$1,814.22	\$176.14	\$224.87	\$1,589.35	\$88.07	\$1,501.28	82.75%
10.5.2570.3400.913.1100	COMMUNICATION-TELEPHONE	\$0.00	\$0.00	\$112.50	(\$112.50)	\$0.00	(\$112.50)	0.00%
10.5.2320.1000.914.1100	SALARIES, CERTIFIED STAFF	\$175,000.00	\$15,000.00	\$127,500.00	\$47,500.00	\$52,500.00	(\$5,000.00)	-2.86%
10.5.2320.2110.914.1100	TEACHER'S RETIREMENT (TRS)	\$20,545.00	\$1,837.92	\$15,622.32	\$4,922.68	\$918.96	\$4,003.72	19.49%
10.5.2320.2140.914.1100	MEDICARE	\$2,537.50	\$217.12	\$1,845.29	\$692.21	\$108.56	\$583.65	23.00%
10.5.2320.2210.914.1100	LIFE INSURANCE	\$2,000.00	\$31.68	\$221.76	\$1,778.24	\$15.84	\$1,762.40	88.12%
10.5.2320.2220.914.1100	MEDICAL INSURANCE	\$17,250.66	\$1,620.66	\$11,065.58	\$6,185.08	\$810.33	\$5,374.75	31.16%
10.5.2320.2230.914.1100	DENTAL INSURANCE	\$1,282.08	\$114.20	\$799.40	\$482.68	\$57.10	\$425.58	33.19%
10.5.1207.1100.915.1100	SALARIES, NON CERTIFIED STAFF	\$704,598.04	\$19,562.63	\$140,749.23	\$563,848.81	\$89,948.92	\$473,899.89	67.26%
10.5.1207.1104.915.1100	AIDE SALARIES	\$0.00	\$34,542.67	\$243,489.33	(\$243,489.33)	\$164,497.08	(\$407,986.41)	0.00%
10.5.1207.2110.915.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$2.32	\$13.52	(\$13.52)	\$0.77	(\$14.29)	0.00%
10.5.1207.2120.915.1100	MUNICIPAL RETIREMENT	\$15,853.46	\$1,179.10	\$12,016.57	\$3,836.89	\$645.93	\$3,190.96	20.13%
10.5.1207.2130.915.1100	FICA	\$43,685.08	\$3,114.24	\$22,199.46	\$21,485.62	\$1,745.89	\$19,739.73	45.19%
10.5.1207.2140.915.1100	MEDICARE	\$10,216.67	\$731.03	\$5,208.46	\$5,008.21	\$409.20	\$4,599.01	45.01%
10.5.1207.2210.915.1100	LIFE INSURANCE	\$2,346.00	\$66.28	\$446.30	\$1,899.70	\$33.14	\$1,866.56	79.56%
10.5.1207.2220.915.1100	MEDICAL INSURANCE	\$130,085.24	\$11,361.96	\$77,908.88	\$52,176.36	\$5,680.98	\$46,495.38	35.74%
10.5.1207.2230.915.1100	DENTAL INSURANCE	\$9,266.04	\$859.70	\$5,752.60	\$3,513.44	\$429.85	\$3,083.59	33.28%
10.5.1207.3399.915.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$21.99	\$1,822.48	(\$1,822.48)	\$0.00	(\$1,822.48)	0.00%
10.5.2131.1100.916.1100	SALARIES, NON CERTIFIED STAFF	\$2,730,949.74	\$236,521.70	\$1,663,076.01	\$1,067,873.73	\$1,030,346.40	\$37,527.33	1.37%
10.5.2131.2120.916.1100	MUNICIPAL RETIREMENT	\$61,446.37	\$5,258.64	\$52,715.73	\$8,730.64	\$2,609.34	\$6,121.30	9.96%
10.5.2131.2130.916.1100	FICA	\$169,318.88	\$13,740.34	\$97,061.15	\$72,257.73	\$6,815.09	\$65,442.64	38.65%
10.5.2131.2140.916.1100	MEDICARE	\$39,598.77	\$3,213.52	\$22,699.61	\$16,899.16	\$1,593.88	\$15,305.28	38.65%
10.5.2131.2210.916.1100	LIFE INSURANCE	\$5,934.00	\$529.00	\$3,709.90	\$2,224.10	\$264.50	\$1,959.60	33.02%
10.5.2131.2220.916.1100	MEDICAL INSURANCE	\$475,222.41	\$47,438.04	\$325,785.97	\$149,436.44	\$23,719.02	\$125,717.42	26.45%

177

# LaGrange Area Dept. of Special Education

## Monthly Expenditures

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2131.2230.916.1100	DENTAL INSURANCE	\$31,796.84	\$3,223.00	\$22,604.98	\$9,191.86	\$1,611.50	\$7,580.36	23.84%
10.5.2131.3399.916.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$127.29	\$987.01	(\$987.01)	\$0.00	(\$987.01)	0.00%
10.5.2131.3399.916.1120	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$23.75	(\$23.75)	\$0.00	(\$23.75)	0.00%
10.5.1200.4100.916.4993	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$1,500.00	(\$1,500.00)	\$0.00	(\$1,500.00)	0.00%
10.5.2131.4100.916.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$304.20	\$304.20	(\$304.20)	\$0.00	(\$304.20)	0.00%
10.5.1200.1100.917.1100	SALARIES, NON CERTIFIED STAFF	\$1,618,061.85	\$128,907.79	\$895,971.59	\$722,090.26	\$489,832.43	\$232,257.83	14.35%
10.5.1200.1100.917.4993	SALARIES, NON CERTIFIED STAFF	\$0.00	\$4,100.00	\$12,140.00	(\$12,140.00)	\$1,893.20	(\$14,033.20)	0.00%
10.5.1200.1104.917.1100	AIDE SALARIES	\$0.00	\$0.00	\$3,498.15	(\$3,498.15)	\$0.00	(\$3,498.15)	0.00%
10.5.1200.2110.917.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$19.71	(\$19.71)	\$0.00	(\$19.71)	0.00%
10.5.1200.2110.917.4993	TEACHER'S RETIREMENT (TRS)	\$0.00	\$14.50	\$43.63	(\$43.63)	\$2.50	(\$46.13)	0.00%
10.5.1200.2120.917.1100	MUNICIPAL RETIREMENT	\$36,387.95	\$2,926.55	\$28,281.15	\$8,106.80	\$1,484.29	\$6,622.51	18.20%
10.5.1200.2120.917.4993	MUNICIPAL RETIREMENT	\$0.00	\$77.63	\$227.92	(\$227.92)	\$33.59	(\$261.51)	0.00%
10.5.1200.2130.917.1100	FICA	\$100,296.59	\$7,639.78	\$52,322.28	\$47,974.31	\$3,879.64	\$44,094.67	43.96%
10.5.1200.2130.917.4993	FICA	\$0.00	\$225.47	\$668.05	(\$668.05)	\$99.74	(\$767.79)	0.00%
10.5.1200.2140.917.1100	MEDICARE	\$23,456.46	\$1,786.64	\$12,236.22	\$11,220.24	\$907.29	\$10,312.95	43.97%
10.5.1200.2140.917.4993	MEDICARE	\$0.00	\$57.96	\$170.74	(\$170.74)	\$26.24	(\$196.98)	0.00%
10.5.1200.2210.917.1100	LIFE INSURANCE	\$11,040.00	\$327.38	\$2,221.96	\$8,818.04	\$188.35	\$8,649.69	78.35%
10.5.1200.2220.917.1100	MEDICAL INSURANCE	\$402,217.10	\$31,758.16	\$227,511.84	\$174,705.26	\$15,888.09	\$158,817.17	39.49%
10.5.1200.2230.917.1100	DENTAL INSURANCE	\$29,806.22	\$2,543.90	\$18,198.55	\$11,607.67	\$1,284.22	\$10,323.45	34.64%
10.5.2132.1100.918.1100	SALARIES, NON CERTIFIED STAFF	\$1,174,230.27	\$103,424.96	\$724,060.37	\$450,169.90	\$477,957.19	(\$27,787.29)	-2.37%
10.5.2132.2120.918.1100	MUNICIPAL RETIREMENT	\$26,420.18	\$2,327.06	\$23,273.46	\$3,146.72	\$1,153.92	\$1,992.80	7.54%
10.5.2132.2130.918.1100	FICA	\$72,802.28	\$5,994.39	\$42,101.91	\$30,700.37	\$2,971.42	\$27,728.95	38.09%
10.5.2132.2140.918.1100	MEDICARE	\$17,026.34	\$1,401.97	\$9,846.58	\$7,179.76	\$694.96	\$6,484.80	38.09%
10.5.2132.2210.918.1100	LIFE INSURANCE	\$2,346.00	\$207.00	\$1,449.00	\$897.00	\$103.50	\$793.50	33.82%
10.5.2132.2220.918.1100	MEDICAL INSURANCE	\$206,168.35	\$20,393.08	\$142,832.16	\$63,336.19	\$10,196.54	\$53,139.65	25.77%
10.5.2132.2230.918.1100	DENTAL INSURANCE	\$15,471.98	\$1,548.76	\$10,841.32	\$4,630.66	\$774.38	\$3,856.28	24.92%
10.5.2132.3399.918.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$337.26	\$896.01	(\$896.01)	\$0.00	(\$896.01)	0.00%
10.5.2410.1100.919.1100	SALARIES, NON CERTIFIED STAFF	\$290,323.08	\$16,457.92	\$139,892.32	\$150,430.76	\$57,602.85	\$92,827.91	31.97%
10.5.2410.2120.919.1100	MUNICIPAL RETIREMENT	\$6,532.27	\$370.30	\$4,813.90	\$1,718.37	\$185.15	\$1,533.22	23.47%
10.5.2132.2130.919.1100	FICA	\$0.00	\$5.36	\$46.08	(\$46.08)	\$2.68	(\$48.76)	0.00%
10.5.2410.2130.919.1100	FICA	\$18,000.03	\$997.36	\$8,539.31	\$9,460.72	\$498.68	\$8,962.04	49.79%
10.5.2132.2140.919.1100	MEDICARE	\$0.00	\$1.28	\$10.81	(\$10.81)	\$0.64	(\$11.45)	0.00%
10.5.2410.2140.919.1100	MEDICARE	\$4,209.68	\$233.22	\$1,997.01	\$2,212.67	\$116.61	\$2,096.06	49.79%
10.5.2410.2210.919.1100	LIFE INSURANCE	\$414.00	\$27.60	\$193.20	\$220.80	\$13.80	\$207.00	50.00%
10.5.2410.2220.919.1100	MEDICAL INSURANCE	\$80,656.50	\$5,105.84	\$34,861.52	\$45,794.98	\$2,552.92	\$43,242.06	53.61%
10.5.2410.2230.919.1100	DENTAL INSURANCE	\$5,442.66	\$352.28	\$2,465.96	\$2,976.70	\$176.14	\$2,800.56	51.46%
10.5.2132.3399.919.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$90.00	\$765.00	(\$765.00)	\$315.00	(\$1,080.00)	0.00%
10.5.2410.3399.919.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$90.00	\$765.00	(\$765.00)	\$315.00	(\$1,080.00)	0.00%
10.5.2410.3400.919.1100	COMMUNICATION-TELEPHONE	\$0.00	\$75.00	\$637.50	(\$637.50)	\$262.50	(\$900.00)	0.00%
10.5.2410.1000.920.1100	SALARIES, CERTIFIED STAFF	\$801,754.75	\$62,937.16	\$534,965.86	\$266,788.89	\$220,280.08	\$46,508.81	5.80%
10.5.1200.2110.920.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$0.86	(\$0.86)	\$0.00	(\$0.86)	0.00%
10.5.2130.2110.920.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$1.12	\$6.02	(\$6.02)	\$0.56	(\$6.58)	0.00%
10.5.2410.2110.920.1100	TEACHER'S RETIREMENT (TRS)	\$12,026.32	\$1,967.08	\$16,720.44	(\$4,694.12)	\$983.54	(\$5,677.66)	-47.21%
10.5.2570.2110.920.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$0.72	(\$0.72)	\$0.00	(\$0.72)	0.00%
10.5.1200.2140.920.1100	MEDICARE	\$0.00	\$1.32	\$10.80	(\$10.80)	\$0.66	(\$11.46)	0.00%
10.5.1207.2140.920.1100	MEDICARE	\$0.00	\$1.26	\$10.77	(\$10.77)	\$0.63	(\$11.40)	0.00%
10.5.2110.2140.920.1100	MEDICARE	\$0.00	\$2.38	\$20.23	(\$20.23)	\$1.19	(\$21.42)	0.00%
10.5.2130.2140.920.1100	MEDICARE	\$0.00	\$1.30	\$11.05	(\$11.05)	\$0.65	(\$11.70)	0.00%
10.5.2410.2140.920.1100	MEDICARE	\$11,625.44	\$897.00	\$7,647.42	\$3,978.02	\$448.50	\$3,529.52	30.36%
10.5.2410.2140.920.3200	MEDICARE	\$0.00	\$3.68	\$31.20	(\$31.20)	\$1.84	(\$33.04)	0.00%

178

# LaGrange Area Dept. of Special Education

## Monthly Expenditures

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2510.2140.920.1100	MEDICARE	\$0.00	\$1.24	\$10.63	(\$10.63)	\$0.62	(\$11.25)	0.00%
10.5.2570.2140.920.1100	MEDICARE	\$0.00	\$2.16	\$17.99	(\$17.99)	\$1.08	(\$19.07)	0.00%
10.5.2410.2210.920.1100	LIFE INSURANCE	\$1,104.00	\$105.10	\$735.70	\$368.30	\$52.55	\$315.75	28.60%
10.5.2410.2220.920.1100	MEDICAL INSURANCE	\$205,449.15	\$16,084.10	\$109,818.62	\$95,630.53	\$8,042.05	\$87,588.48	42.63%
10.5.2410.2230.920.1100	DENTAL INSURANCE	\$13,981.63	\$1,115.00	\$7,805.00	\$6,176.63	\$557.50	\$5,619.13	40.19%
10.5.1200.3399.920.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$93.92	\$751.36	(\$751.36)	\$328.64	(\$1,080.00)	0.00%
10.5.1207.3399.920.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$90.00	\$765.00	(\$765.00)	\$315.00	(\$1,080.00)	0.00%
10.5.2110.3399.920.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$90.00	\$765.00	(\$765.00)	\$315.00	(\$1,080.00)	0.00%
10.5.2130.3399.920.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$90.00	\$765.00	(\$765.00)	\$315.00	(\$1,080.00)	0.00%
10.5.2410.3399.920.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$90.00	\$765.00	(\$765.00)	\$315.00	(\$1,080.00)	0.00%
10.5.2410.3399.920.3200	TRAVEL LOCAL MILEAGE	\$0.00	\$180.00	\$1,530.00	(\$1,530.00)	\$630.00	(\$2,160.00)	0.00%
10.5.2510.3399.920.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$90.00	\$765.00	(\$765.00)	\$315.00	(\$1,080.00)	0.00%
10.5.2110.3400.920.1100	COMMUNICATION-TELEPHONE	\$0.00	\$75.00	\$637.50	(\$637.50)	\$262.50	(\$900.00)	0.00%
10.5.2410.3400.920.3200	COMMUNICATION-TELEPHONE	\$0.00	\$75.00	\$637.50	(\$637.50)	\$262.50	(\$900.00)	0.00%
10.5.2570.3400.920.1100	COMMUNICATION-TELEPHONE	\$0.00	\$153.26	\$1,263.58	(\$1,263.58)	\$536.42	(\$1,800.00)	0.00%
10.5.1400.1100.921.1100	SALARIES, NON CERTIFIED STAFF	\$0.00	\$6,084.92	\$51,721.82	(\$51,721.82)	\$21,297.31	(\$73,019.13)	0.00%
10.5.1400.1100.921.6100	SALARIES, NON CERTIFIED STAFF	\$0.00	\$877.24	\$7,456.54	(\$7,456.54)	\$3,070.35	(\$10,526.89)	0.00%
10.5.1400.1100.921.6220	SALARIES, NON CERTIFIED STAFF	\$0.00	\$773.56	\$6,575.26	(\$6,575.26)	\$2,707.47	(\$9,282.73)	0.00%
10.5.1400.2120.921.1100	MUNICIPAL RETIREMENT	\$0.00	\$136.92	\$1,779.87	(\$1,779.87)	\$68.46	(\$1,848.33)	0.00%
10.5.1400.2120.921.6100	MUNICIPAL RETIREMENT	\$0.00	\$19.74	\$256.62	(\$256.62)	\$9.87	(\$266.49)	0.00%
10.5.1400.2120.921.6220	MUNICIPAL RETIREMENT	\$0.00	\$17.40	\$226.20	(\$226.20)	\$8.70	(\$234.90)	0.00%
10.5.1400.2130.921.1100	FICA	\$0.00	\$375.04	\$3,194.63	(\$3,194.63)	\$187.52	(\$3,382.15)	0.00%
10.5.1400.2130.921.6100	FICA	\$0.00	\$54.06	\$460.53	(\$460.53)	\$27.03	(\$487.56)	0.00%
10.5.1400.2130.921.6220	FICA	\$0.00	\$47.68	\$406.14	(\$406.14)	\$23.84	(\$429.98)	0.00%
10.5.1400.2140.921.1100	MEDICARE	\$0.00	\$87.70	\$747.12	(\$747.12)	\$43.85	(\$790.97)	0.00%
10.5.1400.2140.921.6100	MEDICARE	\$0.00	\$12.64	\$107.68	(\$107.68)	\$6.32	(\$114.00)	0.00%
10.5.1400.2140.921.6220	MEDICARE	\$0.00	\$11.16	\$94.97	(\$94.97)	\$5.58	(\$100.55)	0.00%
10.5.1400.2210.921.1100	LIFE INSURANCE	\$0.00	\$10.86	\$76.02	(\$76.02)	\$5.43	(\$81.45)	0.00%
10.5.1400.2210.921.6100	LIFE INSURANCE	\$0.00	\$1.56	\$10.92	(\$10.92)	\$0.78	(\$11.70)	0.00%
10.5.1400.2210.921.6220	LIFE INSURANCE	\$0.00	\$1.38	\$9.66	(\$9.66)	\$0.69	(\$10.35)	0.00%
10.5.1400.2220.921.1100	MEDICAL INSURANCE	\$0.00	\$2,008.12	\$13,711.00	(\$13,711.00)	\$1,004.06	(\$14,715.06)	0.00%
10.5.1400.2220.921.6100	MEDICAL INSURANCE	\$0.00	\$289.50	\$1,976.66	(\$1,976.66)	\$144.75	(\$2,121.41)	0.00%
10.5.1400.2220.921.6220	MEDICAL INSURANCE	\$0.00	\$255.30	\$1,743.10	(\$1,743.10)	\$127.65	(\$1,870.75)	0.00%
10.5.1400.2230.921.1100	DENTAL INSURANCE	\$0.00	\$138.56	\$969.92	(\$969.92)	\$69.28	(\$1,039.20)	0.00%
10.5.1400.2230.921.6100	DENTAL INSURANCE	\$0.00	\$19.98	\$139.86	(\$139.86)	\$9.99	(\$149.85)	0.00%
10.5.1400.2230.921.6220	DENTAL INSURANCE	\$0.00	\$17.60	\$123.20	(\$123.20)	\$8.80	(\$132.00)	0.00%
10.5.2140.1000.922.1100	SALARIES, CERTIFIED STAFF	\$1,637,875.20	\$131,363.34	\$977,781.68	\$660,093.52	\$622,382.07	\$37,711.45	2.30%
10.5.2140.2110.922.1100	TEACHER'S RETIREMENT (TRS)	\$24,568.13	\$1,642.09	\$11,615.97	\$12,952.16	\$818.87	\$12,133.29	49.39%
10.5.2140.2140.922.1100	MEDICARE	\$23,749.19	\$1,777.06	\$13,261.24	\$10,487.95	\$886.02	\$9,601.93	40.43%
10.5.2140.2210.922.1100	LIFE INSURANCE	\$3,312.00	\$289.80	\$2,002.38	\$1,309.62	\$144.90	\$1,164.72	35.17%
10.5.2140.2220.922.1100	MEDICAL INSURANCE	\$301,482.75	\$25,160.12	\$185,389.21	\$116,093.54	\$12,580.06	\$103,513.48	34.33%
10.5.2140.2230.922.1100	DENTAL INSURANCE	\$20,397.96	\$1,753.10	\$12,847.97	\$7,549.99	\$876.55	\$6,673.44	32.72%
10.5.2140.3100.922.1100	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$5,190.00	\$39,140.00	(\$39,140.00)	\$0.00	(\$39,140.00)	0.00%
10.5.2132.3107.922.1100	CONTRACTUAL SERVICES	\$0.00	\$0.00	\$1,575.00	(\$1,575.00)	\$0.00	(\$1,575.00)	0.00%
10.5.2140.3399.922.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$99.50	\$735.74	(\$735.74)	\$0.00	(\$735.74)	0.00%
10.5.2140.4100.922.1100	OFFICE SUPPLIES LESS \$499	\$0.00	\$0.00	\$104.24	(\$104.24)	\$0.00	(\$104.24)	0.00%
10.5.2140.1000.923.1100	SALARIES, CERTIFIED STAFF	\$35,000.00	\$2,000.00	\$14,000.00	\$21,000.00	\$6,000.00	\$15,000.00	42.86%
10.5.2140.2110.923.1100	TEACHER'S RETIREMENT (TRS)	\$525.00	\$0.00	\$0.00	\$525.00	\$0.00	\$525.00	100.00%
10.5.2140.2130.923.1100	FICA	\$0.00	\$112.98	\$767.35	(\$767.35)	\$56.61	(\$823.96)	0.00%
10.5.2140.2140.923.1100	MEDICARE	\$507.50	\$26.43	\$179.49	\$328.01	\$13.24	\$314.77	62.02%

179

# LaGrange Area Dept. of Special Education

## Monthly Expenditures

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2140.2210.923.1100	LIFE INSURANCE	\$0.00	\$13.80	\$96.60	(\$96.60)	\$6.90	(\$103.50)	0.00%
10.5.2140.2220.923.1100	MEDICAL INSURANCE	\$6,654.66	\$648.60	\$4,400.50	\$2,254.16	\$324.30	\$1,929.86	29.00%
10.5.2140.2230.923.1100	DENTAL INSURANCE	\$479.11	\$46.52	\$325.64	\$153.47	\$23.26	\$130.21	27.18%
10.5.2130.1100.924.1100	SALARIES, NON CERTIFIED STAFF	\$737,924.53	\$62,589.24	\$444,629.23	\$293,295.30	\$250,357.07	\$42,938.23	5.82%
10.5.2130.2110.924.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$154.08	\$1,121.27	(\$1,121.27)	\$78.82	(\$1,200.09)	0.00%
10.5.2130.2120.924.1100	MUNICIPAL RETIREMENT	\$15,478.30	\$1,140.84	\$11,205.65	\$4,272.65	\$565.69	\$3,706.96	23.95%
10.5.2130.2130.924.1100	FICA	\$42,651.32	\$3,133.31	\$21,735.25	\$20,916.07	\$1,553.12	\$19,362.95	45.40%
10.5.2130.2140.924.1100	MEDICARE	\$9,974.91	\$826.02	\$5,881.61	\$4,093.30	\$409.87	\$3,683.43	36.93%
10.5.2130.2210.924.1100	LIFE INSURANCE	\$4,032.00	\$85.04	\$606.96	\$3,425.04	\$42.52	\$3,382.52	83.89%
10.5.2130.2220.924.1100	MEDICAL INSURANCE	\$216,458.61	\$19,877.48	\$139,472.04	\$76,986.57	\$9,938.74	\$67,047.83	30.97%
10.5.2130.2230.924.1100	DENTAL INSURANCE	\$15,206.46	\$1,453.50	\$10,104.23	\$5,102.23	\$761.98	\$4,340.25	28.54%
10.5.2130.3399.924.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$25.62	\$66.23	(\$66.23)	\$0.00	(\$66.23)	0.00%
10.5.2130.1000.925.1100	SALARIES, CERTIFIED STAFF	\$0.00	\$1,433.42	\$6,070.11	(\$6,070.11)	\$7,167.09	(\$13,237.20)	0.00%
10.5.2130.2110.925.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$17.92	\$75.90	(\$75.90)	\$8.96	(\$84.86)	0.00%
10.5.2130.2120.925.1100	MUNICIPAL RETIREMENT	\$0.00	\$32.26	\$88.88	(\$88.88)	\$16.13	(\$105.01)	0.00%
10.5.2130.2130.925.1100	FICA	\$0.00	\$78.28	\$210.03	(\$210.03)	\$39.14	(\$249.17)	0.00%
10.5.2130.2140.925.1100	MEDICARE	\$0.00	\$18.30	\$80.51	(\$80.51)	\$9.15	(\$89.66)	0.00%
10.5.2130.2210.925.1100	LIFE INSURANCE	\$0.00	\$2.36	\$9.44	(\$9.44)	\$1.18	(\$10.62)	0.00%
10.5.2130.2220.925.1100	MEDICAL INSURANCE	\$0.00	\$332.60	\$1,135.01	(\$1,135.01)	\$166.30	(\$1,301.31)	0.00%
10.5.2130.2230.925.1100	DENTAL INSURANCE	\$0.00	\$23.86	\$83.47	(\$83.47)	\$11.93	(\$95.40)	0.00%
10.5.1200.1000.926.1100	SALARIES, CERTIFIED STAFF	\$0.00	\$1,113.00	\$7,234.50	(\$7,234.50)	\$5,565.10	(\$12,799.60)	0.00%
10.5.1207.1000.926.1100	SALARIES, CERTIFIED STAFF	\$0.00	\$7,502.42	\$52,030.30	(\$52,030.30)	\$37,512.13	(\$89,542.43)	0.00%
10.5.2110.1000.926.1100	SALARIES, CERTIFIED STAFF	\$1,172,061.38	\$83,694.05	\$557,279.01	\$614,782.37	\$357,495.68	\$257,286.69	21.95%
10.5.2410.1000.926.1100	SALARIES, CERTIFIED STAFF	\$0.00	\$478.50	\$3,349.50	(\$3,349.50)	\$2,392.50	(\$5,742.00)	0.00%
10.5.2570.1005.926.1100	STIPENDS-CERTIFIED	\$0.00	\$207.10	\$1,780.35	(\$1,780.35)	\$725.08	(\$2,485.41)	0.00%
10.5.2110.1100.926.1100	SALARIES, NON CERTIFIED STAFF	\$0.00	\$6,557.71	\$36,921.61	(\$36,921.61)	\$20,658.72	(\$57,580.33)	0.00%
10.5.1207.2110.926.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$93.78	\$650.37	(\$650.37)	\$46.89	(\$697.26)	0.00%
10.5.2110.2110.926.1100	TEACHER'S RETIREMENT (TRS)	\$17,580.92	\$1,046.19	\$6,966.11	\$10,614.81	\$475.91	\$10,138.90	57.67%
10.5.2410.2110.926.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$5.98	\$41.86	(\$41.86)	\$2.99	(\$44.85)	0.00%
10.5.2570.2110.926.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.18	\$2.19	(\$2.19)	\$0.09	(\$2.28)	0.00%
10.5.2110.2130.926.1100	FICA	\$0.00	\$406.58	\$2,289.09	(\$2,289.09)	\$196.25	(\$2,485.34)	0.00%
10.5.1200.2140.926.1100	MEDICARE	\$0.00	\$16.14	\$104.91	(\$104.91)	\$8.07	(\$112.98)	0.00%
10.5.1207.2140.926.1100	MEDICARE	\$0.00	\$108.80	\$755.21	(\$755.21)	\$54.40	(\$809.61)	0.00%
10.5.2110.2140.926.1100	MEDICARE	\$16,994.89	\$1,235.39	\$8,091.36	\$8,903.53	\$562.08	\$8,341.45	49.08%
10.5.2410.2140.926.1100	MEDICARE	\$0.00	\$6.88	\$48.36	(\$48.36)	\$3.44	(\$51.80)	0.00%
10.5.2570.2140.926.1100	MEDICARE	\$0.00	\$2.75	\$23.75	(\$23.75)	\$1.38	(\$25.13)	0.00%
10.5.1207.2210.926.1100	LIFE INSURANCE	\$0.00	\$13.80	\$96.60	(\$96.60)	\$6.90	(\$103.50)	0.00%
10.5.2110.2210.926.1100	LIFE INSURANCE	\$2,622.00	\$179.40	\$1,295.82	\$1,326.18	\$89.70	\$1,236.48	47.16%
10.5.2410.2210.926.1100	LIFE INSURANCE	\$0.00	\$0.70	\$4.90	(\$4.90)	\$0.35	(\$5.25)	0.00%
10.5.2110.2220.926.1100	MEDICAL INSURANCE	\$174,636.21	\$15,894.88	\$117,215.78	\$57,420.43	\$7,765.18	\$49,655.25	28.43%
10.5.2110.2230.926.1100	DENTAL INSURANCE	\$13,034.28	\$1,199.73	\$8,522.13	\$4,512.15	\$589.53	\$3,922.62	30.09%
10.5.2410.2230.926.1100	DENTAL INSURANCE	\$0.00	\$7.04	\$49.28	(\$49.28)	\$3.52	(\$52.80)	0.00%
10.5.2110.3399.926.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$814.29	\$4,872.02	(\$4,872.02)	\$0.00	(\$4,872.02)	0.00%
10.5.2110.3399.926.1120	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$426.67	(\$426.67)	\$0.00	(\$426.67)	0.00%
10.5.2150.1000.927.1000	SALARIES, CERTIFIED STAFF	\$0.00	\$706.58	\$28,359.92	(\$28,359.92)	\$0.00	(\$28,359.92)	0.00%
10.5.2150.1000.927.1100	SALARIES, CERTIFIED STAFF	\$2,992,794.91	\$256,698.13	\$1,794,019.54	\$1,198,775.37	\$1,211,609.53	(\$12,834.16)	-0.43%
10.5.2150.2110.927.1000	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$337.79	(\$337.79)	\$0.00	(\$337.79)	0.00%
10.5.2150.2110.927.1100	TEACHER'S RETIREMENT (TRS)	\$45,991.07	\$3,154.59	\$22,126.38	\$23,864.69	\$1,573.52	\$22,291.17	48.47%
10.5.2150.2130.927.1100	FICA	\$0.00	\$106.39	\$347.33	(\$347.33)	\$197.14	(\$544.47)	0.00%
10.5.2150.2140.927.1000	MEDICARE	\$0.00	\$10.25	\$411.63	(\$411.63)	\$0.00	(\$411.63)	0.00%

180

# LaGrange Area Dept. of Special Education

## Monthly Expenditures

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2150.2140.927.1100	MEDICARE	\$44,458.03	\$3,521.61	\$24,697.66	\$19,760.37	\$1,790.09	\$17,970.28	40.42%
10.5.2150.2210.927.1000	LIFE INSURANCE	\$0.00	\$0.00	\$69.00	(\$69.00)	\$0.00	(\$69.00)	0.00%
10.5.2150.2210.927.1100	LIFE INSURANCE	\$6,486.00	\$565.80	\$3,891.60	\$2,594.40	\$282.90	\$2,311.50	35.64%
10.5.2150.2220.927.1100	MEDICAL INSURANCE	\$376,499.78	\$41,916.96	\$282,852.54	\$93,647.24	\$20,958.48	\$72,688.76	19.31%
10.5.2150.2230.927.1100	DENTAL INSURANCE	\$32,715.72	\$3,334.36	\$22,989.08	\$9,726.64	\$1,667.18	\$8,059.46	24.63%
10.5.2150.3399.927.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$366.71	\$1,787.45	(\$1,787.45)	\$0.00	(\$1,787.45)	0.00%
10.5.1000.1000.928.1100	SALARIES, CERTIFIED STAFF	\$0.00	\$11,093.70	\$107,659.02	(\$107,659.02)	\$55,468.41	(\$163,127.43)	0.00%
10.5.1200.1000.928.1100	SALARIES, CERTIFIED STAFF	\$2,604,276.55	\$207,827.07	\$1,385,412.71	\$1,218,863.84	\$1,004,931.47	\$213,932.37	8.21%
10.5.1400.1000.928.6220	SALARIES, CERTIFIED STAFF	\$48,385.92	\$4,838.60	\$33,870.20	\$14,515.72	\$14,515.72	\$0.00	0.00%
10.5.2150.1000.928.1100	SALARIES, CERTIFIED STAFF	\$0.00	\$7,398.46	\$51,789.22	(\$51,789.22)	\$36,992.28	(\$88,781.50)	0.00%
10.5.2210.1000.928.1100	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$52,987.88	(\$52,987.88)	\$0.00	(\$52,987.88)	0.00%
10.5.2570.1005.928.1100	STIPENDS-CERTIFIED	\$0.00	\$37.54	\$319.09	(\$319.09)	\$131.45	(\$450.54)	0.00%
10.5.1000.2110.928.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$138.66	\$1,345.70	(\$1,345.70)	\$69.33	(\$1,415.03)	0.00%
10.5.1200.2110.928.1100	TEACHER'S RETIREMENT (TRS)	\$39,064.15	\$2,594.00	\$17,284.84	\$21,779.31	\$1,286.36	\$20,492.95	52.46%
10.5.1400.2110.928.6220	TEACHER'S RETIREMENT (TRS)	\$725.79	\$60.48	\$423.36	\$302.43	\$30.24	\$272.19	37.50%
10.5.2150.2110.928.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$92.48	\$647.36	(\$647.36)	\$46.24	(\$693.60)	0.00%
10.5.2210.2110.928.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.00	\$662.31	(\$662.31)	\$0.00	(\$662.31)	0.00%
10.5.2570.2110.928.1100	TEACHER'S RETIREMENT (TRS)	\$0.00	\$0.48	\$2.64	(\$2.64)	\$0.24	(\$2.88)	0.00%
10.5.1200.2120.928.1100	MUNICIPAL RETIREMENT	\$0.00	\$6.83	\$40.00	(\$40.00)	\$0.62	(\$40.62)	0.00%
10.5.1200.2130.928.1100	FICA	\$0.00	\$744.19	\$3,863.38	(\$3,863.38)	\$245.02	(\$4,108.40)	0.00%
10.5.1000.2140.928.1100	MEDICARE	\$0.00	\$152.56	\$1,456.73	(\$1,456.73)	\$76.28	(\$1,533.01)	0.00%
10.5.1200.2140.928.1100	MEDICARE	\$36,314.98	\$2,845.35	\$19,126.61	\$17,188.37	\$1,409.00	\$15,779.37	43.45%
10.5.1400.2140.928.6220	MEDICARE	\$701.60	\$61.96	\$457.18	\$244.42	\$30.98	\$213.44	30.42%
10.5.2150.2140.928.1100	MEDICARE	\$0.00	\$97.86	\$693.86	(\$693.86)	\$48.93	(\$742.79)	0.00%
10.5.2210.2140.928.1100	MEDICARE	\$0.00	\$0.00	\$756.72	(\$756.72)	\$0.00	(\$756.72)	0.00%
10.5.2570.2140.928.1100	MEDICARE	\$0.00	\$0.52	\$4.48	(\$4.48)	\$0.26	(\$4.74)	0.00%
10.5.1000.2210.928.1100	LIFE INSURANCE	\$0.00	\$27.60	\$296.70	(\$296.70)	\$13.80	(\$310.50)	0.00%
10.5.1200.2210.928.1100	LIFE INSURANCE	\$7,382.00	\$510.88	\$3,422.76	\$3,959.24	\$255.38	\$3,703.86	50.17%
10.5.1400.2210.928.6220	LIFE INSURANCE	\$138.00	\$13.80	\$96.60	\$41.40	\$6.90	\$34.50	25.00%
10.5.2150.2210.928.1100	LIFE INSURANCE	\$0.00	\$13.80	\$96.60	(\$96.60)	\$6.90	(\$103.50)	0.00%
10.5.2210.2210.928.1100	LIFE INSURANCE	\$0.00	\$0.00	\$75.90	(\$75.90)	\$0.00	(\$75.90)	0.00%
10.5.1000.2220.928.1100	MEDICAL INSURANCE	\$0.00	\$1,297.20	\$23,701.86	(\$23,701.86)	\$648.60	(\$24,350.46)	0.00%
10.5.1200.2220.928.1100	MEDICAL INSURANCE	\$386,268.66	\$29,674.23	\$206,198.72	\$180,069.94	\$14,800.12	\$165,269.82	42.79%
10.5.1400.2220.928.6220	MEDICAL INSURANCE	\$6,489.31	\$2,069.96	\$8,692.52	(\$2,203.21)	\$1,034.98	(\$3,238.19)	-49.90%
10.5.2150.2220.928.1100	MEDICAL INSURANCE	\$0.00	\$1,340.92	\$9,155.48	(\$9,155.48)	\$670.46	(\$9,825.94)	0.00%
10.5.2210.2220.928.1100	MEDICAL INSURANCE	\$0.00	\$0.00	\$3,427.60	(\$3,427.60)	\$0.00	(\$3,427.60)	0.00%
10.5.1000.2230.928.1100	DENTAL INSURANCE	\$0.00	\$93.04	\$1,708.18	(\$1,708.18)	\$46.52	(\$1,754.70)	0.00%
10.5.1200.2230.928.1100	DENTAL INSURANCE	\$26,988.88	\$2,143.66	\$14,733.39	\$12,255.49	\$1,071.19	\$11,184.30	41.44%
10.5.1400.2230.928.6220	DENTAL INSURANCE	\$479.11	\$140.92	\$608.84	(\$129.73)	\$70.46	(\$200.19)	-41.78%
10.5.2150.2230.928.1100	DENTAL INSURANCE	\$0.00	\$99.58	\$697.06	(\$697.06)	\$49.79	(\$746.85)	0.00%
10.5.2210.2230.928.1100	DENTAL INSURANCE	\$0.00	\$0.00	\$255.86	(\$255.86)	\$0.00	(\$255.86)	0.00%
10.5.1000.3399.928.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$16.80	(\$16.80)	\$0.00	(\$16.80)	0.00%
10.5.1200.3399.928.1020	TRAVEL LOCAL MILEAGE	\$0.00	\$140.10	\$331.05	(\$331.05)	\$0.00	(\$331.05)	0.00%
10.5.1200.3399.928.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$960.10	(\$960.10)	\$0.00	(\$960.10)	0.00%
10.5.1200.3399.928.1120	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$86.24	(\$86.24)	\$0.00	(\$86.24)	0.00%
10.5.2630.1000.929.1100	SALARIES, CERTIFIED STAFF	\$75,000.00	\$0.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00	100.00%
10.5.2630.1100.929.1100	SALARIES, NON CERTIFIED STAFF	\$0.00	\$6,250.00	\$53,125.00	(\$53,125.00)	\$21,875.00	(\$75,000.00)	0.00%
10.5.2630.2120.929.1100	MUNICIPAL RETIREMENT	\$1,687.50	\$140.62	\$1,828.15	(\$140.65)	\$70.31	(\$210.96)	-12.50%
10.5.2630.2130.929.1100	FICA	\$4,650.00	\$371.70	\$3,217.47	\$1,432.53	\$185.85	\$1,246.68	26.81%
10.5.2630.2140.929.1100	MEDICARE	\$1,087.50	\$86.92	\$752.44	\$335.06	\$43.46	\$291.60	26.81%

181

# LaGrange Area Dept. of Special Education

## Monthly Expenditures

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2630.2210.929.1100	LIFE INSURANCE	\$138.00	\$13.80	\$96.60	\$41.40	\$6.90	\$34.50	25.00%
10.5.2630.2220.929.1100	MEDICAL INSURANCE	\$21,239.54	\$2,552.92	\$17,430.76	\$3,808.78	\$1,276.46	\$2,532.32	11.92%
10.5.2630.2230.929.1100	DENTAL INSURANCE	\$1,451.38	\$140.92	\$986.44	\$464.94	\$70.46	\$394.48	27.18%
10.5.2570.3400.929.1100	COMMUNICATION-TELEPHONE	\$0.00	\$0.00	(\$448.99)	\$448.99	\$0.00	\$448.99	0.00%
10.5.1400.1100.930.6220	SALARIES, NON CERTIFIED STAFF	\$91,301.53	\$7,608.46	\$64,671.91	\$26,629.62	\$26,629.62	\$0.00	0.00%
10.5.1400.2120.930.6220	MUNICIPAL RETIREMENT	\$2,054.28	\$171.20	\$2,225.51	(\$171.23)	\$85.60	(\$256.83)	-12.50%
10.5.1400.2130.930.6220	FICA	\$5,660.69	\$448.38	\$3,849.68	\$1,811.01	\$224.19	\$1,586.82	28.03%
10.5.1400.2140.930.6220	MEDICARE	\$1,323.87	\$104.86	\$900.30	\$423.57	\$52.43	\$371.14	28.03%
10.5.1400.2210.930.6220	LIFE INSURANCE	\$138.00	\$4.60	\$32.20	\$105.80	\$2.30	\$103.50	75.00%
10.5.1400.2220.930.6220	MEDICAL INSURANCE	\$13,800.53	\$1,340.92	\$9,155.48	\$4,645.05	\$670.46	\$3,974.59	28.80%
10.5.1400.2230.930.6220	DENTAL INSURANCE	\$1,025.67	\$99.58	\$697.06	\$328.61	\$49.79	\$278.82	27.18%
10.5.1400.1000.931.1100	SALARIES, CERTIFIED STAFF	\$0.00	\$0.00	\$125.00	(\$125.00)	\$0.00	(\$125.00)	0.00%
10.5.1400.1000.931.6110	SALARIES, CERTIFIED STAFF	\$0.00	\$100.00	\$850.00	(\$850.00)	\$0.00	(\$850.00)	0.00%
10.5.1400.1000.931.6220	SALARIES, CERTIFIED STAFF	\$0.00	\$225.00	\$1,650.00	(\$1,650.00)	\$0.00	(\$1,650.00)	0.00%
10.5.1400.1100.931.6100	SALARIES, NON CERTIFIED STAFF	\$56,227.70	\$5,164.94	\$43,422.69	\$12,805.01	\$18,077.31	(\$5,272.30)	-9.38%
10.5.1400.1100.931.6110	SALARIES, NON CERTIFIED STAFF	\$0.00	\$2,100.72	\$15,879.13	(\$15,879.13)	\$7,352.53	(\$23,231.66)	0.00%
10.5.1400.2120.931.6100	MUNICIPAL RETIREMENT	\$1,265.12	\$116.22	\$1,489.21	(\$224.09)	\$58.11	(\$282.20)	-22.31%
10.5.1400.2120.931.6110	MUNICIPAL RETIREMENT	\$0.00	\$47.26	\$525.49	(\$525.49)	\$23.63	(\$549.12)	0.00%
10.5.1400.2130.931.1100	FICA	\$0.00	\$0.00	\$7.75	(\$7.75)	\$0.00	(\$7.75)	0.00%
10.5.1400.2130.931.6100	FICA	\$3,486.12	\$308.60	\$2,613.01	\$873.11	\$154.30	\$718.81	20.62%
10.5.1400.2130.931.6110	FICA	\$0.00	\$136.44	\$1,037.17	(\$1,037.17)	\$65.12	(\$1,102.29)	0.00%
10.5.1400.2130.931.6220	FICA	\$0.00	\$13.95	\$102.30	(\$102.30)	\$0.00	(\$102.30)	0.00%
10.5.1400.2140.931.1100	MEDICARE	\$0.00	\$0.00	\$1.82	(\$1.82)	\$0.00	(\$1.82)	0.00%
10.5.1400.2140.931.6100	MEDICARE	\$815.30	\$72.18	\$611.15	\$204.15	\$36.09	\$168.06	20.61%
10.5.1400.2140.931.6110	MEDICARE	\$0.00	\$31.91	\$242.57	(\$242.57)	\$15.23	(\$257.80)	0.00%
10.5.1400.2140.931.6220	MEDICARE	\$0.00	\$3.26	\$23.91	(\$23.91)	\$0.00	(\$23.91)	0.00%
10.5.1400.2210.931.6100	LIFE INSURANCE	\$138.00	\$4.60	\$32.20	\$105.80	\$2.30	\$103.50	75.00%
10.5.1400.2210.931.6110	LIFE INSURANCE	\$0.00	\$0.00	\$18.40	(\$18.40)	\$0.00	(\$18.40)	0.00%
10.5.1400.2220.931.6100	MEDICAL INSURANCE	\$6,654.66	\$648.60	\$4,400.50	\$2,254.16	\$324.30	\$1,929.86	29.00%
10.5.1400.2230.931.6100	DENTAL INSURANCE	\$1,451.38	\$46.52	\$325.64	\$1,125.74	\$23.26	\$1,102.48	75.96%
10.5.1400.3399.931.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$65.99	(\$65.99)	\$0.00	(\$65.99)	0.00%
10.5.1400.3399.931.6110	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$179.90	(\$179.90)	\$0.00	(\$179.90)	0.00%
10.5.1400.3399.931.6220	TRAVEL LOCAL MILEAGE	\$0.00	\$6.84	\$21.12	(\$21.12)	\$0.00	(\$21.12)	0.00%
10.5.2550.1100.932.1100	SALARIES, NON CERTIFIED STAFF	\$0.00	\$3,667.48	\$31,173.58	(\$31,173.58)	\$12,836.06	(\$44,009.64)	0.00%
10.5.2570.1100.932.1100	SALARIES, NON CERTIFIED STAFF	\$0.00	\$75.00	\$637.50	(\$637.50)	\$262.50	(\$900.00)	0.00%
10.5.2550.2120.932.1100	MUNICIPAL RETIREMENT	\$0.00	\$82.52	\$1,072.76	(\$1,072.76)	\$41.26	(\$1,114.02)	0.00%
10.5.2550.2130.932.1100	FICA	\$0.00	\$205.50	\$1,780.05	(\$1,780.05)	\$102.75	(\$1,882.80)	0.00%
10.5.2570.2130.932.1100	FICA	\$0.00	\$4.20	\$36.39	(\$36.39)	\$2.10	(\$38.49)	0.00%
10.5.2550.2140.932.1100	MEDICARE	\$0.00	\$48.06	\$416.35	(\$416.35)	\$24.03	(\$440.38)	0.00%
10.5.2570.2140.932.1100	MEDICARE	\$0.00	\$0.98	\$8.48	(\$8.48)	\$0.49	(\$8.97)	0.00%
10.5.2550.2210.932.1100	LIFE INSURANCE	\$0.00	\$4.60	\$32.20	(\$32.20)	\$2.30	(\$34.50)	0.00%
10.5.2550.2220.932.1100	MEDICAL INSURANCE	\$0.00	\$2,552.92	\$17,430.76	(\$17,430.76)	\$1,276.46	(\$18,707.22)	0.00%
10.5.2550.2230.932.1100	DENTAL INSURANCE	\$0.00	\$176.14	\$1,232.98	(\$1,232.98)	\$88.07	(\$1,321.05)	0.00%
10.5.2550.3399.932.1100	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$12.77	(\$12.77)	\$0.00	(\$12.77)	0.00%
10.5.2550.3399.932.1120	TRAVEL LOCAL MILEAGE	\$0.00	\$0.00	\$38.31	(\$38.31)	\$0.00	(\$38.31)	0.00%
10.5.1400.1100.933.1100	SALARIES, NON CERTIFIED STAFF	\$16,343.39	\$0.00	\$0.00	\$16,343.39	\$0.00	\$16,343.39	100.00%
10.5.1400.1100.933.6220	SALARIES, NON CERTIFIED STAFF	\$38,134.57	\$0.00	\$0.00	\$38,134.57	\$0.00	\$38,134.57	100.00%
10.5.1400.2120.933.1100	MUNICIPAL RETIREMENT	\$367.73	\$0.00	\$0.00	\$367.73	\$0.00	\$367.73	100.00%
10.5.1400.2120.933.6220	MUNICIPAL RETIREMENT	\$858.03	\$0.00	\$0.00	\$858.03	\$0.00	\$858.03	100.00%
10.5.1400.2130.933.1100	FICA	\$1,013.29	\$0.00	\$0.00	\$1,013.29	\$0.00	\$1,013.29	100.00%

182

**LaGrange Area Dept. of Special Education**

**Monthly Expenditures**

From Date: 3/1/2022

To Date: 3/31/2022

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.1400.2130.933.6220	FICA	\$2,364.34	\$0.00	\$0.00	\$2,364.34	\$0.00	\$2,364.34	100.00%
10.5.1400.2140.933.1100	MEDICARE	\$236.98	\$0.00	\$0.00	\$236.98	\$0.00	\$236.98	100.00%
10.5.1400.2140.933.6220	MEDICARE	\$552.95	\$0.00	\$0.00	\$552.95	\$0.00	\$552.95	100.00%
10.5.1400.2210.933.1100	LIFE INSURANCE	\$41.40	\$0.00	\$0.00	\$41.40	\$0.00	\$41.40	100.00%
10.5.1400.2210.933.6220	LIFE INSURANCE	\$96.60	\$0.00	\$0.00	\$96.60	\$0.00	\$96.60	100.00%
10.5.1400.2220.933.1100	MEDICAL INSURANCE	\$1,996.40	\$0.00	\$0.00	\$1,996.40	\$0.00	\$1,996.40	100.00%
10.5.1400.2220.933.6220	MEDICAL INSURANCE	\$4,658.26	\$0.00	\$0.00	\$4,658.26	\$0.00	\$4,658.26	100.00%
10.5.1400.2230.933.1100	DENTAL INSURANCE	\$143.73	\$0.00	\$0.00	\$143.73	\$0.00	\$143.73	100.00%
10.5.1400.2230.933.6220	DENTAL INSURANCE	\$335.37	\$0.00	\$0.00	\$335.37	\$0.00	\$335.37	100.00%
10.5.1400.1100.934.6100	SALARIES, NON CERTIFIED STAFF	\$0.00	\$2,823.92	\$24,003.32	(\$24,003.32)	\$9,883.68	(\$33,887.00)	0.00%
10.5.1400.1100.934.6220	SALARIES, NON CERTIFIED STAFF	\$0.00	\$3,051.72	\$25,939.62	(\$25,939.62)	\$10,681.18	(\$36,620.80)	0.00%
10.5.2610.1100.934.6220	SALARIES, NON CERTIFIED STAFF	\$38,992.05	\$0.00	\$0.00	\$38,992.05	\$0.00	\$38,992.05	100.00%
10.5.1400.2120.934.6100	MUNICIPAL RETIREMENT	\$0.00	\$63.54	\$826.02	(\$826.02)	\$31.77	(\$857.79)	0.00%
10.5.1400.2120.934.6220	MUNICIPAL RETIREMENT	\$0.00	\$68.66	\$892.67	(\$892.67)	\$34.33	(\$927.00)	0.00%
10.5.2610.2120.934.6220	MUNICIPAL RETIREMENT	\$557.29	\$0.00	\$0.00	\$557.29	\$0.00	\$557.29	100.00%
10.5.1400.2130.934.6100	FICA	\$0.00	\$169.78	\$1,463.06	(\$1,463.06)	\$84.89	(\$1,547.95)	0.00%
10.5.1400.2130.934.6220	FICA	\$0.00	\$189.20	\$1,608.20	(\$1,608.20)	\$94.60	(\$1,702.80)	0.00%
10.5.2610.2130.934.6220	FICA	\$2,382.88	\$0.00	\$0.00	\$2,382.88	\$0.00	\$2,382.88	100.00%
10.5.1400.2140.934.6100	MEDICARE	\$0.00	\$39.70	\$342.17	(\$342.17)	\$19.85	(\$362.02)	0.00%
10.5.1400.2140.934.6220	MEDICARE	\$0.00	\$44.24	\$376.04	(\$376.04)	\$22.12	(\$398.16)	0.00%
10.5.2610.2140.934.6220	MEDICARE	\$1,283.67	\$0.00	\$0.00	\$1,283.67	\$0.00	\$1,283.67	100.00%
10.5.1400.2210.934.6100	LIFE INSURANCE	\$0.00	\$4.60	\$32.20	(\$32.20)	\$2.30	(\$34.50)	0.00%
10.5.1400.2210.934.6220	LIFE INSURANCE	\$0.00	\$4.60	\$32.20	(\$32.20)	\$2.30	(\$34.50)	0.00%
10.5.2610.2210.934.6220	LIFE INSURANCE	\$276.00	\$0.00	\$0.00	\$276.00	\$0.00	\$276.00	100.00%
10.5.1400.2220.934.6100	MEDICAL INSURANCE	\$0.00	\$2,552.92	\$17,430.76	(\$17,430.76)	\$1,276.46	(\$18,707.22)	0.00%
10.5.1400.2230.934.6100	DENTAL INSURANCE	\$0.00	\$176.14	\$1,232.98	(\$1,232.98)	\$88.07	(\$1,321.05)	0.00%
10.5.1400.1100.935.6220	SALARIES, NON CERTIFIED STAFF	\$0.00	\$736.00	\$15,296.00	(\$15,296.00)	\$528.00	(\$15,824.00)	0.00%
10.5.1400.2120.935.6220	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$40.32	(\$40.32)	\$0.00	(\$40.32)	0.00%
10.5.1400.2130.935.6220	FICA	\$0.00	\$45.63	\$948.36	(\$948.36)	\$32.73	(\$981.09)	0.00%
10.5.1400.2140.935.6220	MEDICARE	\$0.00	\$10.67	\$221.80	(\$221.80)	\$7.65	(\$229.45)	0.00%
	FUND: EDUCATION - 10	\$27,354,110.30	\$2,131,031.46	\$17,504,032.17	\$9,850,078.13	\$7,178,731.66	\$2,671,346.47	9.77%
20.5.2540.3100.000.1100	PROFESSIONAL TECHNICAL SERVICE	\$0.00	\$0.00	\$7,350.61	(\$7,350.61)	\$0.00	(\$7,350.61)	0.00%
20.5.2540.3230.106.1100	REPAIRS AND MAINTENANCE SERVIC	\$0.00	\$0.00	\$10,489.00	(\$10,489.00)	\$0.00	(\$10,489.00)	0.00%
20.5.2540.3230.901.1100	REPAIRS AND MAINTENANCE SERVIC	\$0.00	\$0.00	\$1,967.75	(\$1,967.75)	\$0.00	(\$1,967.75)	0.00%
	FUND: OPERATIONS & MAINTENANCE - 20	\$0.00	\$0.00	\$19,807.36	(\$19,807.36)	\$0.00	(\$19,807.36)	0.00%
<b>Grand Total:</b>		\$27,354,110.30	\$2,131,031.46	\$17,523,839.53	\$9,830,270.77	\$7,178,731.66	\$2,651,539.11	9.69%

**End of Report**

# LYONS TOWNSHIP HIGH SCHOOL



**DISTRICT 204 OFFICES** 100 S. Brainard Ave., LaGrange, IL 60525-2101  
• Tel: (708) 579-6456 • Fax: (708) 579-6454 • Email: epiotrowski@lths.net • Website: www.lths.net

**EDWARD M. PIOTROWSKI**  
Director of Human Resources

**TO:** Dr. Brian Waterman, Superintendent  
Board of Education  
**FROM:** Edward M. Piotrowski, Director of Human Resources  
**DATE:** April 18, 2022  
**RE:** Stipend Committee Recommendations

## BACKGROUND

This school year, the Committee has met two times and received proposals for both existing and new clubs and activities. Consideration for clubs and activities that began their pilot status during the 2020-2021 school year was postponed until the first semester of the 2021-2022 school year to review student interest and participation. We will continue to review clubs that are currently in pilot status and anticipate recommending additional clubs and activities for full club status at upcoming Board of Education meetings in the second semester. At this time, we are recommending that Creative Writing Club and Fashion Club move from pilot status to full club status, with accompanying stipend. Additionally, we are recommending a stipend change for our Rock Climbing Club and Water Polo due to the growth of the programs.

## ACTIVITIES

### Creative Writing Club

Creative Writing Group began meeting in January of 2020 and has been meeting consistently throughout the pandemic on Zoom. The purpose of the group is to inspire and support student writing, to foster student creativity and personal growth through writing, and to cultivate community within the larger school through the written word.

This group strengthens students' connection to school and engagement in general. The process of writing and sharing in the circle is personally transformative for students. Writers share their writing aloud and others give feedback for artistic and personal growth. Feedback is given immediately by peers as well as the sponsor. Students who were/are interested in more critical feedback for the purpose of developing a piece partner up with other students.

Other than the group's meetings where work is shared, the group produced "The Gratitude Letters", an online collection of works that the group curated from LT students as a surprise for teachers during the spring of 2020 to show their gratitude. The publication was received with much enthusiasm and gratefulness. This is the type of activity the group hopes to continue.

Another outcome from the group this year has been the recognition of two students whose work was chosen by DePaul University and published in their annual anthology: DePaul's Blue Book: Best of Illinois High School Writing 2020-2021.

The total cost associated with the stipend recommended above for the Creative Writing Club is \$1,392.54.

**Fashion Club**

Fashion club allows a space for students to be creative and socialize at the same time with like-minded peers. Students interested in learning more about the fashion industry or who have any interest in the fashion world would enjoy the club. The club does a spring fashion show every year since the club began (with the exception of 2021). Students learn to sew and up-cycle clothing that they then show off during the fashion show. The show has been used as a fundraiser in the past as well as an opportunity to collect and donate unused clothing after the show.

The club is in the process of designing a club patch instead of t-shirts so they we can sell those as well while considering sustainability. They have had guest speakers from the community come in to share with the club about owning small businesses as well as the design process. Students in the fashion and interior design sequencing classes can also benefit from club time if they need to work on sewing or catching up on assignments with a teacher of the content outside of class time.

The fashion program at LT has grown exponentially since starting the club with the addition of classes at south campus and the advanced fashion course being added. This pulls in a lot of interested students for the club. Club members use social media to do outfit challenges to get students interested in the club or participating in voting or designing from a social media perspective too to get involved. The club is very student centered and ran with their interests driving the topics that are covered.

The total cost associated with the stipend recommended above for the Fashion Club is \$1,392.54.

**Rock Climbing Club**

For safety reasons, it is necessary to have two full positions for Rock Climbing Club sponsors.

The interest in/attendance to Rock Climbing Club has been steadily increasing in past years. The roster is currently over 88 students, and attendance this year has ranged from 24 to 43 students, depending on the day. New members are encouraged to attend, and when they begin club, many do not know about rock climbing and the safety precautions necessary to be able to leave the ground.

Before students are able to climb, they need to learn knots (to tie in to the rope), equipment management (belay equipment), commands (communication necessary to climb), belaying (how to keep a climber safe and how to lower them after finishing a climb), and how to back up belay. Since club membership is open and all are invited, we welcome students of all ability levels on a daily basis. Club sponsors are responsible to make sure all members have a safe and fulfilling experience. With each club meeting, sponsors are making sure to challenge experienced climbers and certify the new climbers in safety skills. This often means that participants are climbing walls, learning to tie knots and belay, rappelling, and also on the high ropes course. All of these activities require differing levels of specific instruction in order to participate safely.

Before any student can leave the ground or move through the high ropes course, one of the sponsors must double check each climber's set up and equipment. Rappelling and high ropes activities also need sponsor safety check and permission to proceed multiple times during participation in the activity.

Rock climbing differs from PE class in that new members are joining each day and many different levels of knowledge are present at once. When in PE class, students move through safety and belay skills together, as teachers demonstrate and give instruction to all at the same time. Additionally, in PE, skills are paced so that most students are completing the same group of skills at similar times. Rock climbing club allows students to learn and practice all PE skills learned both semesters of class in addition to other challenging activities during meetings. Additionally, supervision is needed for the field trip experiences to climbing gyms that occur in addition to our regular meetings.

The total cost associated with the stipend change recommended above for the Fashion Club is \$2,506.57.

## **ATHLETICS**

### **Water Polo (Boys and Girls)**

The water polo programs at LTHS continue to grow. We currently offer games at three levels, varsity, junior varsity and freshman. We have traditionally only offered two levels, but the numbers of players have grown both at LT and at other schools to open up more opportunities to play. Water polo is becoming more like other sports who have three or more levels of competition.

General practice calls for ten/fifteen students in the pool per coach. Our ratio has been from sixteen to twenty students per coach over the last four years, but these numbers have grown and we need to consider increasing our coaching staff by adding a third coach to both programs to address athlete safety and supervision.

With multiple high school water polo programs adding freshman teams, there are more opportunities for freshman to participate in games and tournaments. Currently, we cannot play in three games in a single day because we only have two coaches. This decreases the opportunities for our student-athletes. The increase in coaching positions will allow for greater opportunities for students to participate in competition against other high school programs.

We are recommending an additional assistant coach for both water polo programs at a cost of \$6,646.21 each, for a total cost of \$13,292.42.

The total cost for the stipends recommended above is \$18,584.07.

## **RECOMMENDATION**

We recommend that the Board approve the Stipend Committee recommendations as provided above.





## MEMORANDUM

TO: Brian Waterman, Superintendent  
Board of Education

FROM: Jen Tyrrell

DATE: April 13, 2022

RE: Monetary Donations

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Please accept this memorandum in recognition of receipt of monetary donations from members of our community in support of the LT Care Space. The donations were deposited within the Care Space account. The funds are being used to purchase supplies for the Care Space as well as to purchase gift cards that are provided to students to purchase essentials. The donors will be sent an acknowledgement of our sincere appreciation for this donation.

Kari Dillon	\$100.00
Jessica Drogos	\$100.00
Ann Marie Leader	\$100.00
Craig Lodico	\$225.00
Heather Shepard	\$20.00
Katie Weems	\$20.00

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
OVERNIGHT TRAVEL REQUEST**

All requests for student travel that include overnight lodging must be submitted for approval to the Superintendent using this form. Please complete your Travel Request with the assistance of your Division Chair or the Director of Student Activities. Your request requires the signatures of all administrative staff members listed below. All requests must be submitted to the Superintendent's office no later than **one month prior** to the next scheduled Board Meeting, unless travel is for unforeseen advancement in a state competition. All District policies and regulations governing student behavior remain in full effect for the duration of the overnight trip, and sponsors and chaperones are expected to fully enforce all applicable rules.

- Group submitting request: Latin Department - Fine Arts Division
- Sponsor's name(s) submitting request: Sean Sweany
- Destination(s) of trip: Italy, Greece
- Number of students participating: 18
- Dates of requested travel: March 24 - April 3, 2023
- Is this an IHSA or ILMEA event? Yes  No
- Will students miss more than one school day? Yes  No  If Yes, how many days? 2

Overnight Travel Request Funding Summary		
Funding from LTHS adopted budget	\$ 0.00	
Additional School Board funding request	\$ 0.00	
Total cost to LTHS	\$ 0.00	# 4800 per person
Club Fundraising/Participant funding	\$ 86,400.00	
<b>TOTAL COST OF OVERNIGHT TRAVEL</b>		<b>(\$ 86,400.00 total)</b>

**APPROVALS**

Yes  No

[Signature]  
Division Chair on Activities Director

4/5/22  
Date

Yes  No

[Signature]  
Associate Principal

4/5/22  
Date

Yes  No

[Signature]  
Principal

4/5/22  
Date

Yes  No

[Signature]  
Director of Business Services

4/6/22  
Date

Yes  No

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

For Office Use Only:  
Please send completed copies to all individuals listed on this page, the Business Office, and the person requesting the trip.

List the adult chaperones:

Sean Sweany

Alex Wojcik

LT Staff Member TBD

If you plan to use funds from Student Activity Accounts, how will these funds be used?

N/A

Has your group or any partnering parent organization completed any fundraising for this trip? No.

If yes, please explain:

**TRIP RATIONALE**

1. Please explain in detail the purpose of the trip: Latin students will have the opportunity to visit both Italy and Greece to explore many of the archaeological sites of the ancient world they have studied in their Latin curriculum at LT. Students will also learn about the modern culture of these two countries through immersion in the customs, cultures and cuisines of the countries visited.

2. Would you describe this trip as a competition or an educational opportunity? Please explain:

This trip is an educational opportunity for students to gain perspectives on the monuments and art they study in the Latin curriculum at LT. Students will develop real world skills for the future through the experience of international travel.

# Latin Program 2023 Italy / Greece Overnight Travel Request Appendix

The following items are attached:

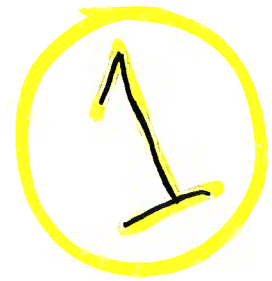
1. **Tour itinerary and price:** The program price includes all tour costs except daily lunch, tips & souvenirs.
2. **EF Safety First Program information:** Explanation of the EF Tours general safety & coverage programs, including insurance plan options. The Global Protection Plan (\$165 / traveler) is automatically included in each traveler's tour price. The Global Protection Plus Plan (\$460 / traveler) will be recommended as an option for families who wish for more flexible and inclusive coverage due to pandemic travel uncertainties.
3. **Global Protection Plan Travel Benefit Guide:** Specific terms and conditions of insurance coverage.
4. **Certificate of Liability Insurance**
5. **EF COVID Care Promise:** Current COVID safety measures in place for travelers. NB information on page 2 that details what EF provides to anyone diagnosed with and / or required to quarantine because of COVID while on tour.
6. **COVID-19 Safe Traveler Agreement:** Must be signed by all travelers 72 hours prior to departure.
7. **International Travel Program Proposal:** General information pertaining to traveling with EF Tours.

Questions? I'm available. Just let me know.



Kylie Fucci

GET IN TOUCH



### Requested travel dates

2023

MAR 22

MAR 24 – APR 3

APR 5



Earliest departure

Requested dates

Latest return

✈ Depart from Chicago (IL)

### Alternate Tour

Adriatic Odyssey (14 days)

E

Price valid until 3/31/2022

STUDENT

**\$4,675**

or \$417/ 11 mos

ADULT

**\$5,345**

or \$478/ 11 mos

#### YOUR TOUR

#### TEAM & SUPPORT



AIRFARE & TRANSPORTATION



HOTELS



REGIONAL-STYLE MEALS



GUIDED SIGHTSEEING



ENTRANCES

Hi there! 🎧 What brings you to the site today?

192

1

## Take a self-guided walking tour of Rome

You will see:

- Trevi Fountain
- Pantheon
- Piazza Navona
- Spanish Steps

Explore on your own or add this in-depth excursion:



Pompeii



## Fly to Athens

Visit the Acropolis:

- Parthenon
- Temple of Athena Nike

Take a guided tour of Athens

With your expert local guide you will see:

- Olympic Stadium
- Syntagma Square
- Acropolis

Take a walking tour of Athens

With your Tour Director you will see:

- Plaka district
- Athenian Trilogy

Visit the Acropolis Museum, home to ancient ruins

Hi there! 🙋 What brings you to the site today?

Take a Greek dance lesson

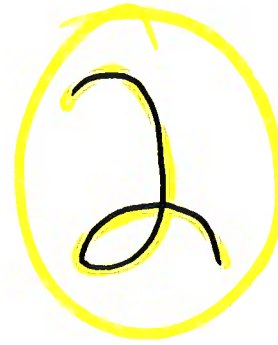
The safety and well-being of travelers remains our top priority.

[COVID-19 updates](#) | [Health & safety on tour](#)



EDUCATIONAL  
TOURS

< [Help Center: Coverage and policy flexibility](#)



MENU ☰

## EF's industry-leading safety & coverage programs for 2023 tours and beyond

When you decide to travel with EF, we want you to feel secure in that decision. That's why as the world changes, so do we. Below are a range of policies and programs designed to flex to meet our travelers' specific needs—no matter where they are in the planning process.

**Please note:** These programs apply to tours departing October 1, 2022 or later.

### We're covering:

1. Safety First Program
2. Risk-Free Enrollment Period
3. Individual Coverage
4. Peace of Mind Program
5. Liability Coverage

## Safety First Program

*Provided to all groups*

This program was created to provide the safest possible tour experience for our customers.

### EF's unmatched global presence

With 600 schools and offices in 50 countries worldwide, including regional offices dedicated to on-tour support, our global presence is truly unmatched. Our 50,000+ staff and faculty members around the world provide a local presence and are able to react quickly and in person where necessary. Plus, the staff in each office and school are trained to respond to a wide range of emergency situations.

### Dedicated Emergency Service and Incident Response Teams

EF's Emergency Service & Support Team is available 24/7 to resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The Emergency Service & Support Team is made up of highly trained, dedicated EF staff based in our Boston, Denver, and Austin offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours. This team also maintains direct communication with our Operations Safety & Incident Response Team to jointly solve issues as needed.

### Background checks on adult travelers

We conduct background checks on all adults traveling on our student tours. This is meant to help provide a safer tour experience for all travelers, and is a similar process to what many school districts implement for adults who volunteer in schools or chaperone school activities. Background checks take place through a secure process that is meant to specifically identify individuals who could present a risk to student travelers while on tour.

## Risk-Free Enrollment Period

194



#### **Protection for your belongings**

Coverage for baggage in cases of theft or delay.

#### **Trip delay coverage**

Coverage for expenses due to trip delays (lodging, food, and other reasonable expenses plus limited reimbursement of unused, forfeited, prepaid non-refundable payments for travel arrangements).

#### **Emergency evacuation coverages**

This plan includes coverages that can provide a benefit in the unlikely event a traveler should need to return home unexpectedly due to a natural disaster or unrest.

*Nonrefundable fees are outlined in EF's Booking Conditions.*

*The Global Travel Protection plan includes insured components that are underwritten by US Fire Insurance Company and cancellation fee waivers provided by EF Educational Tours. You can find further details of the policy, coverage limits, and exclusions [here](#).*

## **Global Travel Protection Plus Plan**

*Available to all travelers*

Cost: **\$460**

*The Global Travel Protection Plus plan must be purchased when you book your tour. To purchase this plan, please call **800-665-5364** to speak with one of our Traveler Support Specialists.*

#### **Cancel for Any Reason\***

The Global Travel Protection Plus plan provides a refund of the Program Price (minus the cost of the plan and other non-refundable fees) if your child needs to cancel their tour up to 24 hours prior to departure for any reason.

#### **Trip Cancellation coverage**

This plan includes Trip Cancellation coverage. If a traveler needs to cancel a trip due to reasons specified in the plan, this reimburses non-refundable pre-paid payments.

#### **Illness and accident coverage**

Provides benefits related to hospital bills, doctors' fees, and medical transportation associated with on-tour illnesses or injuries, as well as travel and accommodation expenses for a family member to be with your child while hospitalized in the event of a life-threatening illness. Subject to policy limits and exclusions.

#### **Trip Interruption coverage**

This plan includes Trip Interruption coverage. If a traveler needs to interrupt a tour due to serious injury or illness, this provides a benefit.

#### **Protection for your belongings**

Coverage for baggage in cases of theft or delay.

#### **Trip delay coverage**

Coverage for expenses due to trip delays (lodging, food, and other reasonable expenses plus limited reimbursement of unused, forfeited, prepaid non-refundable payments for travel arrangements).

#### **Emergency evacuation coverages**

This plan includes coverages that can provide a benefit in the unlikely event a traveler should need to return home unexpectedly due to a natural disaster or unrest.

*Nonrefundable fees are outlined in EF's Booking Conditions.*

*\* The Global Travel Protection Plus plan includes a non-insurance Cancel for Any Reason waiver benefit provided by EF Educational Tours. The non-insurance Cancel for Any Reason waiver benefit provided by EF Educational Tours provides a cash refund for trip costs paid to EF Educational Tours for cancellation prior to departure. For plans issued in New York, customers can purchase the non-insurance Cancel for Any Reason waiver separately from the rest of the travel protection plan. For further details, please contact Specialty Insurance Solutions at 877-974-7462 ext. 321.*

*For additional details regarding the insurance components of this plan, underwritten by US Fire Insurance Company, including coverage limits and a full list of exclusions, please visit [this page](#).*

## **Peace of Mind Program**

*Provided to all groups*

We understand that plans can change due to unforeseen circumstances. EF provides an exclusive Peace of Mind program to account for such situations. This program is automatically included for all travelers and can be enacted at the group level for any reason, including terrorism, pandemics, or other world events.

**Your Group Leader may choose from the following options:**



*View Opportunities*

## **Resources**

*Help Center*  
*How It Works*  
*About EF*  
*Blog*  
*Customer Reviews*

## **Stay connected**



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## **Other EF tour brands**

*EF College Study*  
*EF Explore America*  
*EF Tours for Girls*  
*EF Educational Tours Canada*  
*EF Ultimate Break*  
*EF Go Ahead Tours*  
*EF Gap Year*



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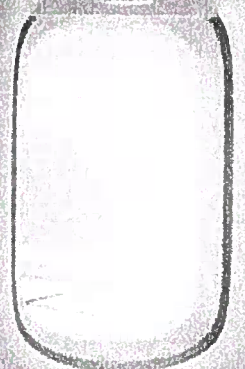
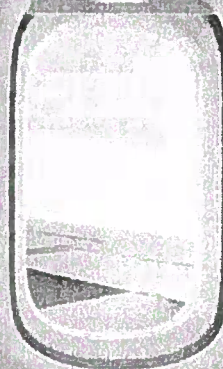
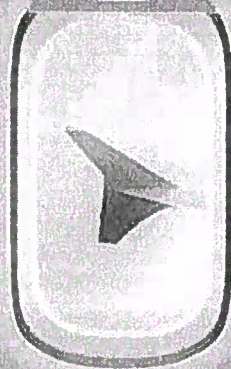
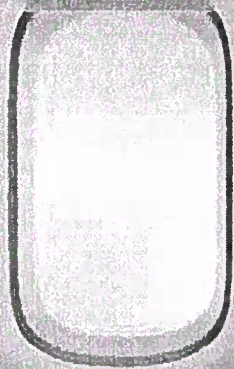
*Careers | Privacy policy and legal notices*





# EF Educational Tours

## GLOBAL TRAVEL PROTECTION PLAN



TRAVEL BENEFIT GUIDE



## How to file a claim

### Cancellations:

- 1) Contact EF to cancel your trip
- 2) Once you have cancelled with EF, fill out a claim form, which can be found at:  
[www.ahptravelcare.com/EFEducationalTours/](http://www.ahptravelcare.com/EFEducationalTours/)

### All other claims:

- 1) Submit completed claim form, which can be found at:  
[www.ahptravelcare.com/EFEducationalTours/](http://www.ahptravelcare.com/EFEducationalTours/)
- 2) Include the following:
  - Detailed bills for services received
  - Receipts for payments made
  - Any other supporting medical documentation pertinent to the claim

### Completed claim forms can be submitted via mail, fax, or email to:

Seven Corners, Inc.  
Attn. Claims  
PO Box 211379  
Eagan, MN 55121  
Fax: 317-575-2256

Email: [tourclaims@sevencorners.com](mailto:tourclaims@sevencorners.com)

## Who to contact

- If you would like to obtain additional information regarding the features and pricing of each travel plan component, please visit [www.ahptravelcare.com/EFEducationalTours/](http://www.ahptravelcare.com/EFEducationalTours/) or contact Academic HealthPlans at [travelinsurance@ahpcare.com](mailto:travelinsurance@ahpcare.com) or call 877-974-7462 ext. 321
- For questions about claims that have already been filed, please contact Academic HealthPlans at [travelinsurance@ahpcare.com](mailto:travelinsurance@ahpcare.com) or 866-887-7148 or 317-582-2658
- For a medical emergency during your trip (24 hours) please call Seven Corners Assist at 800-690-6295 (toll free from the U.S.) or 00-800-7771-7777 (toll free from abroad); collect calls can also be made to 317-818-2808
- When calling or emailing, reference group plan: US1819361

## Important Information

*This advertisement contains highlights of the plan, which includes travel insurance coverages underwritten by United States Fire Insurance Company under form series T7000 et. al., T210 et. al. and TP-401 et. al. The Crum & Forster group of companies is rated A (Excellent) by AM Best 2020. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. The plan also contains non-insurance components provided by Seven Corners Assist and/or EF Tours. Coverages may vary and not all coverage is available in all jurisdictions. Insurance coverages are subject to the terms, limitations and exclusions in the plan, including an exclusion for pre-existing conditions. In most states, your travel retailer is not a licensed insurance producer/agent, and is not qualified or authorized to answer technical questions about the terms, benefits, exclusions, and conditions of the insurance offered or to evaluate the adequacy of your existing insurance coverage. Your travel retailer may be compensated for the purchase of a plan and may provide general information about the plan offered, including a description of the coverage and price. The purchase of travel insurance is not required in order to purchase any other product or service from your travel retailer. CA DOI toll free number: 800-927-4357. MD Insurance Administration: 800-492-6116 or 410-468-2340. The cost of your plan is for the entire plan, which consists of both insurance and non-insurance components. Individuals looking to obtain additional information regarding the features and pricing of each travel plan component, please contact Academic HealthPlans. [TravelInsurance@ahpcare.com](mailto:TravelInsurance@ahpcare.com); 877-974-7462 ext. 321; 16201 W. 95th Street Suite 210, Lenexa, KS 66219; CA Agent Licence Number - 0B88782.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/26/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> MARSH USA, INC. 99 HIGH STREET BOSTON, MA 02110 Attn: Boston.certrequest@Marsh.com   212-948-4377	<b>CONTACT NAME:</b> _____ <b>PHONE (A/C No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Liberty Mutual Fire Ins Co</td> <td>23035</td> </tr> <tr> <td>INSURER B : If P&amp;C Insurance Ltd.</td> <td></td> </tr> <tr> <td>INSURER C : XL Insurance Company SE</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Liberty Mutual Fire Ins Co	23035	INSURER B : If P&C Insurance Ltd.		INSURER C : XL Insurance Company SE		INSURER D :		INSURER E :		INSURER F :
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<b>INSURED</b> EF Education First International, AG Haldenstrasse 4 6006 Lucerne SWITZERLAND															

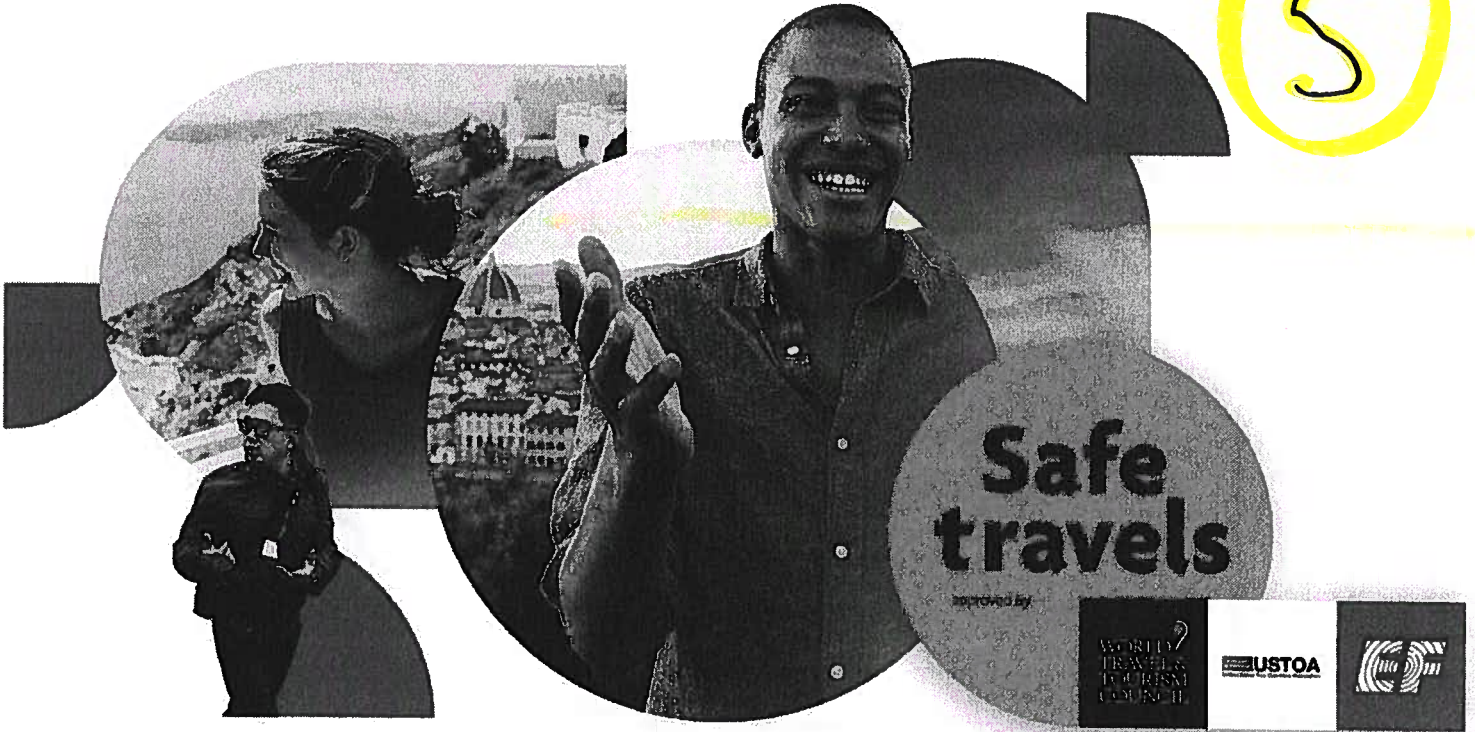
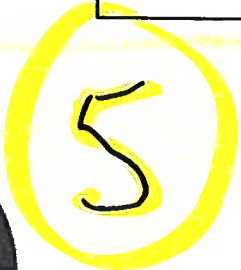
**COVERAGES**                      **CERTIFICATE NUMBER:** NYC-011264393-01                      **REVISION NUMBER:** 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR SIR: \$1,250,000  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____			EB2-691-544157-071	10/01/2021	10/01/2022	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			LP0000048395	10/01/2021	10/01/2022	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	1st Excess Layer			MA619821	10/01/2021	10/01/2022	Occurrence / General Aggregate 25,000,000
B	2nd Excess Layer			MA629821	10/01/2021	10/01/2022	Occurrence / General Aggregate 25,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Evidence of coverage

<b>CERTIFICATE HOLDER</b> EF Education First International, AG Haldenstrasse 4 6006 Lucerne SWITZERLAND	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>Marsh USA Inc.</i>
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### Traveling together, safely

With tours beginning to run in a variety of destinations, your students' health and well-being continues to be our top priority. We are taking the necessary steps to help keep EF groups as safe as possible, and our thoughtful approach to travel means you can once again explore the world with confidence.

We're proud to have earned the World Travel & Tourism Council's Safe Travels stamp—the world's first-ever global safety and hygiene stamp for Travel & Tourism, designed specifically to address COVID-19 and similar outbreaks.

**TC** Additionally, we received a TOURCARE stamp from the United States Tour Operators Association, an international travel and tourism association and fellow recipient of the Safe Travels stamp. This TOURCARE stamp further recognizes the proactive measures we're taking to protect the well-being of our travelers.

**We're covering:**

- 1. EF COVID Care Promise
- 2. Pre-tour preparation
- 3. On-tour safety
- 4. How we're looking ahead

¿Prefieres leer en español? Visite nuestra página de salud y seguridad.



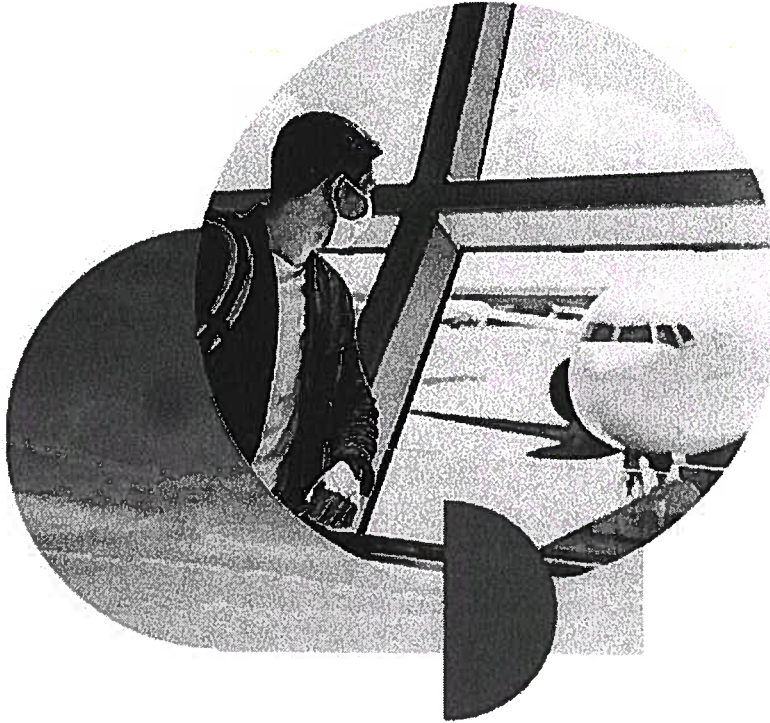
# EF COVID Care Promise

Provided to all groups departing through Sept 30, 2022



## Vaccines

Some countries, suppliers and/or airlines may require proof of vaccination. Our offices around the world are continuing to monitor destination-specific information, and we will provide guidance on what may be required in order to travel closer to a group's departure date, since regulations are changing so rapidly.



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# Your on-tour experience

We do everything we can to maintain the integrity of our tour experiences, and our travelers' safety comes first. If we need to adjust an itinerary to, say, avoid a crowded location at a peak time or follow local health and safety guidance, we're able to do so quickly and easily. Our on-the-ground presence in the areas where we travel means we're continuously working with our local partners, such as special sites and restaurants, to provide as safe an experience as possible.



## Global partnerships

We have strong, long-established relationships with some of the largest airline, hotel, and transportation companies, global governmental agencies, and health organizations. These partnerships, along with our leadership roles in major industry organizations, mean that we are actively shaping new worldwide health and safety standards.



## Illness on tour

If a traveler is diagnosed with COVID-19 while on tour, the traveler diagnosed with COVID-19 will be required to isolate based on the guidance of the destination they are in. The remainder of the tour group will be required to quarantine on tour and adhere to testing guidelines for COVID-19, in accordance with local guidelines. As a reminder, EF's exclusive COVID Care Promise is provided to all groups to offer support in this instance.



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## Looking ahead

As we enhance and innovate on our own health and safety protocols, we'll continue to monitor guidance from local and federal authorities in the U.S. and internationally. We will incorporate new procedures where appropriate as part of the comprehensive safety measures that are standard on every EF tour.



# COVID-19 Safe Traveler Agreement

**Action Required:** You must read and agree to the following terms by signing the bottom of this document by 72 hours prior to your flight departure. These terms will be updated to align with the latest CDC, WHO, state, and federal government requirements regarding travel, and the most up-to-date version will be available for signature in your traveler account 30 days prior to departure. We are here to explore your options if you cannot meet these terms for any reason.

## Preparing for departure

To promote the health and safety of all group members on tour during the COVID-19 pandemic, I agree to review the following information and commit to the following measures and requirements in advance of my departure.

### COVID-19 Risks

Travel during the COVID-19 pandemic involves certain inherent risks related to the chance of being exposed to and/or contracting COVID-19. I understand and acknowledge that it is not possible to eliminate all such risks related to COVID-19 during travel on my Tour Program. I will speak directly to my own physician with questions pertaining to my individual health and regarding travel at this time.

### Pre-Departure COVID-19 Testing

I will take a mandatory **COVID-19 antigen or PCR test** and receive a negative result from a test taken within 72 hours of departure. I will carry my test results with me at all times through the duration of the Tour Program, as proof of my negative test results when or if required. I will not be awaiting the results of any other COVID-19 tests at the time of departure. I understand that the destinations I am visiting on my Tour Program may have more stringent testing and timeline requirements. EF will notify travelers in writing if any additional testing measures are necessary for their specific destination.

### COVID-19 Vaccination

I agree that I will be fully vaccinated as currently defined by the U.S. Centers for Disease Control and Prevention ("CDC") by the time of my tour departure. A person is currently considered fully vaccinated by the CDC 2 weeks after completion of a two-dose Moderna or Pfizer vaccine series or one dose of the Johnson & Johnson vaccine. I acknowledge that this definition may change and agree to comply with any revisions to this definition made by the CDC.

I also acknowledge that destinations may have different or additional requirements related to vaccination against or testing for COVID-19 and that these may change at any time. This includes destinations that are increasingly requiring proof of an additional booster shot(s) taken within a specified period prior to departure (e.g., 3-6 months) as a condition of entry into the country/region.

I agree to monitor the requirements and guidance of the CDC and those for all locations on my tour itinerary and will ensure that I am able to meet and provide proof of any such requirements.

I understand that even in destinations where proof of a COVID-19 vaccination is not currently an express requirement for entry, the rapidly evolving restrictions and requirements for non-vaccinated travelers (which include a negative test result within 24 hours of departing for the U.S. and a seven-day, mandatory quarantine upon reentry regardless of test result) currently make it impracticable for our tours to operate without fully vaccinated tour groups.

### COVID-19 Exposure

I agree to take all reasonable efforts to minimize my exposure to COVID-19 for the 10 days prior to my tour departure. If I am made aware that I have been in close contact (currently defined as within 6 feet for a total of 15 minutes over a 24-hour period) with a person diagnosed with COVID-19, I agree to comply with the applicable CDC quarantine guidelines, which currently: (i) requires a home quarantine and prohibits all travel for the first 5 days following exposure; (ii) recommends avoiding non-essential travel for an additional 5 days (days 6-10 following exposure); and (iii), if travel is necessary and you remain asymptomatic after 5 days of quarantine, recommends a test at day 5 and if the test result is negative to mask around others at all times until the 10th day following the initial exposure.

### COVID-19 Positive Test Result and/or Recovery

If I have tested positive for COVID-19 within a 90-day period prior to departure, I have met all CDC requirements and recommendations for leaving isolation prior to my tour departure, which currently includes requirements: (i) to remain in at home isolation for a minimum 5 days following the positive test result; (ii) to remain in at home isolation beyond 5 days in the event I continue to have a fever; and (iii) to wear a mask around others at all times until the 10th day following my positive test result.

Continued on page 2 →

# Agreement

I will immediately contact EF Educational Tours in the event any information included in this certification changes between now and my return home from my Tour Program.

- By checking this box and submitting this form, I (or parent or legal guardian if enrollee is under 18 or a minor under any other applicable law) certify that the information I have provided is true and accurate to the best of my knowledge and acknowledge my responsibility to immediately inform EF Educational Tours of any changes to these certifications. I understand and acknowledge that if I am unable to comply with these certifications due to health considerations, I must contact EF Educational Tours prior to departure to understand my options. I understand that if I have purchased the Global Travel Protection Plan and want to pursue a claim, I should follow the instructions provided by the claims administrator, Seven Corners, on how to file a claim in order to have them determine if I am eligible for cancellation benefits. I understand that some countries, suppliers and/or airlines may impose additional requirements in order to travel and that while EF will make best efforts to inform me in writing about any requirements, it is my responsibility to ensure I have the most up to date information to travel.

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Signature

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Date

SAMPLE



EDUCATIONAL  
TOURS



# International Travel Program Proposal

Lyons Township High School South / Mr. Sean Sweany



Rome and Athens - Spring 2023

[eftours.com/RAA](http://eftours.com/RAA)

# Safety

**Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.**

**\*For specific information on EF's response to COVID-19, visit [eftours.com/covid](https://www.eftours.com/covid)**

## **Worldwide presence**

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

## **24/7 emergency support**

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

# Protection for travelers, schools, and districts

**We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.**

## **General liability insurance**

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **\$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

## **Flexibility to change tours**

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

### ***Peace of Mind***

#### ***Provided to all groups***

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

### ***COVID Peace of Mind***

#### ***Provided to groups departing before October 1, 2022***

In addition to our standard Peace of Mind Program, EF provides an exclusive COVID-19 Peace of Mind Program to account for situations related to the COVID-19 pandemic. This program is automatically included for all travelers and can be enacted up to 45 days prior to departure at the group level, while specific options can be implemented at the individual level.

### ***COVID Care Promise***

#### ***Provided to all groups***

# Affordability

**We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travelers multiple resources for managing payments.**

**Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.**

## Resources for managing cost and payments

***Automatic Payment Plan*** – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travelers can enroll for only \$95, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

***Donation pages*** – Each student has access to their own unique and customizable donation page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

***Global Citizen Scholarship Fund*** – EF Educational Tours provides \$100,000 worth of scholarships to students across the country every year. Any student is able to apply for the Global Citizen Scholarship, which is awarded on both a merit and need basis.

***Risk-free enrollment period*** – For tours with a scheduled departure date between October 1, 2022 and September 30, 2023, new travelers who enroll no later than April 1, 2022 can cancel for any reason prior to May 1, 2022 for a full refund of 100% of the money paid to EF.

# Educational value

**“I am now more confident than ever in the safety and experiences of my students after working with EF on this trip. As a leader, I am committed to ensuring a global mindset throughout my district and student/teacher travel.”**

**Angela M., Administrator, Brunswick, ME**

**“I advocate for travel because the world is vast and diverse. If we want to truly understand our neighbors in other states or countries, we must reach out and meet them where they live. Travel provides a glimpse into another world that our students may have Googled or watched on a device, but living it with the smells, food, smiles, and various challenges teaches flexibility, tolerance, understanding, and empathy.”**

**- Chuck C., Group Leader, Central, SC**

#### **From a single tour to a whole program**

A single tour can open up endless possibilities for a small group of students. Our goal at EF is to bring that experience to as many students as possible, including the broadest collection of students at your school. By progressing from a single tour to a consistent travel program, you'll not only build a culture of exploration, but you'll provide the opportunity of travel to even more students. We can work directly with you and your staff to establish a framework for your travel program that's tailored specifically to your school's needs and goals.

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
OVERNIGHT TRAVEL REQUEST**

All requests for student travel that include overnight lodging must be submitted for approval to the Superintendent using this form. Please complete your Travel Request with the assistance of your Division Chair or the Director of Student Activities. Your request requires the signatures of all administrative staff members listed below. All requests must be submitted to the Superintendent's office no later than **one month prior** to the next scheduled Board Meeting, unless travel is for unforeseen advancement in a state competition. All District policies and regulations governing student behavior remain in full effect for the duration of the overnight trip, and sponsors and chaperones are expected to fully enforce all applicable rules.

1. Group submitting request: French Exchange
2. Sponsor's name(s) submitting request: Liz Martinez
3. Destination(s) of trip: Paris and Normandy, France
4. Number of students participating: ~20
5. Dates of requested travel: 3/22/23-3/31/23
6. Is this an IHSA or ILMEA event? Yes  No
7. Will students miss more than one school day? Yes  No  If Yes, how many days? 3

Overnight Travel Request Funding Summary		
Funding from LTHS adopted budget	\$ 0.00	
Additional School Board funding request	\$ 0.00	
Total cost to LTHS	\$ 0.00	(\$ 81,900 total)
Club Fundraising/Participant funding	\$ 4,095.00	
<b>TOTAL COST OF OVERNIGHT TRAVEL</b>		<b>(\$ 4,095.00 per person)</b>

**APPROVALS**

- Yes  No  [Signature] \_\_\_\_\_ Date 4/5/22  
 Division Chair or Activities Director
- Yes  No  [Signature] \_\_\_\_\_ Date 4/5/22  
 Associate Principal
- Yes  No  [Signature] \_\_\_\_\_ Date 4/15/22  
 Principal
- Yes  No  [Signature] \_\_\_\_\_ Date 4/6/22  
 Director of Business Services
- Yes  No  \_\_\_\_\_ Date \_\_\_\_\_  
 Superintendent

**For Office Use Only:**

Please send completed copies to all individuals listed on this page, the Business Office, and the person requesting the trip.

## COST DETAIL

If you are seeking LTHS Board of Education funding, please indicate which level by checking one of the boxes below.

- Funding Level I: In-State sanctioned competitions or National competitions subsequent to advancement at the state level**

The Board of Education will fund lodging, transportation, registration, and meals.

\*All chaperone costs will be covered, including meals (with itemized receipts).

- Funding Level II: Invitational competition**

The Board of Education will fund lodging and registration.

\*All chaperone costs will be covered, including meals (with itemized receipts).

- Funding Level III: All other overnight trips**

The Board of Education will not fund any expenses, including chaperone costs. All costs must be funded by the group and/or paid for by the travelers.

Cost to LTHS						
Level Requested	Registration	Lodging	Transportation	Meals (\$25/day)	Other costs	Total
Level I						\$ 0.00
Level II						\$ 0.00
Cost to School Group and/or Participants/Family						
Level Requested	Registration	Lodging	Transportation	Meals (\$25/day)	Other costs	Total
Level II						\$ 0.00
Level III	\$ 4,095.00					\$ 4,095.00

<b>Total Cost of Level II trip</b>	<b>\$ 0.00</b>
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Individual Cost per Traveler						
Traveler	Registration	Lodging	Transportation	Meals (\$25/day)	Other costs	Total
Student	\$ 4,095.00					\$ 4,095.00
Chaperone						\$ 0.00
<b>Per student total cost, per travel agent (Level III only)</b>						

Overnight Travel Request Funding Summary						
Board account number(s)						
Student Activity account number(s)						
<b>Funding from LTHS adopted budget</b>						
<b>Additional School Board funding request</b>						
<b>Total cost to LTHS</b>					<b>\$ 0.00</b>	
<b>Student Activity Account funding</b>						
<b>Participant funding</b>			<b>\$ 4,095.00</b>			
<b>Club Fundraising/Participant funding</b>					<b>\$ 4,095.00</b>	
<b>TOTAL COST OF OVERNIGHT TRAVEL</b> 211						<b>\$ 4,095.00</b>

List the adult chaperones:

Liz Martinez

Peter Geddeis\*

Kelly Dostal

Paula Nardi\*

Bill Allan\*

\*potential 2nd or 3rd leader

If you plan to use funds from Student Activity Accounts, how will these funds be used?

We will apply for a PTC grant to offer scholarships to students who qualify academically and financially but there is no guarantee of these funds. If received, we would apply them to the individual student(s)' total trip costs.

Has your group or any partnering parent organization completed any fundraising for this trip? n/a

If yes, please explain: This may be an option for the group and if completed the funds would be used towards museum entry costs and metro (subway) ticket costs.

COST OF TRIP MAY DECREASE - depends on the number of students who enroll. See attached pages for details

### **TRIP RATIONALE**

1. Please explain in detail the purpose of the trip: The purpose of this trip is for students to be immersed in the French culture and language via travel and a homestay in France. Students will visit famous monuments and museums they have discussed in class as well as spend five days living with a French family. Additionally, students may elect to host a student from France, Quebec, or Martinique to continue their experience in the United States. This will be on an independent basis, with some foreign students visiting in the spring and others in the summer months. As such, exchange students may not be present at LT during this time; however, if they are, we would invite them to also interact with our French students in individual classes.

2. Would you describe this trip as a competition or an educational opportunity? Please explain:

This is an educational opportunity. Students will be placed in homestay families in the Normandy region, ensuring a true and full immersion experience. They will live daily life as a French student in a family with other children their age. They will attend French schools with their host family students and need to speak French the entire time during their homestay experience. When in Paris, they will be able to learn more about French culture, art, and history as they visit key places such as the Louvre, the Catacombs, Conciergerie, etc. Their host families may also take them to important places in Normandy.

3. Has LT sent students on this trip before? Is it an annual trip? Please provide any history or background regarding this particular trip: Yes and no. Prior to 2020 we had an exchange to France every other school year. We were going to take this trip in 2020 with a homestay further out in a different city. Due to the current climate I have chosen to keep students nearer to Paris should the need arise to leave or change any plans. Additionally we have never before not had a true exchange with French students staying in LT homes for two weeks. This is the first trip we would have only homestays - something chosen by students on a survey this spring.

4. How were students selected for this trip and how will their experience benefit the school? All junior and senior students (required level of proficiency needed per the program requirements) are able to join this trip pending their application and teacher recommendations. The travel organization, Language and Friendship, facilitates this process to ensure students are prepared for the expectations of rigorous foreign travel and the cultural capital required for interacting with a new French family. If LT families are able to host French students, this will broaden the perspectives of all LT French students.

5. What grade are the student participants currently in? 10-11 for 21-22 school year; 11-12 for trip

6. Describe the itinerary. If it is easier to attach an itinerary, please do so. Please also attach any forms, publicity materials, or other resources explaining the trip: Attached you will find cost, itinerary, and insurance info. I have highlighted the more pertinent areas regarding trip changes, cancellations, and insurance.

Additionally I will highlight the punitive cancellation policy. If at any time a student proves unable to travel for behavioral or academic reasons, LT has the right to remove them from the trip via Language and Friendship, who will completely support and facilitate that process.

Finally, students will need to be vaccinated in order to be placed in a host family and thus to travel on this trip.

7. Has a travel agent or tour company been used? Yes  No

If Yes, attach all contact information and proof of insurance coverage provided by the company.

8. Please submit a comprehensive list of all students who will participate.



**PROPOSAL**

**Program:** 2023 F/Lyons Spring France  
10 Days ~ Paris & Family Stay  
**Date:** 3/23/2022

**Organizer:** Elizabeth Martinez, Lyons Township High School

Please review this information (all pages) carefully and let me know if you have any questions at all.

- THIS PAGE (2): Basic itinerary, traveler inclusions, exclusions, and estimated price
- PAGE 3: Leader inclusions, group allowances, site/activity allotment + definitions
- PAGE 4/5: Daily itinerary description with questions/comments in red - reply by e-mail to any items listed here + NEXT STEPS.
- PAGE 6: Important dates, L&F Discounts, and Resources
- PAGE 7: L&F Eligibility, Health, and Program Expectations
- PAGE 8: L&F Insurance and Travel Safety Information
- PAGE 9: L&F Payment Policy, Sample Payment Schedule, Cancellation Policy and Cancellation Schedule
- PAGE 10/11: L&F Value Statement

**BASIC ITINERARY - 10 DAYS**

<b>Day 1</b>	22-Mar Wed	Depart Chicago for Paris
<b>Day 2</b>	23-Mar Thu	Paris
<b>Day 3</b>	24-Mar Fri	Paris
<b>Day 4</b>	25-Mar Sat	Paris ~ Family Stay Community
<b>Day 5</b>	26-Mar Sun	Family Stay
<b>Day 6</b>	27-Mar Mon	Family Stay
<b>Day 7</b>	28-Mar Tue	Family Stay
<b>Day 8</b>	29-Mar Wed	Family Stay
<b>Day 9</b>	30-Mar Thu	Family Stay ~ Paris
<b>Day 10</b>	31-Mar Fri	Return to Chicago

**TRAVELER INCLUSIONS**

- Roundtrip airfare including taxes
- Airport transfer on days 2, 10
- Meet & Assist on day 2
- 3 nights hotel accommodations - centrally located, students 3-4 to a room, and continental breakfast
- 5 nights family-stay arrangements organized by local L&F family-stay coordinator (family meals included)
- Train/TGV on days 4, 9
- 3 pre-arranged dinners
- Local bilingual guide while in Paris
- Metro Allowance for Paris
- Entrance fee allowance (for sites, museums, activities as planned by group)
- Travel medical insurance
- Extensive student and leader preparatory materials

**ESTIMATED PRICE**

- \$4045 based on 17-20 students with 2 leaders
- \$4095 based on 21-25 students with 3 leaders
- \$3945 based on 26-30 students with 3 leaders

**Important!** Final program price will be determined by number of participants and inclusions requested by group. Prices are based on projected airfares and exchange rates and are subject to change due to circumstances beyond the control of Language & Friendship, Inc.

**EXCLUSIONS**

- Passport or other document costs
- Meals not indicated as included
- Spending money: about \$40/day suggested; less during family stay
- Baggage fees (currently one checked bag is free for overseas travel)
- Any additional costs incurred to fulfill requirements set by the US or destination-country health or government officials regarding COVID -19 testing, documentation, and/or immunization

# Travel & Family Stay Program to France

## Lyons Township HS ~ Spring 2023



(as of 3/23/2022)

### **DETAILED ITINERARY: 10 Days ~ Paris & Family Stay**

#### **Day 1 22-Mar Wed Depart Chicago for Paris**

*Depart Chicago O'Hare for Paris; dinner & breakfast on transatlantic flight*

#### **Day 2 23-Mar Thu Paris**

*Arrive in Paris CDG airport; private transfer to hotel. Begin Paris visits on the Île de la Cité : Sainte-Chapelle, Conciergerie. Visit the Catacombes. Explore le Quartier Latin. Group prearranged dinner.*

#### **Day 3 24-Mar Fri Paris**

*Visit la Rive Droite: Musée du Louvre, Jardin des Tuileries, Place de la Concorde, Montmartre (Sacré-Coeur & Place du Tertre), Arc de Triomphe, Champs-Élysées. Group prearranged dinner.*

#### **Day 4 25-Mar Sat Paris ~ Family Stay Community**

*Visit la Rive Gauche including the Musée d'Orsay. Afternoon train or bus to family stay community. Meet host families and begin family stay. Students are placed one per family for maximum immersion.*

*Family Stay in Normandy - exact community to be confirmed by availability of local coordinator*

#### **Day 5 26-Mar Sun Family Stay**

*This is your time to be immersed in "la vie française," sharing the daily life of your host family*

#### **Day 6 27-Mar Mon Family Stay**

#### **Day 7 28-Mar Tue Family Stay**

#### **Day 8 29-Mar Wed Family Stay**

#### **Day 9 30-Mar Thu Family Stay ~ Paris**

*"Au revoir" to host families. Travel back to Paris by bus or train. Enjoy final Paris visits including la Tour Eiffel and river boat cruise. Evening prearranged group dinner.*

#### **Day 10 31-Mar Fri Return to Chicago**

*Private transfer to Paris CDG airport; return flight; lunch and snack in flight*

### **OTHER QUESTIONS/COMMENTS**

*Family Stay Community to be confirmed based on availability of coordinator.*

*I'll look forward to hearing back from you with any questions or comments!*

Payment/Cancellation Info will be in the Program Enrollment Booklet and in L&F online accounts.

## Payment Policy

### Initial Payment (with online enrollment)

- Payment is required for enrollment to be processed.
- Fundraising may not be used for the initial payment.
- Participants applying after the group's enrollment deadline are required to submit the amount of all payments to date + late enrollment fee (see below)\*.

### Payment Methods

- By credit card or debit card:
  - ✓ online payment when logged in to your Language & Friendship account online
  - ✓ option to authorize recurring payments
- By check, cashier's check, or money order:
  - ✓ payable to Language & Friendship
  - ✓ school/group name + student name in memo line
  - ✓ mail directly to Language & Friendship office
  - ✓ allow up to 10 days for checks to be processed
- More frequent smaller payments or fewer larger payments are fine as long as the minimum amount due by each date is maintained.

### Fees

- Late payments and late/incomplete materials incur a \$40 fee and may jeopardize a student's participation in the program
- Travelers more than 10 days behind on payments will be cancelled from the program. See Reinstatement note to right.
- Enrollment after group deadline\*: \$40 + all payments to date + possible additional airfare

### Final Program Price / Final Payment

- Final program price is based on actual number of travelers and inclusions requested by group.
- Any adjustments will be indicated in a final billing sent approximately 3 weeks before final due date.
- Any earned discount will be credited when the final payment is due.

### Note

- Mark your calendar with the payment dates.
- Groups of fewer than 10 may require instant airline ticket purchase resulting in a modified pay schedule.

### SAMPLE PAYMENT SCHEDULE:

Due as of:

Application Submission:	\$400
Sep 30	\$400
Nov 5	\$1098
Dec 11	\$1098
Jan 16	\$1098

Total of scheduled payments reflects the projected program price.

**\$4045** based on 17-20 students with 2 leaders

**\$4095** based on 21-25 students with 3 leaders

**\$3945** based on 26-30 students with 3 leaders

Payments after the enrollment deadline are scheduled evenly with the final payment due 65 days before departure. 216

## Cancellation Policy

- The participant/parent must send written notice of cancellation directly to Language & Friendship via e-mail or fax.
- Language & Friendship reserves the right to cancel a student's participation should there be academic, behavioral or medical issues, including failure to abide by Program Expectations. Cancellation fees apply.
- Cancellation fees apply to anyone forced to cancel due to lack of documentation (e.g. passport, visa, etc.).
- Refunds are processed within 30 days and made in the form of a check written to the person/s making payments on the account.
- Groups of fewer than 10 may require instant airline ticket purchase resulting in a modified cancellation schedule.
- Reinstatement after cancellation incurs a \$40 fee + all payments to date + possible additional airfare. Reinstatement cannot be confirmed until flight and land arrangements are secured.
- For cancellations related to L&F's Limited Travel Advisory Policy, refunds may take longer as extra time is needed to make the contacts necessary to determine how much can be recovered.
- Administrative costs are incurred from the beginning of the process for the time-intensive planning, preparation and reservation of inclusions in a linguistic and cultural immersion program. In addition, suppliers require non-refundable deposits in order to secure rates. For these reasons, the cancellation fee schedule is in place. (See Value Statement for more details.)

### CANCELLATION SCHEDULE:

Dates	Cancel Fee
Before Oct 1	\$100*
Oct 1 - Nov 7	\$300**
Nov 8 - Dec 7	15% of program price
Dec 8 - Jan 16	40% of program price
Jan 17 - Feb 14	60% of program price
After Feb 14	100% of program price

\*Non-refundable registration fee

\*\*Non-refundable registration fee + application processing fee + program planning fee

The dates above correspond to the number of days prior to departure when additional administrative and program costs are incurred.

See Value Statement on the following pages for more information.

## Travel Documents

Travelers are responsible for having valid travel documents for the destination country.

**U.S. Citizens:** Passport [www.travel.state.gov/passport](http://www.travel.state.gov/passport) Passports must be valid 6 months beyond travel dates.

**Non U.S. Citizens:** must have a valid passport or travel document and may need one or both of the following:

- visa/s for entry into the destination country/s: You must contact the consulate/s directly for information
- U.S. re-entry permit: You must contact U.S. Citizenship & Immigration Services [www.uscis.gov](http://www.uscis.gov)

## Travel/Medical Insurance ✳

## Travel Safety

As a Language & Friendship participant, you will be automatically enrolled in 2 insurance plans:

### 1) CORE™ Travel Medical Insurance

Medical Expense	\$50,000
Emergency Medical Evacuation & Repatriation	\$1,000,000
Cancellation Benefit*	\$1000
Security Evacuation	\$10,000
Medical & Security Assistance by Zurich Travel Assist	

A link to the description of these and other benefits, as well as limitations and exclusions, is available after you complete Part I of your online application on L&F's website.

\*Covid-19 is not covered.

CORE Coverage Notes:

- The Cancellation Benefit applies for an injury or medical condition requiring treatment that prevents travel, or for death, of the traveler or a family member. It takes effect once program cost is paid in full.
- Upgrade Choices: Approximately 3 months prior to your departure you will be able to log in to your Core™ account and, if you wish, purchase upgrades online up until the day before you leave for your international journey.
  - > Upgrade to a plan with higher benefit limits. (Covid-19 included for Medical Expense and Emergency Medevac)
  - > Purchase additional trip cancellation coverage (for cancellation due to injury, medical condition, or death of traveler or family member; Covid-19 not included)
  - > Add baggage and personal effects coverage.
  - > Add extensions of coverage. (Extensions allow you to be covered for travel immediately after your L&F program.)

### 2) STARR Trip Insurance

Trip Cancellation	\$2,000
For injury, sickness, death of you or a family member; being quarantined; theft of passport/visa; terrorist attack in city on itinerary	
Trip Delay	\$2,000
For a Common Carrier delay of 12 or more hours caused by inclement weather or equipment failure, or delay due to unannounced strike or natural disaster. Covers unused non-refundable expenses prepaid for trip; up to \$150 per day for meals, lodging; additional cost to join your trip	
Trip Interruption	\$2,000
If your program is interrupted while you are on it by being quarantined, by theft of passport/visa; by strike of Common Carrier service for 48 hours.	

Sharing the belief that it is essential to proceed thoughtfully as we organize our programs, Language & Friendship regularly monitors the website of the U.S. Department of State, which issues information regarding travel abroad, as well as the websites of the Centers for Disease Control and the World Health Organization.

In addition, we are in frequent communication with our extensive network of teachers and other contacts overseas who inform us of each region's political and general climate firsthand.

Websites for further information:

- <https://travel.state.gov>
- <https://www.cdc.gov/>
- <https://www.who.int/>

## Limited Travel Advisory Protection

Language & Friendship provides the following limited protection for all L&F travelers:

If an official U.S. Department of State Travel Advisory Level 3 or Level 4 for the destination country is issued or in effect within 90 days of departure, L&F will work with local teachers and partners abroad to assess local conditions and determine the potential effects on the group. L&F reserves the right to proceed or to cancel a program based on its assessment.

If L&F cancels a program due to a Level 3 or Level 4 Advisory, refunds to travelers will be determined by amounts refunded to L&F by airlines, hotels, and other suppliers, less administrative costs. While it is not possible to predetermine an exact refund amount, L&F pledges to make every reasonable effort to maximize the refund to pass along to participants.

**NOTE:** Travelers may want to consider purchasing additional insurance to cover cancellation for reasons not covered in the two insurance plans included above, such as CFAR (Cancel For Any Reason). This type of insurance is available only on an individual basis and normally has to be purchased within 14-15 days of enrollment in a trip. The following website, and others, offer options: <https://www.insuremytrip.com/travel-insurance-plans-coverages/coronavirus-travel-insurance/>

\* details further in this packet

## **Travel Insurance & Safety:**

### **QUESTIONS & ANSWERS on INSURANCE**

**What Liability Insurance is provided by L&F for the school and for the teachers leading the program?**

Language & Friendship's Foreign Liability and Commercial General Liability policies cover all teachers, leaders and coordinators designated and approved by Language & Friendship (see following Certificate of Liability Insurance).

Language & Friendship is glad to provide a Certificate of Insurance indicating a school district as a Certificate Holder, thereby verifying that Language & Friendship has comprehensive insurance coverage.

L&F works with teachers from 70 to 80 school districts each year. We are told that school administrations indicate to teachers that they support and approve the offering of programs abroad but do not necessarily officially sponsor them.

Note: Teachers offer Language & Friendship program opportunities to their students, but

- a) the agreement for participation is signed by the parent (or legal guardian) as a contract with Language & Friendship.
- b) payments for the program are made to Language & Friendship (monies do not go through school funds unless students choose to use fundraising monies for part of their payment).

The Student Application includes a Release and Agreements signed by parents (see following sample Release and Agreements). The release states that the parents release teachers, leaders and schools from any and all responsibility for any claims. The parent signature acknowledges that it is a contract with Language & Friendship, Inc., and not with a school or government entity.

The release also releases L&F from claims. This is similar to a school district requiring parents to sign a release for field trips. The reality is that signatures don't necessarily protect against claims, but the fact is that the parents sign a contract with Language & Friendship, not with the school, so Language & Friendship is the entity that is legally liable.

**What insurance is provided by L&F for students?**

L&F does not provide liability coverage for students. Students are normally covered under their parents' homeowner's insurance policy in case of damages.

L&F provides travel medical insurance coverage for all participants – students and leaders. See details following.

**Does L&F's Workmen's Comp Insurance cover teachers leading an L&F trip?**

L&F's Workmen's Comp Insurance covers only L&F employees. Teachers are not L&F employees and receive no remuneration (other than a stipend to help with meal and phone expenses while abroad).



*Two Appletree Square Suite C30  
8011 34<sup>th</sup> Avenue South  
Bloomington, Minnesota 55425*

*phone 952-841-9898  
toll-free 1-888-927-0120  
fax 952-841-9919  
info@languageandfriendship.com*

*www.languageandfriendship.com*

## Language & Friendship Insurance Comparison Summary

	<b>CORE</b>	<b>STARR</b>
Insurer	Zurich American Insurance Company	Starr Insurance Company
Policy #	GPT 4850901	LTG273792
Travel Assistance provided by	Zurich Travel Assistance (24-hour emergency assistance) U.S. & Canada Toll-Free: +1-800-263-0261 Worldwide Collect: +1-416-977-0277 E-mail: info@wtp.ca Fax: +1-416-205-4622	N/A
General coverage area	Medical Emergencies + Security Evacuation	Medical + Broader range, including quarantine, COVID-19, weather, natural disaster, terrorism, some personal events - see FAQs for full list
<b>Before Travel</b>		
Additional coverage and/or trip extensions available	Yes, contact Core Travel Administrator at administrator@coretravelinsurance.com or 518-708-4192	N/A
Trip cancellation	Yes, up to \$1000, non-Covid-19 only Must be paid in full Applies to injury or medical condition requiring treatment that prevents travel, or death of traveler or family member	\$2000 (includes Covid-19 - see FAQs for full list)
<b>During Travel</b>		
Trip Delay	N/A	\$2,000
<b>During Program</b>		
Medical Expense	\$50,000 (includes COVID-19 hospitalization and care)	N/A
Emergency Medical Evacuation	\$1,000,000 (includes Covid-19 related)	N/A
Emergency Dental	\$1000 injury / \$250 pain alleviation	N/A
Accidental Death/Dismemberment	\$10,000	\$1,000
Return of Mortal Remains	\$1,000,000	N/A
Trip Delay	N/A	\$2,000
Emergency Reunion/ Trip Interruption/Curtailment	\$3,000 (non-Covid-19 related)	\$2,000
Security Evacuation	\$10,000	N/A
Quarantine	N/A	\$150/day, up to 14 days
<b>After Return</b>		
Continuation of Coverage Benefit	\$10,000	N/A
<b>Making a Claim</b>		
Claim forms	www.visit-aci.com or call ACI at (888) 293-9229	www.visit-aci.com or call ACI at (888) 293-9229
Report deadline	none	within 72 hours
Submit Claim deadline	within 90 days	within 20 days
Claims Administration provided by	Administrative Concepts, Inc. (ACI) PO Box 400 Collegeville, PA 19426 www.visit-aci.com Call: 888-293-9229 Fax: 610-293-9299 Email: aciclaims@acitpa.com	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/23/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Christensen Group 9855 West 78th Street, Ste 100  Eden Prairie MN 55344		<b>CONTACT NAME:</b> Matthew Razidlo <b>PHONE (A/C, No, Ext):</b> (952) 653-1000 <b>FAX (A/C, No):</b> (952) 653-1100 <b>E-MAIL ADDRESS:</b> mrazidlo@christensengroup.com	
<b>INSURED</b> Language & Friendship Inc TWO APPLE TREE SQUARE, STE 250 8011 34TH AVE SOUTH BLOOMINGTON MN 55425		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Continental Casualty Company NAIC # 20443 <b>INSURER B:</b> National Union Fire Insurance <b>INSURER C:</b> American Casualty Co of Reading PA 20427 <b>INSURER D:</b> ACE Fire Underwriters Insurance Co. 20702 <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 21-22 Liab

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			6011192714	11/22/2021	11/22/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:						GENERAL AGGREGATE \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b>						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> ANY AUTO						Bailee Dmstc Animal \$ 1,000
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per person) \$
	<input type="checkbox"/> AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB			BE019903607	11/22/2021	11/22/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$ 1,000,000
	DED	RETENTION \$					\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			6011192678	11/22/2021	11/22/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Professional Liability			EONMNF137522172	11/22/2021	11/22/2022	Aggregate 1,000,000 Each Claim 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVIDENCE OF INSURANCE

**CERTIFICATE HOLDER****CANCELLATION**

Evidence of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

This information will be in the Program Enrollment Booklet and also on the L&F website.

## Eligibility

Students applying for a Language & Friendship program must:

- ✓ complete 2 or more years of French study by the year of travel
- ✓ maintain good academic standing
- ✓ be in excellent health
- ✓ demonstrate excellent behavior
- ✓ conduct themselves in a mature manner, reflecting highly on themselves, their community, their country
- ✓ be committed to the group for the benefit and safety of all

Teacher/leaders may have additional requirements.

Important: Participation in this program is a privilege, not a right. Just as coaches (sports, debate, speech) select their teams, teacher/leaders for this program select students who meet and maintain expectations.

Eligibility criteria as well as Language & Friendship's Program Expectations must be followed in order to maintain eligibility.

## Health

The fast pace and strenuous nature of group travel requires high energy, flexibility and resourcefulness. Success depends on being physically, medically and mentally prepared to participate and adapt in another culture.

It is vital that accurate information be given regarding health and behavior and that no information be omitted or misrepresented. Complete information is absolutely essential for the safety and well-being of the individual student as well as for the group.

Language & Friendship may require a Physician's Report and/or an Educator/Counselor Report to determine eligibility and to make sure leaders and host families have essential information.

Students must be able to self-manage medications and health conditions. It is important that teacher/leaders not be expected to take on the responsibility of caring for students who may need more supervision/care than possible when responsible for a group.

## Program Expectations

1. I will respect my leader and the members of my group by being on time and participating in all planned activities, including **all pre-trip preparation meetings**. I will thoroughly read the Parent/Student Guidebook.
2. I will make my best effort to speak the country's language. I will show interest, be engaged and be helpful.
3. As outlined in the L&F Communication Expectations, I agree to consciously limit the use of electronic devices so that I can focus on the program, the country, and the people I am visiting.
4. I will be a **safe traveler**: I will keep my passport and money safe in a neck or waist pouch; never venture out alone; stay in a group of 3 or more; not be distracted by technology.
5. I will treat people I meet with respect and discretion, as I am a guest in their country.
6. I will abide by the curfews set by my leader and will remain in my assigned room. I will conduct myself in a manner to keep my general health strong.
7. I agree to act, speak, and dress appropriately, in a manner that is respectful of the culture I am visiting and in a manner that will not attract undue attention. I will not use inappropriate language and will not have inappropriate physical contact.
8. I will not engage in romantic/sexual involvement while abroad.
9. I will not harass or bully my peers or others I interact with during the program.
10. I will not participate in any actions that are illegal either in the U.S. or in the country I am visiting, such as consuming alcohol, using tobacco or other controlled substances, stealing, etc.
11. I will not have my body pierced or tattooed while abroad.
12. I will not drive any motorized vehicle, nor will I be a passenger on a two-wheeled motorized vehicle, while abroad. High-risk activities (climbing, hunting, riding in a private plane, etc.) require prior written permission of my parents.
13. I will be responsible for any loss or damage to any personal or public property and will pay damages. This includes damage to hotels, sites, etc.
14. I will be responsible for having a passport that is valid for my destination/s and any other documentation that is required. I understand that I am responsible for any expenses incurred in obtaining these documents or in replacing them if they are lost.
15. If I have any questions or concerns while abroad, I agree to always first contact my leader, instead of my parents.
16. I agree to abide by all my leader's rules and accept my leader's word as final.

## Consequences for not meeting expectations

### Prior to departure:

As indicated in L&F's cancellation policy and in the Release signed with the online application, Language & Friendship reserves the right to cancel a student's participation at any time should there be academic, behavioral, or medical issues. Cancellation fees apply.

### While abroad:

Consequences, which could be the result of behavior or undisclosed medical conditions revealed while abroad, will depend on the offense/situation and are subject to leader discretion. Action may include any or all of the following:

- Address concern directly with student (may include grounding as a disciplinary measure)
- Collect call home with both student and leader present to explain the issue
- Return home at parent expense
  - Parents will be required to cover any incurred expenses: student return flight; additional travel/hotel costs for student; any additional in-country travel/hotel costs for leader if travel is required to reach an available airport. Parent(s) must agree for child to fly home alone or to pay for unaccompanied minor service.

Note: Despite the complication, time, cost, and disappointment involved in sending a student home, it is considered a necessary consequence of broken rules or lack of disclosure in order to maintain the integrity of our program.

**TO:** School Administrators  
**FROM:** Jennifer Beattie-Cramer, Director



Thank you for taking time to consider the value of travel abroad as an integral part of foreign language education.

### **Why is travel essential to foreign language study?**

The opportunity to experience another culture and to become friends with people who speak another language is one of the most important ways to ensure that our young people will be prepared for their future.

President Obama has said, “We need to make sure our children are getting foreign languages because this world is becoming more interdependent and part of the process of America's continued leadership in the world is going to be our capacity to communicate across boundaries, across borders, and that's something frankly where we've fallen behind.”

We trust that the following information will illustrate the importance of providing language students with the opportunity to practice the language they're studying and experience the culture. Language & Friendship is committed to working together with teachers and schools to make this opportunity possible in a way that is highly educational for students and respectful of school policies.

*Two Appletree Square Suite C30  
8011 34<sup>th</sup> Avenue South  
Bloomington, Minnesota 55425*

*phone 952-841-9898  
toll-free 1-888-927-0120  
fax 952-841-9919  
info@languageandfriendship.com*

*www.languageandfriendship.com*

### **Performance opportunity beyond the classroom walls**

Students who participate in sports, debate and speech have the opportunity to compete against other teams; music and drama students have the opportunity to perform in front of a live audience. Where does the student of a foreign language have the opportunity to shine? Travel abroad, particularly when it is language-focused and includes a family stay, allows students to be completely immersed linguistically and culturally in a natural setting. They experience first-hand the family life, school life, history, geography and art of the country. This performance opportunity empowers students to succeed in our changing world as they return with a broader vision of themselves as global citizens.

### **The educational benefits of a language-focused travel program are many and valuable:**

- ✓ improves understanding of other cultures and points of view
- ✓ encourages seeing value in differences as well as in similarities
- ✓ creates a real-life opportunity to communicate in the language being studied
- ✓ increases knowledge of current events
- ✓ increases appreciation for history, the arts, music and literature
- ✓ creates international friendships
- ✓ cultivates the ability to deal with others in a positive and effective manner
- ✓ encourages self-reliance and promotes personal responsibility
- ✓ develops skills to deal with challenges in daily life
- ✓ contributes to the development of a positive self-concept, greater self-confidence
- ✓ provides an opportunity to budget money for a worthy goal
- ✓ enhances college applications in today's competitive environment
- ✓ expands career opportunities in a global economy

## **Why choose Language & Friendship?**

### **Working together to balance the interests of the school and the students**

Unlike many travel organizations which offer standard itineraries with set travel dates, Language & Friendship works very closely with teachers to plan travel dates that are the least disruptive to the school calendar. We understand the importance of school attendance. Planning a program over spring break minimizes the number of days out of school. Programs abroad can also be planned during summer vacation. However, higher airfare and land costs in the summer due to peak travel season, as well as the need for many students to work during this time, can make summer travel financially prohibitive. Travel over a break during the school year allows the language teacher, as well as the students, to bring back to the classroom current language and cultural trends to share with all language students.

### **Competitive prices and program quality**

Language & Friendship programs are recognized by teachers as quality educational programs with affordable prices. Indeed, one of our primary goals is to offer the best prices possible without compromising quality. Language & Friendship works hard to tailor a program to the needs of each group by offering choices and suggestions to make participation as feasible as possible for all students. L&F's Scholarship Fund provides financial aid to selected students who demonstrate financial need as well as a strong commitment and motivation for language study. Discounts are given to students who host a foreign student through L&F and to students who enroll as "early birds."

### **High standards**

The fact that your teachers are considering our program, realizing the amount of work and effort that goes into planning the experience and preparing their students, indicates very dedicated teachers, willing to give much personal time and money toward the education of their students. You can be very proud to have such teachers! There are many travel programs which offer simple tourist travel with American-type accommodations and guides and no significant opportunity to experience the culture and language first-hand and fully participate in it. Language & Friendship has high expectations of its leaders and participants, and, in turn, the educational benefits far outweigh those found in other types of programs.

### **Support for teachers**

Our goal is to support teachers by giving them tools to ensure a successful experience for each student. Language & Friendship provides:

- clear eligibility requirements
  - clear expectations for maintaining eligibility
  - parent release granting permission for teacher/leaders to discuss health, behavioral or academic issues with L&F
  - clear consequences for not meeting expectations - prior to departure or while abroad.
- Program Expectations are outlined on a separate page in this packet.

### **Preparation tools**

The more preparation students undergo prior to traveling, the more they will be able to appreciate their experience abroad. Language & Friendship is committed to assisting teachers in preparing their students by providing them with extensive, quality pre-departure materials.

- Leader tools are outlined on a separate page in this packet.

### **Family stays**

A program that offers a family-stay component offers the best opportunity to be immersed in the language and culture, create personal friendships, and gain valuable self-confidence and understanding. Over the more than 30 years we have been organizing family stays, Language & Friendship has developed an extensive network of teachers and colleagues abroad who place our groups with families. Many of them are English teachers, some are former host families, and we also have a school principal who organizes the stays in his small town. All are involved in this work because of their dedication to the creation of international friendships. We understand the importance of careful procedures and preparation when arranging for children to be matched with host families, and take this responsibility very seriously.

- More information on how family stays are organized and how host families are selected and prepared is included in a separate section of this packet.

### **Accessibility of staff**

All of Language & Friendship's staff are dedicated to getting to know the teachers we work with so that we can better serve them. Our office is set up to allow teachers to reach us immediately for answers to any of their questions. We also ensure accessibility to our staff 24 hours a day, 7 days a week, when our groups are abroad. As parents and former teachers ourselves, we are committed to giving our groups careful and dedicated service.

### **Financial stability**

Since its beginnings in 1988, Language & Friendship, Inc. has been financially sound. Programs have grown steadily. All student monies are held in a special account used only for payments necessary for each student's overseas program: payments for airline tickets, hotels, buses, trains and other reservations.

### **Responsibility & Liability**

Parents sign a release and agreement with Language & Friendship, Inc., acknowledging that the agreement is not with a school or government entity. Language & Friendship provides liability insurance for teachers traveling with students as well as medical accident and sickness insurance for all students and teachers.

- Questions & Answers on insurance and liability are addressed on a separate page in this packet.

### **Thank you**

Thank you again for taking time to review our materials. We trust this will confirm the choice made by teachers in your school to plan a program abroad with Language & Friendship. It is our honor to have the opportunity to work with teachers and students to provide what we believe is an invaluable educational experience. We welcome calls to answer any questions you may have.

Sincerely,



Jennifer Beattie-Cramer  
Director

## LANGUAGE & FRIENDSHIP PROGRAM EXPECTATIONS

*Read these with your parents, along with your Student Guidebook. Sign below and return to your teacher/leader.*



Participation in this program is a privilege. Participants are expected to maintain good academic standing, be in excellent health, and demonstrate excellent behavior, conducting themselves in a mature manner, reflecting highly on themselves, their community, and their country. Success of the program for all requires that each person abide by the expectations for the benefit and safety of all.

**Please note that these expectations apply to conduct both prior to and during the program abroad, both in and outside of the school environment. Failure to abide by these expectations may result in removal from the program.**

1. I will respect my leader and the members of my group by being on time and participating in all planned activities, including all pre-trip preparation meetings.
2. I will make my best effort to speak the country's language. I will show interest, be engaged and be helpful.
3. As outlined in the L&F Communication Expectations, I agree to consciously limit the use of electronic devices so that I can focus on the program, the country, and the people I am visiting.
4. I will be a safe traveler: I will keep my passport and money safe in a neck or waist pouch; never venture out alone; stay in a group of 3 or more; not be distracted by technology.
5. I will treat people I meet with respect and discretion, as I am a guest in their country.
6. I will abide by the curfews set by my leader, and will remain in my assigned room. I will conduct myself in a manner to keep my general health strong.
7. I agree to act, speak, and dress appropriately, in a manner that is respectful of the culture I am visiting and in a manner that will not attract undue attention. I will not use inappropriate language and will not have inappropriate physical contact.
8. I will not engage in romantic/sexual involvement while abroad.
9. I will not harass or bully my peers or others I interact with during the program.
10. I will not participate in any actions that are illegal either in the U.S. or in the country I am visiting, such as consuming alcohol, using tobacco or other controlled substances, stealing, etc.
11. I will not have my body pierced or tattooed while abroad.
12. I will not drive any motorized vehicle, nor will I be a passenger on a two-wheeled motorized vehicle, while abroad. High-risk activities (climbing, hunting, riding in a private plane, etc.) require prior written permission of my parents.
13. I will be responsible for any loss or damage to any personal or public property, and will pay damages. This includes damage to hotels, sites, etc.

14. I will be responsible for having a passport that is valid for my destination/s and any other documentation that is required. I understand that I am responsible for any expenses incurred in obtaining these documents or in replacing them if they are lost.
15. If I have any questions or concerns while abroad, I agree to always first contact my leader, instead of my parents.
16. I agree to abide by all my leader's rules and accept my leader's word as final.

### **Consequences for not meeting expectations**

#### **Prior to departure:**

As indicated in L&F's cancellation policy and in the Release signed with the online application, Language & Friendship reserves the right to cancel a student's participation at any time should there be academic, behavioral, or medical issues. Cancellation fees apply.

#### **While abroad:**

Consequences, which could be the result of behavior or undisclosed medical conditions revealed while abroad, will depend on the offense/situation and are subject to leader discretion. Action may include any or all of the following:

- Address concern directly with student (may include grounding as a disciplinary measure)
- Collect call home with both student and leader present to explain the issue
- Return home at parent expense
- *Parents will be required to cover any incurred expenses: student return flight; additional travel/hotel costs for student; any additional in-country travel/hotel costs for leader if travel is required to reach an available airport. Parent(s) must agree for child to fly home alone or to pay for unaccompanied minor service.*

**Note:** Despite the complication, time, cost, and disappointment involved in sending a student home, it is considered a necessary consequence of broken rules or lack of disclosure in order to maintain the integrity of our program.

#### **Student Agreement**

I understand, respect, and fully accept the Program Expectations and Communication Expectations and promise to abide by them all, prior to and during the program abroad, for my benefit as well as that of all participants—students and leaders.

Signature of participant: \_\_\_\_\_ Date: \_\_\_\_\_  
*participants age 18 and over must also agree to ALL Program Expectations*

#### **Parent Agreement**

By our signatures below, we, the parents or legal guardians of the above-named participant, understand, respect, and accept the Program Expectations and Communication Expectations. We expect our son/daughter to abide by these expectations, prior to and during the program abroad, and to prepare well for the program, realizing these preparations are essential to making the experience safe, meaningful, and successful.

I/We agree to pay all expenses incurred (as explained above) for returning our child to the U.S. should such action be deemed necessary by Language & Friendship.

Signature of parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## The L&F Difference:

### FAMILY-STAY PROGRAMS

Not all L&F programs include a family stay, but...

#### A program that does include a family stay:

- offers the best opportunity to improve foreign language skills.
- is a chance to make lifelong friends.
- helps students gain self-confidence, independence and the ability to accept differences—valuable skills for future educational and career endeavors.

#### L&F Family-Stay Coordinators:

Language & Friendship has an extensive network of teachers and friends abroad who coordinate the family-stay portion of the program. They find families in their own schools and communities and personally meet each of the families to discuss the goals of the program. They are dedicated to providing a good experience for each student and host family. They are present for the entire family stay, working with the host families, the L&F teachers, and the students in case any questions or concerns arise.

#### The Host Families:

Host families **volunteer** to welcome students because they are interested in meeting a student from the USA and believe it will be an educational experience for their whole family. They are happy to help students express themselves and hope their student will be interested and willing to try new things. Matches are based on interests and needs of both host families and students.

L&F places *one student per family* with the goal of assuring a unique experience for each student and each family. It also assures a more beneficial immersion experience. If students are placed together, they may speak English, which can alienate the host family. Additionally, houses and cars are often not large enough for two additional people.

#### The L&F Student:

The success of the family stay depends a lot on the student's preparation as well as the willingness to be open to experiencing a new culture while abroad. Program Expectations and Communication Expectations are in place to guide our students, giving them the parameters they need to have a successful experience. L&F's preparation materials include situational dialogues to help students practice their communication skills. The opportunity for students to put these skills to use in a family environment is truly rewarding.

#### The L&F Teacher/leader:

During the family stay, the teacher/leader traveling with the group will be in the hosting community (in a family stay or hotel) and is available to help the students, working with the host family and the family-stay coordinator in case of any question or concern. Most questions are due to simple cultural or linguistic misunderstandings and can easily be cleared up.

#### L&F Coordinator:

Your L&F coordinator is available at all times to support everyone through a positive experience.

*"I loved seeing what the family stay offered to students instead of just being a tourist. They learned things about the culture that they could not as just a tourist observer."*

~Anna Maki-Birchler, Kansas City, MO; Spain, Hosting



## **FAMILY-STAY PROGRAMS**

### **Selection & Preparation of Host Families**

Teachers and coordinators who are personal friends of Language & Friendship staff organize the family stays. We are fortunate to have had many years building relationships with dedicated teachers abroad who, like the teachers we work with in the U.S., want their students and communities to have international friendships that broaden horizons, increase cultural understanding and promote language study.

Language & Friendship has specific expectations and procedures for family-stay coordinators, both in the U.S. and abroad. The following are some of the sections included in these procedures.

#### **Finding host families:**

- Work through language teachers who can encourage their motivated students to welcome a foreign student and share their language and culture.
- Contact personal friends who would be interested in welcoming a foreign student.
- Contact teachers of special interest areas such as music or sports who may know families that would make good hosts.

L&F coordinators do not seek host families from the general public and do not place ads. All host families are found through personal connections.

#### **Host family criteria:**

- A family that is open-minded and willing to welcome a foreign student as a member of the family, sharing their daily life and helping the student to experience their culture.
- A family that is willing to engage the student in speaking the target language and improving their communication skills. A family that will have patience if the student's language ability is weak.
- A family atmosphere that is stable and warm. (Single parent families are fine as long as the situation is stable.)
- A family that has a child of approximately the same age of the foreign student, or within a few years, is usually best; however, the most important criteria are the above. If there are not children of similar age, it's important that the family have a friend or relative of a similar age that could do some activities with the foreign student.

#### **Verification of host families:**

- Carefully review the application form completed by the host family. Make sure all information is clear regarding the marital status, which children are living at home, what schools they attend, whether they have pets that might pose a problem for student allergies, what the sleeping arrangements would be.
- Set a time to meet each family to explain in person the goals of the program, to answer their questions, and to ascertain the openness and willingness of both the parents and children.
- Observe the environment and ask to see the room where the foreign student would sleep. Sharing a room is fine, but the visiting student must have his/her own bed.
- Ask yourself if you would be comfortable having this family host your own child.
- If you have any doubt about the family, ask the opinion of other teachers and especially of the school counselor. If the references are not unanimously positive, a student should not be placed with the family.

## **Selection & Preparation of Host Families (continued)**

Because our host families are found through language teachers and personal contacts, and because they volunteer to welcome a student into their family, L&F believes that the recommendations and the in-home visits by our family-stay coordinators provide the background needed to ensure students are placed in safe, comfortable homes with host families who want to share this intercultural experience. Routine background checks are not conducted since our host families come from known and recommended sources, not from the general public.

### **Preparation of host families (and students):**

- Provide each host family with the L&F Host Family Information document which includes expectations regarding school visits, internet/telephone use, procedures in case of sickness or accident, and rules regarding drinking and smoking and outings (students may never be allowed to go out alone).  
Note: Even though legal in some countries, L&F students and their parents are required to sign L&F Program Expectations, agreeing that they will not consume alcohol or use tobacco or other controlled substances, and that they will not drive a motorized vehicle.
- Hold an orientation meeting for host families to review expectations and share other host family experiences.

It should be noted that preparation of both students and host families is extremely important in Language & Friendship programs. An entire ring-binder of preparation materials is provided to teachers along with study materials and practice dialogues in the target language. L&F has high expectations of students and ask that they be well prepared for their experience and act as good ambassadors with their host families and with other people they encounter while abroad.

### **Support during the family stay:**

- Students are given the phone numbers of their teacher/leaders and of the local family-stay coordinator and are instructed to call in case of any questions or concerns.
- The accompanying teacher/leaders stay in host families or hotels in the hosting community and are available for support in case of any questions or concerns. They call each student after 2-3 days to make sure they are adjusting and feeling comfortable with their host family.
- In case of any problem, teacher/leaders and family-stay coordinators work together to determine the appropriate solution. This may include conversations with the student and with the host family in the case of a small misunderstanding, or a personal visit in the case of a more significant concern.
- If it appears that either the student or the host family does not believe the match is working, and the situation is not possible to reconcile, the family-stay coordinator will change the student to a different host family as tactfully as possible.

Language & Friendship has been providing travel programs with a family-stay component for more than 30 years. Our success is best reflected in the feedback of students and parents, as well as the language teachers who continue time after time to have us organize programs for their students.

### **What teachers say:**

*Kimberlyn and Maria (our family-stay coordinators) are so great! I knew all my students were in great hands.* ~Lindsay Alejandrino, South St. Paul, MN

*Françoise did an excellent job. She is thorough and very attentive. She selected very good families and our students had wonderful experiences.* ~Faye Daniels, Fond du Lac, WI

## FREQUENTLY ASKED QUESTIONS FOR TEACHERS



### What if...we don't have as many participants as expected?

*If you have just a few early-bird registrants, don't worry. We wait until the final enrollment deadline before making any decisions. At that time, we look at your number of participants and discuss options with you:*

- *We may revise the itinerary and/or inclusions to maintain the original estimated price.*
- *Some leaders choose to pay a portion of the costs to keep the student price within the original estimated price.*
- *We may be able to combine your small group with another group.*

### What if...a parent wants to travel with us?

*L&F's school-group programs are designed to provide an immersion experience for students. Due to the strong language focus and the goals of the programs, non-teacher adults are not accepted on L&F school group programs. If you have a custom program and are traveling as your own group, L&F may consider an exception to this policy.*

### What if...a family hosts multiple times?

*If a family hosts multiple times **before** the abroad program, the traveler will receive multiple hosting discounts off the program price. If the family hosts **after** the abroad program, they will receive a rebate check(s) once they have hosted.*

### What if ... our group can't travel due to COVID-19 or a similar health situation?

*Planning begins months in advance of travel dates and deposits are needed to hold air space and hotel rooms. If travel is not possible due to a pandemic or any other cause, L&F will work with its partners to recover as much as possible of any funds that have been paid, and will do its best to provide the greatest possible refund to travelers.*

### Will the trip cancellation insurance cover any of the unrecoverable costs if the group can't travel?

*The trip cancellation insurance provided by CORE does not cover cancellation because of the threat of the coronavirus or terrorist threat. A person (or family member) must be actually sick or have a medical condition, accident or illness, to be covered under the trip cancellation benefit. Travelers are encouraged to consider purchasing additional travel insurance to cover cancellation for other reasons.*

### What if...a terrorist event occurs in the months leading up to departure?

*Terrorist attacks typically leave a sense of vulnerability and fear. While acknowledging the considerable tragedy, it's important to put things in perspective. Statistics show that one is infinitely more likely to be involved in a car accident on the way to school or work than in a terrorist incident. That said, participation is a personal decision; each parent and child need to make their own decision based on their comfort level. We encourage thoughtful consideration of accurate information to make an informed decision. L&F's Travel Safety Policy is on our website and in the Enrollment Booklet.*

### What if...an emergency happens while abroad?

*The exact steps taken in an emergency would depend upon what occurs and where it takes place. L&F is committed to providing support 24/7 when our groups are traveling, working with our network of colleagues abroad to do whatever is possible to assist our groups. **If something serious occurs, EuropAssistance (provided through our CORE Travel Insurance) would first help a group get to a safe place and then make arrangements for the group's return at the earliest possible time.***

### How are L&F host families found? Do they go through background checks?

*L&F has specific expectations and procedures for L&F Family-Stay Coordinators, both in the U.S. and abroad.*

*L&F Family-Stay Coordinators find host families through language teachers and personal connections. They meet each family to explain the goals of the program, to answer questions, and to ascertain their level of commitment.*

*L&F Host Families complete an application and are ready to share their life and help a student experience their culture. They will have a child of approximately the same age of the L&F student, but may be of the opposite gender. If there are not children of similar age, many times the family provides an opportunity to meet peers.*

*L&F reserves the right to conduct background checks when deemed necessary, but does not routinely do so since our host families come from known and recommended sources, not from the general public. We believe that because*

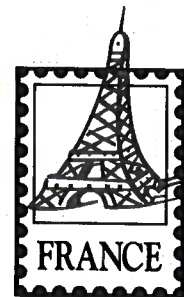
*our host families are found through personal contacts, and because they **volunteer** to welcome a student into their family and do not receive monetary compensation, our coordinator home visits and recommendations provide the background needed to ensure students are placed in safe, comfortable homes with host families who want to share this experience.*

*It should be noted that preparation of **both students and host families** is extremely important in Language & Friendship programs. **L&F has high expectations of students** and asks that they be well prepared for their experience and act as good ambassadors with their host families.*

# PROGRAM ENROLLMENT BOOKLET

## Travel & Family-Stay Program to France

### Lyons Township HS ~ Spring 2023



*Proposed Itinerary as of 3/23/2022*

#### 10 Days ~ Paris & Family Stay

Group ID: AG15138

#### Day 1 22-Mar Wed Depart Chicago for Paris

*Depart Chicago O'Hare for Paris; dinner & breakfast on transatlantic flight*

#### Day 2 23-Mar Thu Paris

*Arrive in Paris CDG airport; private transfer to hotel. Begin Paris visits on the Île de la Cité : Sainte-Chapelle, Conciergerie. Visit the Catacombes. Explore le Quartier Latin. Group prearranged dinner.*

#### Day 3 24-Mar Fri Paris

*Visit la Rive Droite: Musée du Louvre, Jardin des Tuileries, Place de la Concorde, Montmartre (Sacré-Coeur & Place du Tertre), Arc de Triomphe, Champs-Élysées. Group prearranged dinner.*

#### Day 4 25-Mar Sat Paris ~ Family Stay Community

*Visit la Rive Gauche including the Musée d'Orsay. Afternoon train or bus to family stay community. Meet host families and begin family stay. Students are placed one per family for maximum immersion.*

#### Day 5 26-Mar Sun Family Stay

*This is your time to be immersed in "la vie française," sharing the daily life of your host family*

#### Day 6 27-Mar Mon Family Stay

#### Day 7 28-Mar Tue Family Stay

#### Day 8 29-Mar Wed Family Stay

#### Day 9 30-Mar Thu Family Stay ~ Paris

*"Au revoir" to host families. Travel back to Paris by bus or train. Enjoy final Paris visits including la Tour Eiffel and river boat cruise. Evening prearranged group dinner.*

#### Day 10 31-Mar Fri Return to Chicago

*Private transfer to Paris CDG airport; return flight; lunch and snack in flight*

#### Inclusions:

- Roundtrip airfare including taxes
- Airport transfer on days 2, 10
- Meet & Assist on day 2
- 3 nights hotel accommodations - centrally located, students 3-4 to a room, and continental breakfast
- 5 nights family-stay arrangements organized by local L&F family-stay coordinator (family meals included)
- Train/TGV on days 4, 9
- 3 pre-arranged dinners
- Local bilingual guide while in Paris
- Metro Allowance for Paris
- Entrance fee allowance (for sites, museums, activities as planned by group)
- Travel medical insurance
- Extensive student and leader preparatory materials

#### Exclusions:

- Passport or other document costs
- Meals not indicated as included
- Spending money: about \$40/day suggested; less during family stay
- Baggage fees (currently one checked bag is free for overseas travel)
- Any additional costs incurred to fulfill requirements set by the US or destination-country health or government officials regarding COVID-19 testing,

#### Estimated Price:

**\$4045** based on 17-20 students with 2 leaders

**\$4095** based on 21-25 students with 3 leaders

**Important!** Final program price will be determined by number of participants and inclusions requested by group. Prices are based on projected airfares and exchange rates and are subject to change due to circumstances beyond the control of Language & Friendship, Inc.

#### Enrollment:

- Complete your application online - ALL sections
- Teacher approval, parent signature, and initial payment will be required

#### Deadlines:

**Save \$100 off final balance!** Enroll by **6/1/2022**

**Final Deadline:** Enroll by **9/30/2022**

*Be a host family!*

**Save \$200!** Host an L&F foreign student (3 weeks)

**For questions or additional information, contact**  
Elizabeth Martinez: emartinez@lths.net



In addition to the traveler inclusions listed on page 2, the following are details for you as the Organizer to know.

LEADER-SPECIFIC INCLUSIONS:	DEFINITIONS:
<ul style="list-style-type: none"> <li>• \$120 leader cell phone allowance (\$60 per leader, or split as you wish)</li> <li>• \$600 leader stipend total; may be split as you wish</li> <li>• Leader rooming in hotels: single</li> <li>• Leader/s during family stay: hotel (with breakfast) / single</li> <li>• Liability insurance for leaders</li> <li>• Leader cost covered by number of students indicated in Estimated Price.</li> </ul>	<p><i>The LEADER CELL phone allowance is intended to help with expenses for having a cell phone while abroad. Bus drivers and guides request that our leaders have a contact number. Leaders can decide whether they prefer to purchase a foreign SIM card or an inexpensive foreign cell phone, or use their own cell (information on options is included in our Leader Guidebook).</i></p> <p><i>The LEADER STIPEND is intended to help with your out-of-pocket expenses during the program. During the family stay, if you stay with a family most of your meals will be included, so you may consider the stipend as use for other out-of-pocket expenses and treating your host to lunch or dinner out.</i></p>
MEAL & TRANSPORTATION ALLOWANCES:	
<ul style="list-style-type: none"> <li>• Local bilingual guide while in Paris</li> <li>• Metro Allowance for Paris - \$40 per person</li> </ul>	<p><i>MEALS - Some leaders request an allowance to cover additional meals not included in the proposal; this allowance is sent to leaders before departure to cover student/leader meals once abroad. See page 2 Traveler Inclusions for included meals. Breakfasts are included at the hotel. Most meals are provided by host families during the family stay. Any remaining meals and snacks are paid for by students (small group meals, picnics, etc.). Students should be prepared to pay for school lunches if attending with their host sibling (approx. 5€)</i></p> <p><i>LOCAL TRANSPORTATION - Some leaders request an allowance for bus transportation from their school to/from the airport. If you would like to include this allowance, we need to know before students enroll.</i></p> <p><i>METRO TICKETS - The cost of metro tickets in Paris is not usually included in the program cost. Some leaders have students pay for needed tickets on site; others cover some of this with kitty money. Some leaders request a separate allowance for metro tickets, sent to leaders before departure for use abroad.</i></p>
SITE & ACTIVITY ALLOWANCES:	
<p>Site reservations as indicated below: None</p> <ul style="list-style-type: none"> <li>• A \$65 per person kitty allowance is included for the following:  <i>Sainte-Chapelle</i>  <i>Conciergerie</i>  <i>Catacombes</i>  <i>Musée du Louvre</i>  <i>Arc de Triomphe</i>  <i>Musée d'Orsay -am</i>  <i>Invalides - Musée de l'Armée</i>  <i>Tour Eiffel</i>  <i>Bateaux-Mouches</i></li> </ul> <p><i>Please let us know if there are any other sites/activities you would like to include/request.</i></p>	<p><i>The KITTY is a cash budget that is sent to you before departure so that you can pay for entrances, guides, audioguides, tips, etc., on site. The amount currently indicated to the left is what we usually budget based on your itinerary and number of travel days. If you are planning on some relatively expensive activities that are not listed here, please let us know so that we can budget more for your kitty. Kitty money may also be used to purchase PPE. Travelers will be asked to bring their own, too, but a group back-up supply will be required for leaders to bring. Guidelines for items will be included with your kitty check.</i></p> <p><i>SITES RESERVATIONS are made by L&amp;F as needed. Some sites require pre-payment while others require payment onsite. After your enrollment deadline, we will send you details about recommended reservations that L&amp;F is able to make for you so that we can finalize any needed reservations. Popular sites book up early so we encourage your feedback as soon as possible.</i></p>

## IMPORTANT DATES & AVAILABLE DISCOUNTS

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### EARLY PLANNING INCENTIVES

#### Early Bird Plus - April 15:

\$150 student discount off final payment  
plus \$50 per student travel grant for teacher to use  
(add to kitty, to stipend, or lower student price)

#### Early Bird - June 1:

\$100 student discount off final payment

**FINAL ENROLLMENT** Deadline - September 30, 2022

### DISCOUNTS for HOSTING

Host an L&F student or leader from France, Spain, Argentina, or Martinique

\$200: 3-4 weeks during school year or summer

\$100: 2 weeks during school year

**Important!** L&F receives groups from our coordinators abroad who welcome our students, and we count on our traveling groups to help find host families!

### NAOMI THOMSEN SCHOLARSHIP

*Partial scholarships are awarded in the amount of \$750-\$1000. Additional grants in smaller amounts are offered to other deserving applicants. Download the application form from our website to pass on to deserving students.*

## L&F RESOURCES

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### SCHOOL APPROVAL

This Proposal can be submitted to your administration if you need to request approval of your program. Be sure to let us know if you need any modifications beforehand so we can send you a revised version. Summer trips may not need approval, depending on your school's policy, if no school days will be missed. A School Administrator Packet is also available upon request.

### PREPARATION MATERIALS

L&F's Leader Guidebook, Online Preparation Resources, Student/Parent Guidebook, and Study Materials provide you with a wealth of information to prepare both you and your students for their experience. L&F also hosts a Leader Workshop each year at the end of January.

### TEACHER DOWNLOADS

Available in your L&F Online Account, these resources are focused on materials to help as you are planning your program, including sample communication with interested travelers/parents, checklists, etc. This link is available immediately upon completing your online Group Planning or Enrollment.

### PREPARATION RESOURCES

Available in your L&F Online Account within the Group section, these are specific to your Destination and group type. This link is activated when your enrollment is final and contains all the information you will need to plan and prepare for your Preparation Meetings with Students and Parents.

## FAMILY STAYS ~ Why & How

The students are placed with families (one per family) who will welcome them as members of the family. Our Family-Stay Coordinators are teachers, retired teachers, and friends who love making international friendships. They work with families that they know from school or their circle of friends, and they will personally visit each home to talk about the goals of the program.

## WHY CHOOSE A FAMILY STAY PROGRAM?



**A family-stay program offers students a unique and rewarding travel experience.**

What an advantage to be able to meet a real family, to see the inside of a home, to experience family meals, to be able to visit a school abroad, to have an opportunity to make a lifelong friend. One can be a tourist at any age; a family-stay experience is unique!

The family stay offers an experience in understanding another culture. Students will come home with many stories to share. Preparing meals (an opportunity to try wonderful new foods!), sharing everyday activities, even watching television will be a new experience in another language.

Fear of a family stay is a normal reaction. Know, however, that the majority of students write on their post-program evaluation that the family stay was their favorite part of the program.

**Returning students say a family stay is worthwhile because...**

- *it offers the best opportunity to improve foreign language skills.*
- *it is a chance to make friends you would otherwise never meet.*
- *it helps students gain self-confidence, independence, and the ability to accept differences which are valuable skills for future educational and career endeavors.*

*The success of the family stay depends on everyone working together as a **TEAM**.*

**Here are the members of the TEAM:**

### **The Family-Stay Coordinator:**

Language & Friendship is fortunate to have had many years of building strong relationships with dedicated teachers and coordinators abroad who organize the family stays. Like the teachers we work with in the U.S., they want their students and communities to have international friendships that broaden horizons and increase cultural understanding. They find families in their own schools and communities and personally meet each of the families in their homes to discuss the goals of the program. They are present for the duration of the stay, working with the host families, the American teacher, and the students in case of any questions.

### **The Host Family:**

Host families **volunteer** to welcome a student into their home because they believe it will be an educational experience for their whole family. Host families are diverse in ethnicity and socio-economic level, yet alike in their openness and wholeheartedness. Families don't mind language mistakes! They are happy to help students express themselves and hope their student will be interested and willing to try. Matches are based on interests and needs of both host families and students, with *one student per family* so that each has the benefits of an immersion experience. (If students are placed together, they may speak English, which can alienate the host family.)

### **The American Student:**

The success of the family stay depends a lot on the student's interest, openness, and willingness to invest in the experience. L&F's preparation materials include lots of advice as well as useful expressions and situational dialogues to help students practice their communication skills. The opportunity to put these skills to use in a family environment is a truly rewarding adventure.

### **The American Teacher/Leader:**

During preparation meetings, teachers cover valuable information to help prepare students for their experience. During the family stay, the teacher/leader traveling with the group is available to help students as needed, working with the family-stay coordinator and the host family in case of any question or concern. (Most questions are due to simple cultural or linguistic misunderstandings and can easily be cleared up.)

### **The American Parent:**

Parents can support their child by reviewing the Family Stay section of the Parent/Student Guidebook and by reviewing the Communication Expectations together. By encouraging their child to be open to the differences they will encounter and ready to put their best foot forward, parents can help their child prepare for the difficulties and joys that this experience will bring. Family and friends can also help ensure a successful stay by refraining from unnecessary communication which disrupts and distracts from the immersion experience.

### **The L&F Staff Coordinator:**

Your L&F coordinator is available at all times to support everyone through a positive experience.

## Release Terms & Conditions - SAMPLE



I. The undersigned participant and parents (or legal guardians), release and agree to hold harmless Language & Friendship, Inc., its directors, officers, or agents, and participating teachers, leaders and schools from any and all responsibility for any claims including, but not limited to, the following:

- for any loss, damage, illness, accident, delay, irregularity or expense due to strikes, war (declared or undeclared), acts of terrorism, weather, illness, quarantine, government restrictions or regulations, or due to any act or omission of any airline, railroad, bus or other transportation company, sightseeing, hotel, restaurant, host family, or any other service offered by companies, individuals, or agencies related to the aforementioned;
- for any injury, regardless of nature or cause, whether or not resulting in death, whether alone or in association with others;  
for any damage or injury, regardless of nature or cause, to property of the undersigned whether real, personal or mixed;
- for any financial obligations incurred by the undersigned during the program, including, without limitation, obligations or liabilities incurred abroad and expenses related to discipline;  
for any expenses and/or losses resulting from the participant's failure to obtain proper documentation, i.e. passport as well as visas, re-entry permit or any other required documents.

II. It is agreed that Language & Friendship, Inc., its employees, agents, teacher/leaders and host families shall have full authority to take whatever action deemed necessary to safeguard the health, safety, and well-being of the participant. Such authority shall include authorization to secure medical treatment (including surgery) from local medical personnel and medical institutions or to send the participant home for such treatment if necessary, including for mental health. It is agreed that costs, other than those covered by insurance, shall be paid by the participant and/or parents. The undersigned confirms that the participant is in good health and that there is no problem, either physical or psychological, which may be of concern during the travel and/or family stay program.

III. It is agreed that Language & Friendship, Inc., the teacher/s, leader/s and host family/ies are granted full permission to act "in loco parentis" (in place of a parent) in any situation. It is understood that failure to abide by Language & Friendship Program Expectations, to obey local laws, or to follow leader or host family rules may result in disciplinary action up to and including termination of participation in the program. The undersigned parent/s (or legal guardians) agree to cover all resultant expenses to return the participant home. No refunds are granted in such cases.

IV. The undersigned grant permission for teachers and/or leaders and medical personnel to discuss health, behavioral or academic issues with Language & Friendship, Inc., its employees, agents, and the host family as needed. It is understood that discretion will be maintained, and information shared for the safety and well-being of the participant.

V. It is agreed that Language & Friendship, Inc. reserves the right to cancel a person's participation at any time prior to and during the program for reasons including, but not limited to, the following: the use of alcohol, tobacco or other controlled substances or any other unlawful conduct; health or behavioral problems that could impact the group or the host family; failure to meet academic responsibilities; failure to meet L&F Program Expectations; or failure to make payments as scheduled. In such cases, all cancellation fees remain in effect.

VI. Language & Friendship, Inc., reserves the right to alter or change the itinerary and/or to adjust program costs to reflect changes of any sort beyond the control of Language & Friendship, Inc., such as changes in exchange rates or airline costs. Language & Friendship, Inc. also reserves the right to cancel programs due to insufficient participation or to other circumstances beyond its control. The \_\_\_\_\_ stated cancellation policy remains in effect for cancellation due to circumstances beyond the control of L&F.

VII. Language & Friendship, Inc., teachers and leaders are granted permission to use photographs, video, or other recordings of the participant that may be made during the course of the program for promotional purposes.

VIII. The undersigned parent or guardian warrants that in signing this release, he/she has authority to sign on behalf of all parents or guardians of the student participant.

IX. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota, without regard to conflicts of laws principles.

## FINAL AGREEMENTS

### Permission to Participate\*

- I, the parent or legal guardian, grant permission for my child to participate. I understand that this is a contract between Language & Friendship, Inc., and the undersigned, and not with a school or government entity.

### Name Verification\*

- I agree that the name I have provided as seen below is the full legal name as it appears, or will appear, on the passport. I understand that any changes from this submitted name will incur a \$40 fee, and that any change after airline tickets are issued will incur a minimum charge of \$100, depending on the airline.

### Passport Name

\_\_\_\_\_

First

Middle

Last

### Agreement to Obtain Documentation

- I agree that I am responsible for obtaining the proper Travel Documents based on my citizenship and the country I will visit.

### Confirmation of Materials Read\*

- I confirm that the application information is complete and that no information has been omitted or misrepresented. I understand that any omission or misrepresentation of health or behavior information, or failure to notify L&F of changes, could result in cancellation from the program. I confirm that I have read the Release Terms & Conditions as well as the Language & Friendship Program Enrollment Booklet and accept the Eligibility, Health, Program Expectations, Payment Policy & Cancellation Policy as indicated.

**Traveler Signature** - Please provide your signature if you agree to the terms of the Release.\*

Signature \_\_\_\_\_

**Parent/Guardian Signature** - Please provide your signature if you agree to the terms of the Release and to confirm you are the legal guardian of the traveler.\*

Signature \_\_\_\_\_



## Language & Friendship

### Harassment Policy

#### 1. Prohibition Against Harassment, including Bullying and Sexual Harassment

Harassment, including Bullying and Sexual Harassment, are prohibited in any Language & Friendship (L&F) work environment, or on any L&F arranged travel program. For any L&F travel program involving K-12 students, this policy does not replace or override the policies of the specific school or school district; rather it applies in conjunction with any such policies.

#### 2. Policy Scope

This policy applies to and covers the conduct of all L&F employees, L&F travel participants, and members of the L&F community. This policy also pertains to usage of electronic technology and electronic communication.

#### 3. Definitions

*3.1 Travel participant.* Anyone traveling on an L&F arranged or coordinated program.

*3.2 Employee.* Anyone employed by or acting as an agent for L&F.

*3.3 L&F community.* Anyone associated with an L&F travel participant while traveling or participating in an L&F program.

*3.4 Harassment, Bullying.* Written, verbal or physical conduct that adversely affects the ability of an individual(s) falling in the scope of this policy to perform their work duties or participate in or benefit from L&F's programs or activities because the conduct is so severe or because of the reasonable fear of physical harm. This includes conduct that is based on an individual(s)'s actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may not be listed here.

Note that due to cultural and language differences the use of certain terminology by a foreign language speaker including but not limited to: non-preferred gender pronouns, is not in and of itself considered harassment or bullying.

*3.5 Sexual harassment.* Written, verbal or physical conduct including, but not limited to, requests for sexual favors or unwelcome sexual behavior that adversely affects the ability of an individual(s) falling in the scope of this policy to perform their work duties or participate in or benefit from L&F's programs.

Note that due to cultural and language differences some actions and gestures by a foreign national including but not limited to: standing close when speaking, hugging, kissing on the cheek as a greeting, are not in and of themselves considered harassment or bullying.

#### **4. Notice**

This policy is included in L&F's Administrator Packet and in L&F's Leader Guidebook, is posted on L&F's website, and is referenced in L&F's Program Expectations.

#### **5. Reporting Harassment, Bullying, or Sexual Harassment**

All allegations of bullying, harassment, or sexual harassment shall be reported to the teacher or coordinator leading the group, or to the director of L&F. If not originally submitted to L&F's director, all reports will be passed on to the director.

#### **6. Anonymous Reports**

Reports may be filed anonymously. However, disciplinary action cannot be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports and disciplinary action can occur based on the results of the investigation.

#### **7. False Reports**

Anyone who knowingly files a false report of harassment, bullying, or sexual harassment will be subject to disciplinary action.

#### **8. Retaliation**

Retaliation or threats of retaliation meant to intimidate the victim of harassment, bullying, or sexual harassment; or toward those investigating the incident will not be tolerated.

#### **9. Investigation of Harassment, Bullying or Sexual Harassment**

Once reported, the director or a designated staff member will promptly investigate any allegation of harassment, bullying, or sexual harassment in a timely manner. Appropriate disciplinary action will be determined following the conclusion of the investigation.

#### **10. Discipline and Remediation**

*10.1 Travel and program participants.* Disciplinary actions for harassment, bullying or sexual harassment may include but are not limited to, warnings to curtail the conduct, a loss of opportunity to participate in L&F's travel program, i.e. cancellation. In the case of cancellation, program payments may be forfeited and if travel has commenced the participant will be sent home at their own expense.

*10.2 Employees.* Disciplinary actions for harassment, bullying or sexual harassment may include but are not limited to, warnings, suspension or termination.

*10.3* In either case, the specific consequences should be consistent, reasonable, fair and age appropriate and match the severity of the incident as determined by the director of L&F and when appropriate, by outside agencies.

**LIZ HORSTMAN**  
**4708 HIBISCUS AVE.**  
**EDINA, MN 55435**  
**952-920-3460**

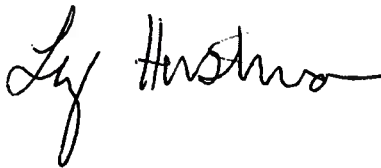
September 1, 2018

To Whom it May Concern:

I provide tax return preparation and financial advisory services to Language & Friendship, Inc.

Language & Friendship, Inc. has seen continuous growth since its inception in April, 1988. The Company is well run, financially sound, and the principals involved with the Company are honest and conscientious. I am unaware of any school district or other organization that was not satisfied with the services that the Company provided. The Company segregates advance student fee deposits in a separate account until airfare or land advances are required and/or the program is completed.

Sincerely,

A handwritten signature in black ink that reads "Liz Horstman". The signature is written in a cursive, flowing style.

Liz Horstman, Accountant

State of Minnesota

2010

**SECRETARY OF STATE**

**CERTIFICATE OF INCORPORATION**

I, Joan Anderson Grove, Secretary of State of Minnesota, do certify that: Articles of Incorporation, duly signed and acknowledged under oath, have been filed on this date in the Office of the Secretary of State, for the incorporation of the following corporation, under and in accordance with the provisions of the chapter of Minnesota Statutes listed below.

This corporation is now legally organized under the laws of Minnesota.

Corporate Name: LANGUAGE & FRIENDSHIP, Inc.

Corporate Charter Number: 5X-195

Chapter Formed Under: 302A

This certificate has been issued on 04/12/1988.



*Joan Anderson Grove*  
Secretary of State.