



**COMMITTEE OF THE WHOLE MEETING WITH ACTION OF THE BOARD OF EDUCATION
LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**

**Room 103-104
100 South Brainard Avenue
La Grange, Illinois 60525
Monday, August 5, 2024 - 6:30 PM**

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PUBLIC PARTICIPATION

IV. ACTION

- A. Consideration of Approval of FY 25 Tentative Budget 2

V. POLICY

- A. PRESS 115 Policy Updates (First Reading) 42

VI. STUDENT SERVICES

- A. Review of 2023-2024 Student Behavior Infraction Data and 2024-2025 Areas of Focus 87

VII. FINANCE

- A. Future Facilities Funding Discussion

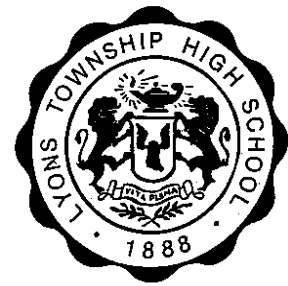
VIII. PUBLIC PARTICIPATION

IX. ADJOURNMENT

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

LYONS TOWNSHIP HIGH SCHOOL

DISTRICT 204 OFFICES 100 S. Brainard Ave., LaGrange, IL 60525-2101
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Brian Stachacz
Director of Business Services

Memorandum

To: Dr. Brian Waterman, Board of Education
From: Brian Stachacz
Date: 7/30/2024
Re: FY25 Tentative District 204 Budget

Attached you will find information pertaining to the FY25 Tentative District 204 Budget. The following information is included for your review in this packet:

- Highlights/Summary of major factors driving the FY25 Tentative District Budget.
- Combined and Individual Summary for all major operating funds for the FY25 Tentative Budget.
- Illinois State Board of Education Form 50-36 (Official State Budget Form) containing the FY25 official Tentative Budget.

It can be noted that this current budget contains a \$1.7 million surplus. The main driver of this surplus is the 5% increase to the tax levy and the continued increase of CPPRT. We do not yet have the CPPRT estimate for FY25 but we were told to budget at least 10% less than we received in FY24. I am also estimating the cost for the ongoing projects in Fund 60 for the coming year. I believe that I will be adjusting the final expenditure number as I look at total costs charged to the prior year. Also, as we discussed in May of 2024, we are transferring \$3.0 million from the Education Fund and \$2.0 million from the O&M Fund to Fund 60 to cover the costs of the ongoing projects that are above the remaining bond sale proceeds.

Any changes to the current tentative budget between now and final adoption in September, will be discussed at future meetings.

Highlights and Factors Driving the FY25 Tentative Budget:

- Tax levy increase of 5%. This amounts to an estimated \$4.6 million increase over the prior year.
- Corporate Personal Property Replacement Taxes (CPPRT) is budgeted at \$6.0 million. This amounts to \$2.5 million above historical norms for the district (\$3.5 million).
- Interest earnings are expected to be \$1.8 million during the fiscal year in the operating funds.
- Salaries are expected to be 6.1% higher than in FY24
- Benefits are expected to be 11.6% higher than in FY24.
- There is \$1.5 million budgeted for capital projects outside of the “Bond Sale” projects.

Should you have any questions, please do not hesitate to contact me.

Recommendation: The board of Education adopt the ²Tentative FY 25 budget as presented.

**FY 25 Tentative Budget By Fund Summary
(Ed., O&M, Transportation, SS/IMRF, Capital Projects and Working Cash)**

	<u>Education Fund</u>	<u>O&M Fund</u>	<u>Trans. Fund</u>	<u>SS & IMR Fund</u>	<u>Capital Projects Fund</u>	<u>Working Cash Fund</u>	<u>Total All Funds</u>
Estimated Beginning Fund Balance*	40,894,791	14,210,455	5,586,279	2,135,128	27,496,905	4,289,165	94,612,723
Revenue							
Property Taxes	68,173,479	9,703,559	2,288,958	3,107,461			83,273,457
CPPRT	5,700,000			300,000			6,000,000
Earnings on Investments	1,025,256	388,256	201,257	53,876	282,830	145,266	2,096,741
Other Local Sources	3,216,665	178,000					3,394,665
Evidence Based Funding	2,803,000						2,803,000
State Aid Categorical	913,300		975,000				1,888,300
Federal Aid	1,407,500						1,407,500
Transfer from Ed & OM Funds					5,000,000		
Total Revenue (All Sources)	83,239,200	10,269,815	3,465,215	3,461,337	282,830	145,266	100,863,663
Expenditures							
Salaries	54,725,704	4,431,837					59,157,541
Employee Benefits	8,147,780	804,187		3,449,907			12,401,874
Purchased Services	8,560,092	2,117,000	3,382,000				14,059,092
Supplies	2,177,585	2,229,200					4,406,785
Capital Outlay	768,375	2,440,000	210,000		32,496,905		35,915,280
Other Objects	3,854,870	600					3,855,470
Non Capital Equipment	1,607,256						1,607,256
Total Expenditures (All Uses)	79,841,662	12,022,824	3,592,000	3,449,907	32,496,905	0	131,403,298
Excess Revenue over Expenses w/Fund 60	3,397,538	(1,753,009)	(126,785)	11,430	(32,214,075)	145,266	(30,539,635)
Excess Revenue over Expenses w/o Fund 60							1,674,440
Transfer To Capital Projects Fund	3,000,000	2,000,000					
Estimated Ending Fund Balance	41,292,329	10,457,446	5,459,494	2,146,558	282,830	4,434,431	64,073,088

*Unaudited amounts that are June 30, 2024 cash balances.

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
3	ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds)1 as of July 1, 2024		40,894,791	14,210,455	1,250,489	5,586,279	2,135,128	27,496,905	4,289,165	0	0	
4	RECEIPTS/REVENUES (without Student Activity Funds)											
5	LOCAL SOURCES	1000	78,115,400	10,269,815	3,024,075	2,490,215	3,461,337	282,830	145,266	0	0	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
7	STATE SOURCES	3000	3,716,300	0	0	975,000	0	0	0	0	0	
8	FEDERAL SOURCES	4000	1,407,500	0	0	0	0	0	0	0	0	
9	Total Direct Receipts/Revenues⁸		83,239,200	10,269,815	3,024,075	3,465,215	3,461,337	282,830	145,266	0	0	
10	Receipts/Revenues for "On Behalf" Payments ²	3998										
11	Total Receipts/Revenues		83,239,200	10,269,815	3,024,075	3,465,215	3,461,337	282,830	145,266	0	0	
12	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)											
13	INSTRUCTION	1000	52,244,197				1,153,969			0		
14	SUPPORT SERVICES	2000	24,318,268	12,022,824		3,592,000	2,275,140	32,496,905		0	0	
15	COMMUNITY SERVICES	3000	386,697	0		0	20,798			0		
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	2,892,500	0	0	0	0	0		0	0	
17	DEBT SERVICES	5000	0	0	2,775,000	0	0			0	0	
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
19	Total Direct Disbursements/Expenditures⁹		79,841,662	12,022,824	2,775,000	3,592,000	3,449,907	32,496,905		0	0	
20	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
21	Total Disbursements/Expenditures		79,841,662	12,022,824	2,775,000	3,592,000	3,449,907	32,496,905		0	0	
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		3,397,538	(1,753,009)	249,075	(126,785)	11,430	(32,214,075)	145,266	0	0	
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)											
25	PERMANENT TRANSFER FROM VARIOUS FUNDS											
26	Abolishment the Working Cash Fund ¹⁶	7110										
27	Abatement of the Working Cash Fund ¹⁶	7110										
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130										
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3a} Proceeds to Debt Service Fund	7170			0							
34	SALE OF BONDS (7200)											
35	Principal on Bonds Sold ⁴	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets ⁵	7300										
39	Transfer to Debt Service to Pay Principal on GASB 87 Leases	7400			0							
40	Transfer to Debt Service to Pay Interest on GASB 87 Leases	7500			0							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						5,000,000				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990										
46	Total Other Sources of Funds⁸		0	0	0	0	0	5,000,000	0	0	0	

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
47	OTHER USES OF FUNDS (8000)											
49	TRANSFER TO VARIOUS OTHER FUNDS (8100)											
50	Abolishment or Abatement of the Working Cash Fund ¹⁶	8110							0			
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130										
53	Transfer of Interest ⁶	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150										
55	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	8160										
56	Transfer of Excess Accumulated Fire Prev & Safety Bond ^{3a} and Int Proceeds to Debt Service Fund	8170										
57	Taxes Pledged to Pay Principal on GASB 87 Leases	8410										
58	Grants/Reimbursements Pledged to Pay Principal on GASB 87 Leases	8420										
59	Other Revenues Pledged to Pay Principal on GASB 87 Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on GASB 87 Leases	8440										
61	Taxes Pledged to Pay Interest on GASB 87 Leases	8510										
62	Grants/Reimbursements Pledged to Pay Interest on GASB 87 Leases	8520										
63	Other Revenues Pledged to Pay Interest on GASB 87 Leases	8530										
64	Fund Balance Transfers Pledged to Pay Interest on GASB 87 Leases	8540										
65	Taxes Pledged to Pay Principal on Revenue Bonds	8610										
66	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620										
67	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630										
68	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640										
69	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
70	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
71	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
72	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
73	Taxes Transferred to Pay for Capital Projects	8810										
74	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
75	Other Revenues Pledged to Pay for Capital Projects	8830										
76	Fund Balance Transfers Pledged to Pay for Capital Projects	8840	3,000,000	2,000,000								
77	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
78	Other Uses Not Classified Elsewhere	8990										
79	Total Other Uses of Funds ⁹		3,000,000	2,000,000	0	0	0	0	0	0	0	
80	Total Other Sources/Uses of Fund		(3,000,000)	(2,000,000)	0	0	0	5,000,000	0	0	0	
81	ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2025		41,292,329	10,457,446	1,499,564	5,459,494	2,146,558	282,830	4,434,431	0	0	
82												
83	Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2024		2,240,222									
84	RECEIPTS/REVENUES (For Student Activity Funds)											
85	Total Student Activity Direct Receipts/Revenues (Local Sources)	1799	2,350,000									
86	DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)											
87	Total Student Activity Direct Disbursements/Expenditures	1999	2,275,000									
88	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		75,000									
89	Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2025		2,315,222									
90												

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
91	Total ESTIMATED BEGINNING FUND BALANCE (All Sources Including Student Activity Funds) as of July 1, 2024		43,135,013	14,210,455	1,250,489	5,586,279	2,135,128	27,496,905	4,289,165	0	0	
92	RECEIPTS/REVENUES (All Sources with Student Activity Funds)											
93	LOCAL SOURCES	1000	80,465,400	10,269,815	3,024,075	2,490,215	3,461,337	282,830	145,266	0	0	
94	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
95	STATE SOURCES	3000	3,716,300	0	0	975,000	0	0	0	0	0	
96	FEDERAL SOURCES	4000	1,407,500	0	0	0	0	0	0	0	0	
97	Total Direct Receipts/Revenues⁸		85,589,200	10,269,815	3,024,075	3,465,215	3,461,337	282,830	145,266	0	0	
98	Receipts/Revenues for "On Behalf" Payments ²	3998	0	0	0	0	0	0		0	0	
99	Total Receipts/Revenues		85,589,200	10,269,815	3,024,075	3,465,215	3,461,337	282,830	145,266	0	0	
100	DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
101	INSTRUCTION	1000	54,519,197				1,153,969			0		
102	SUPPORT SERVICES	2000	24,318,268	12,022,824		3,592,000	2,275,140	32,496,905		0	0	
103	COMMUNITY SERVICES	3000	386,697	0		0	20,798			0		
104	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	2,892,500	0	0	0	0	0		0	0	
105	DEBT SERVICES	5000	0	0	2,775,000	0	0			0	0	
106	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
107	Total Direct Disbursements/Expenditures⁹		82,116,662	12,022,824	2,775,000	3,592,000	3,449,907	32,496,905		0	0	
108	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
109	Total Disbursements/Expenditures		82,116,662	12,022,824	2,775,000	3,592,000	3,449,907	32,496,905		0	0	
110	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		3,472,538	(1,753,009)	249,075	(126,785)	11,430	(32,214,075)	145,266	0	0	
111	OTHER SOURCES/USES OF FUNDS											
112	OTHER SOURCES OF FUNDS (7000)											
113	Total Other Sources of Funds⁸		0	0	0	0	0	5,000,000	0	0	0	
114	OTHER USES OF FUNDS (8000)											
116	Total Other Uses of Funds⁹		3,000,000	2,000,000	0	0	0	0	0	0	0	
117	Total Other Sources/Uses of Fund		(3,000,000)	(2,000,000)	0	0	0	5,000,000	0	0	0	
118	ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2025		43,607,551	10,457,446	1,499,564	5,459,494	2,146,558	282,830	4,434,431	0	0	
119												
120	SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)											
121	Description	Acct #	(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	Total By Object
122			Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
123	Object Name											
124	Salaries	100	54,725,704	4,431,837		0		0		0	0	59,157,541
125	Employee Benefits	200	8,147,780	804,187		0	3,449,907	0		0	0	12,401,874
126	Purchased Services	300	8,560,092	2,117,000	0	3,382,000		0		0	0	14,059,092
127	Supplies & Materials	400	2,177,585	2,229,200		0		0		0	0	4,406,785
128	Capital Outlay	500	768,375	2,440,000		210,000		32,496,905		0	0	35,915,280
129	Other Objects	600	3,854,870	600	2,775,000	0	0	0		0	0	6,630,470
130	Non-Capitalized Equipment	700	1,607,256	0		0		0		0	0	1,607,256
131	Termination Benefits	800	0	0		0				0		0
132	Total Expenditures		79,841,662	12,022,824	2,775,000	3,592,000	3,449,907	32,496,905		0	0	134,178,298

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	BEGINNING CASH BALANCE ON HAND (without Student Activity Funds)7 as of July 1, 2024		40,894,791	14,210,455	1,250,489	5,586,279	2,135,128	27,496,905	4,289,165	0	0
4	Total Direct Receipts & Other Sources ⁸		83,239,200	10,269,815	3,024,075	3,465,215	3,461,337	5,282,830	145,266	0	0
5	OTHER RECEIPTS										
6	Interfund Loans Payable (Loans from Other Funds)	411									
7	Interfund Loans Receivable (Repayment of Loans)	141									
8	Notes and Warrants Payable	433									
9	Other Current Assets	199									
10	Total Other Receipts		0	0	0	0	0	0	0	0	0
11	Total Direct Receipts, Other Sources, & Other Receipts		83,239,200	10,269,815	3,024,075	3,465,215	3,461,337	5,282,830	145,266	0	0
12	Total Amount Available		124,133,991	24,480,270	4,274,564	9,051,494	5,596,465	32,779,735	4,434,431	0	0
13	Total Direct Disbursements & Other Uses ⁹		82,841,662	14,022,824	2,775,000	3,592,000	3,449,907	32,496,905	0	0	0
14	OTHER DISBURSEMENTS										
15	Interfund Loans Receivable (Loans to Other Funds) ¹⁰	141									
16	Interfund Loans Payable (Repayment of Loans)	411									
17	Notes and Warrants Payable	433									
18	Other Current Liabilities	499									
19	Total Other Disbursements		0	0	0	0	0	0	0	0	0
20	Total Direct Disbursements, Other Uses, & Other Disbursements		82,841,662	14,022,824	2,775,000	3,592,000	3,449,907	32,496,905	0	0	0
21	ENDING CASH BALANCE ON HAND (without Student Activity Funds) as of June 30, 2025		41,292,329	10,457,446	1,499,564	5,459,494	2,146,558	282,830	4,434,431	0	0
22											
23	Activity Funds BEGINNING CASH BALANCE ON HAND7 as of July 1, 2024		2,240,222								
24	Total Direct Receipts & Other Sources ⁸		2,350,000								
25	Total Amount Available		4,590,222								
26	Total Direct Disbursements & Other Uses ⁹		2,275,000								
27	Activity funds ENDING CASH BALANCE ON HAND7 as of June 30, 2025		2,315,222								
28											
29	Total BEGINNING CASH BALANCE ON HAND (with Student Activity Funds)7 as of July 1, 2024		43,135,013	14,210,455	1,250,489	5,586,279	2,135,128	27,496,905	4,289,165	0	0
30	Total Direct Receipts & Other Sources ⁸		85,589,200	10,269,815	3,024,075	3,465,215	3,461,337	5,282,830	145,266	0	0
31	Total Other Receipts		0	0	0	0	0	0	0	0	0
32	Total Direct Receipts, Other Sources, & Other Receipts		85,589,200	10,269,815	3,024,075	3,465,215	3,461,337	5,282,830	145,266	0	0
33	Total Amount Available		128,724,213	24,480,270	4,274,564	9,051,494	5,596,465	32,779,735	4,434,431	0	0
34	Total Direct Disbursements & Other Uses ⁹		85,116,662	14,022,824	2,775,000	3,592,000	3,449,907	32,496,905	0	0	0
35	Total Other Disbursements		0	0	0	0	0	0	0	0	0
36	Total Direct Disbursements, Other Uses, & Other Disbursements		85,116,662	14,022,824	2,775,000	3,592,000	3,449,907	32,496,905	0	0	0
37	Total ENDING CASH BALANCE ON HAND (with Student Activity Funds)7 as of June 30, 2025		43,607,551	10,457,446	1,499,564	5,459,494	2,146,558	282,830	4,434,431	0	0

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)										
4	AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY	1100									
5	Designated Purposes Levies ^{11 (1110-1120)}	-	67,769,908	9,703,559	2,982,810	2,288,958	3,107,461				
6	Leasing Purposes Levy ¹²	1130									
7	Special Education Purposes Levy	1140	403,571								
8	FICA and Medicare Only Levies	1150									
9	Area Vocational Construction Purposes Levy	1160									
10	Summer School Purposes Levy	1170									
11	Other Tax Levies <i>(Describe & Itemize)</i>	1190									
12	Total Ad Valorem Taxes Levied by District		68,173,479	9,703,559	2,982,810	2,288,958	3,107,461	0	0	0	0
13	PAYMENTS IN LIEU OF TAXES	1200									
14	Mobile Home Privilege Tax	1210									
15	Payments from Local Housing Authority	1220									
16	Corporate Personal Property Replacement Taxes ¹³	1230	5,700,000				300,000				
17	Other Payments in Lieu of Taxes <i>(Describe & Itemize)</i>	1290									
18	Total Payments in Lieu of Taxes		5,700,000	0	0	0	300,000	0	0	0	0
19	TUITION	1300									
20	Regular Tuition from Pupils or Parents (In State)	1311									
21	Regular Tuition from Other Districts (In State)	1312									
22	Regular Tuition from Other Sources (In State)	1313									
23	Regular Tuition from Other Sources (Out of State)	1314									
24	Summer School Tuition from Pupils or Parents (In State)	1321	260,000								
25	Summer School Tuition from Other Districts (In State)	1322									
26	Summer School Tuition from Other Sources (In State)	1323									
27	Summer School Tuition from Other Sources (Out of State)	1324									
28	CTE Tuition from Pupils or Parents (In State)	1331									
29	CTE Tuition from Other Districts (In State)	1332									
30	CTE Tuition from Other Sources (In State)	1333									
31	CTE Tuition from Other Sources (Out of State)	1334									
32	Special Education Tuition from Pupils or Parents (In State)	1341									
33	Special Education Tuition from Other Districts (In State)	1342									
34	Special Education Tuition from Other Sources (In State)	1343									
35	Special Education Tuition from Other Sources (Out of State)	1344									
36	Adult Tuition from Pupils or Parents (In State)	1351									
37	Adult Tuition from Other Districts (In State)	1352									
38	Adult Tuition from Other Sources (In State)	1353									
39	Adult Tuition from Other Sources (Out of State)	1354									
40	Total Tuition		260,000								
41	TRANSPORTATION FEES	1400									
42	Regular Transportation Fees from Pupils or Parents (In State)	1411									
43	Regular Transportation Fees from Other Districts (In State)	1412									
44	Regular Transportation Fees from Other Sources (In State)	1413									
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415									
46	Regular Transportation Fees from Other Sources (Out of State)	1416									
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421									
48	Summer School Transportation Fees from Other Districts (In State)	1422									
49	Summer School Transportation Fees from Other Sources (In State)	1423									
50	Summer School Transportation Fees from Other Sources (Out of State)	1424									
51	CTE Transportation Fees from Pupils or Parents (In State)	1431									
52	CTE Transportation Fees from Other Districts (In State)	1432									
53	CTE Transportation Fees from Other Sources (In State)	1433									
54	CTE Transportation Fees from Other Sources (Out of State)	1434									
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441									
56	Special Education Transportation Fees from Other Districts (In State)	1442									

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
57	Special Education Transportation Fees from Other Sources (In State)	1443									
58	Special Education Transportation Fees from Other Sources (Out of State)	1444									
59	Adult Transportation Fees from Pupils or Parents (In State)	1451									
60	Adult Transportation Fees from Other Districts (In State)	1452									
61	Adult Transportation Fees from Other Sources (In State)	1453									
62	Adult Transportation Fees from Other Sources (Out of State)	1454									
63	Total Transportation Fees					0					
64	EARNINGS ON INVESTMENTS	1500									
65	Interest on Investments	1510	1,025,256	388,256	41,265	201,257	53,876	282,830	145,266		
66	Gain or Loss on Sale of Investments	1520									
67	Total Earnings on Investments		1,025,256	388,256	41,265	201,257	53,876	282,830	145,266	0	0
68	FOOD SERVICE	1600									
69	Sales to Pupils - Lunch	1611	925,000								
70	Sales to Pupils - Breakfast	1612									
71	Sales to Pupils - A la Carte	1613	195,000								
72	Sales to Pupils - Other (Describe & Itemize)	1614									
73	Sales to Adults	1620									
74	Other Food Service (Describe & Itemize)	1690									
75	Total Food Service		1,120,000								
76	DISTRICT/SCHOOL ACTIVITY INCOME	1700									
77	Admissions - Athletic	1711	30,000								
78	Admissions - Other	1719									
79	Fees	1720	665,250								
80	Book Store Sales	1730									
81	Other District/School Activity Revenue (Describe & Itemize)	1790	422,250								
82	Student Activity Fund Revenues	1799	2,350,000								
83	Total District/School Activity Income (without Student Activity Funds 1799)		1,117,500	0							
84	Total District/School Activity Income (with Student Activity Funds 1799)		3,467,500								
85	TEXTBOOK INCOME	1800									
86	Textbook Rentals - Regular Textbooks	1811	235,000								
87	Textbook Rentals - Summer School Textbooks	1812									
88	Textbook Rentals - Adult/Continuing Education Textbooks	1813									
89	Textbook Rentals - Other (Describe & Itemize)	1819									
90	Textbook Sales - Regular Textbooks	1821	305,000								
91	Textbook Sales - Summer School	1822									
92	Textbook Sales - Adult/Continuing Education	1823									
93	Textbook Sales - Other (Describe & Itemize)	1829									
94	Other Textbook Income (Describe & Itemize)	1890									
95	Total Textbooks		540,000								
96	OTHER REVENUE FROM LOCAL SOURCES	1900									
97	Rentals	1910		175,000							
98	Contributions and Donations from Private Sources	1920									
99	Impact Fees from Municipal or County Governments	1930									
100	Services Provided Other Districts	1940									
101	Refund of Prior Years' Expenditures	1950									
102	Payments of Surplus Moneys from TIF Districts	1960									
103	Drivers' Education Fees	1970	55,000								
104	Proceeds from Vendors' Contracts	1980	25,000								
105	School Facility Occupation Tax Proceeds	1983									
106	Payment from Other Districts	1991									
107	Sale of Vocational Projects	1992									
108	Other Local Fees (Describe & Itemize)	1993									
109	Other Local Revenues (Describe & Itemize)	1999	99,165	3,000							
110	Total Other Revenue from Local Sources		179,165	178,000	0	0	0	0	0	0	0

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
111	Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)	1000	78,115,400	10,269,815	3,024,075	2,490,215	3,461,337	282,830	145,266	0	0
112	Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)		80,465,400								
113	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)										
114	Flow-Through Revenue from State Sources	2100									
115	Flow-Through Revenue from Federal Sources	2200									
116	Other Flow-Through Revenue (Describe & Itemize)	2300									
117	Total Flow-Through Receipts/Revenues From One District to Another District	2000	0	0		0	0				
118	RECEIPTS/REVENUES FROM STATE SOURCES (3000)										
119	UNRESTRICTED GRANTS-IN-AID (3001-3099)										
120	Evidence Based Funding Formula (Section 18-8.15)	3001	2,803,000								
121	Reorganization Incentives (Accounts 3005-3021)	3005									
122	Fast Growth District Grants	3030									
123	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099									
124	Total Unrestricted Grants-In-Aid		2,803,000	0	0	0	0	0		0	0
125	RESTRICTED GRANTS-IN-AID (3100-3900)										
126	SPECIAL EDUCATION										
127	Special Education - Private Facility Tuition	3100	710,000								
128	Special Education - Funding for Children Requiring Sp Ed Services	3105									
129	Special Education - Personnel	3110									
130	Special Education - Orphanage - Individual	3120									
131	Special Education - Orphanage - Summer Individual	3130									
132	Special Education - Summer School	3145									
133	Special Education - Other (Describe & Itemize)	3199									
134	Total Special Education		710,000	0		0					
135	CAREER AND TECHNICAL EDUCATION (CTE)										
136	CTE - Technical Education - Tech Prep	3200	95,000								
137	CTE - Secondary Program Improvement (CTEI)	3220									
138	CTE - WECEP	3225									
139	CTE - Agriculture Education	3235									
140	CTE - Instructor Practicum	3240									
141	CTE - Student Organizations	3270									
142	CTE - Other (Describe & Itemize)	3299									
143	Total Career and Technical Education		95,000	0			0				
144	BILINGUAL EDUCATION										
145	Bilingual Education - Downstate - TPI and TBE	3305									
146	Bilingual Education - Downstate - Transitional Bilingual Education	3310									
147	Total Bilingual Education		0				0				
148	State Free Lunch & Breakfast	3360	800								
149	School Breakfast Initiative	3365									
150	Driver Education	3370	105,000								
151	Adult Education (from ICCB)	3410									
152	Adult Education - Other (Describe & Itemize)	3499									
153	TRANSPORTATION										
154	Transportation - Regular and Vocational	3500				50,000					
155	Transportation - Special Education	3510				925,000					
156	Transportation - Other (Describe & Itemize)	3599									
157	Total Transportation		0	0		975,000	0				
158	Learning Improvement - Change Grants	3610									
159	Scientific Literacy	3660									

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
160	Truant Alternative/Optional Education	3695									
161	Early Childhood - Block Grant	3705									
162	Chicago General Education Block Grant	3766									
163	Chicago Educational Services Block Grant	3767									
164	School Safety & Educational Improvement Block Grant	3775									
165	Technology - Technology for Success	3780									
166	State Charter Schools	3815									
167	Extended Learning Opportunities - Summer Bridges	3825									
168	Infrastructure Improvements - Planning/Construction	3920									
169	School Infrastructure - Maintenance Projects	3925									
170	Other Restricted Revenue from State Sources (Describe & Itemize)	3999	2,500								
171	Total Restricted Grants-In-Aid		913,300	0	0	975,000	0	0	0	0	0
172	Total Receipts/Revenues from State Sources	3000	3,716,300	0	0	975,000	0	0	0	0	0
173	RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)										
174	UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)										
175	Federal Impact Aid	4001									
176	Other Unrestricted Grants-In-Aid Received from Fed. Govt. (Describe & Itemize)	4009									
177	Total Unrestricted Grants-In-Aid Received Directly from Fed Govt		0	0	0	0	0	0	0	0	0
178	RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)										
179	Head Start	4045									
180	Construction (Impact Aid)	4050									
181	MAGNET	4060									
182	Other Restricted Grants-In-Aid Received from Fed. Govt. (Describe & Itemize)	4090									
183	Total Restricted Grants-In-Aid Received Directly from Federal Govt.		0	0		0	0	0			0
184	RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)										
185	TITLE V										
186	Title V - Flexibility and Accountability	4100									
187	Title V - SEA Projects	4105									
188	Title V - Rural Education Initiative (REI)	4107									
189	Title V - Other (Describe & Itemize)	4199									
190	Total Title V		0	0		0	0				
191	FOOD SERVICE										
192	Breakfast Start-Up Expansion	4200									
193	National School Lunch Program	4210									
194	Special Milk Program	4215	8,500								
195	School Breakfast Program	4220									
196	Summer Food Service Admin/Program	4225									
197	Child and Adult Care Food Program	4226									
198	Fresh Fruit and Vegetables	4240									
199	Food Service - Other (Describe & Itemize)	4299									
200	Total Food Service		8,500				0				
201	TITLE I										
202	Title I - Low Income	4300	150,000								
203	Title I - Low Income - Neglected, Private	4305									
204	Title I - Migrant Education	4340									
205	Title I - Other (Describe & Itemize)	4399									
206	Total Title I		150,000	0		0	0				
207	TITLE IV										
208	Title IV - Student Support & Academic Enrichment Grant	4400	14,000								

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
209	Title IV - Part A - Student Support & Academic Enrichment Grants Safe and Drug Free Schools	4415									
210	Title IV - 21st Century	4421									
211	Title IV - Other (Describe & Itemize)	4499									
212	Total Title IV		14,000	0		0	0				
213	FEDERAL - SPECIAL EDUCATION										
214	Federal Special Education - Preschool Flow-Through	4600									
215	Federal Special Education - Preschool Discretionary	4605									
216	Federal Special Education - IDEA Flow Through	4620	850,000								
217	Federal Special Education - IDEA Room & Board	4625	200,000								
218	Federal Special Education - IDEA Discretionary	4630									
219	Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
220	Total Federal Special Education		1,050,000	0		0	0				
221	CTE - PERKINS										
222	CTE - Perkins-Title III Tech Prep	4770	40,000								
223	CTE - Other (Describe & Itemize)	4799									
224	Total CTE - Perkins		40,000	0			0				
225	Federal - Adult Education	4810									
226	ARRA - General State Aid - Education Stabilization	4850									
227	ARRA - Title I - Low Income	4851									
228	ARRA - Title I - Neglected, Private	4852									
229	ARRA - Title I - Delinquent, Private	4853									
230	ARRA - Title I - School Improvement (Part A)	4854									
231	ARRA - Title I - School Improvement (Section 1003g)	4855									
232	ARRA - IDEA - Part B - Preschool	4856									
233	ARRA - IDEA - Part B - Flow-Through	4857									
234	ARRA - Title IID - Technology - Formula	4860									
235	ARRA - Title IID - Technology - Competitive	4861									
236	ARRA - McKinney - Vento Homeless Education	4862									
237	ARRA - Child Nutrition Equipment Assistance	4863									
238	Impact Aid Formula Grants	4864									
239	Impact Aid Competitive Grants	4865									
240	Qualified Zone Academy Bond Tax Credits	4866									
241	Qualified School Construction Bond Credits	4867									
242	Build America Bond Tax Credits	4868									
243	Build America Bond Interest Reimbursement	4869									
244	ARRA - General State Aid - Other Government Services Stabilization	4870									
245	Other ARRA Funds - II	4871									
246	Other ARRA Funds - III	4872									
247	Other ARRA Funds - IV	4873									
248	Other ARRA Funds - V	4874									
249	ARRA - Early Childhood	4875									
250	Other ARRA Funds - VII	4876									
251	Other ARRA Funds - VIII	4877									
252	Other ARRA Funds - IX	4878									
253	Other ARRA Funds - X	4879									
254	Other ARRA Funds - Ed Job Fund Program	4880									
255	Total Stimulus Programs		0	0	0	0	0	0		0	0
256	Race to the Top Program	4901									
257	Race to the Top - Preschool Expansion Grant	4902									
258	Title III - Instruction for English Learners & Immigrant Students	4905									
259	Title III - English Language Acquisition	4909									
260	McKinney Education for Homeless Children	4920									
261	Title II - Eisenhower - Professional Development Formula	4930									
262	Title II - Teacher Quality	4932	60,000								
263	Title II - Part A - Supporting Effective Instruction - State Grants	4935									

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
264	Federal Charter Schools	4960									
265	State Assessment Grants	4981									
266	Grant for State Assessments and Related Activities	4982									
267	Medicaid Matching Funds - Administrative Outreach	4991	65,000								
268	Medicaid Matching Funds - Fee-For-Service Program	4992	20,000								
269	Other Restricted Grants Received from Fed. Govt. thru State <i>(Describe & Itemize)</i>	4998									
270	Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State		1,407,500	0	0	0	0	0		0	0
271	TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES	4000	1,407,500	0	0	0	0	0	0	0	0
272	TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)		83,239,200	10,269,815	3,024,075	3,465,215	3,461,337	282,830	145,266	0	0
273	TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)		85,589,200								

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
3	10 - EDUCATIONAL FUND (ED)										
4	INSTRUCTION (ED)	1000									
5	Regular Programs	1100	29,671,419	4,033,164	780,876	913,317	53,766	5,295	1,036,210		36,494,047
6	Tuition Payment to Charter Schools	1115									0
7	Pre-K Programs	1125									0
8	Special Education Programs (Functions 1200 - 1220)	1200	7,049,831	1,192,347	50,550	43,900	30,041	2,850	4,434		8,373,953
9	Special Education Programs Pre-K	1225									0
10	Remedial and Supplemental Programs K-12	1250	40,000	23,447	71,500	50,000					184,947
11	Remedial and Supplemental Programs Pre-K	1275									0
12	Adult/Continuing Education Programs	1300	5,500	2,315							7,815
13	CTE Programs	1400			10,000	16,500					26,500
14	Interscholastic Programs	1500	1,661,893	18,314	427,550	263,715	50,152	12,000	8,000		2,441,624
15	Summer School Programs	1600	239,847	2,450	202,000	8,250					452,547
16	Gifted Programs	1650									0
17	Driver's Education Programs	1700	481,981	82,874	51,700	9,350		150			626,055
18	Bilingual Programs	1800			4,500	5,000					9,500
19	Truant Alternative & Optional Programs	1900	446,279	95,030	32,200	700		3,053,000			3,627,209
20	Pre-K Programs - Private Tuition	1910									0
21	Regular K-12 Programs Private Tuition	1911									0
22	Special Education Programs K-12 Private Tuition	1912									0
23	Special Education Programs Pre-K Tuition	1913									0
24	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
25	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
26	Adult/Continuing Education Programs Private Tuition	1916									0
27	CTE Programs Private Tuition	1917									0
28	Interscholastic Programs Private Tuition	1918									0
29	Summer School Programs Private Tuition	1919									0
30	Gifted Programs Private Tuition	1920									0
31	Bilingual Programs Private Tuition	1921									0
32	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
33	Student Activity Fund Expenditures	1999						2,275,000			2,275,000
34	Total Instruction¹⁴ (Without Student Activity Funds 1999)	1000	39,596,750	5,449,941	1,630,876	1,310,732	133,959	3,073,295	1,048,644	0	52,244,197
35	Total Instruction¹⁴ (With Student Activity Funds 1999)	1000	39,596,750	5,449,941	1,630,876	1,310,732	133,959	5,348,295	1,048,644	0	54,519,197
36	SUPPORT SERVICES (ED)	2000									
37	Support Services - Pupil	2100									
38	Attendance & Social Work Services	2110	1,582,044	427,716	13,850	5,900		1,000			2,030,510
39	Guidance Services	2120	4,070,918	625,411	211,430	51,600		3,150	13,147		4,975,656
40	Health Services	2130	284,850	65,988	42,530	9,650	5,216				408,234
41	Psychological Services	2140									0
42	Speech Pathology & Audiology Services	2150									0
43	Other Support Services - Pupils (Describe & Itemize)	2190	131,450	426	88,005	52,800					272,681
44	Total Support Services - Pupil	2100	6,069,262	1,119,541	355,815	119,950	5,216	4,150	13,147	0	7,687,081
45	Support Services - Instructional Staff	2200									
46	Improvement of Instruction Services	2210	407,267	85,446	140,150	26,700	31,200	375	30,465		721,603
47	Educational Media Services	2220	1,986,322	349,819	437,056	126,650	598,000	1,800	265,000		3,764,647
48	Assessment & Testing	2230	279,112	15,300	220,745	37,250					552,407
49	Total Support Services - Instructional Staff	2200	2,672,701	450,565	797,951	190,600	629,200	2,175	295,465	0	5,038,657
50	Support Services - General Administration	2300									
51	Board of Education Services	2310			447,000	29,000		25,000			501,000
52	Executive Administration Services	2320	361,363	105,996	59,000	8,450		7,500			542,309
53	Special Area Administration Services	2330									0
54	Tort Immunity Services	2361, 2365									0
55	Total Support Services - General Administration	2300	361,363	105,996	506,000	37,450	0	32,500	0	0	1,043,309
56	Support Services - School Administration	2400									
57	Office of the Principal Services	2410	3,938,017	612,737	83,350	46,100		3,850			4,684,054
58	Other Support Services - School Administration (Describe & Itemize)	2490			32,800	1,000					33,800
59	Total Support Services - School Administration	2400	3,938,017	612,737	116,150	47,100	0	3,850	0	0	4,717,854
60	Support Services - Business	2500									

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
61	Direction of Business Support Services	2510	216,697	60,520	1,500			550			279,267
62	Fiscal Services	2520	387,689	71,509	31,050	4,650		150,000			644,898
63	Operation & Maintenance of Plant Services	2540			173,500	3,500					177,000
64	Pupil Transportation Services	2550									0
65	Food Services	2560			1,310,000	11,000			250,000		1,571,000
66	Internal Services	2570	212,956	73,942	37,500	355,500					679,898
67	Total Support Services - Business	2500	817,342	205,971	1,553,550	374,650	0	150,550	250,000	0	3,352,063
68	Support Services - Central	2600									
69	Direction of Central Support Services	2610									0
70	Planning, Research, Development & Evaluation Services	2620									0
71	Information Services	2630	254,981	25,888	150,050	2,050		500			433,469
72	Staff Services	2640	498,460	107,752	345,000	7,500		2,500			961,212
73	Data Processing Services	2660	223,028	33,248	180,450	500		350			437,576
74	Total Support Services - Central	2600	976,469	166,888	675,500	10,050	0	3,350	0	0	1,832,257
75	Other Support Services - Misc. (Describe & Itemize)	2900		34,047	613,000						647,047
76	Total Support Services	2000	14,835,154	2,695,745	4,617,966	779,800	634,416	196,575	558,612	0	24,318,268
77	COMMUNITY SERVICES (ED)	3000	293,800	2,094	3,750	87,053					386,697
78	PAYMENTS TO OTHER DIST & GOVT UNITS (ED)	4000									
79	Payments to Other Dist & Govt Units (In-State)	4100									
80	Payments for Regular Programs	4110									0
81	Payments for Special Education Programs	4120			2,307,500			15,000			2,322,500
82	Payments for Adult/Continuing Education Programs	4130									0
83	Payments for CTE Programs	4140									0
84	Payments for Community College Programs	4170									0
85	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
86	Total Payments to Other Dist & Govt Units (In-State)	4100			2,307,500			15,000			2,322,500
87	Payments for Regular Programs - Tuition	4210									0
88	Payments for Special Education Programs - Tuition	4220						570,000			570,000
89	Payments for Adult/Continuing Education Programs - Tuition	4230									0
90	Payments for CTE Programs - Tuition	4240									0
91	Payments for Community College Programs - Tuition	4270									0
92	Payments for Other Programs - Tuition	4280									0
93	Other Payments to In-State Govt Units - Tuition (Describe & Itemize)	4290									0
94	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						570,000			570,000
95	Payments for Regular Programs - Transfers	4310									0
96	Payments for Special Education Programs - Transfers	4320									0
97	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
98	Payments for CTE Programs - Transfers	4340									0
99	Payments for Community College Program - Transfers	4370									0
100	Payments for Other Programs - Transfers	4380									0
101	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
102	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
103	Payments to Other Dist & Govt Units (Out of State)	4400									0
104	Total Payments to Other Dist & Govt Units	4000			2,307,500			585,000			2,892,500
105	DEBT SERVICE (ED)	5000									
106	Debt Service - Interest on Short-Term Debt	5100									
107	Tax Anticipation Warrants	5110									0
108	Tax Anticipation Notes	5120									0
109	Corporate Personal Property Repl Tax Anticipated Notes	5130									0
110	State Aid Anticipation Certificates	5140									0
111	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
112	Total Debt Service - Interest on Short-Term Debt	5100						0			0
113	Debt Service - Interest on Long-Term Debt	5200									0
114	Total Debt Service	5000						0			0
115	PROVISION FOR CONTINGENCIES (ED)	6000									0
116	Total Direct Disbursements/Expenditures (without Student Activity Funds (1999))		54,725,704	8,147,780	8,560,092	2,177,585	768,375	3,854,870	1,607,256	0	79,841,662
117	Total Direct Disbursements/Expenditures (with Student Activity Funds (1999))		54,725,704	8,147,780	8,560,092	2,177,585	768,375	6,129,870	1,607,256	0	82,116,662

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
118	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (without Student Activity Funds 1999)										3,397,538
119	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (with Student Activity Funds 1999)										3,472,538
120											
121	20 - OPERATIONS AND MAINTENANCE FUND (O&M)										
122	SUPPORT SERVICES (O&M)	2000									
123	Support Services - Pupil	2100									
124	Other Support Services - Pupils (Describe & Itemize)	2190									0
125	Support Services - Business	2500									
126	Direction of Business Support Services	2510									0
127	Facilities Acquisition & Construction Services	2530									0
128	Operation & Maintenance of Plant Services	2540	4,431,837	804,187	2,117,000	2,229,200	2,425,000	600			12,007,824
129	Pupil Transportation Services	2550									0
130	Food Services	2560					15,000				15,000
131	Total Support Services - Business	2500	4,431,837	804,187	2,117,000	2,229,200	2,440,000	600	0	0	12,022,824
132	Other Support Services - Misc. (Describe & Itemize)	2900									0
133	Total Support Services	2000	4,431,837	804,187	2,117,000	2,229,200	2,440,000	600	0	0	12,022,824
134	COMMUNITY SERVICES (O&M)	3000									0
135	PAYMENTS TO OTHER DIST & GOVT UNITS (O&M)	4000									
136	Payments to Other Dist & Govt Units (In-State)	4100									
137	Payments for Regular Programs	4110									0
138	Payments for Special Education Programs	4120									0
139	Payments for CTE Program	4140									0
140	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
141	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
142	Payments to Other Dist & Govt Units (Out of State) ¹⁴	4400									0
143	Total Payments to Other Dist & Govt Unit	4000			0			0			0
144	DEBT SERVICE (O&M)	5000									
145	Debt Service - Interest on Short-Term Debt	5100									
146	Tax Anticipation Warrants	5110									0
147	Tax Anticipation Notes	5120									0
148	Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
149	State Aid Anticipation Certificates	5140									0
150	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
151	Total Debt Service - Interest on Short-Term Debt	5100						0			0
152	Debt Service - Interest on Long-Term Debt	5200									0
153	Total Debt Service	5000						0			0
154	PROVISION FOR CONTINGENCIES (O&M)	6000									0
155	Total Direct Disbursements/Expenditures		4,431,837	804,187	2,117,000	2,229,200	2,440,000	600	0	0	12,022,824
156	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(1,753,009)
157											
158	30 - DEBT SERVICE FUND (DS)										
159	PAYMENTS TO OTHER DIST & GOVT UNITS (DS)	4000									
160	Payments to Other Dist & Govt Units (In-State)	4100									
161	Payments for Regular Programs	4110									0
162	Payments for Special Education Programs	4120									0
163	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
164	Total Payments to Other Dist & Govt Units (In-State)	4000						0			0
165	DEBT SERVICE (DS)	5000									
166	Debt Service - Interest on Short-Term Debt	5100									
167	Tax Anticipation Warrants	5110									0
168	Tax Anticipation Notes	5120									0
169	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
170	State Aid Anticipation Certificates	5140									0
171	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
172	Total Debt Service - Interest On Short-Term Debt	5100						0			0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
173	Debt Service - Interest on Long-Term Debt	5200						1,195,000			1,195,000
174	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300						1,580,000			1,580,000
175	Debt Service - Other (Describe & Itemize)	5400									0
176	Total Debt Service	5000			0			2,775,000			2,775,000
177	PROVISION FOR CONTINGENCIES (DS)	6000									0
178	Total Direct Disbursements/Expenditures				0			2,775,000			2,775,000
179	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										249,075
180											
181	40 - TRANSPORTATION FUND (TR)										
182	SUPPORT SERVICES (TR)	2000									
183	Support Services - Pupils	2100									
184	Other Support Services - Pupils (Describe & Itemize)	2190									0
185	Support Services - Business										
186	Pupil Transportation Services	2550			3,382,000		210,000				3,592,000
187	Other Support Services - Business (Describe & Itemize)	2900									0
188	Total Support Services	2000	0	0	3,382,000	0	210,000	0	0	0	3,592,000
189	COMMUNITY SERVICES (TR)	3000									0
190	PAYMENTS TO OTHER DIST & GOVT UNITS (TR)	4000									
191	Payments to Other Dist & Govt Units (In-State)	4100									
192	Payments for Regular Program	4110									0
193	Payments for Special Education Programs	4120									0
194	Payments for Adult/Continuing Education Programs	4130									0
195	Payments for CTE Programs	4140									0
196	Payments for Community College Programs	4170									0
197	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
198	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
199	Payments to Other Dist & Govt Units (Out-of-State) (Describe & Itemize)	4400									0
200	Total Payments to Other Dist & Govt Units	4000			0			0			0
201	DEBT SERVICE (TR)	5000									
202	Debt Service - Interest on Short-Term Debt	5100									
203	Tax Anticipation Warrants	5110									0
204	Tax Anticipation Notes	5120									0
205	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
206	State Aid Anticipation Certificates	5140									0
207	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
208	Total Debt Service - Interest On Short-Term Debt	5100						0			0
209	Debt Service - Interest on Long-Term Debt	5200									0
210	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300									0
211	Debt Service - Other (Describe & Itemize)	5400									0
212	Total Debt Service	5000						0			0
213	PROVISION FOR CONTINGENCIES (TR)	6000									0
214	Total Direct Disbursements/Expenditures		0	0	3,382,000	0	210,000	0	0	0	3,592,000
215	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(126,785)
216											
217	50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)										
218	INSTRUCTION (MR/SS)	1000									
219	Regular Program	1100		566,180							566,180
220	Pre-K Programs	1125									0
221	Special Education Programs (Functions 1200-1220)	1200		417,415							417,415
222	Special Education Programs Pre-K	1225									0
223	Remedial and Supplemental Programs K-12	1250		2,350							2,350
224	Remedial and Supplemental Programs Pre-K	1275									0
225	Adult/Continuing Education Programs	1300		1,750							1,750
226	CTE Programs	1400									0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
227	Interscholastic Programs	1500		120,093							120,093
228	Summer School Programs	1600		20,500							20,500
229	Gifted Programs	1650									0
230	Driver's Education Programs	1700		19,871							19,871
231	Bilingual Programs	1800									0
232	Truant Alternative & Optional Programs	1900		5,810							5,810
233	Total Instruction	1000		1,153,969							1,153,969
234	SUPPORT SERVICES (MR/SS)	2000									
235	Support Services - Pupil	2100									
236	Attendance & Social Work Services	2110		226,792							226,792
237	Guidance Services	2120		199,060							199,060
238	Health Services	2130		19,187							19,187
239	Psychological Services	2140									0
240	Speech Pathology & Audiology Services	2150									0
241	Other Support Services - Pupils (Describe & Itemize)	2190		21,371							21,371
242	Total Support Services - Pupil	2100		466,410							466,410
243	Support Services - Instructional Staff	2200									
244	Improvement of Instruction Services	2210		20,102							20,102
245	Educational Media Services	2220		326,159							326,159
246	Assessment & Testing	2230		19,400							19,400
247	Total Support Services - Instructional Staff	2200		365,661							365,661
248	Support Services - General Administration	2300									
249	Board of Education Services	2310									0
250	Executive Administration Services	2320		23,770							23,770
251	Special Area Administrative Services	2330									0
252	Claims Paid from Self Insurance Fund	2361									0
253	Risk Management and Claims Services Payments	2365									0
254	Total Support Services - General Administration	2300		23,770							23,770
255	Support Services - School Administration	2400									
256	Office of the Principal Services	2410		204,838							204,838
257	Other Support Services - School Administration (Describe & Itemize)	2490									0
258	Total Support Services - School Administration	2400		204,838							204,838
259	Support Services - Business	2500									
260	Direction of Business Support Services	2510		3,005							3,005
261	Fiscal Services	2520		80,757							80,757
262	Facilities Acquisition & Construction Services	2530									0
263	Operation & Maintenance of Plant Service	2540		939,693							939,693
264	Pupil Transportation Services	2550									0
265	Food Services	2560									0
266	Internal Services	2570		38,499							38,499
267	Total Support Services - Business	2500		1,061,954							1,061,954
268	Support Services - Central	2600									
269	Direction of Central Support Services	2610									0
270	Planning, Research, Development & Evaluation Services	2620									0
271	Information Services	2630		52,746							52,746
272	Staff Services	2640		52,863							52,863
273	Data Processing Services	2660		46,898							46,898
274	Total Support Services - Central	2600		152,507							152,507
275	Other Support Services - Misc. (Describe & Itemize)	2900									0
276	Total Support Services	2000		2,275,140							2,275,140
277	COMMUNITY SERVICES (MR/SS)	3000		20,798							20,798
278	PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)	4000									
279	Payments for Regular Programs	4110									0
280	Payments for Special Education Programs	4120									0
281	Payments for CTE Programs	4140									0
282	Total Payments to Other Dist & Govt Units	4000		0							0
283	DEBT SERVICE (MR/SS)	5000									
284	Debt Service - Interest on Short-Term Debt	5100									

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
285	Tax Anticipation Warrants	5110									0
286	Tax Anticipation Notes	5120									0
287	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
288	State Aid Anticipation Certificates	5140									0
289	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
290	Total Debt Service	5000						0			0
291	PROVISION FOR CONTINGENCIES (MR/SS)	6000									0
292	Total Direct Disbursements/Expenditures			3,449,907				0			3,449,907
293	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										11,430
294											
295	60 - CAPITAL PROJECTS (CP)										
296	SUPPORT SERVICES (CP)	2000									
297	Support Services - Business										
298	Facilities Acquisition & Construction Services	2530					32,496,905				32,496,905
299	Other Support Services - Business (Describe & Itemize)	2900									0
300	Total Support Services	2000	0	0	0	0	32,496,905	0	0		32,496,905
301	PAYMENTS TO OTHER DIST & GOVT UNITS (CP)	4000									
302	Payments to Other Dist & Govt Units (In-State)	4100									
303	Payments to Regular Programs	4110									0
304	Payment for Special Education Programs	4120									0
305	Payment for CTE Programs	4140									0
306	Payments to Other Govt Units - Programs (In-State) (Describe & Itemize)	4190									0
307	Total Payments to Other Districts & Govt Units	4000			0			0			0
308	PROVISION FOR CONTINGENCIES (CP)	6000									0
309	Total Direct Disbursements/Expenditures		0	0	0	0	32,496,905	0	0		32,496,905
310	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(32,214,075)
311											
312	70 WORKING CASH FUND (WC)										
313											
314	80 - TORT FUND (TF)										
315	INSTRUCTION (TF)	1000									
316	Regular Programs	1100									0
317	Tuition Payment to Charter Schools	1115									0
318	Pre-K Programs	1125									0
319	Special Education Programs (Functions 1200 - 1220)	1200									0
320	Special Education Programs Pre-K	1225									0
321	Remedial and Supplemental Programs K-12	1250									0
322	Remedial and Supplemental Programs Pre-K	1275									0
323	Adult/Continuing Education Programs	1300									0
324	CTE Programs	1400									0
325	Interscholastic Programs	1500									0
326	Summer School Programs	1600									0
327	Gifted Programs	1650									0
328	Driver's Education Programs	1700									0
329	Bilingual Programs	1800									0
330	Truant Alternative & Optional Programs	1900									0
331	Pre-K Programs - Private Tuition	1910									0
332	Regular K-12 Programs Private Tuition	1911									0
333	Special Education Programs K-12 Private Tuition	1912									0
334	Special Education Programs Pre-K Tuition	1913									0
335	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
336	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
337	Adult/Continuing Education Programs Private Tuition	1916									0
338	CTE Programs Private Tuition	1917									0
339	Interscholastic Programs Private Tuition	1918									0
340	Summer School Programs Private Tuition	1919									0
341	Gifted Programs Private Tuition	1920									0
342	Bilingual Programs Private Tuition	1921									0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
343	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
344	Total Instruction¹⁴	1000	0	0	0	0	0	0	0	0	0
345	SUPPORT SERVICES (TF)	2000									
346	Support Services - Pupil	2100									
347	Attendance & Social Work Services	2110									0
348	Guidance Services	2120									0
349	Health Services	2130									0
350	Psychological Services	2140									0
351	Speech Pathology & Audiology Services	2150									0
352	Other Support Services - Pupils (Describe & Itemize)	2190									0
353	Total Support Services - Pupil	2100	0	0	0	0	0	0	0	0	0
354	Support Services - Instructional Staff	2200									
355	Improvement of Instruction Services	2210									0
356	Educational Media Services	2220									0
357	Assessment & Testing	2230									0
358	Total Support Services - Instructional Staff	2200	0	0	0	0	0	0	0	0	0
359	Support Services - General Administration	2300									
360	Board of Education Services	2310									0
361	Executive Administration Services	2320									0
362	Special Area Administration Services	2330									0
363	Claims Paid from Self Insurance Fund	2361									0
364	Risk Management and Claims Services Payments	2365									0
365	Total Support Services - General Administration	2300	0	0	0	0	0	0	0	0	0
366	Support Services - School Administration	2400									
367	Office of the Principal Services	2410									0
368	Other Support Services - School Administration (Describe & Itemize)	2490									0
369	Total Support Services - School Administration	2400	0	0	0	0	0	0	0	0	0
370	Support Services - Business	2500									
371	Direction of Business Support Services	2510									0
372	Fiscal Services	2520									0
373	Facilities Acquisition & Construction Services	2530									0
374	Operation & Maintenance of Plant Services	2540									0
375	Pupil Transportation Services	2550									0
376	Food Services	2560									0
377	Internal Services	2570									0
378	Total Support Services - Business	2500	0	0	0	0	0	0	0	0	0
379	Support Services - Central	2600									
380	Direction of Central Support Services	2610									0
381	Planning, Research, Development & Evaluation Services	2620									0
382	Information Services	2630									0
383	Staff Services	2640									0
384	Data Processing Services	2660									0
385	Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
386	Other Support Services - Misc. (Describe & Itemize)	2900									0
387	Total Support Services	2000	0	0	0	0	0	0	0	0	0
388	COMMUNITY SERVICES (TF)	3000									0
389	PAYMENTS TO OTHER DIST & GOVT UNITS (TF)	4000									
390	Payments to Other Dist & Govt Units (In-State)	4100									
391	Payments for Regular Programs	4110									0
392	Payments for Special Education Programs	4120									0
393	Payments for Adult/Continuing Education Programs	4130									0
394	Payments for CTE Programs	4140									0
395	Payments for Community College Programs	4170									0
396	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
397	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
398	Payments for Regular Programs - Tuition	4210									0
399	Payments for Special Education Programs - Tuition	4220									0
400	Payments for Adult/Continuing Education Programs - Tuition	4230									0

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

	B	C	D	E	F	G	H
1	If there is an amount in column C or column G, please describe the type of revenue or expenditure in column D or column H.						
2	Revenue Check:	OK					
3	Expenditure Check:	OK					
4	Revenues Acct. (EstRev tab)	Amount	Describe Revenue		Expenditures Fund-Function (EstExp tab)	Amount	Describe Expenditures
5	1190				10-2190	\$ 272,681	Supervision for cafeteria, Corral and district events.
6	1290				10-2490	\$ 33,800	Postage
7	1614				10-2900	\$ 647,047	P&C Insurance and Work Comp. Insurance payments
8	1690				10-4190		
9	1790	\$ 422,250	Revenue from District athletic and club summer camps.		10-4290		
10	1819				10-4390		
11	1829				10-4400		
12	1890				10-5150		
13	1993				20-2190		
14	1999	\$ 102,165	Donations from vrious organizations.		20-2900		
15	2300				20-4190		
16	3099				20-4400		
17	3199				20-5150		
18	3299				30-4190		
19	3499				30-5150		
20	3599				30-5300	\$ 1,580,000	Current year's debt service principal payment.
21	3999	\$ 2,500	School Library Grant		30-5400		
22	4009				40-2190		
23	4090				40-2900		
24	4199				40-4190		
25	4299				40-4400		
26	4399				40-5150		
27	4499				40-5300		
28	4699				40-5400		
29	4799				50-2190	\$ 21,371	Benefits related to the salaries of student supervision.
30	4998				50-2490		
31					50-2900		
32					50-5150		
33					60-2900		
34					60-4190		
35					80-2190		
36					80-2490		
37					80-2900		
38					80-4190		
39					80-4290		
40					80-4390		
41					80-4400		
42					80-5150		
43					80-5300		
44					80-5400		
45					90-2900		
46					90-4190		
47					90-5150		
48					90-5300		

DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only (School Districts Only)					
Description	EDUCATIONAL FUND (10)	OPERATIONS & MAINTENANCE FUND (20)	TRANSPORTATION FUND (40)	WORKING CASH FUND (70)	TOTAL
Direct Revenues	83,239,200	10,269,815	3,465,215	145,266	97,119,496
Direct Expenditures	79,841,662	12,022,824	3,592,000		95,456,486
Difference	3,397,538	(1,753,009)	(126,785)	145,266	1,663,010
Estimated Fund Balance - June 30, 2025	41,292,329	10,457,446	5,459,494	4,434,431	61,643,700

Balanced budget; no Deficit Reduction Plan is required.

A deficit reduction plan is required if the local board of education adopts (or amends) the 2024-2025 school district budget in which the "operating funds" listed above result in direct revenues (line 9, BudgetSum 2-4) being less than direct expenditures (line 19, BudgetSum 2-4) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81, BudgetSum 2-4).

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

Per School Code (105 ILCS 5/17-1) - If the Deficit AFR Summary Information tab from the 2023-2024 Annual Financial Report (AFR) reflects a deficit as defined above, then the school district shall adopt and submit a deficit reduction plan (found here on page 23-27) to ISBE within 30 days after acceptance of the AFR.

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

	A	B	C	D	E	F	G
1	*School Districts Only		DEFICIT REDUCTION PLAN ESTIMATED BUDGET FY2024-2025				
2							
3	06016204017						
4	<i>District Number</i>						
5	Lyons Twp HSD 204						
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		40,894,791	14,210,455	5,586,279	4,289,165	64,980,690
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000	78,115,400	10,269,815	2,490,215	145,266	91,020,696
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0		0
11	STATE SOURCES	3000	3,716,300	0	975,000	0	4,691,300
12	FEDERAL SOURCES	4000	1,407,500	0	0	0	1,407,500
13	Total Receipts/Revenues		83,239,200	10,269,815	3,465,215	145,266	97,119,496
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000	52,244,197				52,244,197
16	SUPPORT SERVICES	2000	24,318,268	12,022,824	3,592,000		39,933,092
17	COMMUNITY SERVICES	3000	386,697	0	0		386,697
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	2,892,500	0	0		2,892,500
19	DEBT SERVICES	5000	0	0	0		0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0		0
21	Total Disbursements/Expenditures		79,841,662	12,022,824	3,592,000		95,456,486
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		3,397,538	(1,753,009)	(126,785)	145,266	1,663,010
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)		0	0	0	0	0
25	OTHER USES OF FUNDS (8000)		3,000,000	2,000,000	0	0	5,000,000
26	TOTAL OTHER SOURCES/USES OF FUNDS		(3,000,000)	(2,000,000)	0	0	(5,000,000)
27	ESTIMATED ENDING FUND BALANCE		41,292,329	10,457,446	5,459,494	4,434,431	61,643,700

	A	B	H	I	J	K	L
1	*School Districts Only		ESTIMATED BUDGET FY2025-2026				
2							
3	06016204017						
4	<i>District Number</i>						
5	Lyons Twp HSD 204						
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		41,292,329	10,457,446	5,459,494	4,434,431	61,643,700
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		41,292,329	10,457,446	5,459,494	4,434,431	61,643,700

	A	B	M	N	O	P	Q
1	*School Districts Only		ESTIMATED BUDGET FY2026-2027				
2							
3	06016204017						
4	<i>District Number</i>						
5	Lyons Twp HSD 204						
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		41,292,329	10,457,446	5,459,494	4,434,431	61,643,700
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		41,292,329	10,457,446	5,459,494	4,434,431	61,643,700

	A	B	R	S	T	U	V
1	*School Districts Only		ESTIMATED BUDGET FY2027-2028				
2							
3	06016204017						
4	<i>District Number</i>						
5	Lyons Twp HSD 204						
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		41,292,329	10,457,446	5,459,494	4,434,431	61,643,700
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		41,292,329	10,457,446	5,459,494	4,434,431	61,643,700

	A	B	W	X	Y	Z
1	*School Districts Only		SUMMARY BUDGET ADDENDUM - DEFICIT REDUCTION PLAN ESTIMATED BUDGET Date of Adoption: <input type="text"/> (Enter as MM/DD/YY)			
2						
3	06016204017					
4	District Number					
5	Lyons Twp HSD 204					
6	District Name		FY2024-2025	FY2025-2026	FY2026-2027	FY2027-2028
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		64,980,690	61,643,700	61,643,700	61,643,700
8	RECEIPTS/REVENUES	Acct #				
9	LOCAL SOURCES	1000	91,020,696	0	0	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0
11	STATE SOURCES	3000	4,691,300	0	0	0
12	FEDERAL SOURCES	4000	1,407,500	0	0	0
13	Total Receipts/Revenues		97,119,496	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #				
15	INSTRUCTION	1000	52,244,197	0	0	0
16	SUPPORT SERVICES	2000	39,933,092	0	0	0
17	COMMUNITY SERVICES	3000	386,697	0	0	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	2,892,500	0	0	0
19	DEBT SERVICES	5000	0	0	0	0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0	0
21	Total Disbursements/Expenditures		95,456,486	0	0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		1,663,010	0	0	0
23	OTHER SOURCES/USES OF FUNDS					
24	OTHER SOURCES OF FUNDS (7000)		0	0	0	0
25	OTHER USES OF FUNDS (8000)		5,000,000	0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		(5,000,000)	0	0	0
27	ESTIMATED ENDING FUND BALANCE		61,643,700	61,643,700	61,643,700	61,643,700

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

Fiscal Year 2024-2025

through Fiscal Year 2027-2028

Lyons Twp HSD 204 06016204017

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

1. Background and Narrative of Budget Reductions:

2. Assumptions Used in the Deficit Reduction Plan:

- EBF and Estimated New Tier Funding:

- Equal Assessed Valuation and Tax Rates:

- Employee Salaries and Benefits:

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

Fiscal Year 2024-2025

through Fiscal Year 2027-2028

- Short- and Long-Term Borrowing:

- Educational Impact:

- Other Assumptions:

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

Evidence-Based Funding: Fiscal Year 2025 Spending Plan LYONS TWP H S DIST 204

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

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

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

1) What are the Organizational Unit's strategic goals for student success for the 2024-25 school year? What measures will be used to evaluate progress? (No more than 2000 characters, including spaces.)

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

Part II: Planned Use of Evidence-Based Funding

The questions below provide an opportunity to document the stakeholders with whom you consulted and the data you analyzed as you determined your strategic allocations of FY 2025 EBF dollars. Key statistics related to EBF distributions are provided for your reference. Form 50-36/50-39 is typically released before current-year appropriations are known. Therefore, the figures provided are for the prior fiscal year.

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

Evidence-Based Funding Organizational Unit Results (FY 2024)	<i>Final Resources / Adequacy Target = Percent of Adequacy</i>	Average Student Enrollment	3,935.99	Adequacy Target	\$58,217,067
		Final Resources	\$79,677,440	Percent of Adequacy	137%
	<i>Base Funding Minimum + Tier Funding = Gross State Contribution</i>	Tier Assignment	4	Gross State Contribution	\$2,804,057
		FY24 Base Funding Minimum	\$2,800,348	FY 2024 Tier Funding	\$3,708
	<i>Within FY 2024 Gross State Contribution, Resources Attributable to Specific Populations</i>	Low-Income Students	\$283,592		
		English Learners (Els)	\$10,583		
		Special Education	\$1,052,732		

	FY 2025 Tier Funding	Funding Type (Select)	*Note: Tier Funding allocations are published annually at https://www.isbe.net/Pages/ebfdistribution.aspx . Amounts are available in early August. Districts must use actual funding amounts if they are available before submitting the budget to ISBE.
1) FY 2025 Tier Funding Allocation*: Enter the dollar amount of Tier Funding (e.g., NEW MONEY only) allocated to the Organizational Unit for FY 2025. Select whether the amount is estimated or actual funding.			

		Data Source 1	Data Source 2	Data Source 3
2)	Select the top three sources of data used to inform the Organizational Unit's planned allocation of EBF dollars. (Select three different responses.)			
3)	Indicate with which groups the Organizational Unit engaged to inform its intended allocation of EBF dollars. (Select any that apply; otherwise leave blank.)	Bilingual Program Director(s)	Principals	Bilingual Parent Advisory Committee
		Special Ed. Program Director(s)	School Improvement Teams	Other Parent Group(s)
		Other Program Leaders	Teacher or Support Staff Unions	Community Focus Group(s)
		School Board Members	Other School Staff	Other
[Optional] Provide a brief description of the Organizational Unit's process for consulting with internal and external stakeholders in determining the allocation of EBF dollars. (No more than 1000 characters, including spaces.)				
		Priority Investment 1	Priority Investment 2	Priority Investment 3
4)	Given the data analyzed, the stakeholders consulted, and the priorities identified in Part I, indicate the top three priority investments the Organizational Unit will make with its FY 2025 Base Funding Minimum (e.g., excluding Tier Funding). Choose "Other" if investments do not match the provided list. (Select three different responses. "Other" may be selected more than once if needed.)			
	If "Other" was selected in question 4, please describe. (No more than 1000 characters, including spaces.)			

Cost Factor Table

The table below presents the regionally adjusted amount embedded in the Organizational Unit's FY 2024 Adequacy Target for each of the 34 cost factors in the Evidence-Based Funding model (Column F). Column G is required for all Organizational Units that receive at least \$5,000 in Tier Funding, while column H is optional. Organizational Units may choose to provide additional narrative context in Columns I-M to elaborate on the figures included in the table. ISBE has produced guidance for populating the cost factor table. The guidance includes a definition for each cost factor, along with suggestions for using Employee Information System position codes and common expenditure accounts to support a determination of expenditures. This guidance is available at <https://www.isbe.net/ebfspendingplan>.

5) Column G: If the Organizational Unit will receive at least \$5,000 in FY 2025 Tier Funding (as entered in Q2.1/cell G31), column G is required. Please indicate the Organizational Unit's planned expenditures in FY 2025 from Tier Funds only. Organizational Units are not expected to place a value in each cell. Rather, the table allows for the communication of priority investments with new state resources for the current fiscal year. During years in which there is no new Tier Funding, column G will not be required. During years in which Tier Funding is available, the amount of new Tier Funding entered in Q2.1/cell G31 above must equal the sum in cell G90 below. If some or all Tier Funding is invested outside of the cost factors, enter a dollar amount in cell G89 and provide additional context in the space for a narrative beginning in row 93.

Column H: Optionally, Organizational Units may populate column H with total planned expenditures in FY 2025 for each cost factor from all revenue sources (e.g., not just from EBF). By comparing the figures in column F to the figures entered in column H, the Organizational Unit may engage local stakeholders in productive dialogue about resource allocation decisions.

Cost Factors		Amount in FY 2024 Adjusted Adequacy Target	Budgeted FY 2025 Investments with New Tier Funding [N/A]	Budgeted FY 2025 Expenditures (All Resources) [Optional]	Optional District Narratives
Core Investments	Core Teachers	\$13,844,513			Enter optional context for core investment decisions.
	Specialist Teachers	\$4,614,376			
	Instructional Facilitator	\$1,668,330			
	Core Intervention Teacher	\$555,545			
	Substitute Teachers	\$443,200			
	Guidance Counselor	\$1,425,802			
	Nurse	\$338,919			
	Supervisory Aide	\$617,826			
	Librarian	\$557,699			
	Librarian Aide	\$411,779			
	Principal	\$827,364			
	Assistant Principal	\$712,362			
	School Site Staff	\$741,362			
Subtotal		\$26,759,078			

Per Student Investments	Gifted	\$354,239			Enter optional context for per student investment decisions.
	Professional Development	\$491,999			
	Instructional Materials	\$1,279,197			
	Assessments	\$133,824			
	Computer & Tech Equipment	\$1,123,725			
	Student Activities	\$3,381,015			
	Maintenance & Operations	\$5,356,882			
	Central Office	\$3,688,023			
Employee Benefits	\$10,102,075				
	Subtotal*	\$26,126,370			
Additional Investments	Low-Income Intervention Teacher	\$359,788			Enter optional context for additional investment decisions.
	Low-Income Pupil Support Staff	\$359,788			
	Low-Income Extended Day Teacher	\$374,520			
	Low-Income Summer School Teacher	\$374,520			
	EL Intervention Teacher	\$91,498			
	EL Pupil Support Staff	\$91,498			
	EL Extended Day Teacher	\$94,599			
	EL Summer School Teacher	\$94,599			
	EL Core Teacher	\$113,984			
	Sp Ed Teacher	\$2,164,154			
	Sp Ed Instructional Assistant	\$876,641			
	Sp Ed Psychologist	\$336,028			
		Subtotal	\$5,331,618		
	Other Investments			\$0.00	
	Total**	\$58,217,067			Tier Funding Check (Cell G90)
<p>*The subtotal for Per Student Investments is a calculated figure that adjusts salary portions of Central Office and Maintenance & Operations to account for regional salary differences. As a result, the sum of each individual cost factor will not equal the subtotal. **The total is the Final Adequacy Target (adjusted for Regionalization Factor) calculated in the Full FY 2024 EBF Calculation file. Due to differences in rounding, this figure may vary slightly from the sum of the subtotals in this table.</p>					
<p>If some or all Tier Funding was invested outside of the cost factors, please describe. (No more than 1000 characters, including spaces.)</p>					
Part III: Support for Special Student Groups					
<p>EBF statute sets aside specific allocations to be spent for special education, English learners, and low-income students. Per statute these designated funds must be spent on programs and services benefiting these specific student groups. Funds for English learners and low-income students must be spent in addition to, and not in lieu of, funding that supports general programs of instruction for all students. Funds attributable to special education must be used for the provision of special education facilities and services as outlined in ILCS 14-1.08. Current-year EBF amounts attributable to each of the special student groups must be reported in cells G100-G102 below. If the Organizational Unit received at least \$5,000 for any of the student groups, a response to the questions below is required. For amounts less than \$5,000, a response is optional. All other EBF funds may be spent in any manner deemed appropriate by the school district.</p>					
<i>Collaboration Opportunity - Organizational Units may find that questions in this section are most easily and effectively completed through collaboration between program leaders affiliated with each student group and finance leaders.</i>					
1)	FY 2025 Student Population Allocations*: Enter the dollar amount of resources attributable to Specific Populations within the FY25 Gross State Contribution. Enter "0" if no funds are allocated for a student group. Select whether amounts are estimated or actual.	Low-Income Students	Enter Amounts	Select type	*Note: Allocations for each of the three student groups are published annually at isbe.net/ebfdist under "Reports." Amounts are typically available by September 1. Districts must use actual funding amounts if they are available before submitting the budget to ISBE.
		English Learners			
		Special Education			

2)	Organizational Unit investment of EBF dollars for low-income students: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Optional	Low-Income Intervention Teacher		Low-Income Extended Day Teacher		Other Investments					
		[Optional - Enter \$]		[Optional - Enter \$]		[Optional - Enter \$]					
		Low-Income Pupil Support Staff		Low-Income Summer School Teacher							
		[Optional - Enter \$]		[Optional - Enter \$]							
Additional context for the Organizational Unit's planned use of dollars attributable to low-income students in FY 2025. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.)											
3)	Organizational Unit investment of EBF dollars for English learners: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Optional	English Learner Intervention Teacher		English Learner Extended Day Teacher		English Learner Core Teacher					
		[Optional - Enter \$]		[Optional - Enter \$]		[Optional - Enter \$]					
		English Learner Pupil Support Staff		English Learner Summer School Teacher		Other Investments					
		[Optional - Enter \$]		[Optional - Enter \$]		[Optional - Enter \$]					
Additional context for the Organizational Unit's planned use of dollars attributable to English learners in FY 2025. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.)											
4)	Organizational Units investment of EBF dollars for Special Education: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Optional	Special Education Teacher		Special Education Psychologist							
		[Optional - Enter \$]		[Optional - Enter \$]							
		Special Education Instructional Assistant		Other Investments							
		[Optional - Enter \$]		[Optional - Enter \$]							
Additional context for the Organizational Unit's planned use of dollars attributable to Special Education students in FY 2025. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.)											
Plan Assurances											
Please complete the assurances below related to Article 14C of the Illinois School Code, which stipulates allowable expenditures for English learners. Organizational Units should maintain supporting documentation (e.g., sign-in sheets, meeting agendas) to affirm the veracity of the below assurances. Note that a separate collection of the Bilingual Service Plan takes place before each school year and must be separately reviewed by the Bilingual Parent Advisory Committee (BPAC). Responses in this plan should be aligned with information contained in the Bilingual Service Plan. Responses in this section are only required if an Organizational Unit receives any amount of EBF dollars attributable to English learners.											
<i>Collaboration Opportunity - Organizational Units may find that the plan assurances are most easily and effectively completed if led by program leaders.</i>											
1). "I hereby affirm that at least 60% of the school district's state funds attributable to English learners will be used for instructional costs of programs and services for English learners (function 1000), in accordance with Article 14C of the Illinois School Code. The remaining balance of state funds attributable to English learners will also be used to serve English learners." <input type="text"/>											
2). "My school district has at least one attendance center with 20 or more English learners (including parental refusals) who speak the same home language other than English in grades K-12. Alternatively and/or additionally, my school district has at least one attendance center with 20 or more English learners (including parent refusals) who speak the same home language other than English in pre-K." <input type="text"/>											
3). "I hereby affirm that the school district's BPAC will review this EBF Spending Plan by or before October 31, 2024." <input type="text"/>											
4). Enter the anticipated date on which the BPAC review will take place and the name of the BPAC chair for SY 2024-25. <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">BPAC Meeting (MM/DD/YYYY)</td> <td></td> </tr> <tr> <td>Name of Chair</td> <td></td> </tr> </table>								BPAC Meeting (MM/DD/YYYY)		Name of Chair	
BPAC Meeting (MM/DD/YYYY)											
Name of Chair											

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

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS (School Districts Only)

(For Local Use Only)

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

The worksheet is intended for use during the budgeting process to estimate the district's percent increase of FY2025 budgeted expenditures over actual FY2024 expenditures. Budget information is copied to this page. Insert the prior year estimated actual expenditures to compute the estimated percentage increase (decrease).

The official Limitation of Administrative Costs Worksheet is attached to the end of the Annual Financial Report (ISBE Form 50-35) and may be submitted in conjunction with that report.

An official Limitation of Administrative Costs Worksheet can also be found on the ISBE website at: [Limitation of Administrative Costs](#)

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET

(Section 17-1.5 of the School Code)

School District Name: **Lyons Twp HSD 204**

RCDT Number: **06016204017**

		Estimated Actual Expenditures, Fiscal Year 2024				Budgeted Expenditures, Fiscal Year 2025			
		(10)	(20)	(80)		(10)	(20)	(80)	
Description	Funct. No.	Educational Fund	Operations & Maintenance Fund	Tort Fund	Total	Educational Fund	Operations & Maintenance Fund	Tort Fund	Total
1. Executive Administration Services	2320				0	542,309		0	542,309
2. Special Area Administration Services	2330				0	0		0	0
3. Other Support Services - School Administration	2490				0	33,800		0	33,800
4. Direction of Business Support Services	2510				0	279,267	0	0	279,267
5. Internal Services	2570				0	679,898		0	679,898
6. Direction of Central Support Services	2610				0	0		0	0
7. Deduct - Early Retirement or other pension obligations required by state law and included above.					0				0
8. Totals		0	0	0	0	1,535,274	0	0	1,535,274
9. Estimated Percent Increase (Decrease) for FY2025 (Budgeted) over (Actual) FY 2024									Enter Actual Data

Reference Description

- 1 Each fund balance should correspond to the fund balance reflected on the books as of June 30th - Balance Sheet Accounts #720 and #730 (audit figures, if available).
- 2 Accounting and Financial Reporting for Certain Grants and Other Financial Assistance. The "On-Behalf" Payments should only be reflected on this page (Budget Summary, Lines 10 and 20).
- 3 Requires the secretary of the school board to notify the county clerk (within 30 days of the transfer approval) to abate an equal amount of taxes to be next extended. See Sec. 10-22.14 & 17-2.11.
- 3^a Requires notification to the county clerk to abate an equal amount from taxes next extended. See section 10-22.14
- 4 Principal on Bonds Sold:
 - (1) Funding Bonds are to be entered in the fund or funds in which the liability occurs.
 - (2) Refunding Bonds can be entered in the Debt Services Fund only.
 - (3) Building Bonds can be entered in the Capital Projects Fund only.
 - (4) Fire Prevention and Safety Bonds can be entered in the Fire Prevention & Safety Fund only.
- 5

The proceeds from the sale of school sites, buildings, or other real estate shall be used first to pay the principal and interest on any outstanding bonds on the property being sold, and after all such bonds have been retired, the remaining proceeds from the sale next shall be used by the school board to meet any urgent district needs as determined under Sections 2-3.12 and 17-2.11 of the School Code. Once these issues have been addressed, any remaining proceeds may be used for any other authorized purpose and for deposit into any district fund.
- 6 The School Code, Section 10-22.44 prohibits the transfer of interest earned on the investment of "any funds for purposes of Illinois Municipal Retirement under the Pension Code." This prohibition does not include funds for Social Security and Medicare-only purposes. For additional requirements on interest earnings, see 23 Illinois Administrative Code, Part 100, Section 100.50.
- 7 Cash plus investments must be greater than or equal to zero.
- 8

For cash basis budgets, this total will equal the Budget Summary - Total Direct Receipts/Revenues (Line 9) plus Total Other Sources of Funds (Line 46).
- 9

For cash basis budgets, this total will equal the Budget Summary - Total Direct Disbursements/Expenditures (Line 19) plus Total Other Uses of Funds (Line 79).
- 10

Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).
- 11

Include revenue accounts 1110 through 1115, 1117,1118 & 1120.
- 12

The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.
- 13

Corporate personal property replacement tax revenue must be first applied to the Municipal Retirement/Social Security Fund to replace tax revenue lost due to the abolition of the corporate personal property tax (30 ILCS 115/12). This provision does not apply to taxes levied for Medicare-Only purposes.
- 14

Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.
- 15

Payment towards the retirement of lease/purchase agreements or bonded/other indebtedness (principal only) otherwise reported within the fund - e.g.: alternate revenue bonds. (Describe & Itemize)
- 16

Only abolishment of Working Cash Fund must transfer its funds directly to the Educational Fund upon adoption of a resolution and at the close of the current school Year (see 105 ILCS 5/20-8 for further explanation)

Only abatement of working cash fund can transfer its funds to any fund in most need of money (see 105 ILCS 5/20-10 for further explanation)

CHECK FOR ERRORS	
This worksheet checks various cells to assure that selected items are in balance.	
Please fix errors below before submitting to ISBE.	
Budget Item References	Message
1. Deficit Reduction Plan (DefReductPlan 23-27 tab)	
Is Deficit Reduction Plan Required? (Joint Agreements do not complete Deficit Reduction Plan.)	Deficit Reduction Plan is not required
If required, is Deficit Reduction Plan completed? (DefReductPlan 23-27 tab)	
2. Cover Page (Cover tab)	
District Name must be selected from drop-down. (Cell H13)	OK
Accounting Basis must be selected on Cover sheet.	OK
Dates (Day, Month, Year) must be input on Cover sheet.	OK
Board Names must be typed on Cover sheet.	ERROR - TYPE BOARD NAMES
3. Budget Summary: Other Sources (BudgetSum 2-4 tab - Acct 7000) must equal Other Uses (BudgetSum 2-4 tab - Acct 8000).	
Estimated Beginning Fund Balance July, 1 2023 for all Funds (Cells C3 - K3) (Line must have a number or zero. Do not leave blank.)	OK
Estimated Activity Fund Beginning Fund Balance July, 1 2023 (Cell C83) (Cell must have a number or zero. Do not leave blank.)	OK
Transfer Among Funds (Funds 10, 20, 40 - Acct 7130 - Cells C29, D29, F29), must equal (Funds 10, 20 & 40 - Acct 8130 - Cells C52, D52, F52).	OK
Transfer of Interest (Funds 10 thru 90 - Acct 7140 - Cells C30:K30), must equal (Funds 10 thru 60, & 80 - Acct 8140 - Cells C53:H53, J53).	OK
Transfer to Debt Service to Pay Principal on GASB 87 Leases (Fund 30 - Acct 7400 - Cell E39) must equal (Funds 10, 20 & 60 - Acct 8400 Cells C57:H60).	OK
Transfer to Debt Service to Pay Interest on GASB 87 Leases (Fund 30 - Acct 7500 - Cell E40) must equal (Funds 10, 20 & 60 - Acct 8500 - Cells C61:H64).	OK
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds (Fund 30 - Acct 7600 - Cell E41) must equal (Funds 10 & 20 - Acct 8600 - Cells C65:D68).	OK
Transfer to Debt Service to Pay Interest on Revenue Bonds (Fund 30 - Acct 7700 - Cell E42) must equal (Funds 10 & 20 - Acct 8700 - Cells C69:D72).	OK
Transfer to Capital Projects Fund (Fund 60 - Acct 7800 - Cell H43) must equal (Fund 10 & 20, Acct 8800 - Cells C73:D76).	OK
4. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2023 (CashSum 5 tab, All Funds) cannot be negative.	
Educational (Fund 10 - Cell C3)	OK
Operations & Maintenance (Fund 20 - Cell D3)	OK
Debt Service (Fund 30 - Cell E3)	OK
Transportation (Fund 40 - Cell F3)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G3)	OK
Capital Projects (Fund 60 - Cell H3)	OK
Working Cash (Fund 70 - Cell I3)	OK
Tort (Fund 80 - Cell J3)	OK
Fire Prevention & Safety (Fund 90 - Cell K3)	OK
Activity Funds (Cell C23)	OK
5. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2024 (CashSum 5 tab - All Funds) cannot be negative.	
Educational (Fund 10 - Cell C21)	OK
Operations & Maintenance (Fund 20 - Cell D21)	OK
Debt Service (Fund 30 - Cell E21)	OK
Transportation (Fund 40 - Cell F21)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G21)	OK
Capital Projects (Fund 60 - Cell H21)	OK
Working Cash (Fund 70 - Cell I21)	OK
Tort (Fund 80 - Cell J21)	OK
Fire Prevention & Safety (Fund 90 - Cell K21)	OK
6. Summary of Cash Transactions: Other Receipts (CashSum 5 tab) must equal Other Disbursements (CashSum 5 tab).	
Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C6:H6, J6:K6) must equal Interfund Loans Receivable (Funds 10:20, 40, 70 - Acct 141 - Cells C15:D15, F15, I15).	OK
Interfund Loans Receivable (Funds 10, 20, 40, 70 - Acct 141 - Cells C7:D7, F7, I7) must equal Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C16:H16, J16, K16).	OK
7. Estimated Revenue (EstRev 6-11 tab)	
Amounts must be input for revenue.	OK
8. Estimated Expenditures (EstExp 12-20 tab)	
Amounts must be input for expenditures.	OK
9. Itemization Notes: Revenues/Expenditures reported that require note on Itemize 21 tab.	
Include brief note(s) describing revenue source.	OK
Include brief note(s) describing expenditure use.	OK
10. EBF Spending Plan	
All required questions have been answered.	INCOMPLETE

End of Balancing

LEGAL NOTICE / PUBLIC NOTICE

Notice is Hereby Given by the Board of Education of District Number 204, in the County of Cook, State of Illinois, that the tentative budget for School District 204 for the fiscal year beginning July 1, 2024 and ending on June 30, 2025 will be on file and conveniently available for public inspection at 100 South Brainard, LaGrange, IL, in this School District after 8:00 a.m. CDST, on the 8th day of August, 2024.

Notice is Further Hereby Given that a public hearing on said budget will be held at 7:00 p.m., CDST, on the 16th day of September, 2024 at LaGrange, IL in this School District Number 204, Board Conference Room 103, 100 South Brainard, LaGrange, IL.

/s/ Jill Beda Daniels
Secretary, Board of Education
Lyons Township High School
District Number 204

August 8, 2024



LYONS TOWNSHIP HIGH SCHOOL District 204

Dr. Brian Waterman, Superintendent

Ph: 708-579-6451 E: BWaterman@LTHS.net

North Campus 100 S. Brainard Ave., LaGrange, IL 60525

South Campus 4900 S. Willow Springs Ave., Western Springs, IL 60558

TO: District #204 Board of Education
FROM: Dr. Brian Waterman, Superintendent
DATE: August 5, 2024
RE: PRESS 115 Updates

The District maintains its policies through the PRESS service provided by the Illinois Association of School Boards (IASB). We received the recent PRESS issue 115 updates and will be reviewing these at the August Committee of the Whole Meeting. Recommendations from our legal counsel are also attached.

Section 1: Draft Updates. The following policy revisions are draft updates and can include changes of an administrative nature, such as updates to legal references, footnotes, terminology, or responses to recent legislation, or other language update suggestions.

Policy 2:70 Vacancies of the Board of Education Filling Vacancies

Policy 2:125 Board Member Expenses

Policy 4:70 Resource Conservation

Policy 4:80 Accounting and Audits

Policy 5:130 Responsibilities concerning Internal Information

Policy 5:200 Terms and Conditions of Employment and Dismissal

Policy 6:140 Education of Homeless Children

Section 2: Review and Monitoring. Similar to a 5-year update, these policies have not been included in a recent 5-year update, and have not been reviewed in some time. For quality assurance, IASB recommends a review of policies at least once every five years

Policy 2:160 Board Attorney

Policy 4:15 Identity Protection

Policy 5:180 Temporary Illness or Temporary Incapacity

Policy 5:290 Employment Termination and Suspension (this policy also includes district unique edits)

Policy 6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

Policy 6:150 Home and Hospital Instruction

Policy 7:170 Vandalism

Section 3 District Unique Edit:

Policy 5:125 (Electronic Communications/Social Media Use) - This policy was reviewed by HLERK to ensure that the recommended Policy 5:125 is consistent with LTHS Staff Guidelines related to Electronic Communications/Social Media Use.





LYONS TOWNSHIP HIGH SCHOOL District 204

Dr. Brian Waterman, Superintendent

Ph: 708-579-6451 E: BWaterman@LTHS.net

North Campus 100 S. Brainard Ave., LaGrange, IL 60525

South Campus 4900 S. Willow Springs Ave., Western Springs, IL 60558

Section 3 District Unique Edit cont.:

Policy 5:240 Suspension - This policy was reviewed by HLERK by request of Ed Piotrowski, in conjunction with recommended PRESS 115 updates for Policy 5:290.



PRESS 115

DRAFT UPDATES

Document Status: Draft Update

SECTION 2 -BOARD OF EDUCATION

2:70 Vacancies on the Board of Education - Filling Vacancies

Vacancy

Elective office of a Board of Education member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent,
2. Resignation in writing filed with the Secretary of the Board,
3. Legal disability,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child,
5. Removal from office,
6. The decision of a competent tribunal declaring his or her election void,
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in the School Code are violated,
8. An illegal conflict of interest, or
9. Acceptance of a second public office that is incompatible with Board membership.

Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the appropriate Intermediate Service Center Executive Director PRESSPlus1 of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within 60 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.:

105 ILCS 5/10-10 and 5/10-11.

CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal from Office), 2:120 (Board Member Development)

Adopted: January 21, 2020

PRESSPlus Comments

PRESSPlus 1. Updated for clarity. **Issue 115, June 2024**

Document Status: Draft Update

SECTION 2 -BOARD OF EDUCATION

2:125 Board Member Expenses

Board Member Compensation Prohibited

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

Roll Call Vote

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

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

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

Exceeding the Maximum Allowable Reimbursement Amount(s)

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

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

Advancements

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

1. Meetings sponsored by the Illinois State Board of Education or by the appropriate Intermediate Service Center Executive Director, PRESSPlus1
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the ⁴⁸School Code; and

3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

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

Credit and Procurement Cards

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

Standardized Expense Form(s) Required

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

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

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

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only in emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of

- the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
- b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, ride sharing or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
 4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
 5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, *Expenses*, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.:

105 ILCS 5/10-20 and 5/10-22.32.

30 ILCS 708/, Government Accountability and Transparency Act.

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

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

Adopted: October 19, 2020

PRESSPlus Comments

PRESSPlus 1. Updated for clarity. **Issue 115, June 2024**

Document Status: Draft Update

OPERATIONAL SERVICES

4:70 Resource Conservation

The Superintendent or designee shall manage a program of energy and resource conservation for the District that includes:

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible.
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in the School Code, if economically and practically feasible.
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the District's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; and (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the District's waste stream. PRESSPlus1
4. ~~Adherence to e~~Energy conservation measures. PRESSPlus2

LEGAL REF.:

105 ILCS 5/10-20.19c and 5/19b.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs)

Adopted: August 15, 2022

PRESSPlus Comments

PRESSPlus 1. This policy's content is unique to the district. Please consult the author and the **PRESS** sample, available by logging in at www.iasb.com, to determine necessary changes. **Issue 115, June 2024**

PRESSPlus 2.

Updated in response to a five-year review. **Issue 115, June 2024**

Document Status: Draft Update

OPERATIONAL SERVICES

4:80 Accounting and Audits

The School District's accounting and audit services shall comply with the Illinois Program Accounting Manual, as adopted by the Ill. State Board of Education (ISBE), and State law. The Superintendent or designee, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent or designee shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent or designee. The Superintendent or designee shall annually, on or before October 15, submit an original and one copy of the audit to the appropriate Intermediate Service Center Executive Director. [PRESSPlus1](#)

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313, if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a ~~de~~minutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with

federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent or designee shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent or designee consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Director of Business Services, or Board President, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

Internal Controls

The Superintendent or designee is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.

9. Any unnecessary weaknesses or financial risks must be promptly corrected.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

2 C.F.R. §200 et seq.

30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Admin.Code 7000 *et seq.*

105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.

23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit Cards), 4:90 (Student Activity and Fiduciary Funds)

Adopted: October 18, 2021

PRESSPlus Comments

PRESSPlus 1. Updated for clarity. **Issue 115, June 2024**

Document Status: Draft Update

General Personnel

5:130 Responsibilities Concerning Internal Information

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

LEGAL REF.:

~~Family Educational and Privacy Rights Act~~; 20 U.S.C. §1232g, Family Educational and Privacy Rights Act.

~~Uses and Disclosures of Protected Health Information; General Rules~~; 45 C.F.R. §164.502; Uses and Disclosures of Protected Health Information; General Rules.

~~Ill. Freedom of Information Act~~; 5 ILCS 140/, Ill. Freedom of Information Act.

~~Local Records Act~~; 50 ILCS 205/, Local Records Act.

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

105 ILCS 85, Student Online Personal Protection Act, PRESSPlus1

~~Personnel Record Review Act~~; 820 ILCS 40/, Personnel Record Review Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: September 16, 2019

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 115, June 2024**

Document Status: Draft Update

Professional Personnel

5:200 Terms and Conditions of Employment and Dismissal

The Superintendent shall manage the terms and conditions for the employment of professional personnel as provided by contract or as provided by State law.

LEGAL REF.:

29 U.S.C. §218(d), Pub. L. 117-328, Pump for Nursing Mothers Act.

42 U.S.C. §2000gg et seq., Pub. L. 117-328, Pregnant Workers Fairness Act.

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22-96.5, PRESSPlus1 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

23 Ill.Admin.Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).

Cleveland Bd. of Educ. v. Loudemill, 470 U.S. 532(1985).

CROSS REF.: 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:290 (Employment Termination and Suspensions)

Adopted: February 20, 2024

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/22-96, added by P.A. 103-46 and amended by P.A. 103-564, requires school districts, when hiring or assigning educators for physical education, music, or visual arts, to prioritize the hiring or assigning of educators who hold an educator license and endorsement in those areas. The law also requires educators in these areas to obtain short-term approval if they are not licensed in the content area, or, if no short-term approval is available, they must meet criteria specified by the Ill. State Board of Education (ISBE). Educators must obtain an endorsement in the area being taught prior to the end of the short-term approval period to continue to maintain the educator's employment for subsequent school years. In the alternative, educators do not need to be licensed, obtain short-term approval, or meet other ISBE requirements if they meet the requirements of Title 23 of the Illinois Administrative Code except for Section 1.710. **Issue 115, June 2024**

Document Status: Draft Update

INSTRUCTION

6:140 Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney Homeless Assistance Act and the Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Intermediate Service Center Executive Director and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF.:

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

105 ILCS 45/, Education for Homeless Children Act.

23 Ill.Admin.Code §1.241. PRESSPlus1

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 4:140 (Waiver of Student Fees), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

Adopted: August 15, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 115, June 2024**

REVIEW & MONITORING

Document Status: Review and Monitoring

SECTION 2 -BOARD OF EDUCATION

2:160 Board Attorney

The School Board may retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the School Board in its capacity as the governing body for the School District. The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter. The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board.^{PRESSPlus1}

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

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

LEGAL REF.:

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

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

Adopted: June 15, 2020

PRESSPlus Comments

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

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

Document Status: Review and Monitoring

OPERATIONAL SERVICES

4:15 Identity Protection

The collection, storage, use, disposal and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to: PRESSPlus1

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

The Superintendent is also responsible for notification of affected individuals and any other entity in the event of the acquisition of personal information by an unauthorized person or entity to the extent required by the Illinois Personal Information Protection Act and any other applicable law.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal in accordance with District policy and procedures. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) *protected personally identifiable information*, (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information.

LEGAL REF.:

2 C.F.R. §200.303(e).

5 ILCS 179/, Identity Protection Act.

30 ILCS 708/, Grant Accountability and Transparency Act

50 ILCS 205/3, Local Records Act.

105 ILCS 10/, Illinois School Student Records Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

Adopted: February 18, 2020

PRESSPlus Comments

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

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
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Issue 115, June 2024

Document Status: Review and Monitoring

General Personnel

5:180 Temporary Illness or Temporary Incapacity

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

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

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

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

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LEGAL REF.:

42 U.S.C. §12101 et seq., Americans with Disabilities Act.

105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.

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

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

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

Adopted: October 21, 2019

PRESSPlus Comments

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

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Issue 115, June 2024

Document Status: Review and Monitoring

Educational Support Personnel

5:290 Employment Termination and Suspensions

Resignation and Retirement^{PRESSPlus1}

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

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board of Education consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.

Layoff and Recall

Please refer to the following current agreement:

Agreement Between the Board of Education of Lyons Township High School District 204, Cook County, Illinois and Lyons Township ParaEducators Association (LTPA).

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.:

105 ILCS 5/10-22.34c and 5/10-23.5

5 ILCS 430 et seq., State Officials and Employees Ethics Act.

325 ILCS 5/7.4(c-10), Abused and Neglected Child Reporting Act.

820 ILCS 105/4a, Minimum Wage Law.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

Adopted: February 21, 2023

PRESSPlus Comments

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

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Issue 115, June 2024

Educational Support Personnel

5:290 Employment Termination and Suspensions

Resignation and Retirement

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

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board of Education consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by [325 ILCS 5/](#).

Layoff and Recall

Please refer to the following current agreement:

Agreement Between the Board of Education of Lyons Township High School District 204, Cook County, Illinois and Lyons Township ParaEducators Association (LTPA).

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow [Sections 10-22.34c](#) (outsourcing non-instructional services) and [10-23.5](#) (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions (except for administrative staff members as provided in Policy 5:240), or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation;
or
2. Remove the employee as recommended, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.:

[105 ILCS 5/10-22.34c](#) and [5/10-23.5](#)

[5 ILCS 430](#) *et seq.*, State Officials and Employees Ethics Act.

[325 ILCS 5/7.4](#)(c-10), Abused and Neglected Child Reporting Act.

[820 ILCS 105/4a](#), Minimum Wage Law.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

Adopted: ~~February 21, 2023~~

1272452.1

Document Status: Review and Monitoring

INSTRUCTION

6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include a Graduation Incentive Program. PRESSPlus1

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.:

105 ILCS 5/2-3.41, 5/2-3.66, 5/10-20.9a, 5/13B, 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.

CROSS REF.: 6:300 (Graduation Requirements), 7:70 (Attendance and Truancy)

Adopted: September 16, 2019

PRESSPlus Comments

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

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Issue 115, June 2024

Document Status: Review and Monitoring

INSTRUCTION

6:150 Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. PRESSPlus1

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.:

105 ILCS 5/10-19.05(e), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.

23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

Adopted: January 21, 2020

PRESSPlus Comments

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

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to

determine whether local changes are necessary

- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 115, June 2024

Document Status: Review and Monitoring

STUDENTS

7:170 Vandalism

The Board of Education will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.^{PRESSPlus1}

LEGAL REF.:

740 ILCS 115/.

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

Adopted: September 16, 2019

PRESSPlus Comments

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

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

Issue 115, June 2024

DISTRICT UNIQUE EDITS

General Personnel

5:125 Electronic Communications/Social Media Use

Lyons Township High School District 204 recognizes that electronic communication and social media may be useful tools for employee/student/parent communication about instructional and other school-related matters. To ensure a safe and appropriate school environment, all electronic communications between employees, employees and students, and employees and parents must be consistent with and in accordance with the following stated this policy.

Commented [KP1]: The guidelines indicate that social media pages will be used by club sponsors and for athletic teams, so we expanded the purpose beyond instruction.

Employees may communicate with currently enrolled Lyons 204 students only about school-related matters and only through district-approved or district-hosted electronic accounts and applications, such as district e-mail addresses, professional social media pages as defined below, and the official district website with the "lths.net" domain. A district employee who wishes to utilize any technology (e.g. cell phones, including texting) for electronic communication other than those listed above to communicate with current Lyons 204 students must notify his/her building principal and obtain express written or electronic consent from the student's parent(s) before utilizing the technology. Such consent is not required for: (1) communications between an employee and a current student who is also the employee's relative; or (2) emergency situations requiring such communication, as long as the employee notifies his/her supervisor of the communication as soon as possible.

For the purposes of this policy, "social media" is any form of media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, internet websites, and internet forums, such as Facebook, Instagram, Snapchat, YouTube, Fan Page, Twitter/X and Google+.

Commented [KP2]: We adjusted this definition a bit to align with PRESS.

Employee Use of Social Media and Electronic Communications

All District employees who use any form of social media or electronic communications shall:

1. Adhere to the high standards for Professional and Appropriate Conduct required by policy 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest, at all times, regardless of the ever-changing social media and technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, Workplace Harassment Prohibited; 5:100, Staff Development Program; 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest; 6:235, Access to Electronic Networks; and 7:20, Harassment of Students Prohibited, and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code §22.20.
2. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
3. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
4. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, Abused and Neglected Child Reporting.
5. Not disclose confidential information, including but not limited to school student records or personnel

records, in compliance with policy 5:130, Responsibilities Concerning Internal Information.

6. Refrain from using the District's logos without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures.
7. Use electronic communications and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
8. Assume all risks associated with the use of electronic communications and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's electronic communications or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
9. Follow the District's Communications Guidelines, as may be updated from time to time.

Commented [KP3]: These items are used in the PRESS policy. They also encompass the rules outlined below.

Professional Social Media Use

District employees may only use "professional social media" pages to communicate about and promote specific to communicate with currently enrolled students or about school-related matters (e.g. clubs, athletic teams, etc.). Professional social media pages must be approved by the District in accordance with a procedure established by the Superintendent or designee. A page or publication will be considered "Professional social media" pages only if it meets the following conditions:

- The page must be public and created using a District email and other contact/identifying information;
- The page's content that is exclusively controlled by the employee/creator designated District employee and contains settings that do not allow others to post comments, photos, videos or links;
- May use District logos and/or marks, in accordance with District rules; and
- Must be used only to discuss and promote a District-related matter.
- Parents are notified at the beginning of each semester that the employee will be communicating with students and parents in this manner; and
- No personal or private matters are discussed or conducted on the page.

Commented [KP4]: We revised this to establish that professional social media pages may be created but only through a district process. The Guidelines further outline that process.

Employees are prohibited from communicating with currently enrolled Lyons 204 students or conducting school-related business via any social media page, site or email that is not a "professional social media" page as set forth above. Employees shall not accept "friend" or other communication requests from current District students through social media or electronic communication. This policy does not apply to: (1) communication between employees and their student relatives; (2) communication with alumni of the Lyons 204 School District having no current relationship with the District; or (3) emergency situations requiring such communication, as long as the Employee notifies his/her supervisor of the communication as soon as possible.

Commented [KP5]: This is duplicative of the second paragraph.

When using professional social media, employees may not, under any circumstances:

- Disclose student record information including student work, photographs of students, names of students or any other personally identifiable information about students;
- Engage in any communication or activity which violates any district policy or practice, including, but not limited to, the district's anti-harassment and Internet Acceptable Use Policies;
- Make or post discriminatory, confidential, threatening, libelous, disparaging, obscene or slanderous comments about the district, its employees, students or parents. Employees are personally liable for

Commented [KP6]: We moved this language up to make clear that the prohibition on communications does not apply to relatives or emergencies, but the remainder of the policy still applies to those situations.

~~their own commentary.~~

Commented [KP7]: These items are now covered by the list above.

No Expectation of Privacy

Any employee who uses District technology has no expectation of privacy ~~from the District~~ regarding such communications. Any employee who communicates ~~with students, parents, or other employees~~ about District business through electronic communication and/or social media (regardless of whether it occurs on District technology or personal technology) has no expectation of privacy ~~from the District~~ regarding those communications. ~~If an employee uses~~ Use of electronic means of communication and/or social media to communicate ~~with students, parents, and employees~~ regarding District business, such communication may be subject to disclosure, and is an agreement by the District employee that the District, at its discretion, may require the employee to relinquish control over personal electronic forms of communication and/or personal technology for the District to provide the District with access to such communications, to review such communications to the extent permitted by law.

Violations of the above policy are subject to disciplinary review, up to and including termination.

LEGAL REF: _____

Illinois School Student Record Act, 105 ILCS 10/1 et seq.

FERPA 1974, 20 -USC Section 1232g

105 ILCS 5/21B-75 and 5/21B-80.

775 ILCS 5/5A-102, Ill. Human Rights Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

23 Ill. Admin. Code §22.20, Code of Ethics for Ill. Educators.

Garcetti v. Ceballos, 547 U.S. 410 (2006).

Pickering v. High School Dist. 205, 391 U.S. 563 (1968).

Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)
~~4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 6:235 (Access Electronic Networks)~~

Adopted: _____ June 20, 2023

Amended: _____ August _____, 2024

Lyons Township High School District 204

DRAFT (2024-25 School Year)

Lyons Township High School District 204 Communication Guidelines

Student Interaction

General Information

Employees may communicate with currently enrolled Lyons 204 students only about school-related matters and only through district-approved or district-hosted electronic accounts and applications, such as district email addresses, professional social media pages as defined below, and the official district website with the "lths.net" domain. An employee who wishes to utilize any technology (e.g. cell phones, including texting) for electronic communication other than those listed above to communicate with current Lyons 204 students must notify his/her building principal and obtain express written or electronic consent from the student's parent(s) before utilizing the technology using the consent form that is included below.

Personal Use of Social Media

District 204 recognizes that faculty/staff may choose to maintain social media sites for personal use. Information posted in social media forums is public, to varying degrees, depending on specific privacy settings. Any content published should never compromise professionalism, integrity and ethics in your role as a District 204 employee. Students should not be engaged in any form through a faculty/staff member's personal social media account.

No Expectation of Privacy

Any employee who uses District technology has no expectation of privacy regarding such communications. Any employee who communicates about District business through electronic communication and/or social media (regardless of whether it occurs on District technology or personal technology) has no expectation of privacy regarding those communications. If an employee uses electronic means of communication and/or social media to communicate regarding District business, such communication may be subject to disclosure, and the District, at its discretion, may require the employee to provide the District with access to such communications to the extent permitted by law. Violations of the above policy are subject to disciplinary review, up to and including termination.

Approved Communication Tools:

Faculty/Staff must use District approved communication tools to engage students which include:

Classroom Use

Canvas

Infinite Campus

District 204 email

Google Meets/Zoom

Social Media: Facebook, Twitter/X, Instagram (only District assigned accounts that have an approved social networking [form](#) on file in the Community Relations Office)

All other modes of communication are prohibited.

Co-Curricular/Athletic Use

Remind

5Star

Band

Infinite Campus

District 204 email

Social Media: Facebook, Twitter/X, Instagram (only District assigned accounts that have an approved social networking [form](#) on file in the Community Relations Office)

All other modes of communication are prohibited.

District Use

Constant Contact

Finalsite/Composer

Infinite Campus

District 204 email

Google Meet/Zoom

Social Media: Facebook, Twitter/X, Instagram (only District assigned accounts that have an approved social networking [form](#) on file in the Community Relations Office)

All other modes of communication are prohibited.

Emergency Use

Bluepoint

Constant Contact

Finalsite/Composer

Infinite Campus

District 204 email

Social Media: Facebook, Twitter/X, Instagram (only District assigned accounts that have an approved social networking [form](#) on file in the Community Relations Office)

All other modes of communication are prohibited.

Non-Student Interaction

Faculty/Staff should use District approved communication tools to engage our non-student community on school-related matters, which include:

Constant Contact

Finalsite/Composer

Infinite Campus

District 204 email

Zoom

Google Meet

Social Media: Facebook, Twitter/X, Instagram (only District assigned accounts that have an approved social networking [form](#) on file in the Community Relations Office)

District 204 recognizes and understands that faculty/staff may interact with parents through their personal social media accounts and neighborhood events/gatherings concerning non-school

related matters. The District asks and strongly encourages that these interactions be solely for the purpose of personal relationships and not school/student related topics.

Social Media for Professional Use

The District may approve the creation and use of social media for pages to communicate about and promote specific school-related matters (e.g. clubs, athletic teams, etc.). The District has three approved forms of social media: Facebook, Instagram, and Twitter/X. No other form of social media will be approved for use through the Community Relations Department on behalf of the District.

Prior to the creation of any professional social media account, employees are required to submit a proposal to the Social Media Team for review and approval. Once approved, a district email will be provided, along with a username and password for each official school social media site.

The following guidelines apply to the use of professional social media:

- The creator of the social media account must serve as its designated moderator, unless that individual is replaced with the approval of _____.
- Employees shall not accept "friend" or other communication requests from current District students through social media or electronic communication.
- The page must be public and created using a District email and other contact/identifying information;
- The page's content must be exclusively controlled by the designated moderator and contain settings that do not allow others to post comments, photos, videos or links on behalf of the account;
- Parents are notified at the beginning of each semester that the employee will be communicating with students and parents in this manner;
- Must be used only to discuss and promote a District-related matter; and
- May use District logos and/or marks, in accordance with District rules.
- All communication must pass the TAP (Transparent, Accessible, Professional) test:
 - **Transparent:** As a public school district, we are expected to maintain openness, visibility and accountability.
 - **Accessible:** All electronic communication between staff and students/parents should be considered a matter of public record.
 - **Professional:** All electronic communication should be written as a professional. This includes word choice, tone, grammar and subject matter. Always choose words that are courteous, conscientious and businesslike.

Twitter/Instagram/Facebook

Social Media Page Suggestions

+ Make sure any event or important information you post on social media is also on the club/team/activity webpage.

+ Post photos to grab attention. REMEMBER: student photos are permissible to post so long as their names are not used in conjunction with the photo. NEVER use students who are part of the "Not Pictured" lists, available on Infinite Campus.

- + Link to the LT website for additional information.
- + Link to official LT club/sports pages only.
- + Brand images to clubs (general announcement for MUN should have MUN logo), while news items should have a current photo.
- + Share/Retweet district approved sites or social media accounts only.
- + Promote LT approved/sponsored fundraisers.
- + Use hashtags appropriately. Add #WeAreLT when applicable.

Social Media Page Don'ts

- Do NOT post more than 10 items a day or people will begin ignoring content.
- Do NOT promote outside activities/fundraisers - must be LT-sponsored.
- Do NOT link to, retweet or tag students.
- Do NOT link to unofficial LT pages.
- Do NOT follow/retweet unofficial LT accounts, including your personal account.
- Do NOT follow news sources, other schools, vendors, political/religious affiliations, etc., as not all institutions have the same guidelines as LTHS. Under no circumstances should an LT employee friend, follow, retweet or link to any current LT students.
- Do NOT use text-speak. If you need more than 160 characters, link to a webpage.

D204 Communication Tool Purposes

The District acknowledges that the following tools are multi-functional but recommends that each tool is used for the purposes listed below only.

Canvas

- Uses: teachers utilize for assignments, announcements, etc.
- Approved for teacher messenger
 - Note: LT admin can monitor every communication sent

Infinite Campus

- Uses: academic, attendance, behavioral, bus updates, registration, health compliance
 - Note: LT admin can monitor every communication sent

Remind

- Uses: bus routes, club schedule reminders, athletic teams, etc.
 - Note: LT admin can monitor every communication sent

Band

- Teams utilize (e.g.: competitive cheer for photos, documents, etc.)

Bluepoint

- Uses: safety alerts via text

Constant Contact

- Uses: Mass communication system for email messages
- Going away in '24

D04 Email

- Uses: message system for communication
 - Note: LT admin can monitor every communication sent

5Star

- Uses: event and activities participation
 - Note: LT Faculty/Staff can track group attendance and participation



LYONS TOWNSHIP HIGH SCHOOL
District 204

Community Relations Department
Ph: 708-579-6471 E: mmscolino@lths.net

Phones

- Uses: notifications for emergency purposes and/or any school communication if a Parent/Guardian consent form is on file
 - Note: Calls and / or texting applies.

Zoom

- Uses: Webinars and Superintendent communications

Google Meet

- Uses: Parent / Teacher Conferences

D204 Communication Forms

- **Parent/Guardian Text/Phone Call Communication Permission Form**
- **Social Networking Approval Form**

Parent/Guardian Text/Phone Call Communication Permission Form

In accordance with Board policy, Lyons 204 employees may communicate with currently-enrolled Lyons 204 students only about school-related matters and only through district-approved or district-hosted electronic accounts and applications, such as district email addresses, professional social media pages as defined below, and the official district website with the "lths.net" domain. An employee who wishes to utilize any technology (e.g. cell phones, including texting) for electronic communication other than those listed above to communicate with current Lyons 204 students must obtain express written or electronic consent from the student's parent(s)/guardian(s).

The District recognizes that there may be times when club sponsors need to communicate with students quickly via phone calls or text messages to the students' cell phone. If you would like to authorize the Lyons Township High School club sponsor(s) designated below to send text messages and/or phone calls to your student at the number provided, please complete this form and return it to _____.

Club Activity Sponsor (list all club/activity sponsors who will be communicating with the student(s)) _____

Purpose of Text Communications/Phone Calls:



LYONS TOWNSHIP HIGH SCHOOL
District 204

Community Relations Department
Ph: 708-579-6471 E: mmuscolino@lths.net

Approval of Consent

I give my student permission to receive text messages or phone calls to his/her cell phone about important Lyons Township High School information related to their activity. I understand that the District will not monitor these communications. Any charges incurred in the receipt from or replies to these texts are not the responsibility of District 204.

Student Name: _____

Student ID: _____

Student cell phone number () _____

Student Signature _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

I, as the parent/guardian, would also like to receive a copy of text messages to my cell phone. Parent/Guardian cell phone number() _____

Denial of Consent

I do not wish for my student to receive any text messages from Lyons Township High School employees.

Student Name: _____

Student ID: _____

Parent/Guardian Name: _____

Parent Signature: _____

PROFESSIONAL SOCIAL MEDIA ACCOUNT APPROVAL FORM

Please complete the following information and route this approval form to Electronic Communication Specialist Bridget Machalinski. The approval process may take up to 5 business days.

Staff Member Requesting / Site Administrator: _____

Email: _____ Phone: _____

Proposed Social Media Site: _____

Reason for Use: _____

I have read and understand the Social Media Guidelines and Do's and Don'ts. I agree to comply with all applicable District rules and policies concerning the use of social media, including the Communications Guidelines, and Board Policy 5:125.

Signature: _____

(For Office Use Only below)

Director of Technology Approval Date: _____

Community Relations Coordinator Approval Date: _____

Approved for use:

Username _____

Password _____

INSERT DROP IN REVISED BOE POLICY HERE

Professional Personnel

5:240 Suspension

Suspension Without Pay

The Board of Education may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District. Administrative staff members who are exempt from the overtime provisions may ~~not~~ be suspended without pay as a disciplinary measure for misconduct that is detrimental to the District, provided that the suspension's duration is in increments of full work weeks. An administrative staff member subject to an unpaid suspension under this policy shall not perform any work while suspended.

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Superintendent or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Superintendent or designee shall report the action to the Board at its next regularly scheduled meeting.

Suspension With Pay

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end. No suspension with pay shall exceed 30 school or working days in length.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by

the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

Employees Under Investigation by Illinois Dept. of Children and Family Services (DCFS)

Upon receipt of a DCFS recommendation that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended by DCFS, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

LEGAL REF.:

[105 ILCS 5/24-12.](#)

[5 ILCS 430/5-60\(b\)](#), State Officials and Employee Ethics Act.

[325 ILCS 5/7.4\(c-10\)](#), Abused and Neglected Child Reporting Act.

[29 C.F.R. § 541.118\(a\)](#)

[820 ILCS 105/4a, Minimum Wage Law.](#)

[Cleveland Bd. of Educ. v. Loudermill](#), 470 U.S. 532 (1985).

Barszcz v. Cmty College Dist. No. 504, 400 F.Supp. 675 (N.D. Ill. 1975).

Massie v. East St. Louis Sch. Dist. No.189, 203 Ill.App.3d 965 (5th Dist. 1990).

CROSS REF.: 5:290 (Employment Termination and Suspensions)

Adopted: ~~August 15, 2022~~

1272450.1

LYONS TOWNSHIP HIGH SCHOOL



DR. LESLIE C. OWENS Director of Student Services
District Office 100 S. Brainard Avenue LaGrange, IL 60525

TO: Lyons Township High School District #204 Board of Education
Dr. Brian Waterman, Superintendent

FROM: Dr. Leslie Owens, Director of Student Services
Dr. Jennifer Tyrrell, Principal

DATE: August 5, 2024

RE: Discipline and Attendance Data Review

The following table displays attendance and discipline data for two school years: the 2022-23 school year and the 2023-24 school year. Using and comparing data from year to year is an essential component of our planning and iterative process for continuous school improvement. Student attendance and discipline are primarily facilitated through our Assistant Principal's Offices and as a function of the larger Building Administration Teams, however, there is significant collaboration with Student Services administration and personnel as well as with the Director of Equity and Belonging and our academic Division Chairs.

Multi-disciplinary committees across the district have worked diligently to update the foundational documents that describe the expectations for students with regard to behavior and attendance. The results of this important work can be viewed most prominently in the updated Student Handbook and the revised Code of Conduct. The work of the committees has been grounded in school code, board policy, and best and evidence-based practices in education. This has also led to the introduction of restorative practices to support student growth and accountability. The 2024-25 school year brings increased opportunities for professional development for staff and implementation of restorative practices, which begin with proactive, relationship-building across our campuses. The Restorative Intervention Rooms, which will be new to each campus, will be led by two Intervention Specialists and supported by paraeducators. In part, the RIR's will provide students a place for guidance after disciplinary infractions and the ability to repair harm while maintaining engagement in academic work. The Intervention Specialists will also be instrumental in leading proactive efforts to engage all students.

Student attendance will be a primary focus of the Parent-Teacher Advisory/Behavioral Interventions Committee, as well as of our Assistant Principals, our Building Teams, and Student Services. LTHS has experienced an increase in chronic absenteeism, which is a trend that has been observed nationally. Teams will first begin to better understand and define chronic absenteeism, as well as the students who are experiencing difficulty with attendance. Interventions and supports will then be designed to address the specific concerns.

The comparison data below is presented on an annual basis to provide clear information about the areas in which data has improved and where challenges arise or persist. Our teams continually gather and monitor data, both in aggregate and disaggregated by population group, and adjust practices accordingly.

SY 2022-2023 Quarters 1-4		SY 2023-2024 Quarters 1-4	
Total Reported Events	9154	Total Reported Events	8313
Attendance Referrals	7033	Attendance Referrals	5,801
Behavior Referrals	2121	Behavior Referrals	2,512
Behavior Referrals Not Including No Show Detentions	1351	Behavioral Referrals Not Including No Show Detentions	1324
Attendance Referrals		Attendance Referrals	
All-Day Cut	367	All-Day Cut	339
4th Tardy	933	4th Tardy	7
5th Tardy	1264	5th Tardy	1331
6th Tardy	796	6th Tardy	843
7th Tardy (or Greater)	1977	7th Tardy (or Greater)	1683
Unexcused Absence	457	Unexcused Absence	556
Cut	1238	Cut	1041
Total	7033	Total	5801
Top Behavior Referrals		Top Behavior Referrals	
Academic Dishonesty	88	Academic Dishonesty	48
Blatant Disrespect	66	Blatant Disrespect	39
Disruptive Behavior - Classroom	108	Disruptive Behavior - Classroom	64
Electronic Policy Violation # 1	78	Electronic Policy Violation # 1	108
Failure to Follow Directions	37	Failure to Follow Directions	85
Inappropriate Behavior	222	Inappropriate Behavior	263
Insubordination	75	Insubordination	60
No Show Detention	770	No Show Detention	1188
Physical Confrontation	35	Physical Confrontation	13
Technology Violation	45	Technology Violation	48
Theft	23	Theft	43
Tobacco Policy Violation	93	Tobacco Policy Violation	39
Other Serious Behavior Referrals		Other Serious Behavior Referrals	
Verbal Confrontation	12	Verbal Confrontation	13
Violence with Physical Injury	12	Violence with Physical Injury	10
Violence without Physical Injury	30	Violence without Physical Injury	29
Drug Offenses	99	Drug Offenses	44
Alcohol	7	Alcohol	7

To summarize the above information:

- There were 841 fewer Total Reported Events during SY 2023-24
 - There were 1232 fewer Attendance Events reported in SY 2023-24 than in SY 2022-23
 - In total, there were 391 more Behavior Events reported in SY 2023-24 than in SY 2022-23, however, when adjusted to remove 'No Show Detentions', there were 27 fewer Behavior Events reported in SY 2023-24
- With regard to Attendance Events, the following changes from SY 2022-23 to SY 2023-24 were noted:
 - There were 28 fewer All-Day Cuts reported
 - There were 926 fewer 4th Tardies reported
 - There were 67 more 5th Tardies reported
 - There were 47 more 6th Tardies reported

- There were 294 fewer 7th Tardies reported
- There were 99 more Unexcused Absences reported
- There were 197 fewer Cuts reported
- With regard to Behavior Events, the top reported events categories largely remained the same.
 - There was a decrease in the reports of Academic Dishonesty, Blatant Disrespect, Disruptive Behavior - Classroom, Insubordination, Physical Confrontation, Tobacco Policy Violation, Violence with Physical Injury, Violence without Physical Injury, and Drug Offenses noted by the green highlighting in the above table.
 - There was an increase in the reports of Electronic Policy Violation #1, Failure to Follow Directions, Inappropriate Behavior, Technology Violation, Theft, and Verbal Confrontation as noted by the yellow highlighting in the above table.
- It should be noted that there was an increase in the reports of ‘No Show Detention’ (418 more reports in SY 2023-24 than in SY 2022-23) are related to the Attendance referrals increase. After school detentions are applied to students with attendance violations.

Disaggregated Attendance Referrals SY 2023-24			Disaggregated Discipline Referrals SY 2023-24		
Population Group	Incidents	% of Total	Population Group	Incidents	% of Total
American Indian or Alaska Native			American Indian or Alaska Native		
Asian	26	0.4%	Asian	25	0.9%
Black or African American	389	6.71%	Black or African American	162	6.44%
Hispanic or Latino	3367	58.04%	Hispanic or Latino	1334	53.10%
Native Hawaiian or Other Pacific Islander			Native Hawaiian or Other Pacific Islander		
Two or More Races	255	4.39%	Two or More Races	126	5.01%
White	1760	30.33%	White	862	34.31%

In examining the disaggregated attendance and discipline referrals for SY 2023-24, it is evident that both types of referrals are disproportionately reported for our Black or African American and Hispanic or Latino subgroups (over-reported for both groups) and our White group (under-reported). Just as with academic achievement opportunity gaps, these differences must continue to be the focus of our program/practice evaluation and resulting goal development. Additionally, this data must guide professional learning efforts (in the selection of both the professional learning topics and the professional roles/personnel to participate in the professional learning) to ensure improvement in disproportionality will be achieved.

For quick reference, the demographic of our student population for SY 2023-24 was: 65.9% White, 2.9% Black, 25.5% Hispanic, 2.5% Asian, American Indian (Redacted), Pacific Islander (Redacted), and 3.1% Two or More Races. Population groups under 10 are redacted to protect confidentiality.

2024-25 ACTION PLAN FOR AREAS OF PRIORITY/FOCUS:

- **Professional Learning**
 - Implicit Bias Training to be provided to new staff and Buildings & Grounds staff.
 - Restorative practices training to be provided throughout the course of the 2024-25 school year by district administrators/staff in partnership with West40 and other providers/platforms/consultants.
 - Foundations of Building a Restorative Culture
 - Restorative Practices Level 1 Training

- Restorative Language: Affective Statements and Questions
 - Foundations of Circle Facilitation/Keeping
 - Trauma Informed Practices
- Threat Assessment Train-the-Trainer Training will be provided to members of District Administrative Team (University of Virginia/CSTAG). Trainers will then facilitate comprehensive training for new Administrators and Student Services personnel.
- **Programmatic Improvements**
 - Continued implementation of co-teaching (year three) and multilingual program (year two).
 - Implementation of Restorative Intervention Rooms at both campuses aimed at decreasing exclusionary discipline and increasing student support.
 - Proactive student support will be provided by Restorative Intervention Specialists and Student Support Team members.
 - Restorative and responsive support will be provided as an alternative to in-school and out-of-school suspension.
- **School Safety:** School safety will continue to be an area of focus.
 - Continue to prioritize social emotional learning, creating a restorative culture, and promoting *Say Something*.
 - Continue to implement safety recommendations.
 - Continue to evolve protocols and procedures aimed at creating a school community, culture and learning environment that is safe, positive, inclusive and engaging.
- **Student Attendance:** LTHS will continue to prioritize student attendance during the 2024-25 school year. LTHS will continue following student handbook language regarding excused and unexcused absence as well as prioritize consistent communications and interventions across grade level student support teams.
 - Student attendance will be the focus of the Parent-Teacher Advisory/Behavioral Interventions Board Committee (PTABIC) during the 2024-25 school year.
 - Continue to monitor and revise Attendance and Tardy practices and procedures to ensure home/school communication, student understanding, and partnership between AP's and teachers with shared goal of improved student attendance and reduced tardies
 - Continue to develop strategies and practices for use by AP's and Student Support Team members with students and families demonstrating poor attendance patterns
- **Student Behavior/Discipline:** The Building Leadership Team will continue emphasizing and reinforcing the important student behavioral expectations.
 - Continue to communicate discipline data and improvement plans across stakeholder groups (i.e. regular principal communications, AP talks at FED/beginning of the school year, and regular BLT updates to staff)
 - Implementation of the updated LTHS District 204 Student Activities Code of Conduct.
 - Develop targeted (attendance and behavior) plans/supports to reach student groups that exhibit the biggest gaps.

RECOMMENDATION:

This item is informational. There is no recommendation for action at this time.