

Regular Meeting  
Thursday, July 20, 2023 6:00 PM

Elementary Building  
600 Cedar St  
New Berlin, IL 62670

## Agenda

1. Call to Order
2. Pretzel Shoutouts
3. Public Comment (*Policy 2:230*)
4. Adjustments to Agenda
5. Reports and Recommendations
  - 5.a. Superintendent
    - 5.a.1. Mrs. Jill Larson, Superintendent
      - Building Project Update
      - Staffing Update
      - Staff Attendance
      - Student Registration
      - New Teacher Orientation
      - Exit Interviews
      - Use of Volunteers & Scope of Work
6. Consent Agenda
  - 6.a. Financial Report(s)
    - 6.a.1. Bills Payable & Imprest Fund
    - 6.a.2. Student Activity Funds
    - 6.a.3. Payroll
    - 6.a.4. Treasurer's Report
  - 6.b. Updated Safe to Return to Learn Plan
  - 6.c. Open Session Minutes of June 22, 2023
  - 6.d. Closed Session Minutes of June 22, 2023
7. New Business
  - 7.a. Approve the additional bid packages (3,5,6,8,10,11,12 &13) for the Jr/Sr High School Remodel and Addition project as presented to the Board and recommended by CORE Construction and BLDD Architects
  - 7.b. Approve MET-Springfield as the Building Projects Testing and Inspections Company
  - 7.c. Approve Solar Contract with Clean Energy Design Group, Inc.
  - 7.d. Approve the amended Lifetouch Service Agreement for the Junior High School
  - 7.e. Approve the one year Lifetouch Service Agreement for New Berlin High School
  - 7.f. Approve the NBHS Club/Organization Sponsor Guidelines
  - 7.g. Approve Heart Technologies Proposals for Building Project (cabling, camera, vape detection, access control, public address system, phone, teacher displays)
  - 7.h. Approve Application for Establishing a Student Activity Fund-Kindergarten Graduation
  - 7.i. Approve Resolution to Dispose/Sell Surplus or Obsolete Property
  - 7.j. Approve the 2023-2024 Coaches Manual

- 7.k. 2023-2024 Athletic and Extracurricular Code of Conduct Policies
- 7.l. Approve the Certified/Faculty Handbook for 23-24 School Year
- 7.m. Approve the Non-Certified/Support Staff Handbook for the 23-24 School Year
- 7.n. Approve the Second Reading of Press Policy 112
- 7.o. Destroying of Executive Session Tapes for the Month(s) of December 2021 and prior
8. Executive Session - For the purpose of:
- 8.a. *The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine validity. 5 ILCS 10/2(c).*
- 8.b. *Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.*  
*5 ILCS 120/2(c)(11)*
9. \*Personnel Consent Agenda (Policy 5:280)
- 9.a. Alexander Barry as Elementary Paraprofessional
- 9.b. Michelle Bauer as Elementary Paraprofessional
- 9.c. Grace Bibb as Elementary Paraprofessional
- 9.d. Cam Cummings as Elementary PE Teacher pending certification
- 9.e. Daniel Alderson as High School Math Teacher pending certification
- 9.f. Ashley Berola as NBE Teacher
- 9.g. Corinne Steiner for Paraprofessional for Jump Start and Pretzel Success
- 9.h. Danielle Moon as Freshman Volleyball Coach
- 9.i. Danielle Moon as JH Head Volleyball Coach
- 9.j. Kaytee Grider as JH Assistant (7th Grade) Volleyball Coach
- 9.k. Sam Whitley as Volunteer JH Baseball Coach
- 9.l. Aimee Gray as Senior High School Class Sponsor
- 9.m. Kimberly Hepperly as Sophomore Class Sponsor
- 9.n. High School Pretzel Success Staff for August 4, 2023
10. Resignations:
- Amanda Robinson-Elementary Paraprofessional
  - Grace Puzey (Hammit)-JH Volleyball Head Coach/Freshman Volleyball Coach
  - Emma Curtin-Elementary Paraprofessional
  - Lari Garrison-HS Math Teacher
  - Gil Maruna-JH Head Boys Track & Field Coach
  - Sarah Bentley-NBE Teacher
11. Adjournment



New Berlin CUSD #16  
PO Box 230  
NEW BERLIN, IL 62670

Monday, July 17, 2023

**\*\*\*THIS IS NOT A BILL\*\*\***

Service Address: 300 ELLIS ST  
NEW BERLIN, IL 62670

Work Request Number: IA13269

Dear Customer,

Thank you for recently contacting Ameren Illinois concerning Electric facilities at the above address. This letter is to inform you of the customer billing charge that will apply for the work being requested. Below is a description of the work being performed and the customer billing charges that are applicable.

The total customer billing charge of your Non-Residential Electric Relocation project is \$65,143.55.

The total customer billing charge must be paid prior to start of construction. Please contact me within the 90 days if you want to approve the customer billing charge and move forward with construction. Once you approve the customer billing charge, a formal bill will be sent to you along with payment instructions.

Any modifications in the scope of your project would require a redesign and could affect the customer billing charge.

The customer billing charge quoted above is valid for 90 days from the date on this letter. After 90 days the customer billing charge would need to be recalculated.

If you have any questions or concerns about the project please contact me at the phone number listed below or via e-mail at [MHobrock@ameren.com](mailto:MHobrock@ameren.com).

Thank you for your business. We look forward to serving you again in the future.

Sincerely,

Michael Hobrock  
Ameren Illinois  
217-479-5236

Ameren Illinois  
300 Liberty St.  
Peoria, IL 61602



New Berlin CUSD #16  
PO Box 230  
NEW BERLIN, IL 62670

Thursday, June 22, 2023

**\*\*\*THIS IS NOT A BILL\*\*\***

Service Address: 300 ELLIS ST  
NEW BERLIN, IL 62670

Work Request Number: IA13268

Dear Customer,

Thank you for recently contacting Ameren Illinois concerning Electric facilities at the above address. This letter is to inform you of the customer billing charge that will apply for the work being requested. Below is a description of the work being performed and the customer billing charges that are applicable.

The total customer billing charge of your Non-Residential Electric Relocation project is \$44,882.38.

The total customer billing charge must be paid prior to start of construction. Please contact me within the 90 days if you want to approve the customer billing charge and move forward with construction. Once you approve the customer billing charge, a formal bill will be sent to you along with payment instructions.

Any modifications in the scope of your project would require a redesign and could affect the customer billing charge.

The customer billing charge quoted above is valid for 90 days from the date on this letter. After 90 days the customer billing charge would need to be recalculated.

If you have any questions or concerns about the project please contact me at the phone number listed below or via e-mail at [MHobrock@ameren.com](mailto:MHobrock@ameren.com).

Thank you for your business. We look forward to serving you again in the future.

Sincerely,

Michael Hobrock  
Ameren Illinois  
217-479-5236

Ameren Illinois  
300 Liberty St.  
Peoria, IL 61602



VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
	REF	CATALOG	DESCRIPTION				LQ		QTY			LINE AMOUNT
	ACCOUNT NUMBER(S)		QUICK KEY		ACCOUNT LEVEL DESCRIPTION	1099						ACCT AMOUNT
AFAFLEX 000	AMERICAN FIDELITY ASSURANCE CO	20230714ADFSA	0000000000	P9	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$367.03
	10L000 4577 0000 00 000000						23-24			202300020		\$367.03
												\$367.03
AFAFLEX 000	AMERICAN FIDELITY ASSURANCE CO	20230714BDFSA	0000000000	P9	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$10.00
	10L000 4577 0000 00 000000						23-24			202300043		\$10.00
												\$10.00
<b>NUMBER OF INVOICES: 4</b>												<b>\$974.06</b>
AFAHSA 000	AMERICAN FIDELITY H.S.A.	20230630ADHSA01	0000000000	P1	BNK5	Payroll accrual	H	06/30/2023	06/30/2023	W		\$303.68
	10L000 4574 0000 00 000000						23-24			202300010		\$303.68
												\$303.68
AFAHSA 000	AMERICAN FIDELITY H.S.A.	20230630BDHSA01	0000000000	P1	BNK5	Payroll accrual	H	06/30/2023	06/30/2023	W		\$13.42
	20L000 4574 0000 00 000000						23-24			202300010		\$13.42
												\$13.42
AFAHSA 000	AMERICAN FIDELITY H.S.A.	20230714ADHSA01	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$303.68
	10L000 4574 0000 00 000000						23-24			202300021		\$303.68
												\$303.68
AFAHSA 000	AMERICAN FIDELITY H.S.A.	20230714BDHSA01	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$13.42
	20L000 4574 0000 00 000000						23-24			202300044		\$13.42
												\$13.42
<b>NUMBER OF INVOICES: 4</b>												<b>\$634.20</b>
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230630ADAF1	0000000000	P9	BNK5	Payroll accrual	B	06/30/2023	06/30/2023	W		\$908.64
	10L000 4581 0000 00 000000						23-24			202300008		\$908.64
						AM FIDELITY SUPPLEMENTAL W/H						\$908.64
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230630ADAF11	0000000000	P9	BNK5	Payroll accrual	B	06/30/2023	06/30/2023	W		\$69.50
							23-24			202300008		\$69.50





VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
REF	CATALOG	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
ACCOUNT NUMBER(S)		DESCRIPTION	QUICK KEY		ACCOUNT LEVEL DESCRIPTION	1099	LQ		QTY			LINE AMOUNT
												ACCT AMOUNT
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230714ADAF1	0000000000	P9	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$859.14
	10L000 4581 0000 00 000000					AM FIDELITY SUPPLEMENTAL W/H	23-24			202300019		\$859.14
												\$859.14
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230714ADAF11	0000000000	P9	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$40.35
	10L000 4581 0000 00 000000					AM FIDELITY SUPPLEMENTAL W/H	23-24			202300019		\$40.35
												\$40.35
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230714ADAF2	0000000000	P9	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$486.68
	10L000 4581 0000 00 000000					AM FIDELITY SUPPLEMENTAL W/H	23-24			202300019		\$486.68
												\$486.68
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230714ADAF5	0000000000	P9	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$115.95
	10L000 4581 0000 00 000000					AM FIDELITY SUPPLEMENTAL W/H	23-24			202300019		\$115.95
												\$115.95
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230714ADAF6	0000000000	P9	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$38.50
	10L000 4581 0000 00 000000					AM FIDELITY SUPPLEMENTAL W/H	23-24			202300019		\$38.50
												\$38.50
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230714ADAF7	0000000000	P9	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$89.32
	10L000 4581 0000 00 000000					AM FIDELITY SUPPLEMENTAL W/H	23-24			202300019		\$89.32
												\$89.32
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230714ADAF8	0000000000	P9	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$173.11
	10L000 4581 0000 00 000000					AM FIDELITY SUPPLEMENTAL W/H	23-24			202300019		\$173.11
												\$173.11
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230714ADAF9	0000000000	P9	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$14.46
	10L000 4581 0000 00 000000					AM FIDELITY SUPPLEMENTAL W/H	23-24			202300019		\$14.46
												\$14.46
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230714BDAF1	0000000000	P9	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$230.81
							23-24			202300056		\$230.81



VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230714CDAFA2	0000000000	P9	BNK5	Payroll accrual	B		07/14/2023	07/14/2023	W	\$11.80
							23-24			202300042		\$11.80
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H						\$11.80
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230714DDAFA2	0000000000	P9	BNK5	Payroll accrual	B		07/14/2023	07/14/2023	W	\$206.60
							23-24			202300056		\$206.60
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H						\$83.05
20L000 4581 0000 00 000000												\$47.40
40L000 4581 0000 00 000000												\$76.15
<b>NUMBER OF INVOICES: 33</b>											<b>\$5,208.42</b>	
AFFOS 000	AFFORDABLE SHRED	0071842	0000000000	0723	BNK5	SHRED SERVICE DISTRICT	B		07/06/2023	07/20/2023	R	\$60.00
							23-24					\$60.00
20E000 2542 3230 00 000000												\$30.00
20E103 2542 3230 00 000000						NBE CARE/UPKEEP REPAIR MAINT.						\$30.00
<b>NUMBER OF INVOICES: 1</b>											<b>\$60.00</b>	
AFLAC 000	AMERICAN FAMILY LIFE ASSUR	20230630ADAF2	0000000000	P9	BNK5	Payroll accrual	B		06/30/2023	06/30/2023	W	\$42.58
							23-24			202300001		\$42.58
10L000 4591 0000 00 000000												\$42.58
AFLAC 000	AMERICAN FAMILY LIFE ASSUR	20230714ADAF2	0000000000	P9	BNK5	Payroll accrual	B		07/14/2023	07/14/2023	W	\$42.58
							23-24			202300012		\$42.58
10L000 4591 0000 00 000000												\$42.58
<b>NUMBER OF INVOICES: 2</b>											<b>\$85.16</b>	
AMEC 001	AMEREN CIPS	AME0089-0723	0000000000	0723	BNK5	JH/HS BLDG-NATURAL GAS	B		06/05/2023	07/20/2023	W	\$414.11
							23-24			890723		\$414.11
20E301 2542 4650 00 000000						JH/HS SM NATURAL GAS						\$414.11



VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
<b>NUMBER OF INVOICES: 1</b>												<b>\$6,500.00</b>
AREADIST000	AREADISTRIBUTORS, INC	457566	0000000000	0723	BNK5	ELEM BLDG-SLIP FLOOR SAVER	O		06/19/2023	07/20/2023	R	\$290.00
												\$290.00
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES						\$290.00
AREADIST000	AREADISTRIBUTORS, INC	457905	0000000000	0723	BNK5	ELEM BLDG-FLOOR PAD, DUST MOP	O		06/26/2023	07/20/2023	R	\$237.07
												\$237.07
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES						\$237.07
AREADIST000	AREADISTRIBUTORS, INC	458547	0000000000	0723	BNK5	ELEM BLDG-SQUEEGEE LATCH, SUPPORT, STRAP	B		07/10/2023	07/20/2023	R	\$72.50
												\$72.50
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES						\$72.50
AREADIST000	AREADISTRIBUTORS, INC	458590	0000000000	0723	BNK5	ELEM BLDG-SQUEEGEE BLADE KIT	B		07/10/2023	07/20/2023	R	\$56.27
												\$56.27
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES						\$56.27
AREADIST000	AREADISTRIBUTORS, INC	458592	0000000000	0723	BNK5	ELEM BLDG-FRAME DUST MOP	B		07/10/2023	07/20/2023	R	\$34.35
												\$34.35
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES						\$34.35
AREADIST000	AREADISTRIBUTORS, INC	458661	0000000000	0723	BNK5	ELEM BLDG-FLOOR PAD	B		07/12/2023	07/20/2023	R	\$474.13
												\$474.13
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES						\$474.13
<b>NUMBER OF INVOICES: 6</b>												<b>\$1,164.32</b>
AT&T MOB000	AT&T MOBILITY	28729396239806192023	0000000000	0723	BNK5	TRANS-MOBILE PHONE	O		06/11/2023	07/20/2023	W	\$117.93
												\$117.93
40E000 2552 3400 00 000000						TRANSP VS COMMUNICATION						\$117.93



VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
<b>NUMBER OF INVOICES: 7</b>												<b>\$14,178.87</b>
BLDD ARC000	BLDD ARCHITECTS	4264	0000000000	0723	BNK5	PROJECT 216EX21.400	B		06/30/2023	07/20/2023	A	\$18,237.18
							23-24					\$18,237.18
60E000 2535 5200 00 000000						CO BLDG CONSTRUCTION PROJECT						\$18,237.18
<b>NUMBER OF INVOICES: 1</b>												<b>\$18,237.18</b>
BLICK 000	BLICK ART MATERIALS	1073788	1032024011	0723	BNK5	RUPNIK- ART SUPPLIES	P	B	07/11/2023	07/20/2023	A	\$1,761.77
							23-24					\$1,761.77
100		RIPNIK-ART SUPPLIES						1.00				\$1,761.77
10E103 1113 4100 00 000000						NBE SM GENERAL SUPPLIES						\$1,761.77
<b>NUMBER OF INVOICES: 1</b>												<b>\$1,761.77</b>
BMO FINA000	BMO FINANCIAL GROUP	0221-0723-1	0000000000	BMO 0723	BNK5	STAPLES-SHEET PROTECTORS	B		05/23/2023	07/20/2023	W	\$30.29
							23-24					\$30.29
10E000 2562 4100 00 000000						FOOD PREP GEN SUPPLIES						\$30.29
BMO FINA000	BMO FINANCIAL GROUP	0221-0723-2	0000000000	BMO 0723	BNK5	8113-PAPA JOHNS-3RD GRADE PIZZA	B		05/23/2023	07/20/2023	W	\$170.81
							23-24					\$170.81
10A000 1200 0000 00 000000												\$170.81
BMO FINA000	BMO FINANCIAL GROUP	0221-0723-3	0000000000	BMO 0723	BNK5	8101-COOKIE TRAY AND DRINKS	B		05/24/2023	07/20/2023	W	\$38.46
							23-24					\$38.46
10A000 1200 0000 00 000000												\$38.46
BMO FINA000	BMO FINANCIAL GROUP	0221-0723-4	0000000000	BMO 0723	BNK5	STAPLES-PAPER CLIPS	B		05/25/2023	07/20/2023	W	\$5.69
							23-24					\$5.69
10E000 2562 4100 00 000000						FOOD PREP GEN SUPPLIES						\$5.69
BMO FINA000	BMO FINANCIAL GROUP	0221-0723-5	0000000000	BMO 0723	BNK5	8101-PAPA JOHNS-PIZZA FOR SOCIAL COMMITTEE	B		05/25/2023	07/20/2023	W	\$68.26

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	0221-0723-5				*****CONTINUED*****						
							23-24			202300057		\$68.26
10A000 1200 0000 00 000000												\$68.26
BMO FINA000	BMO FINANCIAL GROUP	0746-0723-1	0000000000	BMO 0723	BNK5	22/23-NOTHING BUNDT CAKE	B	05/25/2023	07/20/2023	W		\$110.06
							23-24			202300057		\$110.06
40E000 2552 4100 00 000000						TRANSP VS GEN SUPPLIES						\$110.06
BMO FINA000	BMO FINANCIAL GROUP	0746-0723-2	0000000000	BMO 0723	BNK5	OLIVE GARDEN-22/23-LUNCH FOR STAFF	B	05/26/2023	07/20/2023	W		\$315.73
							23-24			202300057		\$315.73
40E000 2552 4100 00 000000						TRANSP VS GEN SUPPLIES						\$315.73
BMO FINA000	BMO FINANCIAL GROUP	0746-0723-3	0000000000	BMO 0723	BNK5	TRANS-WALMART-22/23	B	06/18/2023	07/20/2023	W		\$11.28
							23-24			202300057		\$11.28
40E000 2552 4180 00 000000						TRANSP VS SHOP SUPPLIES						\$11.28
BMO FINA000	BMO FINANCIAL GROUP	0746-0723-4	0000000000	BMO 0723	BNK5	TRANS-22/23-DOLLAR GEN-SUPPLIES	B	06/08/2023	07/20/2023	W		\$41.75
							23-24			202300057		\$41.75
40E000 2552 4180 00 000000						TRANSP VS SHOP SUPPLIES						\$41.75
BMO FINA000	BMO FINANCIAL GROUP	0746-0723-5	0000000000	BMO 0723	BNK5	TRANS-AMAZON-22/23-SQUEEGEE	B	06/12/2023	07/20/2023	W		\$18.04
							23-24			202300057		\$18.04
40E000 2552 4180 00 000000						TRANSP VS SHOP SUPPLIES						\$18.04
BMO FINA000	BMO FINANCIAL GROUP	0746-0723-6	0000000000	BMO 0723	BNK5	TRANS-AMAZON-JACK	B	06/13/2023	07/20/2023	W		\$1,429.00
							23-24			202300057		\$1,429.00
40E000 2552 5400 00 000000						TRANS CO EQUIPMENT						\$1,429.00
BMO FINA000	BMO FINANCIAL GROUP	1923-0723-1	0000000000	BMO 0723	BNK5	SANGAMO BREWING-LUNCH FOR ADMIN	B	06/01/2023	07/20/2023	W		\$292.71
							23-24			202300057		\$292.71
10E000 2520 3320 00 000000						FS TRAVEL						\$292.71

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	1923-0723-2	0000000000	BMO 0723	BNK5	HOME PLATE BAR AND GRILL-TIM AND ASHLEY	B		06/07/2023	07/20/2023	W	\$135.48
							23-24			202300057		\$135.48
10E000 2520 3320 00 000000						FS TRAVEL						\$135.48
BMO FINA000	BMO FINANCIAL GROUP	2436-0723-1	0000000000	BMO 0723	BNK5	TRANS-DOLLAR GEN-22/23-COFFEE, SUGAR	B		05/24/2023	07/20/2023	W	\$26.10
							23-24			202300057		\$26.10
40E000 2552 4100 00 000000						TRANSP VS GEN SUPPLIES						\$26.10
BMO FINA000	BMO FINANCIAL GROUP	3061-0723-1	0000000000	BMO 0723	BNK5	22/23-THORTON-GIFT CARD	B		05/24/2023	07/20/2023	W	\$10.00
							23-24			202300057		\$10.00
10E603 2900 4100 00 000000						M-V SM HOMELESS SET-ASIDE						\$10.00
BMO FINA000	BMO FINANCIAL GROUP	3061-0723-2	1252024000	BMO 0723	BNK5	22/23-AMAZON-SUPPLIES	P	B	05/30/2023	07/20/2023	W	\$17.02
							23-24			202300057		\$17.02
110		22/23-TITLE 1							1.00			\$17.02
10E600 1250 4100 00 000000		TITLE I SM G TITLE I SM INSTRUCTIONAL										\$17.02
BMO FINA000	BMO FINANCIAL GROUP	3061-0723-3	1252024000	BMO 0723	BNK5	22/23-AMAZON-SUPPLIES	P	B	05/30/2023	07/20/2023	W	\$78.06
							23-24			202300057		\$78.06
110		22/23-TITLE 1							1.00			\$78.06
10E600 1250 4100 00 000000		TITLE I SM G TITLE I SM INSTRUCTIONAL										\$78.06
BMO FINA000	BMO FINANCIAL GROUP	3061-0723-4	0212024007	BMO 0723	BNK5	MAKE COMMUNITY LLC-AUTO RENEWAL OF SUBSCRIPTION	P	B	06/09/2023	07/20/2023	W	\$59.99
							23-24			202300057		\$59.99
100		PECORARO - LIBRARY DUES & FEES / SUBSCRIPTIONS							1.00			\$59.99
10E000 2220 6400 00 000000		EDU MEDIA DUES & FEES										\$59.99
BMO FINA000	BMO FINANCIAL GROUP	3285-0723-1	0000000000	BMO 0723	BNK5	AMAZON-GLASS CLEANER	B		05/22/2023	07/20/2023	W	\$29.76
							23-24			202300057		\$29.76
20E301 2542 4100 00 000000						NBHS BLDGS GEN SUPPLIES						\$29.76

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>	<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>		<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>		
<u>REF</u>	<u>CATALOG</u>	<u>DESCRIPTION</u>					<u>LQ</u>	<u>QTY</u>	<u>LINE AMOUNT</u>			
<u>ACCOUNT NUMBER(S)</u>	<u>QUICK KEY</u>	<u>ACCOUNT LEVEL DESCRIPTION</u>	<u>1099</u>		<u>ACCT AMOUNT</u>							
BMO FINA000	BMO FINANCIAL GROUP	3285-0723-10	0000000000	BMO 0723	BNK5	AMAZON-SLEDGE HAMMER, PVC HOSE	B	06/05/2023	07/20/2023	W		\$117.45
							23-24				202300057	\$117.45
20E301 2542 4100 00 000000						NBHS BLDGS GEN SUPPLIES						\$117.45
BMO FINA000	BMO FINANCIAL GROUP	3285-0723-11	0000000000	BMO 0723	BNK5	AMAZON-STUDENT DESK/CHAIR MOVER	B	06/12/2023	07/20/2023	W		\$258.21
							23-24				202300057	\$258.21
20E301 2542 4100 00 000000						NBHS BLDGS GEN SUPPLIES						\$258.21
BMO FINA000	BMO FINANCIAL GROUP	3285-0723-12	0000000000	BMO 0723	BNK5	AMAZON-WATER KEY FAUCET, TOILET RING	B	06/12/2023	07/20/2023	W		\$38.89
							23-24				202300057	\$38.89
20E301 2542 4100 00 000000						NBHS BLDGS GEN SUPPLIES						\$38.89
BMO FINA000	BMO FINANCIAL GROUP	3285-0723-13	0000000000	BMO 0723	BNK5	ENVIRO SAFETY-SUPPLIES	B	06/16/2023	07/20/2023	W		\$193.56
							23-24				202300057	\$193.56
20E301 2542 4100 00 000000						NBHS BLDGS GEN SUPPLIES						\$193.56
BMO FINA000	BMO FINANCIAL GROUP	3285-0723-14	0000000000	BMO 0723	BNK5	AMAZON-DUST MOP FRAMES	B	06/16/2023	07/20/2023	W		\$22.99
							23-24				202300057	\$22.99
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES						\$22.99
BMO FINA000	BMO FINANCIAL GROUP	3285-0723-15	0000000000	BMO 0723	BNK5	AMAZON-CARPET SHAMPOO	B	06/19/2023	07/20/2023	W		\$48.99
							23-24				202300057	\$48.99
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES						\$48.99
BMO FINA000	BMO FINANCIAL GROUP	3285-0723-2	0000000000	BMO 0723	BNK5	AMAZON-LYSOL TOILET BOWL CLEANER	B	05/22/2023	07/20/2023	W		\$61.29
							23-24				202300057	\$61.29
20E301 2542 4100 00 000000						NBHS BLDGS GEN SUPPLIES						\$61.29
BMO FINA000	BMO FINANCIAL GROUP	3285-0723-3	0000000000	BMO 0723	BNK5	AMAZON-SLOW MOVING VEHICLE SIGN	B	05/25/2023	07/20/2023	W		\$18.99



VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
BMO FINA000	BMO FINANCIAL GROUP	4069-0723-1	0000000000	BMO 0723	BNK5	SOLARWINDS-KIWI SYSLOG SERVER	B		05/22/2023	07/20/2023	W	\$130.00
							23-24			202300057		\$130.00
10E000 2225 4700 00 000000		TECH SM SOFTWARE										\$130.00
BMO FINA000	BMO FINANCIAL GROUP	4069-0723-2	0000000000	BMO 0723	BNK5	ZOOM-SOFTWARE	B		05/30/2023	07/20/2023	W	\$40.00
							23-24			202300057		\$40.00
10E000 2225 4700 00 000000		TECH SM SOFTWARE										\$40.00
BMO FINA000	BMO FINANCIAL GROUP	4069-0723-3	0000000000	BMO 0723	BNK5	TECH-HONEYWELL GENESIS FOR DOORS	B		06/05/2023	07/20/2023	W	\$2,449.50
							23-24			202300057		\$2,449.50
10E000 2225 4700 00 000000		TECH SM SOFTWARE										\$2,449.50
BMO FINA000	BMO FINANCIAL GROUP	4127-0723-1	3012024034	BMO 0723	BNK5	DOLLAR GENERAL-HS CLASS FIELD DAY SNACK 22/23	P	B	05/22/2023	07/20/2023	W	\$139.50
							23-24			202300057		\$139.50
110		HS CLASS FIELD DAY SNACKS 22/23							1.00			\$139.50
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES										\$139.50
BMO FINA000	BMO FINANCIAL GROUP	4127-0723-2	0012024065	BMO 0723	BNK5	U OF I-MENTOR CONFERENCE	P	B	05/24/2023	07/20/2023	W	\$79.00
							23-24			202300057		\$79.00
100		PROFESSIONAL DEVELOPMENT ALLOCATION - 23-24 - SPEARS							1.00			\$79.00
10E301 2210 3320 00 000000		HS PS PROF DEVELOPMENT										\$79.00
BMO FINA000	BMO FINANCIAL GROUP	4163-0723-1	3012024005	BMO 0723	BNK5	AMAZON-22-23-MODERN MARVELS	P	B	05/19/2023	07/20/2023	W	\$15.94
							23-24			202300057		\$15.94
100		WEIDHUNER-AG GEN SUPPLIES							1.00			\$15.94
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES										\$15.94
BMO FINA000	BMO FINANCIAL GROUP	4163-0723-2	3012024005	BMO 0723	BNK5	AMAZON-22-23-SUPPLIES	P	B	05/21/2023	07/20/2023	W	\$79.89
							23-24			202300057		\$79.89
100		WEIDHUNER-AG GEN SUPPLIES							1.00			\$79.89

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID	DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
REF	CATALOG	DESCRIPTION					LQ		QTY			LINE AMOUNT
ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099							ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	4163-0723-2		*****CONTINUED*****								
10E301 1117 4100 00 000000				NBHS GENERAL SUPPLIES								\$79.89
BMO FINA000	BMO FINANCIAL GROUP	4163-0723-3	3012024005	BMO 0723	BNK5	AMAZON-22-23-LABEL MAKER	P	B	05/21/2023	07/20/2023	W	\$59.99
100		WEIDHUNER-AG GEN SUPPLIES					23-24			202300057		\$59.99
10E301 1117 4100 00 000000				NBHS GENERAL SUPPLIES				1.00				\$59.99
BMO FINA000	BMO FINANCIAL GROUP	4163-0723-4	3012024005	BMO 0723	BNK5	AMAZON-22-23-ROUTER PLUNGE	P	B	05/23/2023	07/20/2023	W	\$86.75
100		WEIDHUNER-AG GEN SUPPLIES					23-24			202300057		\$86.75
10E301 1117 4100 00 000000				NBHS GENERAL SUPPLIES				1.00				\$86.75
BMO FINA000	BMO FINANCIAL GROUP	4163-0723-5	3012024005	BMO 0723	BNK5	TPT-22-23-SUPPLIES	P	B	05/24/2023	07/20/2023	W	\$94.29
100		WEIDHUNER-AG GEN SUPPLIES					23-24			202300057		\$94.29
10E301 1117 4100 00 000000				NBHS GENERAL SUPPLIES				1.00				\$94.29
BMO FINA000	BMO FINANCIAL GROUP	4163-0723-6	3012024003	BMO 0723	BNK5	PITSCO-22-23-ARM-T-BOTS, HYDRAULICS, BASES	P	B	05/25/2023	07/20/2023	W	\$584.90
100		WEIDHUNER- PLTW/ENGINEERING GENERAL SUPPLIES					23-24			202300057		\$584.90
10E301 1117 4103 00 000000				NBHS PLTW SUPPLIES				1.00				\$584.90
BMO FINA000	BMO FINANCIAL GROUP	4163-0723-7	3012024005	BMO 0723	BNK5	AMAZON-22-23-RFUND-DRY ERASE CLEANER	P	B	05/26/2023	07/20/2023	W	\$-22.40
100		WEIDHUNER-AG GEN SUPPLIES					23-24			202300057		\$-22.40
10E301 1117 4100 00 000000				NBHS GENERAL SUPPLIES				1.00				\$-22.40
BMO FINA000	BMO FINANCIAL GROUP	4163-0723-8	3012024005	BMO 0723	BNK5	AMAZON-22-23-PACKING TAPE	P	B	05/26/2023	07/20/2023	W	\$16.00
100		WEIDHUNER-AG GEN SUPPLIES					23-24			202300057		\$16.00
								1.00				\$16.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	4163-0723-8				*****CONTINUED*****						
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES										\$16.00
BMO FINA000	BMO FINANCIAL GROUP	5568-0723-1	3012024045	BMO 0723	BNK5	LOWES-22/23-TIER BLACK SHELF	P	B	05/22/2023	07/20/2023	W	\$217.26
100		MAGRATH -JH/HS BAND GEN SUPPLIES					23-24			202300057		\$217.26
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES						1.00				\$217.26
BMO FINA000	BMO FINANCIAL GROUP	5568-0723-3	3012024045	BMO 0723	BNK5	AMAZON-MAGNETS, PENCILS	P	B	05/30/2023	07/20/2023	W	\$16.88
100		MAGRATH -JH/HS BAND GEN SUPPLIES					23-24			202300057		\$16.88
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES						1.00				\$16.88
BMO FINA000	BMO FINANCIAL GROUP	5568-0723-4	3012024045	BMO 0723	BNK5	AMAZON-BLACK SHARPIES	P	B	05/30/2023	07/20/2023	W	\$9.29
100		MAGRATH -JH/HS BAND GEN SUPPLIES					23-24			202300057		\$9.29
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES						1.00				\$9.29
BMO FINA000	BMO FINANCIAL GROUP	5568-0723-5	3012024045	BMO 0723	BNK5	AMAZON-RULED INDEX CARDS	P	B	05/31/2023	07/20/2023	W	\$159.59
100		MAGRATH -JH/HS BAND GEN SUPPLIES					23-24			202300057		\$159.59
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES						1.00				\$159.59
BMO FINA000	BMO FINANCIAL GROUP	5568-0723-6	3012024045	BMO 0723	BNK5	AMAZON-MAGNETS	P	B	06/01/2023	07/20/2023	W	\$9.98
100		MAGRATH -JH/HS BAND GEN SUPPLIES					23-24			202300057		\$9.98
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES						1.00				\$9.98
BMO FINA000	BMO FINANCIAL GROUP	6542-0723-1	0000000000	BMO 0723	BNK5	IASPA-PROF MEMEBER DUES		B	05/31/2023	07/20/2023	W	\$200.00
10E000 2520 6400 00 000000		FS DUES & FEES					23-24			202300057		\$200.00
BMO FINA000	BMO FINANCIAL GROUP	6542-0723-2	0000000000	BMO 0723	BNK5	POSTER COMPLIANCE CENT-IL AND FED LABOR LAW POSTER		B	05/30/2023	07/20/2023	W	\$271.80

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	6542-0723-2				*****CONTINUED*****						
10E000 2311 4100 00 000000		SCH BD GEN SUPPLIES	23-24			202300057	\$271.80					\$271.80
BMO FINA000	BMO FINANCIAL GROUP	6559-0723-1	0000000000	BMO 0723	BNK5	IASB-REFUND	B	05/30/2023	07/20/2023	W		\$-25.00
10E000 2311 3320 00 000000		SCH BD TRAVEL	23-24			202300057	\$-25.00					\$-25.00
BMO FINA000	BMO FINANCIAL GROUP	6559-0723-2	0000000000	BMO 0723	BNK5	IASB-HOUSING DEPOSIT JCAR	B	06/05/2023	07/20/2023	W		\$5,932.80
10E000 2311 3320 00 000000		SCH BD TRAVEL	23-24			202300057	\$5,932.80					\$5,932.80
BMO FINA000	BMO FINANCIAL GROUP	6673-0723-1	7002024018	BMO 0723	BNK5	BIG TEN SCHEDULE STAR-23-24 RENEWAL	P	B	05/24/2023	07/20/2023	W	\$950.00
100		LUCAS-ATHLETIC FEES/TOURNEY FEES/IESA DUES/SCHOLASTIC BOWL/CHEERLEADING FEES	23-24			202300057	\$950.00					\$950.00
10E000 1500 6400 00 000000		INTERSC PRGM DUES AND FEES				1.00	\$950.00					\$950.00
BMO FINA000	BMO FINANCIAL GROUP	6673-0723-2	0000000000	BMO 0723	BNK5	9223-PAINTBALLTOGO-	B	06/12/2023	07/20/2023	W		\$280.00
10A000 1200 0000 00 000000			23-24			202300057	\$280.00					\$280.00
BMO FINA000	BMO FINANCIAL GROUP	6673-0723-3	0000000000	BMO 0723	BNK5	9223-TACO JOHN-TEAM MEAL	B	06/12/2023	07/20/2023	W		\$68.86
10A000 1200 0000 00 000000			23-24			202300057	\$68.86					\$68.86
BMO FINA000	BMO FINANCIAL GROUP	6815-0723-1	0000000000	BMO 0723	BNK5	9292-SIX FLAGS DINING PASSES	B	05/19/2023	07/20/2023	W		\$1,029.84
10A000 1200 0000 00 000000			23-24			202300057	\$1,029.84					\$1,029.84
BMO FINA000	BMO FINANCIAL GROUP	6815-0723-2	0000000000	BMO 0723	BNK5	9292-SIX FLAGS-PARKING	B	05/20/2023	07/20/2023	W		\$39.17
10A000 1200 0000 00 000000			23-24			202300057	\$39.17					\$39.17

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
BMO FINA000	BMO FINANCIAL GROUP	6815-0723-3	0000000000	BMO 0723	BNK5	9292-SOX FLAGS ADMISSION	B		05/20/2023	07/20/2023	W	\$888.99
							23-24					\$888.99
10A000	1200 0000 00 000000											\$888.99
BMO FINA000	BMO FINANCIAL GROUP	6815-0723-4	0000000000	BMO 0723	BNK5	9292-AURELIO'S PIZZA	B		05/20/2023	07/20/2023	W	\$447.70
							23-24					\$447.70
10A000	1200 0000 00 000000											\$447.70
BMO FINA000	BMO FINANCIAL GROUP	7406-0723-1	0000000000	BMO 0723	BNK5	9103-WATER AND SUNSCREEN	B		05/18/2023	07/20/2023	W	\$34.60
							23-24					\$34.60
10A000	1200 0000 00 000000											\$34.60
BMO FINA000	BMO FINANCIAL GROUP	7406-0723-2	0000000000	BMO 0723	BNK5	9233-AMAZON-TURF MAT	B		05/24/2023	07/20/2023	W	\$334.22
							23-24					\$334.22
10A000	1200 0000 00 000000											\$334.22
BMO FINA000	BMO FINANCIAL GROUP	7406-0723-3	0000000000	BMO 0723	BNK5	9241-FREDDY'S-FOOD FOR STATE	B		05/25/2023	07/20/2023	W	\$44.35
							23-24					\$44.35
10A000	1200 0000 00 000000											\$44.35
BMO FINA000	BMO FINANCIAL GROUP	7406-0723-4	0000000000	BMO 0723	BNK5	9228-REBEL ATHLETIC-CHEER UNIFORMS	B		05/30/2023	07/20/2023	W	\$4,508.93
							23-24					\$4,508.93
10A000	1200 0000 00 000000											\$4,508.93
BMO FINA000	BMO FINANCIAL GROUP	7406-0723-5	7002024012	BMO 0723	BNK5	AMAZON-WHITE BOARDS	P	B	06/01/2023	07/20/2023	W	\$33.98
							23-24					\$33.98
100		LUCAS- A.D. ATHLETIC/OFFICE SUPPLIES & AWARDS							1.00			\$33.98
10E000	1500 4100 00 000000			INTERSC PRGM GEN SUPP.								\$33.98
BMO FINA000	BMO FINANCIAL GROUP	7406-0723-6	0000000000	BMO 0723	BNK5	9241-PAPA JOHNS-END OF SEASON CELEBRATION	B		06/01/2023	07/20/2023	W	\$336.25
							23-24					\$336.25

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT						
REF	CATALOG	DESCRIPTION					LQ	QTY				LINE AMOUNT	
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT	
BMO FINA000	BMO FINANCIAL GROUP	7406-0723-6				*****CONTINUED*****							
10A000 1200 0000 00 000000												\$336.25	
BMO FINA000	BMO FINANCIAL GROUP	7406-0723-7	0000000000	BMO 0723	BNK5	9274-CHANNEL 1450 AWARDS-ADMIN TABLE	B		06/07/2023	07/20/2023	W	\$200.00	
10A000 1200 0000 00 000000							23-24					\$200.00	
												202300057	\$200.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0723-1	0000000000	BMO 0723	BNK5	9103-ANTONIO'S PIZZA-PBIS LUNCH	B		05/19/2023	07/20/2023	W	\$400.00	
10A000 1200 0000 00 000000							23-24					\$400.00	
												202300057	\$400.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0723-2	2022024015	BMO 0723	BNK5	SAM'S CLUB-22-23-8TH GRADE COOKOUT	P B		05/21/2023	07/20/2023	W	\$311.34	
100	JH RTI SUPPLIES						23-24					\$311.34	
10E202 1115 4100 00 000000					NBJH GEN SUPPLIES							\$311.34	
												1.00	\$311.34
BMO FINA000	BMO FINANCIAL GROUP	9165-0723-3	2022024018	BMO 0723	BNK5	22/23-OFFICE DEPOT-CARDSTOCK	P B		05/22/2023	07/20/2023	W	\$27.59	
100	RADFORD-PBIS/CULTURE/CLIMATE						23-24					\$27.59	
10E202 1115 4200 00 000000					NBJH TEXTBOOKS							\$27.59	
												1.00	\$27.59
BMO FINA000	BMO FINANCIAL GROUP	9165-0723-4	2022024018	BMO 0723	BNK5	22/23-SONIC-PBIS Q4	P B		05/22/2023	07/20/2023	W	\$52.81	
100	RADFORD-PBIS/CULTURE/CLIMATE						23-24					\$52.81	
10E202 1115 4200 00 000000					NBJH TEXTBOOKS							\$52.81	
												1.00	\$52.81
BMO FINA000	BMO FINANCIAL GROUP	9165-0723-5	2022024018	BMO 0723	BNK5	22/23-SONIC-PBIS Q4	P B		05/23/2023	07/20/2023	W	\$82.79	
100	RADFORD-PBIS/CULTURE/CLIMATE						23-24					\$82.79	
10E202 1115 4200 00 000000					NBJH TEXTBOOKS							\$82.79	
												1.00	\$82.79





VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
<b>NUMBER OF INVOICES: 1</b>												<b>\$7,655.00</b>
COAL CRE000	COAL CREEK SOFTWARE, INC	Z-202372	0000000000	0723	BNK5	ANNUAL SUBSCRIPTION-EXPERIENCE VERIFICATIONS	O		06/26/2023	07/20/2023	R	\$500.00
10E000	2311 3190 00 000000	SCH BD OTHER PRO	TECH SERVICES				23-24					\$500.00
<b>NUMBER OF INVOICES: 1</b>												<b>\$500.00</b>
CORE CON000	CORE CONSTRUCTION	11511	0000000000	0723	BNK5	JOB 21-10-053	O		06/19/2023	07/20/2023	R	\$58,500.00
60E000	2535 5200 00 000000	CO BLDG CONSTRUCTION PROJECT					23-24					\$58,500.00
<b>NUMBER OF INVOICES: 1</b>												<b>\$58,500.00</b>
DECKEREQ000	DECKER EQUIPMENT	536413A	0000000000	0723	BNK5	JH/HS BLDG-DESK AND PANEL MOVER	O		06/13/2023	07/20/2023	R	\$331.84
20E301	2542 4100 00 000000	NBHS BLDGS GEN SUPPLIES					23-24					\$331.84
<b>NUMBER OF INVOICES: 1</b>												<b>\$331.84</b>
DELANTON001	DELANEY, TONYA	204.36	0012023047	0723	BNK5	MILAGE FOR SUMMER TRAINING FOR MATH AND SCIENCE	P	O	06/27/2023	07/20/2023	R	\$204.36
100		PROFESSIONAL DEVELOPMENT ALLOCATION - 22-23 - DELANEY					23-24					\$204.36
10E202	2210 3320 00 000000	JH PS PROF DEVELOPMENT							1.00			\$204.36
<b>NUMBER OF INVOICES: 1</b>												<b>\$204.36</b>
DIRECT E000	DIRECT ENERGY	HS33665317	0000000000	0723	BNK5	JH/HS BLDG-NATURAL GAS	B		06/05/2023	07/20/2023	R	\$45.46
							23-24					\$45.46

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
DIRECT E000	DIRECT ENERGY	HS33665317				*****CONTINUED*****						
20E301 2542 4650 00 000000		JH/HS SM NATURAL GAS										\$45.46
DIRECT E000	DIRECT ENERGY	HS33730893	0000000000	0723	BNK5	JH/HS BLDG-NATURAL GAS	B		07/13/2023	07/20/2023	R	\$87.66
20E301 2542 4650 00 000000		JH/HS SM NATURAL GAS					23-24					\$87.66
												\$87.66
						NUMBER OF INVOICES: 2						\$133.12
EMBRACE 000	EMBRACE EDUCATION	13414	0000000000	0723	BNK5	ACCESSORY COMPONENT: 2023-24	O		06/01/2023	07/20/2023	R	\$630.00
						SCHOOL YEAR						\$630.00
							23-24					\$630.00
10E103 1200 4100 00 000000		NBE SP. ED. GEN SUPPLIES										\$210.00
10E202 1200 4100 00 000000		NBJH SP. ED. GEN SUPPLIES										\$210.00
10E301 1200 4100 00 000000		NBHS SP. ED. GEN SUPPLIES										\$210.00
						NUMBER OF INVOICES: 1						\$630.00
ERTOI 001	ERTHAL OIL	300702	0000000000	0723	BNK5	TRANS-DIESEL FUEL	O		06/15/2023	07/20/2023	R	\$1,259.00
40E000 2552 4640 00 000000		TRANSP VS GASOLINE					23-24					\$1,259.00
												\$1,259.00
ERTOI 001	ERTHAL OIL	92.24	0000000000	070723	BNK5	TRANS-FINANCE CHARGE-FUEL	H		04/28/2023	07/07/2023	V	\$92.24
40E000 2552 4640 00 000000		TRANSP VS GASOLINE					23-24				60231	\$92.24
												\$92.24
						NUMBER OF INVOICES: 2						\$1,166.76
FRONTIER000	FRONTIER	2171980288	0000000000	0723	BNK5	SECONDARY INTERNET	O		07/05/2023	07/20/2023	W	\$900.00
						CONNECTION 06/11/23-07/10/23						\$900.00
20E000 2542 3400 00 000000		OPS MAINT. UPKEEP BLDG COMMUN.					23-24				2880723	\$900.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
FRONTIER000	FRONTIER	2174882040	0000000000	0723	BNK5	NEW BERLIN DISTRICT OFFICE PHONES - 06/16/23-07/15/23	O	07/10/2023	07/20/2023	W		\$294.14
							23-24				20400723	\$294.14
20E000	2542 3400 00 000000					OPS MAINT. UPKEEP BLDG COMMUN.						\$294.14
FRONTIER000	FRONTIER	2174883107	0000000000	0723	BNK5	JH FAX MACHINE - 06/22/23-07/21/23	O	07/17/2023	07/20/2023	W		\$238.28
							23-24				31070723	\$238.28
20E202	2542 3400 00 000000					JH PS COMMUNICATION						\$238.28
FRONTIER000	FRONTIER	2174886011	0000000000	0723	BNK5	JH PHONES 06/22/23-07/21/23	O	07/17/2023	07/20/2023	W		\$390.99
							23-24				60110723	\$390.99
20E202	2542 3400 00 000000					JH PS COMMUNICATION						\$390.99
FRONTIER000	FRONTIER	2174886111	0000000000	0723	BNK5	HS PRINCIPALS OFFICE PHONE-06/22/23-07/21/23	O	07/17/2023	07/20/2023	W		\$363.07
							23-24				61110723	\$363.07
20E301	2542 3400 00 000000					HS PS COMMUNICATION						\$363.07
FRONTIER000	FRONTIER	2174886412	0000000000	0723	BNK5	AD PHONES - 06/22/23-07/21/23	O	07/17/2023	07/20/2023	W		\$103.28
							23-24				64120723	\$103.28
20E202	2542 3400 00 000000					JH PS COMMUNICATION						\$103.28
FRONTIER000	FRONTIER	2174886482	0000000000	0723	BNK5	NB ELEM SCHOOL PHONE - 06-22-23-07-23-23	O	07/17/2023	07/20/2023	W		\$533.21
							23-24				64820723	\$533.21
20E103	2542 3400 00 000000					NBE BLDG PS COMMUNICATION						\$533.21
<b>NUMBER OF INVOICES: 7</b>												<b>\$2,822.97</b>
FRONTLE 000	FRONTLINE EDUCATION	178064	0000000000	0723	BNK5	ANALYTICS SOLUTION	O	07/01/2023	07/20/2023	A		\$15,345.00
							23-24					\$15,345.00
10E000	2520 4700 00 000000					FS SM SOFTWARE						\$15,345.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
FRONTLE 000	FRONTLINE EDUCATION	182200	0000000000	0723	BNK5	COMPARATIVE ANALYTICS	O		07/01/2023	07/20/2023	A	\$6,195.73
							23-24					\$6,195.73
10E000 2520 4700 00 000000						FS SM SOFTWARE						\$6,195.73
FRONTLE 000	FRONTLINE EDUCATION	186301	0000000000	0723	BNK5	APPLICANT	O		07/01/2023	07/20/2023	A	\$1,189.64
						TRACKING=11/26/23-11/25/24						
							23-24					\$1,189.64
10E000 2225 4700 00 000000						TECH SM SOFTWARE						\$1,189.64
<b>NUMBER OF INVOICES: 3</b>											<b>\$22,730.37</b>	
GFI DIGI000	GFI DIGITAL	2593762	0000000000	0723	BNK5	COPIER USAGE	B		07/18/2023	07/20/2023	W	\$61.17
							23-24					\$61.17
10E000 2321 3250 00 000000						SUPINT. OFFICE RENTALS						\$15.45
10E000 2520 3250 00 000000						FS RENTALS						\$15.46
10E103 1113 3250 00 000000						NBE RENTALS						\$0.12
10E103 2410 3250 00 000000						NBE PRINCIPAL RENTALS						\$2.70
10E202 1115 3250 00 000000						NBJH RENTALS						\$2.03
10E202 2410 3250 00 000000						NBJH PRINCIPAL RENTALS						\$3.26
10E301 1117 3250 00 000000						NBHS RENTALS						\$0.64
10E305 2410 3250 00 000000						NBHS PRINCIPAL RENTALS						\$21.51
<b>NUMBER OF INVOICES: 1</b>											<b>\$61.17</b>	
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	12189	0000000000	0723	BNK5	LEGAL FEES-ADMINISTRATION	O		06/12/2023	07/20/2023	A	\$624.00
							23-24					\$624.00
80E000 2369 3180 00 000000						TORT FUND LEGAL SERVICES						\$624.00
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	12190	0000000000	0723	BNK5	LEGAL FEES-CIVIL APPEAL	O		06/12/2023	07/20/2023	A	\$1,495.00
							23-24					\$1,495.00
80E000 2369 3180 00 000000						TORT FUND LEGAL SERVICES						\$1,495.00
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	12191	0000000000	0723	BNK5	LEGAL FEES-GEN LITIGATION	O		06/12/2023	07/20/2023	A	\$99.00
							23-24					\$99.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	12191				*****CONTINUED*****						
80E000 2369 3180 00 000000						TORT FUND LEGAL SERVICES						\$99.00
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	12510	0000000000	0723	BNK5	LEGAL FEES-BUSINESS GENERAL	O	06/12/2023	07/20/2023	A		\$100.00
80E000 2369 3180 00 000000						TORT FUND LEGAL SERVICES	23-24					\$100.00
												\$100.00
						<b>NUMBER OF INVOICES: 4</b>						<b>\$2,318.00</b>
GOODMAFE001	GOODMAN FENCE INC,	230710	0000000000	0723	BNK5	JH/HS-INSTALL CHAIN LINK	B	07/10/2023	07/20/2023	R		\$4,399.00
20E301 2542 5300 00 000000						WIRE ON SOFTBALL BACKSTOP	23-24					\$4,399.00
						NBHS IMPROVE OTHER THAN BLDGS.						\$4,399.00
						<b>NUMBER OF INVOICES: 1</b>						<b>\$4,399.00</b>
HEART TE000	HEART TECHNOLOGIES, INC	286472.04	0000000000	0723	BNK5	PROJECT 216EX21.400-HALF	B	07/17/2023	07/20/2023	A		\$286,472.04
60E000 2535 5200 00 000000						PAYMENT	23-24					\$286,472.04
						CO BLDG CONSTRUCTION PROJECT						\$286,472.04
						<b>NUMBER OF INVOICES: 1</b>						<b>\$286,472.04</b>
HOUMC 000	HOUGHTON MIFFLIN	955830231	1032024022	0723	BNK5	WORKBOOKS FOR K-1	P B	06/16/2023	07/20/2023	A		\$2,568.41
100						MAXEDON- EXTRA TEXTBOOKS /TEACHER	23-24					\$2,568.41
10E103 1113 4200 00 000000						MANUALS					1.00	\$2,568.41
						NBE TEXTBOOKS						\$2,568.41
						<b>NUMBER OF INVOICES: 1</b>						<b>\$2,568.41</b>
IASA 001	IASA	1225.16	0000000000	0723	BNK5	MEMBERSHIP DUES-J. LARSON	O	06/26/2023	07/20/2023	R		\$1,225.16
10E000 2321 6400 00 000000						SUPINT. OFFICE DUES & FEES	23-24					\$1,225.16











VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION				ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
	REF	CATALOG	DESCRIPTION				LQ		QTY			LINE AMOUNT
	ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099						ACCT AMOUNT
INTRS	001	INTERNAL REVENUE SERVICE	20230630BDFIC	0000000000	P1	BNK5 Payroll accrual	H	06/30/2023	06/30/2023	W		\$3,316.98
							23-24			202300003		\$3,316.98
	10L000	4570 0000 00 000000										\$1,765.40
	20L000	4570 0000 00 000000										\$996.73
	40L000	4570 0000 00 000000										\$554.85
INTRS	001	INTERNAL REVENUE SERVICE	20230630BDFTA	0000000000	P1	BNK5 Payroll accrual	H	06/30/2023	06/30/2023	W		\$570.00
							23-24			202300003		\$570.00
	10L000	4520 0000 00 000000										\$275.00
	20L000	4520 0000 00 000000										\$250.00
	40L000	4520 0000 00 000000										\$45.00
INTRS	001	INTERNAL REVENUE SERVICE	20230630BDFTX	0000000000	P1	BNK5 Payroll accrual	H	06/30/2023	06/30/2023	W		\$3,836.20
							23-24			202300003		\$3,836.20
	10L000	4520 0000 00 000000										\$1,845.75
	20L000	4520 0000 00 000000										\$1,143.55
	40L000	4520 0000 00 000000										\$846.90
INTRS	001	INTERNAL REVENUE SERVICE	20230630BDMED	0000000000	P1	BNK5 Payroll accrual	H	06/30/2023	06/30/2023	W		\$775.74
							23-24			202300003		\$775.74
	10L000	4580 0000 00 000000										\$412.87
	20L000	4580 0000 00 000000										\$233.11
	40L000	4580 0000 00 000000										\$129.76
INTRS	001	INTERNAL REVENUE SERVICE	20230630BFFIC	0000000000	P1	BNK5 Payroll accrual	H	06/30/2023	06/30/2023	W		\$3,316.98
							23-24			202300003		\$3,316.98
	50L000	4571 0000 00 000000										\$3,316.98
INTRS	001	INTERNAL REVENUE SERVICE	20230630BFMED	0000000000	P1	BNK5 Payroll accrual	H	06/30/2023	06/30/2023	W		\$775.74
							23-24			202300003		\$775.74
	50L000	4580 0000 00 000000										\$775.74
INTRS	001	INTERNAL REVENUE SERVICE	20230630CDFIC	0000000000	P1	BNK5 Payroll accrual	H	06/30/2023	06/30/2023	W		\$14.36
							23-24			202300003		\$14.36



VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
REF	CATALOG	DISCOUNT DESCRIPTION				ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
ACCOUNT NUMBER(S)		DESCRIPTION	QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099	LQ		QTY			LINE AMOUNT
												ACCT AMOUNT
INTRS 001	INTERNAL REVENUE SERVICE	20230630EDMED	0000000000	P2	BNK5	Payroll accrual	H	06/30/2023	06/30/2023	W		\$8.88
							22-23			202200729		\$8.88
10L000 4580 0000 00 000000												\$8.88
INTRS 001	INTERNAL REVENUE SERVICE	20230630EFMED	0000000000	P2	BNK5	Payroll accrual	H	06/30/2023	06/30/2023	W		\$8.88
							22-23			202200729		\$8.88
50L000 4580 0000 00 000000												\$8.88
INTRS 001	INTERNAL REVENUE SERVICE	20230714ADFC	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$93.50
							23-24			202300014		\$93.50
10L000 4570 0000 00 000000												\$93.50
INTRS 001	INTERNAL REVENUE SERVICE	20230714ADFTA	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$260.00
							23-24			202300014		\$260.00
10L000 4520 0000 00 000000												\$260.00
INTRS 001	INTERNAL REVENUE SERVICE	20230714ADFTX	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$12,846.35
							23-24			202300014		\$12,846.35
10L000 4520 0000 00 000000												\$12,846.35
INTRS 001	INTERNAL REVENUE SERVICE	20230714ADMED	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$2,306.02
							23-24			202300014		\$2,306.02
10L000 4580 0000 00 000000												\$2,306.02
INTRS 001	INTERNAL REVENUE SERVICE	20230714AFFIC	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$93.50
							23-24			202300014		\$93.50
50L000 4571 0000 00 000000												\$93.50
INTRS 001	INTERNAL REVENUE SERVICE	20230714AFMED	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$2,306.02
							23-24			202300014		\$2,306.02
50L000 4580 0000 00 000000												\$2,306.02
INTRS 001	INTERNAL REVENUE SERVICE	20230714BDFIC	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$3,579.48
							23-24			202300053		\$3,579.48



VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
INTRS 001	INTERNAL REVENUE SERVICE	20230714CDMED	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$40.69
							23-24				202300037	\$40.69
	10L000 4580 0000 00 000000											\$40.69
INTRS 001	INTERNAL REVENUE SERVICE	20230714CFMED	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$40.69
							23-24				202300037	\$40.69
	50L000 4580 0000 00 000000											\$40.69
INTRS 001	INTERNAL REVENUE SERVICE	20230714DDFTA	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$1,215.00
							23-24				202300053	\$1,215.00
	10L000 4520 0000 00 000000											\$920.00
	20L000 4520 0000 00 000000											\$250.00
	40L000 4520 0000 00 000000											\$45.00
INTRS 001	INTERNAL REVENUE SERVICE	20230714DDFTX	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$370.41
							23-24				202300053	\$370.41
	10L000 4520 0000 00 000000											\$370.41
INTRS 001	INTERNAL REVENUE SERVICE	20230714DDMED	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$43.50
							23-24				202300053	\$43.50
	10L000 4580 0000 00 000000											\$43.50
INTRS 001	INTERNAL REVENUE SERVICE	20230714DFMED	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$43.50
							23-24				202300053	\$43.50
	50L000 4580 0000 00 000000											\$43.50
INTRS 001	INTERNAL REVENUE SERVICE	20230714EDFTX	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$7,243.67
							23-24				202300053	\$7,243.67
	10L000 4520 0000 00 000000											\$4,912.70
	20L000 4520 0000 00 000000											\$1,229.76
	40L000 4520 0000 00 000000											\$1,101.21
INTRS 001	INTERNAL REVENUE SERVICE	20230714EDMED	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$1,112.00
							23-24				202300053	\$1,112.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
		ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION		FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT		
REF	CATALOG	DESCRIPTION		LQ	QTY	LINE AMOUNT						
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099	ACCT AMOUNT							
INTRS 001	INTERNAL REVENUE SERVICE	20230714EDMED	*****CONTINUED*****									
	10L000 4580 0000 00 000000											\$695.39
	20L000 4580 0000 00 000000											\$270.09
	40L000 4580 0000 00 000000											\$146.52
INTRS 001	INTERNAL REVENUE SERVICE	20230714EFMED	0000000000	P1	BNK5	Payroll accrual	B		07/14/2023	07/14/2023	W	\$1,112.00
	50L000 4580 0000 00 000000								23-24		202300053	\$1,112.00
												\$1,112.00
											<b>NUMBER OF INVOICES: 46</b>	<b>\$70,467.80</b>
IXLLE 000	IXL LEARNING	S468326	0312024014	0723	BNK5	IXL-JH/HS AND ELEM	P	B	07/07/2023	07/20/2023	A	\$12,400.00
	100	IXL -ELEM, JH/HS							23-24			\$12,400.00
	10E600 1250 3900 00 000000					TITLE I PS SOFTWARE LICENSE					1.00	\$12,400.00
												\$12,400.00
											<b>NUMBER OF INVOICES: 1</b>	<b>\$12,400.00</b>
JOHNCFP 000	JOHNSON CONTROLS FIRE PROTECTION L	23621453	0000000000	0723	BNK5	ELEM BLDG-ANNUAL BILLING	B		07/04/2023	07/20/2023	R	\$617.83
	20E103 2542 3230 00 000000					NBE CARE/UPKEEP REPAIR MAINT.			23-24			\$617.83
												\$617.83
											<b>NUMBER OF INVOICES: 1</b>	<b>\$617.83</b>
JOSI 000	JOSTENS INC.	31680028	2022024019	0723	BNK5	22-23 8TH GRADE COVERS AND CERT. OF PROM	P	B	06/28/2023	07/20/2023	A	\$693.45
	110	22-23 COVER AND CERT OF PROMOTION							23-24			\$693.45
	10E202 1115 4100 00 000000					NBJH GEN SUPPLIES					1.00	\$693.45
												\$693.45
											<b>NUMBER OF INVOICES: 1</b>	<b>\$693.45</b>
KESLER S000	KESLER SCIENCE	6642	0000000000	0723	BNK5	CORE INTRO TO SCIENCE CURRICULUM GRADES 4-8	O		06/13/2023	07/20/2023	R	\$3,015.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT	REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT	
KESLER S000	KESLER SCIENCE	6642				*****CONTINUED*****							
10E652 2225 4100 00 000000						ESSER III SM TECHNOLOGY			23-24				\$3,015.00
													\$3,015.00
						NUMBER OF INVOICES: 1							\$3,015.00
KOEHLWES000	KOEHLER, WESLEY	175.00	0000000000	0723	BNK5	WEBSITE SERVICES MONTHLY BILLING	B		07/10/2023	07/20/2023	R		\$175.00
10E000 2225 3150 00 000000						TECH PS PROF SERVICES NONEM			23-24				\$175.00
													\$175.00
						NUMBER OF INVOICES: 1							\$175.00
LAKSL 000	LAKESHORE LEARNING MATERIALS	755951062123	0000000000	0723	BNK5	2022-23 STECK CLASSROOM SUPPLIES	O		06/21/2023	07/20/2023	R		\$5,145.96
10E103 1125 4100 00 000000						NBE SM PK/EC SUPPLIES & SNACKS			23-24				\$5,145.96
10E500 1125 4100 00 000000						PRE-K SM GENERAL							\$3,236.81
													\$1,909.15
LAKSL 000	LAKESHORE LEARNING MATERIALS	755951070423	0000000000	0723	BNK5	22-23 PRE-K SUPPLIES	O		07/04/2023	07/20/2023	R		\$59.99
10E103 1125 4100 00 000000						NBE SM PK/EC SUPPLIES & SNACKS			23-24				\$59.99
													\$59.99
						NUMBER OF INVOICES: 2							\$5,205.95
LAMPO GR000	LAMPO GROUP, INC (THE)	1415498	3012024008	0723	BNK5	WEIDHUNER-TEXTBOOKS AG DEPT	P O		07/01/2023	07/20/2023	R		\$1,451.31
100						WEIDHUNER TEXTBOOKS AG			23-24				\$1,451.31
10E301 1117 4200 00 000000						NBHS TEXTBOOKS						1.00	\$1,451.31
													\$1,451.31
						NUMBER OF INVOICES: 1							\$1,451.31
LEE O'KE000	LEE O'KEEFE INS. AGENCY	171886	0000000000	0723	BNK5	TREASURER'S BOND-NIEMEIER	O		05/17/2023	07/20/2023	A		\$2,460.00
									23-24				\$2,460.00



VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
MCGL 001	MC GRAW-HILL LLC	127968133001				*****CONTINUED*****						
	10E103 1113 4200 00 000000					NBE TEXTBOOKS						\$8,702.69
MCGL 001	MC GRAW-HILL LLC	127973695001	1032024022	0723	BNK5	EVERYDAY MATH DIGITAL TEACHER EDITION	P	O	04/25/2023	07/20/2023	A	\$571.20
	100	MAXEDON- EXTRA TEXTBOOKS /TEACHER MANUALS					23-24					\$571.20
	10E103 1113 4200 00 000000					NBE TEXTBOOKS		1.00				\$571.20
MCGL 001	MC GRAW-HILL LLC	128478975001	2022024025	0723	BNK5	JH HISTORY AND GEOGRAPHY	P	B	06/30/2023	07/20/2023	A	\$19,970.28
	110	7th and 8th GRADE HISTORY AND GEOGRAPHY CURRICULUM					23-24					\$19,970.28
	10E202 1115 4200 00 000000					NBJH TEXTBOOKS		1.00				\$19,970.28
											<b>NUMBER OF INVOICES: 3</b>	<b>\$29,244.17</b>
MEDIACOM000	MEDIACOM	60090109-JULY	0000000000	0723	BNK5	EXTRA BAN WIDTH FOR T-	O		06/21/2023	07/20/2023	W	\$2,625.00
	20E000 2542 3400 00 000000					OPS MAINT. UPKEEP BLDG COMMUN.	23-24				723109	\$2,625.00
											<b>NUMBER OF INVOICES: 1</b>	<b>\$2,625.00</b>
MENAR 001	MENARDS	38463	0000000000	0723	BNK5	JH/HS BLDG-CONCRETE BLK, MASTER BRUSH	O		06/15/2023	07/20/2023	R	\$255.04
	20E301 2542 4100 00 000000					NBHS BLDGS GEN SUPPLIES	23-24					\$255.04
MENAR 001	MENARDS	38469	0000000000	0723	BNK5	JH/HS BLDG-DESK FAN	O		06/15/2023	07/20/2023	R	\$19.02
	20E301 2542 4100 00 000000					NBHS BLDGS GEN SUPPLIES	23-24					\$19.02

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
<b>NUMBER OF INVOICES: 2</b>												<b>\$274.06</b>
MIDWBS 000	MIDWEST BUS SALES, INC	C050061843:01	0000000000	0723	BNK5	TRANS-FILTER	O		06/23/2023	07/20/2023	R	\$36.40
							23-24					\$36.40
40E000 2552 4190 00 000000						TRANSP VS PARTS SUPPLIES						\$36.40
MIDWBS 000	MIDWEST BUS SALES, INC	C050061843:02	0000000000	0723	BNK5	TRANS-FILTERS	O		06/23/2023	07/20/2023	R	\$36.40
							23-24					\$36.40
40E000 2552 4190 00 000000						TRANSP VS PARTS SUPPLIES						\$36.40
<b>NUMBER OF INVOICES: 2</b>												<b>\$72.80</b>
MIDWOHA 000	MIDWEST OCCUPATIONAL HEALTH ASSOC	138460	0000000000	0723	BNK5	TRANS-PHYSICALS, MARUNA, K. NEUMAN, S. NEUMAN	O		06/15/2023	07/20/2023	R	\$390.00
							23-24					\$390.00
40E000 2552 3100 00 000000						TRANS PS PHYSICALS						\$390.00
<b>NUMBER OF INVOICES: 1</b>												<b>\$390.00</b>
NASSP/NH000	NASSP/NHS	9001673259	3012024014	0723	BNK5	NHS DUES-6/1/23-6/30/24	P	B	07/18/2023	07/20/2023	A	\$385.00
							23-24					\$385.00
100		GRAY - NHS & NASSP DUES & FEES							1.00			\$385.00
10E301 1117 6400 00 000000		NBHS DUES & FEES										\$385.00
<b>NUMBER OF INVOICES: 1</b>												<b>\$385.00</b>
NELCO 000	NELCO	8738264	0000000000	0723	BNK5	FISCAL-W2/1099 FORMS AND ENVELOPES	O		06/19/2023	07/20/2023	R	\$430.00
							23-24					\$430.00
10E000 2520 4100 00 000000						FS GENERAL SUPPLY						\$430.00
<b>NUMBER OF INVOICES: 1</b>												<b>\$430.00</b>
NEVSC 001	NEVCO SCOREBOARD COMPANY	252220	0000000000	062623	BNK5	SCOREBOARD	H		05/31/2023	06/26/2023	V	\$31,773.31

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
NEVSC 001	NEVCO SCOREBOARD COMPANY	252220				*****CONTINUED*****						
	No						22-23			222300366		\$31,773.31
	20E301 2542 5300 00 000000					NBHS IMPROVE OTHER THAN BLDGS.						\$31,773.31
											<b>NUMBER OF INVOICES: 1</b>	<b>\$-31,773.31</b>
NEW BERL015	NEW BERLIN CUSD #16	200.00	0000000000	50	BNK5	PRE-K DUPLICATION	H		05/01/2023	06/30/2023	S	\$200.00
	10E500 2330 3400 00 000000					PRE-K SPEC. ADMIN COMMUN.	22-23			60210		\$200.00
												\$200.00
NEW BERL015	NEW BERLIN CUSD #16	26431.47	0000000000	50	BNK5	TRANSPORTING STUDENTS TO AND FROM SCHOOL	H		05/01/2023	06/30/2023	S	\$26,431.47
	10E500 2550 3320 00 000000					PRE-K TRANSP TRAVEL	22-23			60211		\$26,431.47
												\$26,431.47
NEW BERL015	NEW BERLIN CUSD #16	29.78	0000000000	50	BNK5	BENEFITS NOV FIELD TRIP	H		05/01/2023	06/30/2023	S	\$29.78
	10E500 2550 2130 00 000000					PRE-K TRANSP FED INS CONT. ACT	22-23			60212		\$29.78
												\$29.78
NEW BERL015	NEW BERLIN CUSD #16	72.48	0000000000	50	BNK5	GAS FOR ERGADOOZIE NOV AND APRIL	H		05/01/2023	06/30/2023	S	\$72.48
	10E500 2550 4640 00 000000						22-23			60213		\$72.48
												\$72.48
NEW BERL015	NEW BERLIN CUSD #16	9062.00	0000000000	50	BNK5	SALARY BUS MONITOR AND ERGADOOZIE	H		05/01/2023	06/30/2023	S	\$9,062.00
	10E500 2550 1100 00 000000					PRE-K TRANSP REG SAL	22-23			60214		\$9,062.00
												\$9,062.00
											<b>NUMBER OF INVOICES: 5</b>	<b>\$35,795.73</b>
NEWBH 001	NEW BERLIN HIGH SCHOOL	20230630ADCS3	0000000000	P9	BNK5	Payroll accrual	B		06/30/2023	06/30/2023	R	\$164.25
	10L000 4590 0000 00 000000						23-24					\$164.25
												\$164.25

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
						NUMBER OF INVOICES:	1					\$164.25
NIEMELOR000	NIEMEIER, LORI	100.87	0000000000	0723	BNK5	MILEAGE REIMB-LEGAL STANDARDS FOR MGT	O		06/26/2023	07/20/2023	A	\$100.87
10E000 2520 3320 00 000000						FS TRAVEL			23-24			\$100.87
						NUMBER OF INVOICES:	1					\$100.87
NWEA 000	NORTHWEST EVALUATION ASSOC. (NWEA)	92437	0000000000	0723	BNK5	MAP GROWTH K-12 AND SCIENCE ADD-ON	O		07/01/2023	07/20/2023	R	\$10,927.50
10E000 2225 4700 00 000000						TECH SM SOFTWARE			23-24			\$10,927.50
						NUMBER OF INVOICES:	1					\$10,927.50
PIANO GA000	PIANO GALLERY OF SPRINGFIELD	12199.00	3012024065	0723	BNK5	CHARNESKI-JH/HS PIANO	P	B	07/13/2023	07/20/2023	R	\$12,199.00
100						CHARNESKI-JH/HS PIANO			23-24			\$12,199.00
10E301 1117 4100 00 000000						NBHS GENERAL SUPPLIES				1.00		\$12,199.00
						NUMBER OF INVOICES:	1					\$12,199.00
PIDCOHEA000	PIDCOCK, HEATHER	268.55	0000000000	50	BNK2	MILEAGE REIMB ISBE CERT TRAINING	H		05/03/2023	06/30/2023	R	\$268.55
10E000 2562 3320 00 000000									22-23		104810	\$268.55
						NUMBER OF INVOICES:	1					\$268.55
PIKMYKID000	PIKMYKID- SACHI TECH	INV-20972	0312024011	0723	BNK5	PIK MY KID-SUBSCRIPTION FEE	P	O	07/01/2023	07/20/2023	A	\$3,750.00
100									23-24			\$3,750.00
10E000 2225 4700 00 000000						TECH SM SOFTWARE				1.00		\$3,750.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
<b>NUMBER OF INVOICES: 1</b>												<b>\$3,750.00</b>
PLEASANT004	PLEASANT PLAINS CUSD #8	22-23	0000000000	0723	BNK5	TECH SERVICES-SQUIRES	O		06/21/2023	07/20/2023	R	\$34,014.00
10E000 2225 3150 00 000000						TECH PS PROF SERVICES	23-24					\$34,014.00
<b>NUMBER OF INVOICES: 1</b>												<b>\$34,014.00</b>
PLTW 000	PROJECT LEAD THE WAY	396034	0312024008	0723	BNK5	WEIDHUNER-PLTW-TECHNOLOGY	P	O	05/17/2023	07/20/2023	A	\$3,200.00
100		WEIDHUNER-PLTW					23-24					\$3,200.00
10E000 2225 4700 00 000000						TECH SM SOFTWARE NONEM		1.00				\$3,200.00
<b>NUMBER OF INVOICES: 1</b>												<b>\$3,200.00</b>
PORTSS 000	PORTABLE SANITATION SYSTEMS	A-74185	0000000000	0723	BNK5	JH/HS BLDG-4/22/23-5/19/23	O		05/19/2023	07/20/2023	A	\$1,603.00
20E301 2542 3210 00 000000						NBHS CARE/UPKEEP SANITATION	23-24					\$1,603.00
<b>NUMBER OF INVOICES: 1</b>												<b>\$1,603.00</b>
PRAIRIE 001	PRAIRIE STATE PLUMBING & HEATING,	32574	0000000000	0723	BNK5	JH/HS BLDG-HEAT EXCHANGER	O		03/15/2023	07/20/2023	R	\$1,328.73
20E301 2542 3230 00 000000						NBHS CARE/UPKEEP REPAIR/MAINT.	23-24					\$1,328.73
<b>NUMBER OF INVOICES: 1</b>												<b>\$1,328.73</b>
PRAIRIE 001	PRAIRIE STATE PLUMBING & HEATING,	33221	0000000000	0723	BNK5	ELEM BLDG-3 ROOFTOP UNIT	O		06/20/2023	07/20/2023	R	\$375.00
20E103 2542 3230 00 000000						NBE CARE/UPKEEP REPAIR MAINT.	23-24					\$375.00
<b>NUMBER OF INVOICES: 1</b>												<b>\$375.00</b>
PRAIRIE 001	PRAIRIE STATE PLUMBING & HEATING,	33324	0000000000	0723	BNK5	JH/HS BLDG-CONF ROOM A/C NOT WORKING	O		06/30/2023	07/20/2023	R	\$672.88
20E301 2542 3230 00 000000						NBHS CARE/UPKEEP REPAIR/MAINT.	23-24					\$672.88
<b>NUMBER OF INVOICES: 1</b>												<b>\$672.88</b>

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
PRAIRIE 001	PRAIRIE STATE PLUMBING & HEATING,	33325	0000000000	0723	BNK5	ELEM BLDG-WATER VALVE ROOM 308	O		06/30/2023	07/20/2023	R	\$515.00
												\$515.00
20E103 2542 3230 00 000000						NBE CARE/UPKEEP REPAIR MAINT.						\$515.00
<b>NUMBER OF INVOICES: 4</b>												<b>\$2,891.61</b>
PRESENCE000	PRESENCELEARNING. INC	INV61221	0000000000	0723	BNK5	DOCUMENTATION AND PLANNING	B		07/07/2023	07/20/2023	A	\$195.00
												\$195.00
10E000 4120 6000 00 000000						SPECIAL PROGRAMS TUITION						\$195.00
PRESENCE000	PRESENCELEARNING. INC	INV61565	0000000000	0723	BNK5	Q4 MONTHLY COMMITMENT	B		07/14/2023	07/20/2023	A	\$919.10
												\$919.10
10E000 4120 6000 00 000000						SPECIAL PROGRAMS TUITION						\$919.10
<b>NUMBER OF INVOICES: 2</b>												<b>\$1,114.10</b>
PSIC 000	PRAIRIE STATE INS CO (PSIC)	167426.35	0000000000	0723	BNK5	PROPERTY/CASUALTY PROTECTION	O		06/26/2023	07/20/2023	A	\$167,426.35
												\$167,426.35
80E000 2362 3800 00 000000						TORT PS WORKERS' COMP INS						\$167,426.35
PSIC 000	PRAIRIE STATE INS CO (PSIC)	46337.22	0000000000	0723	BNK5	WORKERS COMP PROTECTION	O		06/26/2023	07/20/2023	A	\$46,337.22
												\$46,337.22
10E500 1125 3800 00 000000						PRE-K PS WORK COMP/UNEMP INS						\$1,237.72
10E550 3710 3800 00 000000						PI (0-3) PS INSURANCE						\$309.43
40E000 2550 3800 00 000000						TRANSP INSURANCE						\$4,641.46
80E000 2362 3800 00 000000						TORT PS WORKERS' COMP INS						\$40,148.61
<b>NUMBER OF INVOICES: 2</b>												<b>\$213,763.57</b>
PURT 001	PURITAN SPRING WATER	804109265	0000000000	0723	BNK5	JH BLDG-WATER	B		05/25/2023	07/20/2023	R	\$65.03
												\$65.03
10E202 2410 4100 00 000000						NBJH PRINCIPAL GEN SUPPLIES						\$65.03

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
	REF CATALOG	DESCRIPTION					LQ		QTY			LINE AMOUNT
	ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099							ACCT AMOUNT
PURT	001 PURITAN SPRING WATER	804125244	0000000000	0723	BNK5	HS BLDG-WATER	O		06/21/2023	07/20/2023	R	\$106.78
	10E301 2410 4100 00 000000						23-24					\$106.78
												\$106.78
PURT	001 PURITAN SPRING WATER	804125391	0000000000	0723	BNK5	JH BLDG-WATER	O		06/21/2023	07/20/2023	R	\$73.53
	10E202 2410 4100 00 000000					NBJH PRINCIPAL GEN SUPPLIES	23-24					\$73.53
												\$73.53
PURT	001 PURITAN SPRING WATER	804133568	0000000000	0723	BNK5	TRANS-WATER DISPENSER	B		07/05/2023	07/20/2023	R	\$7.50
	40E000 2552 4100 00 000000					TRANSP VS GEN SUPPLIES	23-24					\$7.50
												\$7.50
PURT	001 PURITAN SPRING WATER	804134584	0000000000	0723	BNK5	DISTRICT OFFICE-WATER	B		07/06/2023	07/20/2023	R	\$21.00
	10E000 2321 4100 00 000000					SUPINT. OFFICE GEN SUPP	23-24					\$21.00
												\$21.00
<b>NUMBER OF INVOICES: 5</b>												<b>\$273.84</b>
QUALEI	000 QUALITY ELEVATOR INSPECTIONS, INC	6827	0000000000	0723	BNK5	CHAIR LIFT INSPECTIONS IN JH/H AND ELEM	B		07/11/2023	07/20/2023	R	\$1,950.00
	20E103 2542 3230 00 000000					NBE CARE/UPKEEP REPAIR MAINT.	23-24					\$1,950.00
	20E301 2542 3230 00 000000					NBHS CARE/UPKEEP REPAIR/MAINT.						\$650.00
												\$1,300.00
<b>NUMBER OF INVOICES: 1</b>												<b>\$1,950.00</b>
QUAVMWM	000 QUAVER'S MARVELOUS WORLD OF MUSIC	QK5-01-011	1032024002	0723	BNK5	BARRETT-MUSIC CURRICULUM	P	B	07/10/2023	07/20/2023	R	\$1,800.00
	100	BARRETT- MUSICAL SUPPLIES					23-24					\$1,800.00
	10E103 1113 4100 00 000000					NBE SM GENERAL SUPPLIES			1.00			\$1,800.00
												\$1,800.00
<b>NUMBER OF INVOICES: 1</b>												<b>\$1,800.00</b>
RADFOBRA000	RADFORD, BRANDON	134.93	6022024000	0723	BNK5	MILEAGE-BLOOMINGTON	P	B	06/20/2023	07/20/2023	A	\$134.93

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION					LQ	QTY				LINE AMOUNT
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
RADFOBRA000	RADFORD, BRANDON	134.93				*****CONTINUED*****						
							23-24					\$134.93
100		RADFORD -JH PRINCIPAL TRAVEL						1.00				\$134.93
10E202 2410 3320 00 000000		NBJH PRINCIPAL TRAVEL										\$134.93
<b>NUMBER OF INVOICES: 1</b>												<b>\$134.93</b>
REPUBLIC000	REPUBLIC SERVICES	0352-002902804	0000000000	0723	BNK5	GARBAGE-DISPOSAL SERVICES	O		06/30/2023	07/20/2023	R	\$1,256.07
							23-24					\$1,256.07
20E103 2542 3210 00 000000		NBE CARE/UPKEEP SANITATION										\$502.43
20E301 2542 3210 00 000000		NBHS CARE/UPKEEP SANITATION										\$502.43
40E000 2552 3210 00 000000		TRANS PS SANITATION SERV										\$251.21
<b>NUMBER OF INVOICES: 1</b>												<b>\$1,256.07</b>
REYNOMAD000	REYNOLDS, MADISON	386.00	6032023039	0723	BNK5	PROFESSIONAL DEVELOPMENT ALLOCATION - 22-23 REYNOLDS	P	O	06/27/2023	07/20/2023	A	\$386.00
							23-24					\$386.00
100		PROFESSIONAL DEVELOPMENT ALLOCATION - 22-23 - REYNOLDS						1.00				\$386.00
10E103 2213 3320 00 000000		NBE WRKSHOP TRAVEL										\$386.00
REYNOMAD000	REYNOLDS, MADISON	750.00	6032023038	0723	BNK5	TUITION REIMBURSEMENT - 22-23 - REYNOLDS	P	O	06/27/2023	07/20/2023	A	\$750.00
							23-24					\$750.00
100		PROFESSIONAL DEVELOPMENT ALLOCATION - 22-23 REYNOLDS						1.00				\$750.00
10E103 1113 2300 00 000000		NBE BEN TUITION REIMB										\$750.00
<b>NUMBER OF INVOICES: 2</b>												<b>\$1,136.00</b>
RIDDALA 000	RIDDELL/ALL AMERICAN SPORTS CORP	60475518	7002024027	0723	BNK5	DAMBACHER - FOOTBALL PADS & HELMET RECONDITIONING	P	O	04/19/2023	07/20/2023	R	\$12,564.95
							23-24					\$12,564.95

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT						
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT								
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT	
RIDDALA 000	RIDDELL/ALL AMERICAN SPORTS CORP 100	60475518				*****CONTINUED***** DAMBACHER - FOOTBALL PADS & HELMET RECONDITIONING							
	80E000 2365 3230 00 000000					TORT PS HELMET RECONDITIONING			1.00			\$12,564.95	
												\$12,564.95	
												<b>NUMBER OF INVOICES: 1</b>	<b>\$12,564.95</b>
RUBEI 001	RUBY ELECTRIC INC.	57739	0000000000	0723	BNK5	ELEM BLDG-LED EMERG LIGHTS	O		06/20/2023	07/20/2023	R	\$1,131.75	
	20E103 2542 3900 00 000000								23-24			\$1,131.75	
												\$1,131.75	
												<b>NUMBER OF INVOICES: 1</b>	<b>\$1,131.75</b>
RUGGAS 000	RUGGLESS AUTO SERVICE CENTER INC.	91241	0000000000	0723	BNK5	TRANS-REAL LATERAL ARM AND SWAY BAR ALIGNMENT	B		06/08/2023	07/20/2023	R	\$455.20	
	40E000 2552 3230 00 000000								23-24			\$455.20	
						TRANS PS RPR & MAINT						\$455.20	
RUGGAS 000	RUGGLESS AUTO SERVICE CENTER INC.	91428	0000000000	0723	BNK5	TRANS-WHEEL ALIGNMENT	B		07/07/2023	07/20/2023	R	\$109.00	
	40E000 2552 3230 00 000000								23-24			\$109.00	
						TRANS PS RPR & MAINT						\$109.00	
												<b>NUMBER OF INVOICES: 2</b>	<b>\$564.20</b>
SANDS 001	SANGAMON DIESEL SERVICE	100039	0000000000	0723	BNK5	TRANS-BUS TEST-9,16,15,1,3,10,5	B		06/01/2023	07/20/2023	R	\$322.00	
	40E000 2552 3190 00 000000								23-24			\$322.00	
						TRANS PS OTHER PROF SERV						\$322.00	
												<b>NUMBER OF INVOICES: 1</b>	<b>\$322.00</b>
SANGMROE000	SANGAMON-MENARD CO. R O E	29-16-0623	0000000000	0723	BNK5	FINGERPRINT/BACKGROUND BOOHER, CISCO, HARBAUGH, MORAN, RADFORD, VIOLA	B		07/07/2023	07/20/2023	R	\$276.00	



VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT	REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT	
<b>NUMBER OF INVOICES: 1</b>												<b>\$9,646.50</b>	
SENIC 001	SENTINEL INSECT CONTROL	316834	0000000000	0723	BNK5	JH/HS BLDG-PEST CONTROL	B		07/01/2023	07/20/2023	R	\$76.00	
	20E301 2542 3210 00 000000					NBHS CARE/UPKEEP SANITATION	23-24					\$76.00	
SENIC 001	SENTINEL INSECT CONTROL	316835	0000000000	0723	BNK5	ELEM BLDG-PEST CONTROL	B		07/01/2023	07/20/2023	R	\$46.00	
	20E103 2542 3210 00 000000					NBE CARE/UPKEEP SANITATION	23-24					\$46.00	
<b>NUMBER OF INVOICES: 2</b>												<b>\$122.00</b>	
SHERW 001	SHERWIN-WILLIAMS	1456-1	0000000000	0723	BNK5	JH/HS BLDG-PAINT	O		06/28/2023	07/20/2023	R	\$754.14	
	20E301 2542 4100 00 000000					NBHS BLDGS GEN SUPPLIES	23-24					\$754.14	
SHERW 001	SHERWIN-WILLIAMS	3665-1	0000000000	0723	BNK5	JH/HS-PAINT ADJUSTMENT	B		07/12/2023	07/20/2023	R	\$-385.62	
	20E301 2542 4100 00 000000					NBHS BLDGS GEN SUPPLIES	23-24					\$-385.62	
SHERW 001	SHERWIN-WILLIAMS	3666-9	0000000000	0723	BNK5	JH/HS BLDG-ORDER ADJUSTMENT	B		07/12/2023	07/20/2023	R	\$-555.61	
	20E301 2542 4100 00 000000					NBHS BLDGS GEN SUPPLIES	23-24					\$-555.61	
SHERW 001	SHERWIN-WILLIAMS	3685-9	0000000000	0723	BNK5	JH/HS BLDG-PAINT	B		07/12/2023	07/20/2023	R	\$222.88	
	20E301 2542 4100 00 000000					NBHS BLDGS GEN SUPPLIES	23-24					\$222.88	
<b>NUMBER OF INVOICES: 4</b>												<b>\$35.79</b>	
SKY 001	SKYWARD	0000222713	0000000000	0723	BNK5	ANNUAL LICENSE FEE	O		07/01/2023	07/20/2023	A	\$49,198.00	
	10E000 2225 4700 00 000000					TECH SM SOFTWARE	23-24					\$49,198.00	

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
<b>NUMBER OF INVOICES: 1</b>												<b>\$49,198.00</b>
SOUCP 001	SOUTH COUNTY PUBLICATIONS, LTD	50.00	0000000000	0723	BNK5	NEW BERLIN UNIT OFFICE NB BEE RENEWAL	O		06/26/2023	07/20/2023	A	\$50.00
10E000 2311 3900 00 000000						SCH BD OTHER PURCH. SERVICES			23-24			\$50.00
												\$50.00
SOUCP 001	SOUTH COUNTY PUBLICATIONS, LTD	50.00	0000000000	0723	BNK5	NEW BERLIN ELEM NB BEE RENEWAL	O		06/26/2023	07/20/2023	A	\$50.00
10E103 2410 3900 00 000000									23-24			\$50.00
												\$50.00
<b>NUMBER OF INVOICES: 2</b>												<b>\$100.00</b>
SPRINT -000	SPRINT - TMOBILE	464593457-044	0000000000	0723	BNK5	COMMUNICATION FOR CAFE	B		07/10/2023	07/20/2023	W	\$3.77
20E000 2542 3400 00 000000						OPS MAINT. UPKEEP BLDG COMMUN.			23-24		34570723	\$3.77
												\$3.77
<b>NUMBER OF INVOICES: 1</b>												<b>\$3.77</b>
T & S AU000	T & S AUTO SALES	017386	0000000000	0723	BNK5	TOW FROM NB TO WAVERLY MOUNT AND BALANCE 4 TIRES	B		07/06/2023	07/20/2023	R	\$681.37
40E000 2552 4190 00 000000						TRANSP VS PARTS SUPPLIES			23-24			\$681.37
												\$681.37
<b>NUMBER OF INVOICES: 1</b>												<b>\$681.37</b>
T-MOBILE000	T-MOBILE	983463561-JUNE	0000000000	0723	BNK5	SERVICE FOR 5/19/23-6/18/23	B		07/11/2023	07/20/2023	R	\$60.00
20E000 2542 3400 00 000000						OPS MAINT. UPKEEP BLDG COMMUN.			23-24			\$60.00
												\$60.00
<b>NUMBER OF INVOICES: 1</b>												<b>\$60.00</b>
TEACHIN 000	TEACHER INNOVATIONS, INC	887670	0312024016	0723	BNK5	MAXEDON-PLANBOOK	P	O	06/06/2023	07/20/2023	A	\$480.00







VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION				DISC AMT			ADJ AMT	CHECK NBR		INVOICE AMOUNT
	REF	CATALOG	DESCRIPTION				LQ		QTY			LINE AMOUNT
	ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099						ACCT AMOUNT
THIS	001 THIS		20230714AFT69SU	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W	\$109.38
	10L000 4510 0000 00 000000							23-24		202300054		\$109.38
												\$109.38
THIS	001 THIS		20230714BDT88EE	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W	\$-27.87
	10L000 4511 0000 00 000000							23-24		202300038		\$-27.87
												\$-27.87
THIS	001 THIS		20230714BDT88TA	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W	\$29.67
	10L000 4511 0000 00 000000							23-24		202300054		\$29.67
												\$29.67
THIS	001 THIS		20230714BFT66EE	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W	\$-20.75
	10L000 4510 0000 00 000000							23-24		202300038		\$-20.75
												\$-20.75
THIS	001 THIS		20230714BFT66TA	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W	\$22.09
	10L000 4510 0000 00 000000							23-24		202300054		\$22.09
												\$22.09
THIS	001 THIS		20230714CDT88EE	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W	\$27.87
	10L000 4511 0000 00 000000							23-24		202300038		\$27.87
												\$27.87
THIS	001 THIS		20230714CDT88TA	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W	\$40.89
	10L000 4511 0000 00 000000							23-24		202300054		\$40.89
												\$40.89
THIS	001 THIS		20230714CFT66EE	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W	\$20.75
	10L000 4510 0000 00 000000							23-24		202300038		\$20.75
												\$20.75
THIS	001 THIS		20230714CFT66TA	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W	\$30.44
								23-24		202300054		\$30.44

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
	REF	CATALOG	DESCRIPTION				LQ		QTY			LINE AMOUNT
	ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099						ACCT AMOUNT
THIS	001 THIS	20230714CFT66TA				*****CONTINUED*****						\$30.44
	10L000 4510 0000 00 000000											
THIS	001 THIS	20230714DDT88EE	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$1.19
	10L000 4511 0000 00 000000						23-24			202300054		\$1.19
												\$1.19
THIS	001 THIS	20230714DFT66EE	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$0.88
	10L000 4510 0000 00 000000						23-24			202300054		\$0.88
												\$0.88
											<b>NUMBER OF INVOICES: 30</b>	<b>\$6,375.11</b>
TOWNSEND000	TOWNSEND PRESS	432831	3012024073	0723	BNK5	BANDY-ENGLISH TEXTBOOKS (TOWNSEND PRESS)	P	B	07/10/2023	07/20/2023	R	\$3,156.70
	100	BANDY-ENGLISH TEXTBOOKS (TOWNSEND PRESS)					23-24		1.00			\$3,156.70
	10E301 1117 6400 00 000000					NBHS DUES & FEES						\$3,156.70
											<b>NUMBER OF INVOICES: 1</b>	<b>\$3,156.70</b>
TRIIS	001 TRIAD INDUSTRIAL SUPPLY CORP	282195	0000000000	0723	BNK5	ELEM BLDG-FOAM WASH	B	06/28/2023	07/20/2023	R		\$792.00
	20E103 2542 4100 00 000000					NBE CARE/UPKEEP GEN SUPPLIES	23-24					\$792.00
												\$792.00
											<b>NUMBER OF INVOICES: 1</b>	<b>\$792.00</b>
TRS	001 TRS STATE OF ILLINOIS	20230630AFT58AJ	0000000000	P1	BNK5	Payroll accrual	H	06/30/2023	06/30/2023	W		\$0.00
	10L000 4510 0000 00 000000						23-24			202300005		\$0.00
												\$0.00
TRS	001 TRS STATE OF ILLINOIS	20230630AFT58EE	0000000000	P1	BNK5	Payroll accrual	H	06/30/2023	06/30/2023	W		\$968.98
							23-24			202300005		\$968.98







VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT	
	REF CATALOG	DESCRIPTION					LQ		QTY			LINE AMOUNT	
	ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099							ACCT AMOUNT	
TRS	001 TRS STATE OF ILLINOIS	20230714BFT94TA	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$296.70	
	10L000 4510 0000 00 000000						23-24			202300055		\$296.70	
												\$296.70	
TRS	001 TRS STATE OF ILLINOIS	20230714BFTFED	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$13.84	
	10L000 4510 0000 00 000000						23-24			202300055		\$13.84	
												\$13.84	
TRS	001 TRS STATE OF ILLINOIS	20230714CFT58EE	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$17.96	
	10L000 4510 0000 00 000000						23-24			202300039		\$17.96	
												\$17.96	
TRS	001 TRS STATE OF ILLINOIS	20230714CFT58TA	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$26.35	
	10L000 4510 0000 00 000000						23-24			202300055		\$26.35	
												\$26.35	
TRS	001 TRS STATE OF ILLINOIS	20230714CFT94EE	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$278.69	
	10L000 4510 0000 00 000000						23-24			202300039		\$278.69	
												\$278.69	
TRS	001 TRS STATE OF ILLINOIS	20230714CFT94TA	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$408.89	
	10L000 4510 0000 00 000000						23-24			202300055		\$408.89	
												\$408.89	
TRS	001 TRS STATE OF ILLINOIS	20230714DFT58EE	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$0.76	
	10L000 4510 0000 00 000000						23-24			202300055		\$0.76	
												\$0.76	
TRS	001 TRS STATE OF ILLINOIS	20230714DFT94EE	0000000000	P1	BNK5	Payroll accrual	B	07/14/2023	07/14/2023	W		\$11.87	
	10L000 4510 0000 00 000000						23-24			202300055		\$11.87	
												\$11.87	
												<b>NUMBER OF INVOICES: 35</b>	<b>\$39,582.13</b>
TRSSO	001 TRS STATE OF ILLINOIS	20230630ADSSPA	0000000000	P1	BNK5	Payroll accrual	H	06/30/2023	06/30/2023	W		\$650.00	



VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
TRUG 001	TRUGREEN CHEMLAWN # 2751	177879117	0000000000	0723	BNK5	JH/HS BLDG-BASEBALL FIELD LAWN SERVICE	O		06/15/2023	07/20/2023	W	\$213.82
	20E301 2542 3230 00 000000					NBHS CARE/UPKEEP REPAIR/MAINT.		23-24			723117	\$213.82
												\$213.82
TRUG 001	TRUGREEN CHEMLAWN # 2751	177886167	0000000000	0723	BNK5	JH/HS BLDG-GRUB PREVENTATIVE	O		06/15/2023	07/20/2023	W	\$95.74
	20E301 2542 3230 00 000000					NBHS CARE/UPKEEP REPAIR/MAINT.		23-24			723050	\$95.74
												\$95.74
TRUG 001	TRUGREEN CHEMLAWN # 2751	177887027	0000000000	0723	BNK5	JH/HS BLDG-FOOTBALL FIELD GRUB PREVENTATIVE	O		06/15/2023	07/20/2023	W	\$213.82
	20E301 2542 3230 00 000000					NBHS CARE/UPKEEP REPAIR/MAINT.		23-24			723027	\$213.82
												\$213.82
TRUG 001	TRUGREEN CHEMLAWN # 2751	177892931	0000000000	0723	BNK5	JH/HS BLDG-FOOTBALL FIELD LAWN SERVICE	O		06/15/2023	07/20/2023	W	\$213.82
	20E301 2542 3230 00 000000					NBHS CARE/UPKEEP REPAIR/MAINT.		23-24			723931	\$213.82
												\$213.82
<b>NUMBER OF INVOICES: 7</b>												<b>\$1,254.76</b>
US BANK 005	US BANK EQUIPMENT FINANCE	504792771	0000000000	0723	BNK5	TRANS-COPIER LEASE	O		06/26/2023	07/20/2023	R	\$75.73
	40E000 2552 3250 00 000000					TRANS PS RENTALS		23-24				\$75.73
												\$75.73
<b>NUMBER OF INVOICES: 1</b>												<b>\$75.73</b>
VARSITY 000	VARSITY SERVICES INC	INV020032	0000000000	0723	BNK5	JH/HS SCOREBOARD INSTALLATION	O		06/30/2023	07/20/2023	R	\$9,545.00
	20E301 2542 5300 00 000000					NBHS IMPROVE OTHER THAN BLDGS.		23-24				\$9,545.00
												\$9,545.00
<b>NUMBER OF INVOICES: 1</b>												<b>\$9,545.00</b>
W.W. NOR000	W.W. NORTON & COMPANY, INC	1529823	0000000000	0723	BNK5	HS/SOCIALOLOGY-REAL WORLD	O		06/15/2023	07/20/2023	R	\$1,861.60

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
W.W. NOR000	W.W. NORTON & COMPANY, INC	1529823				*****CONTINUED*****						
						TEXTBOOKS						
							23-24					\$1,861.60
10E652	1110 4200 00 000000					ESSER III SM TEXTBOOKS						\$1,861.60
<b>NUMBER OF INVOICES: 1</b>												<b>\$1,861.60</b>
WELLMLS 000	WELLMAN'S LAWN CARE, LLC	30155	0000000000	0723	BNK5	MONTHLY CONTRACT-PAYMENT 5	O		07/05/2023	07/20/2023	A	\$2,687.00
							23-24					\$2,687.00
20E103	2542 3230 00 000000					NBE CARE/UPKEEP REPAIR MAINT. NONEM						\$1,343.50
20E301	2542 3230 00 000000					NBHS CARE/UPKEEP REPAIR/MAINT. NONEM						\$1,343.50
<b>NUMBER OF INVOICES: 1</b>												<b>\$2,687.00</b>
WELLSF 000	WELLS FARGO VENDOR FIN SERV	5025668344	0000000000	0723	BNK5	COPIER LEASE	O		06/24/2023	07/20/2023	W	\$1,113.00
						07/09/23-08/08/23 -						
							23-24			7234801		\$1,113.00
10E000	2321 3250 00 000000					SUPINT. OFFICE RENTALS						\$58.77
10E000	2520 3250 00 000000					FS RENTALS						\$58.77
10E103	1113 3250 00 000000					NBE RENTALS						\$367.79
10E103	2410 3250 00 000000					NBE PRINCIPAL RENTALS						\$114.82
10E202	1115 3250 00 000000					NBJH RENTALS						\$132.69
10E202	2410 3250 00 000000					NBJH PRINCIPAL RENTALS						\$114.82
10E301	1117 3250 00 000000					NBHS RENTALS						\$132.69
10E305	2410 3250 00 000000					NBHS PRINCIPAL RENTALS						\$132.65
<b>NUMBER OF INVOICES: 1</b>												<b>\$1,113.00</b>
WESM 001	WEST MUSIC	SI2297085	1032024002	0723	BNK5	DOUBLE BELL-MEDIUM	P	B	07/07/2023	07/20/2023	R	\$72.53
							23-24					\$72.53
100		BARRETT- MUSICAL SUPPLIES							1.00			\$72.53
10E103	1113 4100 00 000000					NBE SM GENERAL SUPPLIES						\$72.53

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT						
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT								
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT									
<b>NUMBER OF INVOICES: 1</b>												<b>\$72.53</b>	
WORKS IN000	WORKS INTERNATIONAL, IN	16024	0000000000	0723	BNK5	MANAGED TRAINING PROGRAM	O		07/01/2023	07/20/2023	A	\$1,496.00	
							23-24					\$1,496.00	
10E000	2225 4700 00 000000					TECH SM SOFTWARE						\$1,496.00	
<b>NUMBER OF INVOICES: 1</b>												<b>\$1,496.00</b>	
ZEPMC 000	ZEP MANUFACTURING CO	9008704630	0000000000	0723	BNK5	JH/HS BLDG-ZEP SPIRIT	O		06/26/2023	07/20/2023	R	\$51.15	
							23-24					\$51.15	
20E301	2542 4100 00 000000					NBHS BLDGS GEN SUPPLIES						\$51.15	
ZEPMC 000	ZEP MANUFACTURING CO	9008746710	0000000000	0723	BNK5	JH/HS BLDG-FOCUS	B		07/10/2023	07/20/2023	R	\$975.00	
							23-24					\$975.00	
20E301	2542 4100 00 000000					NBHS BLDGS GEN SUPPLIES						\$975.00	
<b>NUMBER OF INVOICES: 2</b>												<b>\$1,026.15</b>	
<b>TOTAL NUMBER OF BATCH INVOICES:</b>												<b>274</b>	
<b>TOTAL NUMBER OF OPEN INVOICES:</b>												<b>87</b>	
<b>TOTAL NUMBER OF HISTORY INVOICES:</b>												<b>71</b>	
												47 ACH CHECK INVOICES	\$747,116.00
												89 COMPUTER CHECK INVOICES	\$247,862.02
												2 VOID CHECK INVOICES	\$-31,865.55
												294 WIRE TRAN CHECK INVOICES	\$225,880.65
<b>TOTAL INVOICES:</b>												<b>432</b>	<b>\$1,188,993.12</b>
<b>BANK TOTALS:</b>													
	<b>BANK</b>	<b>BANK ACCOUNT #</b>										<b>INVOICE AMOUNT</b>	<b>NET AMOUNT</b>
	BNK2	**A000 1050 0000 00 000000										\$1,656.55	\$1,656.55
	BNK5	**A000 1010 0000 00 000000										\$1,187,336.57	\$1,187,336.57

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>				
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>				<u>DISC AMT</u>						<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>
	<u>REF</u>	<u>CATALOG</u>				<u>DESCRIPTION</u>	<u>LQ</u>		<u>QTY</u>			<u>LINE AMOUNT</u>				
	<u>ACCOUNT NUMBER(S)</u>		<u>QUICK KEY</u>		<u>ACCOUNT LEVEL DESCRIPTION</u>	<u>1099</u>						<u>ACCT AMOUNT</u>				

LIQUIDATION STATUS (LQ) CODE LEGEND:

L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING

P = PARTIAL LIQUIDATION F = FULL LIQUIDATION

BLANK = NO LIQUIDATION

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



New Berlin CUSD #16  
PO Box 230  
NEW BERLIN, IL 62670

Thursday, June 22, 2023

**\*\*\*THIS IS NOT A BILL\*\*\***

Service Address: 300 ELLIS ST  
NEW BERLIN, IL 62670

Work Request Number: IA13268

Dear Customer,

Thank you for recently contacting Ameren Illinois concerning Electric facilities at the above address. This letter is to inform you of the customer billing charge that will apply for the work being requested. Below is a description of the work being performed and the customer billing charges that are applicable.

The total customer billing charge of your Non-Residential Electric Relocation project is \$44,882.38.

The total customer billing charge must be paid prior to start of construction. Please contact me within the 90 days if you want to approve the customer billing charge and move forward with construction. Once you approve the customer billing charge, a formal bill will be sent to you along with payment instructions.

Any modifications in the scope of your project would require a redesign and could affect the customer billing charge.

The customer billing charge quoted above is valid for 90 days from the date on this letter. After 90 days the customer billing charge would need to be recalculated.

If you have any questions or concerns about the project please contact me at the phone number listed below or via e-mail at [MHobrock@ameren.com](mailto:MHobrock@ameren.com).

Thank you for your business. We look forward to serving you again in the future.

Sincerely,

Michael Hobrock  
Ameren Illinois  
217-479-5236

Ameren Illinois  
300 Liberty St.  
Peoria, IL 61602



New Berlin CUSD #16  
PO Box 230  
NEW BERLIN, IL 62670

Monday, July 17, 2023

**\*\*\*THIS IS NOT A BILL\*\*\***

Service Address: 300 ELLIS ST  
NEW BERLIN, IL 62670

Work Request Number: IA13269

Dear Customer,

Thank you for recently contacting Ameren Illinois concerning Electric facilities at the above address. This letter is to inform you of the customer billing charge that will apply for the work being requested. Below is a description of the work being performed and the customer billing charges that are applicable.

The total customer billing charge of your Non-Residential Electric Relocation project is \$65,143.55.

The total customer billing charge must be paid prior to start of construction. Please contact me within the 90 days if you want to approve the customer billing charge and move forward with construction. Once you approve the customer billing charge, a formal bill will be sent to you along with payment instructions.

Any modifications in the scope of your project would require a redesign and could affect the customer billing charge.

The customer billing charge quoted above is valid for 90 days from the date on this letter. After 90 days the customer billing charge would need to be recalculated.

If you have any questions or concerns about the project please contact me at the phone number listed below or via e-mail at [MHobrock@ameren.com](mailto:MHobrock@ameren.com).

Thank you for your business. We look forward to serving you again in the future.

Sincerely,

Michael Hobrock  
Ameren Illinois  
217-479-5236

Ameren Illinois  
300 Liberty St.  
Peoria, IL 61602

Description: SBAA Entity 400 Acct. Receipt/Disbursement Summary Rpt - MONTHLY BOARD REPORT

Account	Description	Jul. 1, 2022 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	Jun. 30, 2023 Ending Balance
95L400 9101 0000 00 000000	JH GENERAL FUND/NONCATE/JH FUND	-1,075.21	-2,977.16	3,235.88	-816.49
95L400 9102 0000 00 000000	JH CHEER/NONCATE/JH CHEERLEADING	-355.29	-16,075.70	11,563.88	-4,867.11
95L400 9103 0000 00 000000	JH STUD COUNCIL/NONCATE/JH STUDENT COUNCIL	-12,437.33	-18,049.20	20,045.75	-10,440.78
95L400 9104 0000 00 000000	JH BOYS BASK/NONCATE/JH BOYS BASKETBALL	-2,079.41	-10,406.75	4,938.39	-7,547.77
95L400 9105 0000 00 000000	JH GIRLS BASKET/NONCATE/JH GIRLS BASKETBALL	-8,246.83	-5,453.24	11,593.92	-2,106.15
95L400 9106 0000 00 000000	JH VOLLEYBALL/NONCATE/JH VOLLEYBALL	-7,006.47	-2,768.88	5,560.51	-4,214.84
95L400 9108 0000 00 000000	JH YEARBOOK/NONCATE/JH YEARBOOK	-4,185.08	-976.29	719.78	-4,441.59
95L400 9110 0000 00 000000	JH SOFTBALL/NONCATE/JH SOFTBALL	-1,901.62	-9,675.00	3,661.42	-7,915.20
95L400 9114 0000 00 000000	JH TRACK/NONCATE/JH TRACK	-1,529.43	-5,623.64	1,467.71	-5,685.36
95L400 9115 0000 00 000000	JH BOX TOPS/NONCATE/JH BOX TOPS	0.00	0.00	0.00	0.00
95L400 9116 0000 00 000000	JH BOYS BASE/NONCATE/JH BOYS BASEBALL	-3,409.08	-3,080.00	3,802.64	-2,686.44
95L400 9119 0000 00 000000	6TH GRADE FUNDR/NONCATE/6TH GRADE FUNDRAISING	0.00	0.00	0.00	0.00
95L400 9120 0000 00 000000	6TH BOYS BASKET/NONCATE/6TH BOYS BASKETBALL	-896.07	-2,782.50	2,532.50	-1,146.07
95L400 9121 0000 00 000000	JH SCHOL BOWL/NONCATE/JH SCHOLASTIC BOWL	-421.89	0.00	281.00	-140.89
95L400 9122 0000 00 000000	JH SCIENCE CLUB/NONCATE/JH SCIENCE CLUB	0.00	0.00	0.00	0.00
95L400 9123 0000 00 000000	JH PE/NONCATE/JH PE	-522.20	-1,133.00	1,133.00	-522.20
95L400 9124 0000 00 000000	JH FLOWER FUND/NONCATE/JH FLOWER FUND	-65.59	0.00	98.92	33.33
95L400 9125 0000 00 000000	JH PBIS FUND/NONCATE/JH PBIS FUND	0.00	-339.05	0.00	-339.05
95L400 9201 0000 00 000000	HS YEARBOOK/NONCATE/HS YEARBOOK	-8,167.23	0.00	182.89	-7,984.34
95L400 9202 0000 00 000000	HS ART FUND/NONCATE/HS ART FUND	-667.97	0.00	290.43	-377.54
95L400 9203 0000 00 000000	HS BAND/NONCATE/HS BAND	-9,861.43	-5,579.00	12,642.81	-2,797.62
95L400 9204 0000 00 000000	HS BRICK FUND/NONCATE/HS BRICK FUND	0.00	0.00	0.00	0.00
95L400 9205 0000 00 000000	HS FLOWER/NONCATE/HS FLOWER	-69.11	0.00	0.00	-69.11
95L400 9206 0000 00 000000	HS CLASS 2001/NONCATE/HS CLASS OF 2001	0.00	0.00	0.00	0.00
95L400 9207 0000 00 000000	HS PEP CLUB/NONCATE/HS PEP CLUB	0.00	0.00	0.00	0.00
95L400 9208 0000 00 000000	HS SPANISH/NONCATE/HS SPANISH CLUB	-724.00	-562.00	74.42	-1,211.58
95L400 9210 0000 00 000000	HS CLASS 1999/NONCATE/HS CLASS OF 1999	0.00	0.00	0.00	0.00
95L400 9211 0000 00 000000	HS CLASS 2000/NONCATE/HS CLASS OF 2000	0.00	0.00	0.00	0.00
95L400 9212 0000 00 000000	HS CLASS 2002/NONCATE/HS CLASS OF 2002	-733.23	0.00	773.23	40.00
95L400 9213 0000 00 000000	HS CLASS 2003/NONCATE/HS CLASS OF 2003	292.12	0.00	0.00	292.12
95L400 9214 0000 00 000000	HS JOINT CONC/NONCATE/HS JOINT CONCESSION	16.31	0.00	0.00	16.31
95L400 9215 0000 00 000000	HS DRAMA CLUB/NONCATE/HS DRAMA CLUB	-1,724.01	0.00	0.00	-1,724.01
95L400 9216 0000 00 000000	HS FFA/NONCATE/HS FFA	-1,983.71	-18,417.75	15,949.20	-4,452.26
95L400 9217 0000 00 000000	HS HOMECOMING/NONCATE/HS HOMECOMING	-5,735.17	-2,440.00	2,817.10	-5,358.07
95L400 9218 0000 00 000000	HS FCCLA/NONCATE/HS FCCLA	-2,259.69	-5,518.00	5,027.20	-2,750.49
95L400 9219 0000 00 000000	HS CHARACT SCH/NONCATE/HS CHARACTER SCHOLARSHIP	0.00	0.00	0.00	0.00
95L400 9220 0000 00 000000	HS PE/NONCATE/HS PE	524.41	0.00	0.00	524.41
95L400 9223 0000 00 000000	HS BASEBALL/NONCATE/HS BASEBALL	-2,193.12	-9,537.00	11,291.93	-438.19

Account	Description	Jul. 1, 2022 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	Jun. 30, 2023 Ending Balance
95L400 9224 0000 00 000000	HS STUDENT COUN/NONCATE/HS STUDENT COUNCIL	-2,251.02	-193.27	294.55	-2,149.74
95L400 9226 0000 00 000000	HS BOYS BASKETB/NONCATE/HS BOYS BASKETBALL	-20,123.50	-27,032.28	17,425.31	-29,730.47
95L400 9227 0000 00 000000	HS FB CHEERLEAD/NONCATE/HS FOOTBALL CHEERLEADING	0.00	0.00	375.00	375.00
95L400 9228 0000 00 000000	HS BB CHEERLEAD/NONCATE/HS BASKETBALL CHEERLEADIN	867.48	-26,637.00	19,568.99	-6,200.53
95L400 9229 0000 00 000000	HS FOOTBALL/NONCATE/HS FOOTBALL	-29,766.37	-14,124.69	40,563.66	-3,327.40
95L400 9230 0000 00 000000	HS BOYS TRACK/NONCATE/HS BOYS TRACK	0.00	0.00	0.00	0.00
95L400 9231 0000 00 000000	HS VOLLEYBALL/NONCATE/HS VOLLEYBALL	-11,683.54	-12,468.90	9,779.74	-14,372.70
95L400 9232 0000 00 000000	HS GENERAL FUND/NONCATE/HS GENERAL FUND	-943.26	-4,192.52	3,980.41	-1,155.37
95L400 9233 0000 00 000000	HS GIRLS SOFTBA/NONCATE/HS SOFTBALL	-6,679.49	-9,087.00	7,306.79	-8,459.70
95L400 9236 0000 00 000000	HS SADD/NONCATE/HS SADD	-3,292.49	-4,836.75	6,041.85	-2,087.39
95L400 9239 0000 00 000000	HS ROESCH TRUST/NONCATE/HS ROESCH TRUST	-120.64	0.00	0.00	-120.64
95L400 9241 0000 00 000000	HS TRACK/NONCATE/HS CO-ED TRACK	-6,860.72	-4,694.50	8,948.55	-2,606.67
95L400 9242 0000 00 000000	HS CHOIR/NONCATE/HS CHOIR	977.45	-100.00	990.80	1,868.25
95L400 9246 0000 00 000000	HS KEY CLUB/NONCATE/HS KEY CLUB	-806.74	-600.00	528.00	-878.74
95L400 9249 0000 00 000000	HS SCHOL BOWL/NONCATE/HS SCHOLARSHIP BOWL	-3,156.52	-3,926.25	5,239.43	-1,843.34
95L400 9250 0000 00 000000	HS CLASS 2005/NONCATE/HS CLASS OF 2005	-271.88	0.00	0.00	-271.88
95L400 9251 0000 00 000000	HS TECH PREP/NONCATE/HS TECHNICAL PREP	-7.67	0.00	0.00	-7.67
95L400 9252 0000 00 000000	HS CLASS 2006/NONCATE/HS CLASS OF 2006	-259.00	0.00	0.00	-259.00
95L400 9255 0000 00 000000	HS DISCRETION/NONCATE/HS DISCRETIONARY	-219.69	0.00	0.00	-219.69
95L400 9258 0000 00 000000	HS SPORTS COMP/NONCATE/HS SPORTS COMPLEX	0.00	0.00	0.00	0.00
95L400 9260 0000 00 000000	HS CLASS 2009/NONCATE/HS CLASS OF 2009	-442.73	0.00	0.00	-442.73
95L400 9262 0000 00 000000	HS CLASS 2010/NONCATE/HS CLASS OF 2010	-269.91	0.00	0.00	-269.91
95L400 9263 0000 00 000000	HS LIBRARY FUND/NONCATE/HS LIBRARY FUND	-1,234.26	-977.09	1,041.80	-1,169.55
95L400 9264 0000 00 000000	HS PRETZL PRIDE/NONCATE/HS PRETZEL PRIDE	-24.21	0.00	0.00	-24.21
95L400 9265 0000 00 000000	HS CLASS 2011/NONCATE/HS CLASS OF 2011	-662.33	0.00	0.00	-662.33
95L400 9266 0000 00 000000	HS CLASS 2012/NONCATE/HS CLASS OF 2012	-768.55	0.00	0.00	-768.55
95L400 9267 0000 00 000000	HS CLASS 2013/NONCATE/HS CLASS OF 2013	-365.43	0.00	0.00	-365.43
95L400 9268 0000 00 000000	HS FLAGS/NONCATE/HS FLAGS	-748.80	0.00	0.00	-748.80
95L400 9269 0000 00 000000	HS CLASS 2014/NONCATE/HS CLASS OF 2014	0.00	0.00	0.00	0.00
95L400 9270 0000 00 000000	HS SAMSUNG GRNT/NONCATE/HS SAMSUNG GRANT	0.00	0.00	0.00	0.00
95L400 9271 0000 00 000000	POST SEASON ATH/NONCATE/POST SEASON ATHLETIC FUND	-40.00	-1,535.00	1,575.00	0.00
95L400 9272 0000 00 000000	PRETZEL FESTIVA/NONCATE/PRETZEL FESTIVAL	-3,685.26	-6,060.00	7,023.04	-2,722.22
95L400 9273 0000 00 000000	HS CLASS 2015/NONCATE/HS CLASS OF 2015	0.00	0.00	0.00	0.00
95L400 9274 0000 00 000000	ATH GENERAL FND/NONCATE/ATHLETICS GENERAL FUND	-24,628.86	-28,850.07	26,212.25	-27,266.68
95L400 9278 0000 00 000000	ACT PREP ACCT/NONCATE/ACT PREP ACCOUNT	-8.58	0.00	0.00	-8.58
95L400 9279 0000 00 000000	HS CLASS 2016/NONCATE/HS CLASS OF 2016	-2,056.10	0.00	0.00	-2,056.10
95L400 9280 0000 00 000000	HS CLASS 2017/NONCATE/HS CLASS OF 2017	-3,144.37	0.00	0.00	-3,144.37
95L400 9281 0000 00 000000	SANGAMON CONF./NONCATE/SANGAMON CONFERENCE ACCOUN	0.00	0.00	0.00	0.00
95L400 9282 0000 00 000000	GREENHOUSE ACCT/NONCATE/GREENHOUSE ACCOUNT	-3,761.84	-6,100.08	4,286.38	-5,575.54

<u>Account</u>	<u>Description</u>	<u>Jul. 1, 2022 Beginning Balance</u>	<u>Posted SBAA Receipts</u>	<u>Posted SBAA Disbursements</u>	<u>Jun. 30, 2023 Ending Balance</u>
95L400 9283 0000 00 000000	HS CLASS 2018/NONCATE/HS CLASS OF 2018	-1,973.29	0.00	0.00	-1,973.29
95L400 9284 0000 00 000000	CREWS SCHOLARSH/NONCATE/DAMIEN CREWS SCHOLARSHIP	-4,176.72	0.00	1,000.00	-3,176.72
95L400 9285 0000 00 000000	ROYALTIES/NONCATE/ROYALTIES	-1,209.54	0.00	0.00	-1,209.54
95L400 9286 0000 00 000000	HS CLASS 2019/NONCATE/HS CLASS OF 2019	-11.59	0.00	0.00	-11.59
95L400 9287 0000 00 000000	HS WRESTLING/NONCATE/HS WRESTLING	-2,417.04	0.00	0.00	-2,417.04
95L400 9288 0000 00 000000	HS CLASS 2020/NONCATE/CLASS OF 2020	-6,281.53	0.00	0.00	-6,281.53
95L400 9289 0000 00 000000	HS CLASS 2021/NONCATE/CLASS OF 2021	1,134.80	0.00	0.00	1,134.80
95L400 9290 0000 00 000000	THORNTON AG SCH/NONCATE/THORNTON AG SCHOLARSHIP A	-982.93	0.00	0.00	-982.93
95L400 9291 0000 00 000000	HS CLASS 2022/NONCATE/HS CLASS OF 2022	-2,549.58	-60.00	0.00	-2,609.58
95L400 9292 0000 00 000000	HS CLASS 2023/NONCATE/HS CLASS OF 2023	-3,096.53	-2,669.50	13.53	-5,752.50
95L400 9293 0000 00 000000	HS CLASS 2024/NONCATE/HS CLASS OF 2024	-692.07	-3,471.74	1,576.44	-2,587.37
95L400 9294 0000 00 000000	CLASS OF 2025/NONCATE/HS CLASS OF 2025	-3,886.60	-7,363.40	6,629.00	-4,621.00
95L400 9295 0000 00 000000	MASCOT FUND/NONCATE/HS-MASCOT FUNDRAISER	-337.75	0.00	0.00	-337.75
95L400 9296 0000 00 000000	HS CLASS 2026/NONCATE/HS CLASS OF 2026	0.00	-735.75	351.00	-384.75
95L400 9297 0000 00 000000	NONCATE/HS CLASS OF 2027	0.00	0.00	0.00	0.00
	<b>Total Liability Accounts:</b>	-230,336.53	-287,109.95	290,436.03	-227,010.45
	<b>Total Liability Accounts:</b>	-230,336.53	-287,109.95	290,436.03	-227,010.45
	<b>Grand Total:</b>	-230,336.53	-287,109.95	290,436.03	-227,010.45

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

**Description: SBAA Entity 400 Account Activity Report - MONTHLY BOARD REPORT**

**Account: 95L400 9101 0000 00 000000 JH GENERAL FUND///NONCATE /JH FUND**

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		830.49CR	
06/26/2023	Check	305041	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	14.00	816.49CR	L 9101 0000 00 000000
				Ending balance		816.49CR	

**Account: 95L400 9102 0000 00 000000 JH CHEER///NONCATE /JH CHEERLEADING**

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		567.11CR	
06/27/2023	Receipt	1643	NEW BERLIN SPORTS BOOSTERS	UNIFORM ROTATION	4,300.00CR	4,867.11CR	L 9102 0000 00 000000
				Ending balance		4,867.11CR	

**Account: 95L400 9103 0000 00 000000 JH STUD COUNCIL///NONCATE /JH STUDENT COUNCIL**

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		11,967.41CR	
06/26/2023	Check	305042	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	330.12	11,637.29CR	L 9103 0000 00 000000
06/26/2023	Check	305042	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	25.00	11,612.29CR	L 9103 0000 00 000000
06/26/2023	Check	305042	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	25.00	11,587.29CR	L 9103 0000 00 000000
06/26/2023	Check	305042	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	25.00	11,562.29CR	L 9103 0000 00 000000
06/26/2023	Check	305042	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	25.00	11,537.29CR	L 9103 0000 00 000000
06/26/2023	Check	305042	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	25.00	11,512.29CR	L 9103 0000 00 000000
06/26/2023	Check	305042	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	25.00	11,487.29CR	L 9103 0000 00 000000
06/26/2023	Check	305042	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	25.00	11,462.29CR	L 9103 0000 00 000000
06/26/2023	Check	305042	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	25.00	11,437.29CR	L 9103 0000 00 000000
06/26/2023	Check	305042	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	100.00	11,337.29CR	L 9103 0000 00 000000
06/26/2023	Check	305044	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	25.00	11,312.29CR	L 9103 0000 00 000000
06/26/2023	Check	305044	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	50.00	11,262.29CR	L 9103 0000 00 000000
06/26/2023	Check	305044	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	604.89	10,657.40CR	L 9103 0000 00 000000
06/26/2023	Check	305044	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	216.62	10,440.78CR	L 9103 0000 00 000000
				Ending balance		10,440.78CR	

**Account: 95L400 9104 0000 00 000000 JH BOYS BASK///NONCATE /JH BOYS BASKETBALL**

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		3,247.77CR	
06/27/2023	Receipt	1642	NEW BERLIN SPORTS BOOSTERS	UNIFORM ROTATION	4,300.00CR	7,547.77CR	L 9104 0000 00 000000
				Ending balance		7,547.77CR	

**Account: 95L400 9105 0000 00 000000 JH GIRLS BASKET///NONCATE /JH GIRLS BASKETBALL**

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		2,106.15CR	

Account: 95L400 9105 0000 00 000000 JH GIRLS BASKET///NONCATE /JH GIRLS BASKETBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Ending balance		2,106.15CR	

Account: 95L400 9106 0000 00 000000 JH VOLLEYBALL///NONCATE /JH VOLLEYBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		4,377.68CR	
06/26/2023	Check	305040	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	5.49	4,372.19CR	L 9106 0000 00 000000
06/26/2023	Check	305040	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	157.35	4,214.84CR	L 9106 0000 00 000000
				Ending balance		4,214.84CR	

Account: 95L400 9108 0000 00 000000 JH YEARBOOK///NONCATE /JH YEARBOOK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		5,117.40CR	
06/26/2023	Check	305044	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	432.38	4,685.02CR	L 9108 0000 00 000000
06/26/2023	Check	305044	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	219.88	4,465.14CR	L 9108 0000 00 000000
06/26/2023	Check	305044	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	23.55	4,441.59CR	L 9108 0000 00 000000
				Ending balance		4,441.59CR	

Account: 95L400 9110 0000 00 000000 JH SOFTBALL///NONCATE /JH SOFTBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		4,115.20CR	
06/27/2023	Receipt	1641	NEW BERLIN SPORTS BOOSTERS	UNIFORM ROTATION	3,800.00CR	7,915.20CR	L 9110 0000 00 000000
				Ending balance		7,915.20CR	

Account: 95L400 9114 0000 00 000000 JH TRACK///NONCATE /JH TRACK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		5,947.21CR	
06/26/2023	Check	305041	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	261.85	5,685.36CR	L 9114 0000 00 000000
				Ending balance		5,685.36CR	

Account: 95L400 9115 0000 00 000000 JH BOX TOPS///NONCATE /JH BOX TOPS

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9116 0000 00 000000 JH BOYS BASE///NONCATE /JH BOYS BASEBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,023.94CR	
06/20/2023	Check	305033	PRIMO DESIGNS	SUMMER CAMP SHIRTS	337.50	2,686.44CR	L 9116 0000 00 000000
				Ending balance		2,686.44CR	

Account: 95L400 9119 0000 00 000000      6TH GRADE FUNDR//NONCATE      /6TH GRADE FUNDRAISING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9120 0000 00 000000      6TH BOYS BASKET//NONCATE      /6TH BOYS BASKETBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,146.07CR	
				Ending balance		1,146.07CR	

Account: 95L400 9121 0000 00 000000      JH SCHOL BOWL//NONCATE      /JH SCHOLASTIC BOWL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		140.89CR	
				Ending balance		140.89CR	

Account: 95L400 9122 0000 00 000000      JH SCIENCE CLUB//NONCATE      /JH SCIENCE CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9123 0000 00 000000      JH PE//NONCATE      /JH PE

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		522.20CR	
				Ending balance		522.20CR	

Account: 95L400 9124 0000 00 000000      JH FLOWER FUND//NONCATE      /JH FLOWER FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		33.33	
				Ending balance		33.33	

Account: 95L400 9125 0000 00 000000      JH PBIS FUND//NONCATE      /JH PBIS FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		4.00CR	
06/12/2023	Receipt		1634 VARIOUS PAYORS	CASH	335.05CR	339.05CR	L 9125 0000 00 000000
				Ending balance		339.05CR	

Account: 95L400 9201 0000 00 000000      HS YEARBOOK//NONCATE      /HS YEARBOOK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		7,984.34CR	
				Ending balance		7,984.34CR	

Account: 95L400 9202 0000 00 000000 HS ART FUND//NONCATE /HS ART FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		494.19CR	
06/26/2023	Check	305040	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	116.65	377.54CR	L 9202 0000 00 000000
				Ending balance		377.54CR	

Account: 95L400 9203 0000 00 000000 HS BAND//NONCATE /HS BAND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,871.37CR	
06/09/2023	Check	305028	MUSIC SHOPPE INC (THE)	EAR PLUGS	73.75	2,797.62CR	L 9203 0000 00 000000
				Ending balance		2,797.62CR	

Account: 95L400 9204 0000 00 000000 HS BRICK FUND//NONCATE /HS BRICK FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9205 0000 00 000000 HS FLOWER//NONCATE /HS FLOWER

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		69.11CR	
				Ending balance		69.11CR	

Account: 95L400 9206 0000 00 000000 HS CLASS 2001//NONCATE /HS CLASS OF 2001

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9207 0000 00 000000 HS PEP CLUB//NONCATE /HS PEP CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9208 0000 00 000000 HS SPANISH//NONCATE /HS SPANISH CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,248.14CR	
06/26/2023	Check	305039	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	36.56	1,211.58CR	L 9208 0000 00 000000
				Ending balance		1,211.58CR	

Account: 95L400 9210 0000 00 000000 HS CLASS 1999//NONCATE /HS CLASS OF 1999

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	

Account: 95L400 9210 0000 00 000000 HS CLASS 1999//NONCATE /HS CLASS OF 1999

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Ending balance		0.00	

Account: 95L400 9211 0000 00 000000 HS CLASS 2000//NONCATE /HS CLASS OF 2000

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9212 0000 00 000000 HS CLASS 2002//NONCATE /HS CLASS OF 2002

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		40.00	
				Ending balance		40.00	

Account: 95L400 9213 0000 00 000000 HS CLASS 2003//NONCATE /HS CLASS OF 2003

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		292.12	
				Ending balance		292.12	

Account: 95L400 9214 0000 00 000000 HS JOINT CONC//NONCATE /HS JOINT CONCESSION

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		16.31	
				Ending balance		16.31	

Account: 95L400 9215 0000 00 000000 HS DRAMA CLUB//NONCATE /HS DRAMA CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,724.01CR	
				Ending balance		1,724.01CR	

Account: 95L400 9216 0000 00 000000 HS FFA//NONCATE /HS FFA

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		5,446.16CR	
06/21/2023	JE	000004383		TRANSFER FROM 9216 TO 9282	809.00	4,637.16CR	L 9216 0000 00 000000
06/26/2023	Check	305039	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE-PERFECTING PLANN	105.00	4,532.16CR	L 9216 0000 00 000000
06/26/2023	Check	305039	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE-PAPA JOHNS	79.90	4,452.26CR	L 9216 0000 00 000000
				Ending balance		4,452.26CR	

Account: 95L400 9217 0000 00 000000 HS HOMECOMING//NONCATE /HS HOMECOMING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		5,358.07CR	

Account: 95L400 9217 0000 00 000000 HS HOMECOMING///NONCATE /HS HOMECOMING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Ending balance		5,358.07CR	

Account: 95L400 9218 0000 00 000000 HS FCCLA///NONCATE /HS FCCLA

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,184.84CR	
06/26/2023	Check	305039	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	25.36	3,159.48CR	L 9218 0000 00 000000
06/26/2023	Check	305039	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	34.61	3,124.87CR	L 9218 0000 00 000000
06/26/2023	Check	305039	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	90.86	3,034.01CR	L 9218 0000 00 000000
06/26/2023	Check	305039	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	36.55	2,997.46CR	L 9218 0000 00 000000
06/26/2023	Check	305039	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	162.95	2,834.51CR	L 9218 0000 00 000000
06/26/2023	Check	305039	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	84.02	2,750.49CR	L 9218 0000 00 000000
				Ending balance		2,750.49CR	

Account: 95L400 9219 0000 00 000000 HS CHARACT SCH///NONCATE /HS CHARACTER SCHOLARSHIP

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9220 0000 00 000000 HS PE///NONCATE /HS PE

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		524.41	
				Ending balance		524.41	

Account: 95L400 9223 0000 00 000000 HS BASEBALL///NONCATE /HS BASEBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		982.89CR	
06/26/2023	Check	305039	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	584.70	398.19CR	L 9223 0000 00 000000
06/26/2023	Receipt	1640	VARIOUS PAYORS	SUMMER CAMP	40.00CR	438.19CR	L 9223 0000 00 000000
				Ending balance		438.19CR	

Account: 95L400 9224 0000 00 000000 HS STUDENT COUN///NONCATE /HS STUDENT COUNCIL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,149.74CR	
				Ending balance		2,149.74CR	

Account: 95L400 9226 0000 00 000000 HS BOYS BASKETB///NONCATE /HS BOYS BASKETBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		31,043.77CR	
06/20/2023	Check	305032	PRIMO DESIGNS	SUMMER CAMP SHIRTS	900.00	30,143.77CR	L 9226 0000 00 000000

Account: 95L400 9226 0000 00 000000 HS BOYS BASKETB//NONCATE /HS BOYS BASKETBALL

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
06/20/2023	Receipt	1637	VARIOUS PAYORS	SUMMER CAMP-	80.00CR	30,223.77CR	L 9226 0000 00 000000
06/22/2023	Check	305037	BSN SPORTS LLC	CONF CHAMP	32.20	30,191.57CR	L 9226 0000 00 000000
06/22/2023	Check	305038	BSN SPORTS LLC	CONF CHAMP HOODIES	451.10	29,740.47CR	L 9226 0000 00 000000
06/22/2023	Void Chk	305024	GLENWOOD ATHLETICS	FR/SO/JV SHOOTOUT 6/22/23	200.00CR	29,940.47CR	L 9226 0000 00 000000
06/26/2023	Check	305041	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	210.00	29,730.47CR	L 9226 0000 00 000000
				Ending balance		29,730.47CR	

Account: 95L400 9227 0000 00 000000 HS FB CHEERLEAD//NONCATE /HS FOOTBALL CHEERLEADING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		375.00	
				Ending balance		375.00	

Account: 95L400 9228 0000 00 000000 HS BB CHEERLEAD//NONCATE /HS BASKETBALL CHEERLEADING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,041.98CR	
06/22/2023	Check	305036	PRIMO DESIGNS	CHEER SUMMER CAMP	577.50	2,464.48CR	L 9228 0000 00 000000
06/26/2023	Check	305041	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	63.95	2,400.53CR	L 9228 0000 00 000000
06/27/2023	Receipt	1644	NEW BERLIN SPORTS BOOSTERS	UNIFORM ROTATION	3,800.00CR	6,200.53CR	L 9228 0000 00 000000
				Ending balance		6,200.53CR	

Account: 95L400 9229 0000 00 000000 HS FOOTBALL//NONCATE /HS FOOTBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,327.40CR	
				Ending balance		3,327.40CR	

Account: 95L400 9230 0000 00 000000 HS BOYS TRACK//NONCATE /HS BOYS TRACK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9231 0000 00 000000 HS VOLLEYBALL//NONCATE /HS VOLLEYBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		14,660.70CR	
06/22/2023	Check	305034	PRIMO DESIGNS	SUMMER CAMP VOLLEYBALL SHIRTS	368.00	14,292.70CR	L 9231 0000 00 000000
06/26/2023	Receipt	1639	VARIOUS PAYORS	SUMMER CAMP-CAMPERS PD DAY OF CAMP	80.00CR	14,372.70CR	L 9231 0000 00 000000
				Ending balance		14,372.70CR	

Account: 95L400 9232 0000 00 000000      HS GENERAL FUND///NONCATE      /HS GENERAL FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,076.29CR	
06/01/2023	Receipt	1632	VARIOUS PAYORS	2023 TASEL'S RENFRO, HOPKINS, BOUNDS	41.95CR	1,118.24CR	L 9232 0000 00 000000
06/30/2023	JE	000004410		JUNE 2023 INTEREST	37.13CR	1,155.37CR	L 9232 0000 00 000000
				Ending balance		1,155.37CR	

Account: 95L400 9233 0000 00 000000      HS GIRLS SOFTBA///NONCATE      /HS SOFTBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		9,198.48CR	
06/09/2023	Check	305027	ID SIGNS	SPONSOR BANNER	186.50	9,011.98CR	L 9233 0000 00 000000
06/26/2023	Check	305041	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	552.28	8,459.70CR	L 9233 0000 00 000000
				Ending balance		8,459.70CR	

Account: 95L400 9236 0000 00 000000      HS SADD///NONCATE      /HS SADD

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,058.89CR	
06/26/2023	Check	305043	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	50.00	3,008.89CR	L 9236 0000 00 000000
06/26/2023	Check	305043	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	363.74	2,645.15CR	L 9236 0000 00 000000
06/26/2023	Check	305043	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	305.52	2,339.63CR	L 9236 0000 00 000000
06/26/2023	Check	305043	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	100.00	2,239.63CR	L 9236 0000 00 000000
06/26/2023	Check	305043	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	23.12	2,216.51CR	L 9236 0000 00 000000
06/26/2023	Check	305043	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	75.65	2,140.86CR	L 9236 0000 00 000000
06/26/2023	Check	305043	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	41.74	2,099.12CR	L 9236 0000 00 000000
06/26/2023	Check	305043	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	43.88	2,055.24CR	L 9236 0000 00 000000
06/26/2023	Check	305043	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	139.98CR	2,195.22CR	L 9236 0000 00 000000
06/26/2023	Check	305043	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	82.95	2,112.27CR	L 9236 0000 00 000000
06/26/2023	Check	305044	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	24.88	2,087.39CR	L 9236 0000 00 000000
				Ending balance		2,087.39CR	

Account: 95L400 9239 0000 00 000000      HS ROESCH TRUST///NONCATE      /HS ROESCH TRUST

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		120.64CR	
				Ending balance		120.64CR	

Account: 95L400 9241 0000 00 000000      HS TRACK///NONCATE      /HS CO-ED TRACK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,959.67CR	
06/22/2023	Check	305035	PRIMO DESIGNS	SUMMER CAMP SHIRTS	353.00	2,606.67CR	L 9241 0000 00 000000
				Ending balance		2,606.67CR	

Account: 95L400 9242 0000 00 000000 HS CHOIR//NONCATE /HS CHOIR

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,564.65	
06/26/2023	Check	305040	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	57.75	1,622.40	L 9242 0000 00 000000
06/26/2023	Check	305040	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	245.85	1,868.25	L 9242 0000 00 000000
				Ending balance		1,868.25	

Account: 95L400 9246 0000 00 000000 HS KEY CLUB//NONCATE /HS KEY CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		878.74CR	
				Ending balance		878.74CR	

Account: 95L400 9249 0000 00 000000 HS SCHOL BOWL//NONCATE /HS SCHOLARSHIP BOWL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,380.56CR	
06/26/2023	Check	305041	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	822.14	2,558.42CR	L 9249 0000 00 000000
06/26/2023	Check	305041	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	298.68	2,259.74CR	L 9249 0000 00 000000
06/26/2023	Check	305041	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	298.68	1,961.06CR	L 9249 0000 00 000000
06/26/2023	Check	305041	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	128.17	1,832.89CR	L 9249 0000 00 000000
06/26/2023	Check	305041	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	10.45CR	1,843.34CR	L 9249 0000 00 000000
				Ending balance		1,843.34CR	

Account: 95L400 9250 0000 00 000000 HS CLASS 2005//NONCATE /HS CLASS OF 2005

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		271.88CR	
				Ending balance		271.88CR	

Account: 95L400 9251 0000 00 000000 HS TECH PREP//NONCATE /HS TECHNICAL PREP

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		7.67CR	
				Ending balance		7.67CR	

Account: 95L400 9252 0000 00 000000 HS CLASS 2006//NONCATE /HS CLASS OF 2006

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		259.00CR	
				Ending balance		259.00CR	

Account: 95L400 9255 0000 00 000000 HS DISCRETION//NONCATE /HS DISCRETIONARY

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		219.69CR	
				Ending balance		219.69CR	

Account: 95L400 9258 0000 00 000000 HS SPORTS COMP///NONCATE /HS SPORTS COMPLEX

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9260 0000 00 000000 HS CLASS 2009///NONCATE /HS CLASS OF 2009

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		442.73CR	
				Ending balance		442.73CR	

Account: 95L400 9262 0000 00 000000 HS CLASS 2010///NONCATE /HS CLASS OF 2010

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		269.91CR	
				Ending balance		269.91CR	

Account: 95L400 9263 0000 00 000000 HS LIBRARY FUND///NONCATE /HS LIBRARY FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,169.55CR	
				Ending balance		1,169.55CR	

Account: 95L400 9264 0000 00 000000 HS PRETZL PRIDE///NONCATE /HS PRETZEL PRIDE

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		24.21CR	
				Ending balance		24.21CR	

Account: 95L400 9265 0000 00 000000 HS CLASS 2011///NONCATE /HS CLASS OF 2011

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		662.33CR	
				Ending balance		662.33CR	

Account: 95L400 9266 0000 00 000000 HS CLASS 2012///NONCATE /HS CLASS OF 2012

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		768.55CR	
				Ending balance		768.55CR	

Account: 95L400 9267 0000 00 000000 HS CLASS 2013///NONCATE /HS CLASS OF 2013

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		365.43CR	
				Ending balance		365.43CR	

Account: 95L400 9268 0000 00 000000		HS FLAGS//NONCATE		/HS FLAGS					
Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail	Account	
				Beginning balance		748.80CR			
				Ending balance		748.80CR			
Account: 95L400 9269 0000 00 000000		HS CLASS 2014//NONCATE		/HS CLASS OF 2014					
Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail	Account	
				Beginning balance		0.00			
				Ending balance		0.00			
Account: 95L400 9270 0000 00 000000		HS SAMSUNG GRNT//NONCATE		/HS SAMSUNG GRANT					
Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail	Account	
				Beginning balance		0.00			
				Ending balance		0.00			
Account: 95L400 9271 0000 00 000000		POST SEASON ATH//NONCATE		/POST SEASON ATHLETIC FUND					
Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail	Account	
				Beginning balance		0.00			
				Ending balance		0.00			
Account: 95L400 9272 0000 00 000000		PRETZEL FESTIVA//NONCATE		/PRETZEL FESTIVAL					
Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail	Account	
				Beginning balance		2,722.22CR			
				Ending balance		2,722.22CR			
Account: 95L400 9273 0000 00 000000		HS CLASS 2015//NONCATE		/HS CLASS OF 2015					
Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail	Account	
				Beginning balance		0.00			
				Ending balance		0.00			
Account: 95L400 9274 0000 00 000000		ATH GENERAL FND//NONCATE		/ATHLETICS GENERAL FUND					
Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail	Account	
				Beginning balance		28,057.42CR			
06/08/2023	Receipt	1633	VARIOUS PAYORS	SUMMER CAMP	530.00CR	28,587.42CR	L 9274 0000 00 000000		
06/13/2023	Check	305031	JOSTENS	SWEATERS	770.74	27,816.68CR	L 9274 0000 00 000000		
06/26/2023	Check	305040	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	500.00	27,316.68CR	L 9274 0000 00 000000		
06/27/2023	Check	305045	SOUTH COUNTY PUBLICATIONS, L	RENEWAL OF THE NB BEE	50.00	27,266.68CR	L 9274 0000 00 000000		
				Ending balance		27,266.68CR			

Account: 95L400 9278 0000 00 000000 ACT PREP ACCT///NONCATE /ACT PREP ACCOUNT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		8.58CR	
				Ending balance		8.58CR	

Account: 95L400 9279 0000 00 000000 HS CLASS 2016///NONCATE /HS CLASS OF 2016

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,056.10CR	
				Ending balance		2,056.10CR	

Account: 95L400 9280 0000 00 000000 HS CLASS 2017///NONCATE /HS CLASS OF 2017

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,144.37CR	
				Ending balance		3,144.37CR	

Account: 95L400 9281 0000 00 000000 SANGAMON CONF.///NONCATE /SANGAMON CONFERENCE ACCOUNT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9282 0000 00 000000 GREENHOUSE ACCT///NONCATE /GREENHOUSE ACCOUNT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,886.46CR	
06/09/2023	Check	305029	CROW MILEY	SPRING 2023 MANAGER	250.00	2,636.46CR	L 9282 0000 00 000000
06/09/2023	Check	305030	WALTON DYLAN	SPRING 2023 MANAGER	250.00	2,386.46CR	L 9282 0000 00 000000
06/21/2023	JE	000004383		TRANSFER FROM 9216 TO 9282	809.00CR	3,195.46CR	L 9282 0000 00 000000
06/23/2023	Receipt	1638	WILLIAMSVILLE HIGH SCHOOL	PAYMENT FOR GREENHOUSE SPRING PLANTS	2,380.08CR	5,575.54CR	L 9282 0000 00 000000
				Ending balance		5,575.54CR	

Account: 95L400 9283 0000 00 000000 HS CLASS 2018///NONCATE /HS CLASS OF 2018

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,973.29CR	
				Ending balance		1,973.29CR	

Account: 95L400 9284 0000 00 000000 CREWS SCHOLARSH//NONCATE /DAMIEN CREWS SCHOLARSHIP FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,176.72CR	
				Ending balance		3,176.72CR	

Account: 95L400 9285 0000 00 000000 ROYALTIES///NONCATE /ROYALTIES

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,209.54CR	
				Ending balance		1,209.54CR	

Account: 95L400 9286 0000 00 000000 HS CLASS 2019///NONCATE /HS CLASS OF 2019

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		11.59CR	
				Ending balance		11.59CR	

Account: 95L400 9287 0000 00 000000 HS WRESTLING///NONCATE /HS WRESTLING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,417.04CR	
				Ending balance		2,417.04CR	

Account: 95L400 9288 0000 00 000000 HS CLASS 2020///NONCATE /CLASS OF 2020

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		6,281.53CR	
				Ending balance		6,281.53CR	

Account: 95L400 9289 0000 00 000000 HS CLASS 2021///NONCATE /HS CLASS OF 2021

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,134.80	
				Ending balance		1,134.80	

Account: 95L400 9290 0000 00 000000 THORNTON AG SCH///NONCATE /THORNTON AG SCHOLARSHIP AWARD

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		982.93CR	
				Ending balance		982.93CR	

Account: 95L400 9291 0000 00 000000 HS CLASS 2022///NONCATE /HS CLASS OF 2022

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,609.58CR	
				Ending balance		2,609.58CR	

Account: 95L400 9292 0000 00 000000 HS CLASS 2023///NONCATE /HS CLASS OF 2023

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		5,752.50CR	
				Ending balance		5,752.50CR	

Account: 95L400 9293 0000 00 000000 HS CLASS 2024//NONCATE /HS CLASS OF 2024

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,895.85CR	
06/26/2023	Check	305040	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	129.18	2,766.67CR	L 9293 0000 00 000000
06/26/2023	Check	305040	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	139.32	2,627.35CR	L 9293 0000 00 000000
06/26/2023	Check	305040	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	39.98	2,587.37CR	L 9293 0000 00 000000
				Ending balance		2,587.37CR	

Account: 95L400 9294 0000 00 000000 CLASS OF 2025//NONCATE /HS CLASS OF 2025

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		4,621.00CR	
				Ending balance		4,621.00CR	

Account: 95L400 9295 0000 00 000000 MASCOT FUND//NONCATE /HS-MASCOT FUNDRAISER

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		337.75CR	
				Ending balance		337.75CR	

Account: 95L400 9296 0000 00 000000 HS CLASS 2026//NONCATE /HS CLASS OF 2026

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		735.75CR	
06/26/2023	Check	305040	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	351.00	384.75CR	L 9296 0000 00 000000
				Ending balance		384.75CR	

Account: 95L400 9297 0000 00 000000 NONCATE /HS CLASS OF 2027

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

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

Description: SBAA Entity 103 Acct. Receipt/Disbursement Summary Rpt - BOARD REPORT - MONTHLY

Account	Description	Jul. 1, 2022 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	Jun. 30, 2023 Ending Balance
95L103 8101 0000 00 000000	NBE GENERAL FND/NONCATE/NBE GENERAL FUND	-3,033.49	-13,235.13	9,271.72	-6,996.90
95L103 8102 0000 00 000000	NBE CONSUMBABLE/NONCATE/NBE CONSUMABLES	-120.62	0.00	0.00	-120.62
95L103 8103 0000 00 000000	NBE SHOE DONAT/NONCATE/NBE SHOE DONATION	46.80	0.00	0.00	46.80
95L103 8104 0000 00 000000	NBE MKT DAY K-5/NONCATE/NBE MARKET DAY K-5	0.00	0.00	0.00	0.00
95L103 8105 0000 00 000000	NBE OFFICE/NONCATE/NBE OFFICE	-747.51	0.00	0.00	-747.51
95L103 8106 0000 00 000000	NBE MKT DAY LIB/NONCATE/NBE MARKET DAY LIBRARY	0.00	0.00	0.00	0.00
95L103 8107 0000 00 000000	NBE YEARBOOK/NONCATE/NBE YEARBOOK	-1,899.32	-207.90	904.00	-1,203.22
95L103 8108 0000 00 000000	NBE SANG AUDITO/NONCATE/NBE SANGAMON AUDITORIUM	-6.00	0.00	0.00	-6.00
95L103 8109 0000 00 000000	NBE PEPSI/NONCATE/NBE PEPSI	-326.83	-126.17	0.00	-453.00
95L103 8110 0000 00 000000	NBE FUND & GRNT/NONCATE/NBE FALL FUNDRAISER	-11,560.63	0.00	1,144.47	-10,416.16
95L103 8111 0000 00 000000	NBE LOST LIB BK/NONCATE/NBE LOST LIBRARY BOOK	134.96	-235.55	0.00	-100.59
95L103 8112 0000 00 000000	NBE AUTHOR VIST/NONCATE/NBE AUTHOR VISIT FUND	-738.07	0.00	0.00	-738.07
95L103 8113 0000 00 000000	NBE PBIS REW/BT/NONCATE/NBE PBIS REWARDS / BOX TO	-1,419.26	-5,509.43	3,357.63	-3,571.06
95L103 8114 0000 00 000000	NBE TEACH GRANT/NONCATE/NBE TEACHERS GRANT	0.00	0.00	0.00	0.00
95L103 8115 0000 00 000000	NBE BEHAV SUPPS/NONCATE/NBE STAFF BEHAVOIR SUPPLI	538.00	0.00	0.00	538.00
95L103 8116 0000 00 000000	NBE NURSE'S DON/NONCATE/NBE NURSE'S DONATION	-34.33	0.00	0.00	-34.33
95L103 8117 0000 00 000000	NBE SCHOOL INT/NONCATE/NBE WHOLD SCHOOL INT	-1,437.04	0.00	0.00	-1,437.04
95L103 8119 0000 00 000000	NBE MENTORING/NONCATE/NBE MENTORING	-336.41	0.00	0.00	-336.41
95L103 8120 0000 00 000000	NBE ART FUND/NONCATE/NBE ART FUND	-175.00	0.00	0.00	-175.00
95L103 8121 0000 00 000000	ART DONATION/NONCATE/NBE OFFICE	-4,046.66	0.00	0.00	-4,046.66
95L103 8122 0000 00 000000	DO SOCIAL FUND/NONCATE/NBE D.O. SOCIAL FUND	0.00	-40.00	0.00	-40.00
<b>Total Liability Accounts:</b>		-25,161.41	-19,354.18	14,677.82	-29,837.77
<b>Total Liability Accounts:</b>		-25,161.41	-19,354.18	14,677.82	-29,837.77
<b>Grand Total:</b>		-25,161.41	-19,354.18	14,677.82	-29,837.77

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

Description: SBAA Entity 103 Account Activity Report - MONTHLY BOARD REPORT

Account: 95L103 8101 0000 00 000000 NBE GENERAL FND///NONCATE /NBE GENERAL FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		7,050.05CR	
06/26/2023	Check	200501	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	427.75	6,622.30CR	L 8101 0000 00 000000
06/26/2023	Check	200501	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	269.50	6,352.80CR	L 8101 0000 00 000000
06/27/2023	Receipt	580	VARIOUS PAYORS	GENERAL FUND-PEPSI	26.64CR	6,379.44CR	L 8101 0000 00 000000
06/27/2023	Receipt	580	VARIOUS PAYORS	GENERAL FUND-SHUTTERFLY	617.46CR	6,996.90CR	L 8101 0000 00 000000
				Ending balance		6,996.90CR	

Account: 95L103 8102 0000 00 000000 NBE CONSUMABLE///NONCATE /NBE CONSUMABLES

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		120.62CR	
				Ending balance		120.62CR	

Account: 95L103 8103 0000 00 000000 NBE SHOE DONAT///NONCATE /NBE SHOE DONATION

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		46.80	
				Ending balance		46.80	

Account: 95L103 8104 0000 00 000000 NBE MKT DAY K-5///NONCATE /NBE MARKET DAY K-5

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L103 8105 0000 00 000000 NBE OFFICE///NONCATE /NBE OFFICE

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		747.51CR	
				Ending balance		747.51CR	

Account: 95L103 8106 0000 00 000000 NBE MKT DAY LIB///NONCATE /NBE MARKET DAY LIBRARY

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L103 8107 0000 00 000000 NBE YEARBOOK///NONCATE /NBE YEARBOOK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,203.22CR	
				Ending balance		1,203.22CR	

Account: 95L103 8108 0000 00 000000 NBE SANG AUDITO///NONCATE /NBE SANGAMON AUDITORIUM

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		6.00CR	
				Ending balance		6.00CR	

Account: 95L103 8109 0000 00 000000 NBE PEPSI///NONCATE /NBE PEPSI

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		453.00CR	
				Ending balance		453.00CR	

Account: 95L103 8110 0000 00 000000 NBE FUND & GRNT///NONCATE /NBE FALL FUNDRAISER

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		10,416.16CR	
				Ending balance		10,416.16CR	

Account: 95L103 8111 0000 00 000000 NBE LOST LIB BK///NONCATE /NBE LOST LIBRARY BOOK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		134.96	
06/08/2023	Receipt		577 VARIOUS PAYORS	USED BOOK SALE	235.55CR	100.59CR	L 8111 0000 00 000000
				Ending balance		100.59CR	

Account: 95L103 8112 0000 00 000000 NBE AUTHOR VIST///NONCATE /NBE AUTHOR VISIT FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		738.07CR	
				Ending balance		738.07CR	

Account: 95L103 8113 0000 00 000000 NBE PBIS REW/BT///NONCATE /NBE PBIS REWARDS / BOX TOPS

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,615.87CR	
06/26/2023	Check	200501	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	91.98	1,523.89CR	L 8113 0000 00 000000
06/26/2023	Check	200501	NEW BERLIN CUSD #16	CREDIT CARD CHARGES FOR JUNE	152.83	1,371.06CR	L 8113 0000 00 000000
06/26/2023	Receipt	578	HERMES W. PATRICK	SALTY DOUGH DONATION	250.00CR	1,621.06CR	L 8113 0000 00 000000
06/26/2023	Receipt	579	VARIOUS PAYORS	SALTY DOUGH DONATION-KOUNTRY KIDS	100.00CR	1,721.06CR	L 8113 0000 00 000000
06/26/2023	Receipt	579	VARIOUS PAYORS	SALTY DOUGH DONATION-LENZ SALES	1,500.00CR	3,221.06CR	L 8113 0000 00 000000
06/26/2023	Receipt	579	VARIOUS PAYORS	SALTY DOUGH DONATION-PATTERSON DRYWALL	100.00CR	3,321.06CR	L 8113 0000 00 000000
06/28/2023	Receipt	581	WARREN-BOYNTON STATE BANK	DONATION SALTY DOUGH	250.00CR	3,571.06CR	L 8113 0000 00 000000
				Ending balance		3,571.06CR	

Account: 95L103 8114 0000 00 000000 NBE TEACH GRANT///NONCATE /NBE TEACHERS GRANT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	

Account: 95L103 8114 0000 00 000000 NBE TEACH GRANT///NONCATE /NBE TEACHERS GRANT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Ending balance		0.00	

Account: 95L103 8115 0000 00 000000 NBE BEHAV SUPPS///NONCATE /NBE STAFF BEHAVOIR SUPPLIES

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		538.00	
				Ending balance		538.00	

Account: 95L103 8116 0000 00 000000 NBE NURSE'S DON///NONCATE /NBE NURSE'S DONATION

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		34.33CR	
				Ending balance		34.33CR	

Account: 95L103 8117 0000 00 000000 NBE SCHOOL INT///NONCATE /NBE WHOLD SCHOOL INT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,437.04CR	
				Ending balance		1,437.04CR	

Account: 95L103 8118 0000 00 000000 NBE TECH FUNDRA///NONCATE /NBE TECH FUNDRAISER

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L103 8119 0000 00 000000 NBE MENTORING///NONCATE /NBE MENTORING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		336.41CR	
				Ending balance		336.41CR	

Account: 95L103 8120 0000 00 000000 NBE ART FUND///NONCATE /NBE ART FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		175.00CR	
				Ending balance		175.00CR	

Account: 95L103 8121 0000 00 000000 ART DONATION///NONCATE /NBE OFFICE

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		4,046.66CR	
				Ending balance		4,046.66CR	

Account: 95L103 8122 0000 00 000000 DO SOCIAL FUND//NONCATE /NBE D.O. SOCIAL FUND

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		40.00CR	
				Ending balance		40.00CR	

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

Check Dates 06/23/2023 through 07/20/2023 - Check Number

EMPLOYEE NAME	EMP	CHECK	CONTRACT	OTHER	TAXABLE	FED TAX	FED TAX	FEDERAL	STATE	SOC SEC	OTHER REIMBURSE	TAXABLE	NET			
	TYPE	NUMBER		T	PAY	+	PAY	+ BENS	- SHELTER	= GROSS	- TAX	- TAX	- TAX	- DEDS	+ DEDS	- BENS
ZACHARY J PEECHER	BLD	000060277	R	1,487.50	2.14		114.10	1,375.54	129.65	68.09	110.36	36.45				1,030.99
		000060279	R	1,561.67	97.44		121.73	1,537.38	149.07	76.10	123.32	36.45				1,152.44
ANDREW J BALL	BLD	900067109	R	1,226.61			88.67	1,137.94	58.14	50.91	91.27					937.62
MICHAEL CHEEK	BLD	900067110	R	1,212.75	0.16		54.58	1,158.33	16.46	57.34	92.79	78.65				913.09
TRAVIS L CREASEY	BLD	900067111	R	1,312.50			92.53	1,219.97	67.98	60.39	97.85	23.40				970.35
KEVIN M. CUMMINS	TECH	900067112	R	3,636.79			163.66	3,473.13	541.61	155.68	278.21	32.00				2,465.63
VINCENT E KING	BLD	900067114	R	1,334.09			96.60	1,237.49	62.08	61.26	99.26	12.00				1,002.89
ANGELA M. MARR	SEC	900067115	R		987.02		44.42	942.60		46.66	75.51					820.43
BRIAN K. NICKELSON	BLD	900067116	R	1,487.50			87.40	1,400.10	111.10	63.89	112.23	171.19				941.69
HEATHER R PIDCOCK	DIRFS	900067117	R	1,895.83			188.26	1,707.57		84.52	137.16	23.53				1,462.36
BRETT A RUPPEL	BLD	900067118	R	1,250.00			92.82	1,157.18	60.44	51.87	92.82					952.05
DANIEL HIRST	BLD	900067119	R	1,312.50			91.69	1,220.81	68.08	55.02	97.91	8.03				991.77
KATHRYN L LOGSDON	SEC	900067120	R		270.00		12.15	257.85		12.76	20.66					224.43
JENNIFER M SPANN	SEC	900067121	R		1,352.40		60.86	1,291.54	107.76	63.93	103.46					1,016.39
MATT BROWN	DIRBL	900067122	R	4,617.50			227.00	4,390.50	620.03	237.33	351.77					3,181.37
TASHA L CREASEY	BLD	900067123	R	1,216.20	0.48		210.85	1,005.83	42.87	49.79	81.14	23.40				808.63
CASSIE A. DORSEY	ATHTR	900067124	R	1,929.59	-231.56		129.68	1,568.35	109.79	72.22	125.83	104.70				1,155.81
BRITTANY L LANE	BLD	900067126	R	1,193.58			71.07	1,122.51	56.28	55.56	89.99	920.20				0.48
JANICE A. McCANN	BLD	900067127	R	2,039.09			145.24	1,893.85	191.85	93.75	151.90					1,456.35
CATHERINE A. MILLS	SEC	900067128	R		840.73		37.83	802.90	51.12	39.74	64.32					647.72
DINA G PEECHER	SEC	900067130	R		592.85		26.68	566.17		28.03	45.36					492.78
JAMES R SPIELMAN	BLD	900067131	R	1,334.09			108.87	1,225.22	111.61	60.65	98.33	217.16				737.47
DARRIN R. CUMMINGS	SSO	900067133	R		396.38		17.84	378.54	8.69	18.74	30.33	19.82				300.96
EARL GREEN	AIDE	900067134	R		867.75		39.05	828.70	5.93	41.02	66.38					715.37
CYNTHIA D MOORE	DOS	900067135	R	1,515.17	3.12		143.32	1,374.97	75.83	68.06	116.15	96.36				1,018.57
LORI NIEMEIER	DIR	900067136	R	4,591.42			438.95	4,152.47	591.06	205.55	339.20	450.00				2,566.66
LARRY R PIOTROWSKI	SSO	900067137	R		424.46		19.10	405.36	125.00	20.07	32.47					227.82
DENISE TALBERT	DOS	900067138	R	1,531.25	114.24		134.41	1,511.08	102.91	74.80	121.26	145.63				1,066.48
TERRI L VAN TINE	DOS	900067139	R	1,205.85			70.37	1,135.48	107.84	56.21	91.01	60.29				820.13
THOMAS J WILSEY	TECHA	900067140	R	1,192.00	1.73		53.72	1,140.01	58.38	56.43	91.32	100.00				833.88
BRIAN L FOX	TRN	900067141	R		1,065.70		47.96	1,017.74	74.91	50.38	81.52					810.93
SETH C HILL	TRND	900067142	R	3,133.04			612.44	2,520.60	310.89	124.77	203.61					1,881.33
SHELLY M KAUFMAN	TRN	900067143	R		1,130.16		50.86	1,079.30	82.29	53.43	86.46					857.12
TROY L SANSON	TRNM	900067144	R	2,296.59	9.51		187.82	2,118.28	220.78	124.85	169.99	29.21				1,573.45
WILLIAM R TALBERT	TRNFT	900067145	R		2,162.47		117.77	2,044.70	234.84	93.99	163.86	305.17				1,246.84





**New Berlin CUSD #16**  
**Safe Return to Learn Plan\***  
**July 20, 2023**

600 N. Cedar  
New Berlin, IL 62670  
Phone: (217) 488-2040  
Fax: (217) 488-2043  
Website: [pretzelpride.com](http://pretzelpride.com)

**\*Required by the American Rescue Plan Act - (ESSER III)/Required by ISBE  
through September 30, 2024**

Original Plan Approved July 15, 2021  
Updated August 19, 2021  
Updated September 23, 2021  
Updated October 20, 2021  
Reviewed and Updated February 17, 2022  
Complete Update July 21, 2022  
Reviewed February 16, 2023  
**Complete Update July 20, 2023**

This updated plan supersedes all prior COVID-19 plans adopted by New Berlin CUSD #16. **All New Berlin schools will be open fully for in-person learning for all student attendance days for the 2023 - 24 school year just like the 2022-23 school year.** Information below was taken from CDC and IDPH in the summer of 2023 and contains updates based on the public health emergency declaration expiring on May 11, 2023.

### **Mask Use**

There is no requirement currently in place mandating masks in schools or on school buses.. Anyone who chooses to wear a mask should be supported in their decision to do so. Persons who are immunocompromised, at high risk for severe disease or have household or social contacts at high risk for severe disease, are to talk to their healthcare provider about whether they need to wear a mask.

Due to the public health emergency declaration expiring on May 11, 2023, national reporting of certain categories of COVID-19 public health surveillance data (community transmission levels) is discontinued as well as masking requirements in healthcare settings, including school nurses offices.

### **Physical Distancing**

Physical distancing measures are to be done in an equitable manner that does not perpetuate academic, racial, or other tracking (e.g., separating people into fully vaccinated and non-fully vaccinated cohorts) and so that it does not exclude students from full day in-person learning.

### **Handwashing and Respiratory Etiquette**

School staff will monitor and reinforce frequent handwashing and respiratory etiquette by

- continuing to teach handwashing with soap and water for at least 20 seconds;
- assisting young children with handwashing;
- reminding everyone in the facility to wash hands frequently;
- using hand sanitizer when handwashing is not possible;
- continuing to teach respiratory etiquette (e.g., covering coughs and sneezes).

### **Facility Cleaning, Disinfection and Ventilation**

School teaching staff, custodial staff and transportation staff will continue to clean surfaces daily, and between classes/routes to the extent possible. Maintenance staff will continue to regularly replace school ventilation system filters. In addition, staff can use child-safe fans, and have activities, classes, or lunches outdoors when circumstances allow.

### **Transportation**

School transportation will be offered to all students. To assist parents who are driving to work and want to transport their own child/ren, each school building will be open at 7:40 am for parent drop off. Each principal will communicate instructions and procedures for drop off locations.

### **Student Absences**

New Berlin Schools employs two school nurses to assist with student health needs. Students and staff who have symptoms of any infectious illness, including COVID-19, should refer to the student handbook and stay home if applicable. They should contact a healthcare provider if concerned that testing and/or treatment are needed. Staying home when sick can lower the risk of spreading infectious diseases, including the virus that causes COVID-19, to other people. For more information on staying home when sick with COVID-19, including recommendations for mask use for people experiencing symptoms consistent with COVID-19, please consult with your physician and/or the IDPH website:

Student absences will be related to COVID-19 isolation or quarantine will be recorded as an excused absence and may require a doctor's note in accordance with the student handbook.. To ensure the continuity of services, school work missed during such an absence can be requested and made up in accordance with the school's policy; social, emotional, mental health, or other needs will be provided in accordance with a student's IEP or 504 plan should contact their child's principal to discuss needs.

The updated guidance from ISBE/IDPH on exposure to COVID-19 is to follow the CDC's recommendations at [CDC Guidance](#)

### **Collaboration with Public Health Officials**

District officials will continue to collaborate and consult with the Sangamon County Health Department officials when questions arise.

### **Diagnostic Testing**

For no-cost COVID- 19 testing, please consult the IDPH/CDC website at <https://testinglocator.cdc.gov/Search>.

### **Promoting Vaccination**

Students will be required to meet health, dental, and vision examinations as required by state law. New Berlin Schools promotes staying up to date with all routine vaccinations. The school nurses will offer the annual flu vaccination clinic in October. Respectful of peoples' varying levels of vaccine confidence, those who want to get vaccinated against COVID-19 can visit <https://www.vaccines.gov/> to find out where they can get vaccinated in our community.

### **Disabilities or Other Health Care Needs**

Parents of students who need accommodations, modifications, or assistance related to COVID-19 safety protocols, disabilities, underlying medical conditions, or weakened immune systems should contact their student's case manager and/or SASED Administrator to discuss the need(s).

Staff members who need accommodations, modifications, or assistance related to COVID-19 safety protocols, disabilities, underlying medical conditions, weakened immune systems, or a sincerely held religious belief or practice (covered by Title VII of the Civil Rights Act of 1964) should contact their school's principal to discuss the need(s). Staff members with weakened immune systems are advised to contact their healthcare professional about the need for continued personal protective measures after vaccination.

### **Continuity of Services and Other Student Needs Students' Academic Needs**

All students are to be in-person five (5) days a week. All students must meet all graduation and statutory requirements for curriculum (i.e. Constitution examination). For students with medical issues that require them to remain home for a non-quarantined longer period of time, that student would be eligible under Section 14-13.01(a) of the School Code. School Code indicates that services are to be provided when a homebound or hospitalized student is unable to attend school due to a condition certified by a medical statement that indicates that the student will or is anticipated, due to the student's medical condition, to be out of school for a minimum of 10 days of school with at least two days at a time multiple times during the school year for two weeks or more or on an "ongoing intermittent basis," which are expected to total 10 days or more. The required paperwork is available from each building principal.

### **Students' and Staff Social, Emotional, and Mental Health Needs**

The district employs two district social workers. They will address issues related to the pandemic. Families have been asked to provide appropriate information to the school to help identify where mental health is needed for individual students. The district has a partnership with Lincoln Prairie Behavioral Health Center. Additional support may be made available through reference to an outside agency partner. For employees, the district has an Employee Assistance Program.

In addition to these resources, Safe2Help Illinois is available to students and parents. This is a safe and confidential way to report any student safety concerns. The Helpline can be accessed by calling 844-472-3345, texting SAFE2, or emailing [HELP@Safe2HelpIL.com](mailto:HELP@Safe2HelpIL.com).

The National Suicide Prevention Hotline is available 24 hours a day for any person that is in a suicidal or emotional distress. Call 800-273-8255 to connect with a crisis center.

### **Food Services**

Food service program will continue to offer breakfast and lunch to all students in accordance with USDA.

### **Plan Review**

Through September 30, 2024, this plan will be reviewed no less frequently than every six months and revised as appropriate after seeking and considering public input. Revisions will address the most recently updated safety recommendations by the CDC, provided in an alternative format accessible to parents who are individuals with a disability as defined by the ADA, and made publicly available on the district's website.

**COMMUNITY UNIT SCHOOL DISTRICT #16  
NEW BERLIN, ILLINOIS  
JUNE 22, 2023**

**MINUTES OF SPECIAL BOARD MEETING**

President Neuman called the Board Meeting to order at 6:00 p.m. Members Kotner, Gordon, Marr, Mann and Bishoff were present. Member Beard was absent.

A motion was made at 6:01 p.m. by Member Gordon and seconded by Member Bishoff to enter into the Budget Hearing. President Neuman called the Budget Hearing to order. Members Kotner, Gordon, Marr, Mann and Bishoff were present. Member Beard was absent. The district chief financial officer was present. The floor was open for public comment, of which there was none. President Neuman adjourned the Budget Hearing.

Pretzel Shoutouts were shared with the Board.

There was no one for Public Comment.

An adjustment to the agenda was proposed, removing approving the executive session minutes of June 13, 2023 as there was no executive session that date. There were no objections.

There were no questions or comments regarding director or administrator reports.

The Superintendent updated the Board on the final copy of MOA with the Illinois Environmental Protection Agency, and the Illinois State Historic Preservation Officer regarding the demolition of the junior high and high school and the new construction. She provided staffing updates, updated on Social Studies and Pre-K Curriculum as well as an update on the building project.

A motion was made by Member Kotner and seconded by Member Mann to approve the consent agenda. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Gordon, Marr, Mann and Bishoff voted yea.

A motion was made by Member Marr and seconded by Member Mann to approve the resolution to transfer funds from the School Facility Occupation Tax Fund to the Bond and Interest fund. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Gordon, Marr, Mann and Bishoff voted yea.

A motion was made by Member Mann and seconded by Member Marr to approve the FY23 Amended Budget. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Gordon, Marr, Mann and Bishoff voted yea.

A motion was made by Member Bishoff and seconded by Member Mann to approve property, casualty, liability insurance and worker's compensation insurance renewal for 2023-2024. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Gordon, Marr, Mann and Bishoff voted yea.

A motion was made by Member Kotner and seconded by Member Gordon to approve the New Berlin Elementary Handbook. The motion passed on a voice vote, 6-0. President Neuman, Members Kotner, Gordon, Marr, Mann and Bishoff voted yea.

A motion was made by Member Gordon and seconded by Member Mann to approve the High School Student Handbook 2023-2024 school year. The motion passed on a voice vote, 6-0. President Neuman, Members Kotner, Gordon, Marr, Mann and Bishoff voted yea.

A motion was made by Member Mann and seconded by Member Kotner to approve the Pre-K Curriculum. The motion passed on a voice vote, 6-0. President Neuman, Members Kotner, Gordon, Marr, Mann and Bishoff voted yea.

A motion was made by Member Kotner and seconded by Member Bishoff to approve the Junior High School Social Studies Curriculum. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Gordon, Marr, Mann and Bishoff voted yea.

A motion was made by Member Marr and seconded by Member Gordon to approve the resolution to dispose/sell surplus or obsolete property. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Gordon, Marr, Mann and Bishoff voted yea.

A motion was made by Member Gordon and seconded by Member Marr to approve the destroying of executive session tapes for the month(s) of November 2021 and prior. The motion passed on a voice vote, 6-0. President Neuman, Members Kotner, Gordon, Marr, Mann and Bishoff voted yea.

A motion was made at 6:11 p.m. by Member Mann and seconded by Member Kotner to enter into executive session for the purpose of employee matters. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Gordon, Marr, Mann and Bishoff voted yea.

A motion was made at 6:25 p.m. by Member Kotner and seconded by Member Bishoff to return to open session. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Gordon, Marr, Mann and Bishoff voted yea.

A motion was made by Member Kotner and seconded by Member Bishoff to approve the Personnel Consent Agenda (Kimberly Hepperly-High School English Teacher, Molly Booher-Elementary Special Ed. Teacher, Taylee Julian-High School Scholastic Bowl Coach, Maggie McClarey-High School Student Council). President Neuman, Members Kotner, Gordon, Marr, Mann and Bishoff voted yea.

Resignations were noted.

A motion was made at 6:26 p.m. by Member Kotner and seconded by Member Mann to adjourn the meeting. The motion passed on a voice vote, 6-0. President Neuman, Members Kotner, Gordon, Marr, Mann and Bishoff voted yea.

The meeting ended at 6:26 p.m.

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Secretary

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President

**New Berlin - JR / SR High School Remodel & Addition**  
 Bid Opening 6/9/2023



**Bid Package #3 - Mass Demolition**

<b>Company Name</b>	<b>Base Bid Amount</b>	<b>Unit Price #1 - CA-6 Fill at Mass Demo</b>	<b>Bid Security (5%) Amount</b>	<b>Addendum #1-6</b>
GreenTrac, LLC	\$ 625,000.00	\$32.00/CY	\$ 31,250.00	x
River City Demolition	\$ 500,000.00	\$30.00/CY	\$ 25,000.00	x
S. Shafer Excavating, Inc.	\$ 711,000.00	\$48.50/CY	\$ 35,550.00	x
McDonagh Demolition, Inc.	\$ 658,000.00	\$40.00/CY	\$ 32,900.00	x
Green Demolition Contractors, Incorporated	\$ 914,800.00	\$48.00/CY	\$ 45,740.00	x

**New Berlin - JR / SR High School Remodel & Addition**  
 Bid Opening 6/9/2023



**Bid Package #4 - Earthwork, Storm Sewer and Asphalt Paving**

Company Name	Base Bid Amount	Alternate #6 - East Parking Lot	Alternate #7 - West Parking Lot	Alternate #9 - Athletic Track	Alternate #10 - East Pavement Comp	Alternate #11 - West Pavement Comp	Unit Price #2 - Temp Parking	Bid Security (5%) Amount	Addendum #1-6
Otto Baum Company, Inc.	\$ 1,988,416.00	\$ (87,315.00)	\$ (43,506.00)	\$ 311,792.00	\$ 351,262.00	\$ 530,658.00	\$26/SY	\$ 99,420.80	x
S. Shafer Excavating, Inc.	\$ 974,000.00	\$ 45,300.00	\$ 42,300.00	\$ 197,800.00	\$ 270,400.50	\$ 255,200.50	\$23/SY	\$ 48,700.00	x

New Berlin - JR / SR High School Remodel & Addition  
Bid Opening 6/9/2023



**Bid Package #5 - Site Concrete**

Company Name	Base Bid Amount	Alternate #10 - East Pavement Comp	Alternate #11 - West Pavement Comp	Bid Security (5%) Amount	Addendum #1-6
Otto Baum Company, Inc.	\$ 1,062,325.00	\$ 498,421.00	\$ 619,156.00	\$ 53,116.25	x

New Berlin - JR / SR High School Remodel & Addition  
Bid Opening 6/9/2023



**Bid Package #6 - Building Concrete**

Company Name	Base Bid Amount	Alternate #8 - Northern Canopy	Bid Security (5%) Amount	Addendum #1-6
Otto Baum Company, Inc.	\$ 1,847,814.00	\$ 1,300.00	\$ 92,390.70	x

**New Berlin - JR / SR High School Remodel & Addition**  
 Bid Opening 6/9/2023



<b>Bid Package #7 - Steel</b>				
<b>Company Name</b>	<b>Base Bid Amount</b>	<b>Alternate #8 - Northern Canopy</b>	<b>Bid Security (5%) Amount</b>	<b>Addendum #1-6</b>
Broeren Russo Construction, Inc.	\$ 2,851,200.00	\$ 47,920.00	\$ 142,560.00	x
Selvaggio Steel, Inc.	\$ 2,418,500.00	\$ 39,000.00	\$ 120,925.00	x

New Berlin - JR / SR High School Remodel & Addition  
Bid Opening 6/9/2023



**Bid Package #8 - Masonry**

Company Name	Base Bid Amount	Alternate #2 - Locker Room	Bid Security (5%) Amount	Addendum #1-6
Otto Baum Company, Inc.	\$ 627,600.00	\$ 81,720.00	\$ 31,380.00	x
J.J. Braker & Sons	\$ 677,000.00	\$ 91,800.00	\$ 33,850.00	x

**New Berlin - JR / SR High School Remodel & Addition**  
 Bid Opening 6/9/2023



**Bid Package #9 - General Trades**

Company Name	Base Bid Amount	Alternate #1 - Gym	Alternate #2 - Locker Room	Alternate #3 - Epoxy in New Locker Room	Alternate #4 - Band/Auditorium Seating	Alternate #5 - Reroof Portion	Alternate #8 - Northern Canopy	Alternate #9 - Athletic Track	Bid Security (5%) Amount	Addendum #1-6
CORE Construction	\$ 5,931,000.00	\$ 109,000.00	\$ 229,000.00	\$ 33,000.00	\$ 96,000.00	\$ 3,300.00	\$ 1,000.00	\$ 204,000.00	\$ 296,550.00	x

**New Berlin - JR / SR High School Remodel & Addition**  
 Bid Opening 6/9/2023



**Bid Package #10 - Roofing and Metal Wall Panels**

Company Name	Base Bid Amount	Alternate #5 - Reroof Portion	Alternate #8 - Northern Canopy	Bid Security (5%) Amount	Addendum #1-6
Sterling Commercial Roofing, Inc.	\$ 1,817,910.00	\$ 168,200.00	\$ 18,100.00	\$ 90,895.50	x
Henson Robinson Company	\$ 1,390,351.00	\$ 111,940.00	\$ 32,476.00	\$ 69,517.55	x

**New Berlin - JR / SR High School Remodel & Addition**  
 Bid Opening 6/9/2023



**Bid Package #11 - Aluminum, Glazing and Skylights**

Company Name	Base Bid Amount	Alternate #2 - Locker Room	Bid Security (5%) Amount	Addendum #1-6
Arrow Glass	\$ 598,600.00	-	\$ 29,930.00	x
Kelly Glass, Inc.	\$ 899,750.00	\$ 7,125.00	\$ 44,987.50	x
Bacon & Van Buskirk Glass Co.	\$ 840,750.00	-	\$ 42,037.50	x

**New Berlin - JR / SR High School Remodel & Addition**  
 Bid Opening 6/9/2023



**Bid Package #12 - Metal Studs, Drywall, Insulation, Ceilings and Painting**

Company Name	Base Bid Amount	Alternate #2 - Locker Room	Alternate #8 - Northern Canopy	Bid Security (5%) Amount	Addendum #1-6
R.G. Construction Services	\$ 3,456,428.00	\$ 5,042.00	\$ 13,012.00	\$ 172,821.40	x
Associated Constructors Co.,Inc.	\$ 2,500,000.00	\$ 9,000.00	\$ 4,300.00	\$ 125,000.00	x
Mid-Illinois Companies, Corp.	\$ 2,694,570.00	\$ 10,700.00	\$ 23,805.00	\$ 134,728.50	x
Landgrebe Interior Construction	\$ 2,695,145.00	\$ 10,145.00	\$ 7,040.00	\$ 134,757.25	x

New Berlin - JR / SR High School Remodel & Addition  
Bid Opening 6/9/2023



**Bid Package #13 - Kitchen Equipment**

Company Name	Base Bid Amount	Bid Security (5%) Amount	Addendum #1-6
Great Lakes West, LLC	\$ 466,428.00	\$ 23,321.40	x
Johnson Mechanical Service, Inc.	\$ 550,675.10	\$ 27,533.76	x
Boelter	\$ 482,000.00	\$ 24,100.00	x

**New Berlin - JR / SR High School Remodel & Addition**  
 Bid Opening 6/9/2023



**Bid Package #14 - Fire Sprinkler System**

Company Name	Base Bid Amount	Alternate #1 - Gym	Alternate #2 - Locker Room	Bid Security (5%) Amount	Addendum #1-6
Illini Fire Service, LLC	\$ 422,500.00	-	-	\$ 21,125.00	x
FE Moran, Inc.	\$ 366,200.00	-	-	\$ 18,310.00	x
Automatic Fire Sprinkler, LLC	\$ 535,000.00	\$ 34,000.00	\$ 19,000.00	\$ 26,750.00	x
The Pipco Companies, LTD	\$ 437,000.00	-	-	\$ 21,850.00	x

New Berlin - JR / SR High School Remodel & Addition  
Bid Opening 6/9/2023



**Bid Package #15 - Plumbing and Site Utilities**

Company Name	Base Bid Amount	Alternate #2 - Locker Room	Bid Security (5%) Amount	Addendum #1-6
Henson Robinson Company	\$ 1,707,522.00	\$ 101,533.00	\$ 85,376.10	x
E.L. Priutt Company	\$ 1,490,750.00	\$ 92,000.00	\$ 74,537.50	x

**New Berlin - JR / SR High School Remodel & Addition**  
 Bid Opening 6/9/2023



**Bid Package #16 - HVAC Systems**

Company Name	Base Bid Amount	Alternate #2 - Locker Room	Bid Security (5%) Amount	Addendum #1-6
Commercial Mechanical, Inc.	\$ 3,793,000.00	\$ 139,000.00	\$ 189,650.00	x
Henson Robinson Company	\$ 3,576,480.00	\$ (105,150.00)	\$ 178,824.00	x
E.L. Pruitt Company	\$ 3,358,890.00	\$ 132,892.00	\$ 167,944.50	x

**New Berlin - JR / SR High School Remodel & Addition**  
 Bid Opening 6/9/2023



**Bid Package #17 - Electrical Systems**

Company Name	Base Bid Amount	Alternate #1 - Gym	Alternate #2 - Locker Room	Alternate #4 - Band/Auditorium Seating	Alternate #8 - Northern Canopy	Bid Security (5%) Amount	Addendum #1-6
B&B Electric, Inc.	\$ 4,411,000.00	\$ 6,320.00	\$ 58,210.00	-	\$ 3,286.00	\$ 220,550.00	x
Anderson Electric, Inc.	\$ 3,865,525.00	\$ 6,885.00	\$ 51,920.00	\$ 2,765.00	\$ 11,938.00	\$ 193,276.25	x

**New Berlin - JR / SR High School Remodel & Addition  
New Berlin CUSD #16**



New Berlin, IL

July 12, 2023

<b>CONSTRUCTION BUDGET</b>		<b>\$ 355.74</b>	<b>\$</b>	<b>30,544,156</b>
85,862 SF				
<b>CONSTRUCTION</b>		<b>cost/sf</b>	<b>\$</b>	<b>27,559,426</b>
<b>Bid Packages</b>		<b>Bid Amount</b>	<b>Accepted VE</b>	<b>Revised Contract</b>
Bid Package #1 - Electrical Distribution Equipment	\$ 0.75	\$ 64,500	\$ -	\$ 64,500
Bid Package #2 - Precast Wall Panels and Hollow Core Planks	\$ 15.25	\$ 1,309,000	\$ (24,252)	\$ 1,284,748
Bid Package #3 - Mass Demolition	\$ 5.82	\$ 500,000	\$ -	\$ 500,000
Bid Package #4 - Earthwork, Storm Sewer and Asphalt Paving *	\$ 13.65	\$ 1,171,800	\$ (26,574)	\$ 1,145,226
Bid Package #5 - Site Concrete	\$ 12.37	\$ 1,062,325	\$ (112,318)	\$ 950,007
Bid Package #6 - Building Concrete	\$ 21.52	\$ 1,847,814	\$ (76,163)	\$ 1,771,651
Bid Package #7 - Steel	\$ 28.17	\$ 2,418,500	\$ (12,863)	\$ 2,405,637
Bid Package #8 - Masonry	\$ 7.31	\$ 627,600	\$ (12,900)	\$ 614,700
Bid Package #9 - General Trades*	\$ 71.45	\$ 6,135,000	\$ (1,118,509)	\$ 5,016,491
Bid Package #10 - Roofing and Metal Wall Panels	\$ 16.19	\$ 1,390,351	\$ (24,877)	\$ 1,365,474
Bid Package #11 - Aluminum, Glazing and Skylights	\$ 6.97	\$ 598,600	\$ (11,266)	\$ 487,334
Bid Package #12 - Metal Studs, Drywall, Insulation and Ceilings	\$ 29.12	\$ 2,500,000	\$ (302,500)	\$ 2,197,500
Bid Package #13 - Kitchen Equipment	\$ 5.43	\$ 466,428	\$ (8,000)	\$ 458,428
Bid Package #14 - Fire Sprinkler System	\$ 4.27	\$ 366,200	\$ -	\$ 366,200
Bid Package #15 - Plumbing and Site Utilities	\$ 17.36	\$ 1,490,750	\$ (97,000)	\$ 1,393,750
Bid Package #16 - HVAC Systems	\$ 39.12	\$ 3,358,890	\$ (10,000)	\$ 3,348,890
Bid Package #17 - Electrical Systems	\$ 45.02	\$ 3,865,525	\$ (287,518)	\$ 3,578,007
<b>Contingencies and Allowances</b>				
Construction Contingency	2.00%	\$ 7.11	\$ 610,883	
Design Contingency	0.00%	\$ -	\$ -	
<b>General Conditions</b>	<b>cost/sf</b>		<b>\$</b>	<b>1,635,212</b>
General Conditions	\$ 16.12	\$ 1,384,491		
General Requirements	\$ 2.92	\$ 250,721		
<b>GC's and Insurance</b>	<b>cost/sf</b>		<b>\$</b>	<b>388,079</b>
General Liability Insurance	1.00%	\$ 3.56	\$ 305,442	
Builders Risk Insurance	\$ 0.96	\$ 82,638		
<b>CM Fee</b>	<b>cost/sf</b>		<b>\$</b>	<b>961,438</b>
CM Fee	3.25%	\$ 11.20	\$ 961,438	
<b>SOFT COSTS</b>			<b>\$</b>	<b>4,405,194</b>
<b>SITE ACQUISITION AND EVALUATION</b>			<b>\$</b>	<b>30,000</b>
Land Acquisition	\$ -			
Topographic Survey	\$ 15,000			
Geotechnical Survey	\$ 15,000			
<b>FEES AND SERVICES</b>			<b>\$</b>	<b>2,271,115</b>
Professional Fees	\$ 2,095,329			7% of construction less Construction contingency
FF&E Design Fees	included			
Food Service Consultant	included			
Technology Design Services	included			
Storm Shelter 3rd Party Structural Review	included			
Surveying/Staking	\$ 15,000			
Building Permit - Village of New Berlin	\$ 225			
CORE Preconstruction Services	\$ 65,000			
Exploratory Investigation	\$ 25,381			
Reimbursable Expenses				
Document Printing (estimate)	\$ 30,000			
Construction Testing (estimate)	\$ 40,180			
<b>OTHER COSTS</b>			<b>\$</b>	<b>2,104,079</b>
Heart Technology (Low-voltage Work: Security, Access Control)	\$ 575,000			
Ameren Relocation (Electric and Gas)	\$ 122,039			
Furnishings Allowance	\$ 500,000			
Hazardous Material Abatement	\$ 300,000			
Owner Contingency	\$ 607,040			

**Total Project Budget**

**\$ 34,949,350**

New Berlin - JR / SR High School Remodel & Addition  
New Berlin CUSD #16



**Midwest Engineering and Testing, Inc.**  
geotechnical - environmental - materials engineers  
2869 S. Via Verde Street  
Springfield, IL 62703  
217-952-0051  
[www.metgeotech.com](http://www.metgeotech.com)

July 19, 2023

Ms. Jill Larson  
New Berlin CUSD #16  
600 N. Cedar  
New Berlin, Illinois 62670  
[jl Larson@pretzelpride.com](mailto:jl Larson@pretzelpride.com)

Re: Proposal for Construction Materials Testing Services  
Junior/Senior High School Additions/Renovations  
New Berlin, Illinois  
MET Proposal No. S23049 Rev. 1

Dear Ms. Larson:

As requested, Midwest Engineering and Testing, Inc. (MET) is pleased to submit this proposal to provide Construction Materials Testing Services for the above-referenced project. A brief description of our qualifications and understanding of the planned project and a discussion of the scope of services to be provided are included in the following paragraphs.

### **Firm Background and Qualifications**

Midwest Engineering and Testing, Inc. (MET) is an employee-owned engineering firm, with offices in Champaign, Bloomington and Springfield, Illinois. MET performs geotechnical engineering, construction materials testing and environmental engineering services, primarily in Central Illinois. MET was incorporated in Illinois in September of 2009 when the former branch office of Midwest Engineering Services, Inc (MES), a Wisconsin Corporation, was acquired by the local employees. A brief Company Profile has also been attached to this proposal

MET and its predecessor companies have successfully provided geotechnical and materials testing services on numerous projects within Central Illinois over the past 40 years. In terms of local experience, MET is unmatched in providing geotechnical, materials testing and construction inspection services in the Central Illinois area. Our principal engineer, Mr. Daniel Tappendorf has been in practice locally for 33 years. It is our opinion that this longevity speaks to the level of service and commitment we have toward our customers.

## **Project Understanding and Scope**

Based upon our review of the design development drawings and our past experience with similar projects, it is anticipated that the services required for this project will include the following:

- Subgrade inspection and soil compaction testing for site grading, utility trench backfill and subbase aggregate.
- Laboratory moisture-density (Proctor) testing.
- Inspection of bolted and welded connections for the building structural steel. Documentation of the elevated decking installation and attachments will also be performed.

## **Method of Performance**

It is our intention to staff the project with an experienced Senior Engineering Technician on an on-call basis to perform the materials testing activities. This Senior Engineering Technician would perform the majority of the field inspection and would be supported as necessary by our staff of professional engineers. Additional engineering technicians would be assigned as needed during large concrete pours or when simultaneous inspections are required.

It is proposed to perform the services on a unit charge basis in accordance with the attached Standard Fee Schedule and General Conditions attached. We have also attached a "Budget Estimate" based upon the schedule provided and our past experience with similar projects. Any special equipment or test procedures not included on the Fee Schedule can be quoted upon request. Final compensation will depend on the actual time, equipment, and tests provided at the direction of the construction manager based upon the project schedule and project specifications.

If you have any questions regarding this proposal, please contact us at your convenience. If this proposal is acceptable, please acknowledge by signing the acceptance block found at the end of this proposal and return it for our files. We are looking forward to working with you on this project.

Sincerely,

**Midwest Engineering and Testing, Inc.**



James A. Gerloff, P.E.  
Springfield Branch Manager

Enclosures    Budget Estimate  
                  Standard Fee Schedule  
                  General Testing General Condition

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Midwest Engineering and Testing, Inc.**  
 2869 S. Via Verde Street  
 Springfield, Illinois 62703  
 217-952-0051

Ms. Jill Larson  
 New Berlin CUSD #16  
 600 N. Cedar  
 New Berlin, IL 62670  
[jl Larson@pretzelpride.com](mailto:jl Larson@pretzelpride.com)

Proposal for Materials Testing Services  
 Junior/Senior High School  
 New Berlin, Illinois

MET Proposal No. S23049 Rev. 1  
 July 19, 2023

**Budget Estimate**

**Scope of Work Manpower Assumptions**

		<b>Hours</b>
Mass Grading and Compaction Testing	15 days @ 8 hours	120
Trench backfill and subbase compaction testing	10 days @ 8 hours	80
<b>Total Field Time</b>	25 days	<b>200</b>

**ESTIMATE WORKSHEET**

	<b><u>Quantity</u></b>	<b><u>Unit Fee</u></b>	<b><u>Total</u></b>
Senior Engineering Technician, per hour	200 Hours	\$65.00	\$13,000.00
Senior Engineering Technician Overtime, per hour	0 Hours	\$97.50	\$0.00
Certified Welding Inspector (CWI) 8 Trips @ 8 hours	64 Hours	\$125.00	\$8,000.00
Soil Proctor Test, per test	3 Tests	\$150.00	\$450.00
Nuclear Density Gauge, per day	25 Days	\$50.00	\$1,250.00
Vehicle Trip Charge, per day	33 Trips	\$45.00	\$1,485.00
Project Engineer report review and consultation, per hour	20 Hours	\$135.00	\$2,700.00
	Material Testing Subtotal		<b>\$26,885.00</b>

**Total Recommended Budget Estimate \$26,885.00**

**Midwest Engineering and Testing, Inc.**

geotechnical - environmental - materials engineers  
2869 S. Via Verde Street  
Springfield, IL 62703  
217-952-0051  
metgeotech.com



**2023 STANDARD FEE SCHEDULE  
CONSTRUCTION TESTING AND ENGINEERING FEES**

**FIELD TESTING SERVICES**

Technical services for on-site monitoring and testing of construction materials, including concrete placement, field density testing for soil compaction, spread footing inspection, pile inspection, caisson inspection, asphalt placement, asphalt and concrete batch plant inspection, structural steel bolting, visual welding inspection, and roofing inspection.

Senior Engineering Technician	\$ 65.00 Per Hour	Nuclear Density Gauge	\$ 50.00 Per Day
Field Engineer or Geologist	\$ 90.00 Per Hour	Concrete Coring Machine	\$125.00 Per Day
Certified Welding Inspector (CWI)	\$ 125.00 Per Hour	Floor Flatness Meter	\$125.00 Per Day
		Dynamic Cone Penetrometer	\$100.00 Per Day

**ENGINEERING SERVICES**

Engineering services for on-site monitoring and evaluation, construction materials testing, job site meetings, report preparation and review, and consultation.

Staff Engineer or Geologist	\$ 110.00 Hour	Principal Engineer	\$ 175.00 Hour
Project Engineer	\$ 135.00 Hour	Senior Geologist	\$ 150.00 Hour

**LABORATORY TESTING SERVICES**

Concrete Cylinder Compression Test	\$ 17.50 Each	Moisture Density Relationship:	
Concrete Beam Flexural Test	\$ 35.00 Each	Standard Proctor	\$ 150.00 Each
Grout Cube Compression Test	\$ 20.00 Each	Modified Proctor	\$ 175.00 Each
Grain size - Dry Sieve Analysis	\$ 75.00 Each	One Point Confirmation Test	\$ 75.00 Each
Grain size - Wash Test	\$ 75.00 Each		
Grain size - Hydrometer	\$ 150.00 Each	Concrete Relative Humidity Sensors	\$ 50.00 Each
Atterberg Limits	\$ 75.00 Each	Concrete Moisture Calcium Chloride	\$ 25.00 Each
Concrete Cylinder Molds	\$ 2.50 Each	Asphalt Core Density	\$ 50.00 Each
Maturity Meter Sensors	\$ 75.00 Each	Concrete Core Compression Tests	\$ 30.00 Each

**REMARKS** - Personnel charges will be based on a portal-to-portal basis; a minimum charge of 4 hours will apply for all Field Testing Services. A transportation charge of \$45.00 per trip will be added for travel to and from the site. An overtime multiplier of 1.5 will be used for services performed on Saturday, Sunday or holidays; for work scheduled outside the hours of 7:00 a.m. to 5:00 p.m.; or for more than eight (8) hours per day. Services and fees not listed will be quoted upon request. The above prices include up to four (4) copies of the report distributed as requested. Payment for invoices will be due within 15 days of receipt of invoice. Interest will be added at a rate of 1 1/2% per month of delinquency.

# GENERAL CONDITIONS

## Midwest Engineering and Testing, Inc. (MET)

### General Testing Services

**Item 1. Scope of work.** Midwest Engineering and Testing, Inc. (MET) shall perform services in accordance with an "agreement" made with the "client". The agreement consists of MET's proposal, Standard Fee Schedule, and these General Conditions. The "client" is defined as the person or entity requesting and/or authorizing the work, and in doing so, client represents and warrants that he is duly authorized in this role, even if performed on behalf of another party or entity, in which case the other party or entity is also considered as the client. The hiring of MET signifies the acceptance of this proposal and the terms of this agreement.

The fees for services rendered will be billed in accordance with the Standard Fee Schedule; unit rates for services not covered in the Fee Schedule or elsewhere in the agreement can be provided. Any cost estimates stated in this contract shall not be considered as a firm figure unless otherwise specifically stated in this contract. The standard prices proposed for the work are predicated upon the client's acceptance of the conditions and allocations of risks and obligations described in the agreement. The client agrees to impart the terms of this agreement to any third party to whom client releases any part of MET's work. MET shall have no obligations to any party other than those expressed in this agreement.

**Item 2. Site Access.** The client will provide for the right-of-access to the work site. In the event the work site is not owned by the Client, client represents to MET that all necessary permissions for MET to enter the site and conduct the work have been obtained. While MET shall exercise reasonable care to minimize damage to the progeny the client understands that some damage may occur during the normal course of work, that MET has not included in its fee the cost of restoration of damage, and that client will pay for such restoration costs.

**Item 3. Personnel Responsibility.** The presence of MET field representatives will be for the purpose of providing observation and field testing, and does not include supervision or direction of the actual work of the contractor, his employees or agents. The contractor(s) for this project should be so advised. The contractor should also be informed that neither the presence of, nor the observation and testing by MET personnel shall excuse the contractor in any way for defects discovered in his work. It is understood that MET will not be responsible for job or site safety of the project. Job and site safety will be the sole responsibility of the contractor unless contracted to others.

**Item 4. Observations and Tests.** The term "observation" implies only that MET would observe the applicable portions of the work we have agreed to be involved with and perform tests, from which to develop an opinion as to whether the work essentially complies with the job requirements. Client shall cause all tests and observation of the site, materials and work performed by MET or others to be timely and properly performed in accordance with the plans, specifications and contract documents, and MET's recommendations. No Claims for loss, damage or injury shall be brought against MET by client or any third party unless all tests and observations have been so performed and unless MET's recommendations have been followed.

**Item 5. Accuracy of Test Locations and Elevations.** The accuracy and proximity of provided survey control will affect the accuracy of in-situ test location and elevation determinations. Unless otherwise noted, the accuracy of test locations and elevations will be commensurate only with pacing and approximate measurements or estimates.

**Item 6. Degree of Certainty of Compliance.** With any manufactured product, there are statistical variations in its uniformity, and in the accuracy of tests used to measure its qualities. As compared with other manufactured products, field construction usually has wider fluctuations in both product and test results. Thus, even with very careful observations and testing, it cannot be said that all parts of the product comply with the job requirements. Our proposal is for the Scope of Services requested by our client and as scheduled by the client or client's representative. The degree of certainty for compliance with project specifications is much greater with full-time observation and testing than it is with intermittent observation and testing.

**Item 7. Hazardous Materials and Conditions.** Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the client, or other involved or contacted parties, to advise MET of any known or suspected undocumented fills, hazardous materials, by-products, or constituents, and any known environmental, geologic, and geotechnical conditions. which exist on or near any premises upon which work is to be performed by MET employees or subcontractors or which in any other way may be pertinent to MET's proposed services.

The discovery of unanticipated hazardous materials, or suspected hazardous materials, may require that special and immediate measures by exercised to protect the health and safety of MET site personnel and/or the public. MET may at its option and on the basis of its judgment and opinion, exercise such precautions to complete the project, or terminate further work on the project. In either case, the client will be notified as soon as practically possible, and the client agrees to bear all reasonable and equitable cost adjustments, if any, associated with such measures taken.

**Item 8. Reports and Ownership of Documents.** MET will furnish three copies of the report to the client. Additional copies will be furnished to the owner or others at the rate specified in the fee schedule. All reports, boring logs, field data, field notes, laboratory test data, calculations,

estimates, and other documents prepared by MET as instruments of service, shall remain the property of MET, unless there are other contractual agreements. MET will retain final reports relating to the services performed for a period of 5 years following submission of the report. Client agrees to return upon demand and will not use for any purpose whatsoever all reports and other work furnished to client or his agent which are not paid for.

**Item 9. Confidentiality.** MET shall hold Confidential the business and technical information obtained or generated in performance of services under this agreement and identified in writing by the client as "confidential". MET shall not disclose such information except if such disclosure is required by governmental statute, ordinance, or regulation; for compliance with professional standards of conduct for public safety, health, and welfare concerns, or for protection of MET against claims or liabilities arising from performance of its services.

The technical and pricing information contained in any report or proposal submitted by MET is to be considered confidential and proprietary, and shall not be released or otherwise made available to any third party without the express written consent of MET.

**Item 10. Standard of Care.** MET will perform the services under this agreement in accordance with generally accepted practice, in a manner consistent with that level of care and skill ordinarily exercised by members of this profession under similar circumstances. No other warranties implied or expressed, in fact or by law, are made or intended in this agreement. The client recognizes that subsurface soil, groundwater and other materials can vary between sampling and testing points and with time, and that the interpretation of data, and opinions and recommendations made by MET are based solely on obtained data. Such limitations can result in a redirection of conclusions and interpretations where new or changed information is obtained. MET will not be responsible for the interpretation by others, of data obtained by MET.

**Item 11. Limitations of Liability.** The client agrees to limit MET's liability to the client and all parties claiming through the client or otherwise claiming reliance on MET's services allegedly arising from MET's professional acts or errors and omissions, to a sum not to exceed MET's applicable insurance limits. In no event shall MET or any other party to this agreement, including parties which may have or claim to have a direct or indirect reliance on MET's services, be liable to the other parties for incidental, indirect, or consequential damages arising from any cause.

**Item 12. Insurance.** MET represents that the company maintains general liability and property damage insurance coverage considered adequate and comparable with coverage maintained by other similar firms, and that MET's employees are covered by Workman's Compensation Insurance. Certificates of insurance can be provided to the client upon written request. MET shall not be responsible for any loss, damage, or liability beyond the insurance limits and conditions.

**Item 13. Modifications.** This agreement and all attachments pursuant to this agreement represent the entire understanding between the parties, and neither the client nor MET may amend or modify any aspect of this contract unless such alterations are reduced to writing and properly executed by the parties hereto. These terms and conditions shall supersede all prior or contemporaneous communications, representations, or agreements. and any provisions expressed or implied in the request for proposal, purchase order, authorization to proceed, or other contradictory provisions, whether written or oral.

**Item 14. Termination.** This agreement may be terminated by either party upon seven day's prior written notice. In the event of termination, MET shall be compensated by the client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place MET's files in order and/or to protect its professional reputation.

**Item 15. Payment.** Invoices for performed work will be submitted monthly for services rendered the prior month and/or upon completion of said services, payable within 30 days of invoice date. The fees quoted are based upon an expected timely payment. An interest charge of 1.5% per month will be added to delinquent charges; however, MET at its option may terminate its services due to clients failure to pay when due. In the event of termination of services prior to completion. client shall compensate MET for all services performed prior to and for such termination.

**Item 16. Sample Disposal.** Unless otherwise agreed, test specimens or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed of thirty (30) days after submission of MET's report.



## AMENDMENT TO LIFETOUCH SERVICE AGREEMENT

This Amendment (“**Amendment**”) is made as of **07-17-2023** by and between the party named below (“**Account**”) and Shutterfly Lifetouch, LLC (“**Lifetouch**”) and amends the **Lifetouch Service Agreement** dated **11-04-2022** (the “**Agreement**”). Capitalized terms shall have the same meaning given to them in the Agreement.

1. Amendment of Agreement: For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree to amend the Agreement as follows effective as of the beginning of the 2023 – 2024 school year:

- **Commission**: Commission paid to Account on net sales under the Agreement shall be Eliminated.
- **Photo ID**: Lifetouch shall invoice Account \$2.50 per Photo ID. Payment shall be due 30 days from the date an invoice is delivered.

2. Survival of Terms: Except as otherwise amended in this Amendment, all provisions of the Agreement shall remain in full force and effect. In case of any conflicts between any other agreement(s) between the parties and this Amendment, this Amendment shall control.

**SHUTTERFLY LIFETOUCH, LLC**

**Account**

**New Berlin Junior High School**

DocuSigned by:

*Melody Trunfio*

7330E2D0010D45D...

Name: Melody Trunfio

Name: Jilinda Larson

Title: Inside Sales Representative - School

Title: Superintendent

7/17/2023



# Service Agreement

## New Berlin High School

Lifetouch ID: 21311  
Account Representative Email: mtrunfio@lifetouch.com

School Year(s): 2023-2024  
Agreement Length: 1

### Account Information

New Berlin High School  
300 Ellis St  
New Berlin, IL 62670

Main Phone: 217-488-6012  
Enrollment: 250  
Grades: 7 - 12

### Summary of Programs Provided

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> Fall Individuals | <input type="checkbox"/> Yearbook         | <input type="checkbox"/> Groups         | <input checked="" type="checkbox"/> Commencements |
| <input type="checkbox"/> Spring Individuals          | <input type="checkbox"/> Prestige Seniors | <input type="checkbox"/> Dance          | <input type="checkbox"/> Other/Misc               |
| <input checked="" type="checkbox"/> Underclass Grads | <input type="checkbox"/> Sports           | <input type="checkbox"/> Special Events |   |

Program Type*	Start Date	End Date	Setup Time	Start Time	End Time	Est. Photo'd	Setup Location
Fall Individual - Original (Fall Individuals)	09/22/2023	09/22/2023					
Fall Individual - Retake (Fall Individuals)	11/03/2023	11/03/2023					
Special Event - Original (Underclass Grads)	11/29/2023	11/29/2023					
Commencements - Original							

\*All dates are tentative and subject to change or TBD if blank.

### Account Services

- Yearbook - Media CD/DMD  
 Storefront  
 Lifetouch Portal

Storefront Contact:

Lifetouch Portal Contact:

Parent Notify is a complimentary service included when parent/guardian email addresses are provided

## Invoicing Products

Product Name	Sales Price	Line Description
ID Services	\$2.50	

### Other Services

Photo ID Laminated Horizontal/Vertical - No Punch  
Digital Media Download - High Res (up to 800)  
Lab Media Download - Wall Composite

## Contact information


Contact Name	Title	Phone	Email
Hattie Llewellyn	Principal	217-488-6012	hllewellyn@pretzelpride.com

## Agreement Terms

During the Agreement Term, Shutterfly Lifetouch, LLC. is designated as the Account's exclusive professional photographer and authorized hereby (i) to photograph all students and staff who participate in "Picture Day" events and (ii) to produce and deliver photographs and services for the programs identified above. The Account is solely responsible for obtaining any parental consents necessary and/or for enabling parents to opt out of participation in Picture Day activities or inclusion in class photographs or yearbooks (as the case may be). In exchange for the services, the Account will allow access to students, staff and use of Account property and information for Account-authorized purposes, including Picture Day administration, fulfillment and distribution of deliverables to the Account, delivery of Picture Day notices, and to provide parents of students photographed opportunities to purchase individual and class pictures and yearbooks as applicable. Lifetouch will not disclose confidential information provided by the Account (the Account Data) or use it for any purpose except to fulfill the services requested to be performed by Lifetouch. The school remains in control of the Account Data at all times, and Lifetouch will retain the Account Data only as necessary to fulfill its obligations under this Agreement.

The terms of this Agreement are not subject to change or cancellation by either party during the Agreement Term except by written consent of both the Account and Lifetouch.

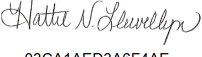
## Signatures

DocuSigned by:  
  
7330E2D0010D45D...

7/17/2023

Melody Trunfio

Inside Sales Representative - School

DocuSigned by:  
  
03CA1AED3A6F4AE...

7/17/2023

Hattie Llewellyn

Principal

**\*\* Sponsor responsibilities are subject to change based on the principal's decision and will be communicated to the sponsor.**

## **NBHS Club/Organization Sponsor Guidelines**

### **Student Participants in Extra Curricular Activities**

Students involved in extracurricular activities will be held to additional standards as stated in the Extra Curricular Handbook and as determined by individual coaches and sponsors. Students participating in extracurricular activities will be responsible for knowing and abiding by the policies contained in the Extra Curricular Handbook and set forth by coaches and sponsors. The New Berlin Code of Conduct for Athletics and Extra-Curricular Activity Handbook is available online to access information regarding our policies and procedures at: <http://www.pretzelathletics.com/forms.html>

### **Attendance at Extracurricular Activities**

Students may attend all extra-curricular activities, athletic events, plays and music events with the following exceptions:

1. Unexcused absence from school the day of the activity.
2. Absence from school due to illness the day of the activity.
3. Serving an out of school suspension the day of the activity.
4. High school students may not attend junior high dances and parties.
5. Students leaving any extra-curricular activity will not be readmitted.

The administration has the right to remove any student who does not follow the handbook rules. Consequences for removal from an event may include exclusion from attending future extra-curricular events.

### **Officer Elections - Requirements for Students Holding Offices of Classes and Clubs/Organizations**

1. The election should be held in the spring of the school year. A secret ballot with a simple majority shall be used to determine the election.
2. Every candidate for office must attend a mandatory Leadership Seminar held by the school. Topics covered may include: Motivating your group, parliamentary procedure, commitment, limiting your involvement to maintain the ultimate leadership skills, team building, and leadership responsibility.
3. An NBHS student can be President of one class, Student Council, or club/organization, and can be an officer in other club/organizations.
4. Students who attend CACC or LLCC/College Now can be an officer of Student Council, class or a club/organization, **but must meet the expectations of the leadership position or you will be removed.** Said member must bring his/her lunch to lunch meetings and attend the advisory meetings to be a member in good standing.
5. Student Council officer candidates may be required to give a speech to the student body. This speech would give detailed information about the candidate and his/her plans for time in office.
6. A student seeking office must have maintained a C average for the prior semester and continue to maintain a C average during his/her term of office. A student who fails to maintain a C average after being elected to office has one nine week period to raise his/her grades to a C average. Failure to do so will result in removal from office. A class or club will have an election at their next meeting to elect a replacement if removal is necessary. (The Vice-President will serve as acting President until the next election is held.) Advisors shall check grades every nine weeks.
7. Advisors have the authority to remove an officer if the officer exhibits actions unbecoming of the office and/or fails to perform the duties of the office in an appropriate manner. Advisors may remove a member should participation or conduct be unacceptable. The Advisor will give the student a written warning and will consult with the principal before removing a student from office or from the club or organization.

### **Class, Club/Organization Meetings**

Students are highly encouraged to participate in extracurricular activities. Classes, clubs, and organizations can meet during Advisory any day of the week. To schedule a meeting for your group, send the date(s) that you will be meeting to the building secretary and the HS principal for approval. Once approved, it will be added to the NB Jr/SrHS Activities Google Calendar. Students are encouraged to participate in meetings. No unauthorized organizations will be recognized or allowed to assemble during the school day.

### **Building and Grounds Use By Students during a Club/Organization Activity**

If a student is involved in before or after-school activity, or an activity taking place on a day school is not in session, the student must report immediately to the area designated for that activity and must be supervised at all times by the sponsor of the activity.

### **Organization Projects/Fundraising/Events**

Classes and organizations will be permitted **two** money making projects during the school year. Dates and types of projects must be approved by the appropriate sponsor, student council, and the principal before making definite plans. Hayrack rides will not be permitted. No person may advertise, distribute or sell any item while on school property that would result in personal gain for the individual. Fundraising is limited to those school clubs and organizations that have previous fundraising approval of the administration in writing.

### **Activity Account Procedures/Purchasing**

Each class/club/organization has an activity account that money can be withdrawn from/deposited into. If you do not have an account, contact the district CFO to complete the paperwork to establish an account. All purchasing must have prior approval by administration and must be submitted for approval on an Activity Account Purchase Order.

### **Extra-Curricular Field Trip Scheduling/Approval**

Field trips may be taken by a club/organization pending approval of administration and the transportation director. The following steps need to be followed in order to gain approval.

1. Ensure that your activity account has the funds available to pay for the transportation costs of the trip. All school sponsored trips must use district transportation. School board policy outlines the exceptions that are taken into consideration if school transportation

is not used.

2. Check the calendar for any conflicts with the anticipated date. **Apart from the Senior Trip, there will be no field trips approved the last two weeks of the school year.**
3. Complete the google form for transportation requests and submit for approval.
4. Once approved, if it is during the school day, you will need to put in for a sub as a professional day.
5. Ensure that each student attending has had their parent (s) complete the Field Trip Permission.

# Art Club

## Art Club Sponsor Responsibilities:

- Hold monthly meetings and keep a record of agendas/notes from the meetings.
- Oversee officer elections and provide names of the officers to administration.
- Submit a list of Art Club members to administration and update/revise as necessary throughout the year.
- Ensure any student participating in an activity or event is academically eligible.
- Oversee 2 Fundraisers per year and maintain the Art Club Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

## Art Club Activities:

Deck The Halls for the Holidays

New Berlin Art Fair

End of the year trip

# Class Sponsor Responsibilities

## Freshman

You will need to set up an activity account for your class. Contact Lori N in the District Office to begin the paperwork.

Fundraising - Schedule 2 Per Year

Collect Class Dues - \$10.00 per student

HOCO

- [Sign-Up Students for HOCO Competitions](#)
- Make sure the Powder Puff players have a run-through
- Class Parade Float
- Design and Order Class Shirts for Spirit Week

HOCO Dance Clean-Up

- [Freshman Class Responsibilities for HOCO](#)

## Sophomore

Fundraising - Schedule 2 Per Year

Collect Class Dues - \$10.00 per student

HOCO

- [Sign-Up Students for HOCO Competitions](#)
- Make sure the Powder Puff players have a run-through
- Class Parade Float
- Design and Order Class Shirts for Spirit Week

HOCO Refreshments

## Junior

Fundraising - Schedule 2 Per Year

Collect Class Dues - \$10.00 per student

HOCO

- [Sign-Up Students for HOCO Competitions](#)
- Make sure the Powder Puff players have a run-through
- Class Parade Float
- Design and Order Class Shirts for Spirit Week

HOCO Parade

- [Parade Responsibilities Information](#)
- [Parade Entry Form - Update with current year's information](#)

[PROM](#)

## Senior

Fundraising - Schedule 2 Per Year

Collect Class Dues - \$10.00 per student

HOCO

- [Sign-Up Students for HOCO Competitions](#)
- Make sure the Powder Puff players have a run-through
- Class Parade Float
- Design and Order Class Shirts for Spirit Week

HOCO Dance (DJ, decorations, chaperoning)

Senior Class Trip

Graduation

- Organize/Work with class officers on Senior Slideshow
- Ribbon to sign for Key Ceremony

## **Drama/Musical**

### Drama Club Sponsor Responsibilities:

- Hold monthly meetings and keep a record of agendas/notes from the meetings.
- Oversee officer elections and provide names of the officers to administration.
- Submit a list of Drama Club members to administration and update/revise as necessary throughout the year.
- Ensure any student participating in an activity or event is academically eligible.
- Oversee 2 Fundraisers per year and maintain Drama Club Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

### Possible activities:

Poetry Slam - 1 per semester

Improv performances during club meetings

School play/musical - 1 per year

Dinner Theater

# FCCLA

## FCCLA Sponsor Responsibilities:

- Hold monthly meetings and keep a record of agendas/notes from the meetings.
- Oversee officer elections and provide names of the officers to administration.
- Submit a list of Art Club members to administration and update/revise as necessary throughout the year.
- Ensure any student participating in an activity or event is academically eligible.
- Oversee 2 Fundraisers per year and maintain FCCLA Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

## Activities Include:

**Ignite Conference** - Sunday and Monday small group (club officers) of students in Springfield

**Fall Leadership Meeting** - Day conference for all members to attend in Springfield

**Section Planning Meetings** - 5 monthly evening meetings with 1-3 New Berlin students with other FCCLA leaders to plan the Section 6 Conference. (Leave the school around 4pm and return around 7pm

**Section 6 Meeting** (conference) - Day conference for all members to attend - option to compete, advisor judges

**State Conference** - 1-3 day conference in Springfield - student option to complete if qualified, Advisor judges

**Other events** - Senior Breakfast, FCCLA week, Breakfast with Mr Salty, Food Drive, Kids Cooking School, Summer Fun Day...

# FFA

- Organize Chapter Calendar and disburse to members hard copy & digitally
- Attend Illinois Association of Agricultural Education Teachers (IAVAT) Conference - typically held in June, along with Section Illinois Association of Agricultural Education Teachers (IAVAT) Meetings - typically held in September & January
- Complete District Purchase Orders and Deposits as needed for the department
- Complete Transportation request a minimum of 2 weeks prior to events or field trips
- Make sure Permissions Slips are made and handed out in a timely manner for each event
- Incentive Funding Grant - complete the indicator application, budget application when money is allotted, and make appropriate amendments as needed (deadlines set by state)
- Work with the the CFO to Complete 3 circles Grant
  - Track 3 circles hours (usually through AET) tracking & submit them to CFO
- Officer Team: Supervising officer responsibilities, attending officer meetings, and maintaining a working relationship with these students.
  - Conduct yearly officer interviews and oversee the election process for new officers as outlined in the bylaws
  - Plan, Organize, and Attend Officer Retreat - typically held in June/July
  - Oversee the planning and organization of FFA Week (we typically correspond with National FFA Week)
- Vo-Ag Fair - complete contract, register students online, attend, & assist with summer fair (held in July) & fall grain/ag business fair (typically held in conjunction with section Agronomy CDE)
- Assist in the Planning and Host Annual Dinner Banquet -
  - Assist in development and mailing of invitations
  - Coordinate degree recipients, scholarship recipients, Outstanding Greenhand, Outstanding Member, FFA Pride awards.
- Work with students to plan semester fundraising (2 fundraiser are allowed per year by the school)
  - Including : Handing out proper materials to students, Assist students with marketing the fundraiser, collecting forms and money, organize materials for student pick up and any other planning needed
  - Also, Collect donations for Premier Leadership Scholarship opportunities and send Thank You cards to Donors
- Coaching CDE (Career Development Event) and LDE (Leadership Development Event) teams (list below of specific events)
  - Including : Preparing the teams, helping at the events, and driving the activity bus to and from the events
    - [Horse Judging](#) - typically held in September
    - [Soils Judging](#) - typically held in October
    - [Ag Sales](#) - typically held in October
    - [Agronomy](#) - typically held in November
    - [Dairy Foods](#) - typically held in December
    - [Food Science](#) - typically held in January
    - [Greenhand Quiz Bowl](#) - typically held in January
    - [Conduct of Chapter Meetings](#) - typically held in January
    - [Parliamentary Procedure](#) - typically held in January
    - [Agriculture Education](#) - typically held in February
    - [Meats Judging](#) - typically held in February
    - [Poultry Judging](#) - typically held in March
    - [Job Interview](#) - typically held in March
    - Public Speaking - [Prepared](#), [Exempt](#), [Creed](#) - typically held in March
    - [Dairy Cattle Judging](#) - typically held in March (We host this event)
    - [Livestock Judging](#) - typically held in April
    - [Horticulture](#) - typically held in April

- [Ag Business](#) - typically held in April
  - [Ag Mechanics](#) - typically held in April
  - [AgriScience Fair](#) - typically held in June
- Plan, Organize, and Attend Conferences and Conventions (list below of specific events)
  - Including : Taking students to conferences/conventions (both during the day and overnight), driving the activity bus to and from the events, and assisting with the planning and preparation of the schedules for those events.
    - Greenhand Conference - typically held in September
    - Build Conference - typically held in November
    - National FFA Convention and Expo - typically held in October / November
    - Ground Zero Conference - typically held in January / February
    - Women Changing the Face of Agriculture (WCFA) - typically held in March
    - Agriculture Legislative Day - typically held in March
    - Section Banquet - typically held in April
    - State Convention - typically held in June
    - FFA Leadership Camp - typically held in July
- Assist students with SAE (Supervised Agricultural Experience) Projects (Proficiencies)
  - Including : Judging SAE areas, helping students with their projects, making visits as needed, and helping students with their degree applications.
- Assisting with the FFA Alumni
  - Including : Attend meetings as needed, assisting with alumni recruitment (past students/new parents) and retention, and assist at alumni fundraising events.
  - This may also include assisting the community with other events as they arise
- Assist with Sangamon County Fair events as needed - this usually overlaps with State FFA Convention and/or IAVAT Conference
- Plan, Assist, Organize other events as they may arise with student interest (ie: homecoming float, new chapter activities/bonding events)
- Promote student activities by sharing information/pics with administration for the newsletter and website.

# Key Club

## Key Club Sponsor Responsibilities:

- Hold monthly meetings and keep a record of agendas/notes from the meetings.
- Submit monthly reports to Key club headquarters
- Oversee officer elections and provide names of the officers to administration.
- Submit a list of club members to administration and update/revise as necessary throughout the year.
- Ensure any student participating in an activity or event is academically eligible.
- Oversee 2 Fundraisers per year and maintain Key Club Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

## Activities Include:

Veterans Day Assembly

Meet Santa Night (with PTO)

Hayloft Volunteer (Sangamon County Fair)

Blood Drive (Spring)

Food Drive (Nov/Dec) (w/FFA and FCCLA)

Healthy Kid Running Series (Fall and Spring)

Teacher Appreciation Week Gift

Any community outreach if approached.

# Library Club

## Library Club Sponsor Responsibilities:

- Hold monthly meetings and keep a record of agendas/notes from the meetings.
- Oversee officer elections and provide names of the officers to administration.
- Submit a list of club members to administration and update/revise as necessary throughout the year.
- Ensure any student participating in an activity or event is academically eligible.
- Oversee 2 Fundraisers per year and maintain Library Club Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

## Activities Include:

TBD (Meeting with students to see what changes we would like to see.)

## National Honor Society

### NHS Sponsor Responsibilities:

- Hold monthly meetings and keep a record of agendas/notes from the meetings.
- Oversee officer elections and provide names of the officers to administration.
- Establish Membership Selection Committee and Selection Process.
- Hold annual Induction Ceremony
- Submit a list of members to administration and update/revise as necessary throughout the year.
- Ensure any student participating in an activity or event is academically eligible.
- Oversee member service hours and academic performance to ensure students are meeting membership requirements.
- Oversee 2 Fundraisers per year and maintain NHS Activity Account (if applicable).
- Promote student activities by sharing information/pics with administration for the newsletter and website.

### NHS activities include:.

Superheroes

Playground Pals/NBEL Student Mentoring

Peer Tutoring

## Science Club

### Science Club Sponsor Responsibilities:

- Hold monthly meetings and keep a record of agendas/notes from the meetings.
- Oversee officer elections and provide names of the officers to administration.
- Submit a list of club members to administration and update/revise as necessary throughout the year.
- Ensure any student participating in an activity or event is academically eligible.
- Oversee 2 Fundraisers per year and maintain Science Club Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

### Activities include:

Recycling Program

Arbor Day Activity for Elementary Students

Other ideas will be started when club gets going

Mini-labs depending on what students request (we did a Calorimetry lab already, have plans for elephant toothpaste, and kettle ball pendulum)

# Spanish Club

## Spanish Club Sponsor Responsibilities:

- Hold monthly meetings and keep a record of agendas/notes from the meetings.
- Oversee officer elections and provide names of the officers to administration.
- Submit a list of club members to administration and update/revise as necessary throughout the year.
- Ensure any student participating in an activity or event is academically eligible.
- Oversee 2 Fundraisers per year and maintain Spanish Club Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

## Activities include:

Culture Immersion - Monthly outings TBA

Monthly Spanish Bulletin Board

# Students Against Destructive Decisions

## SADD Club Sponsor Responsibilities:

- Hold monthly meetings and keep a record of agendas/notes from the meetings.
- Oversee officer elections and provide names of the officers to administration.
- Submit a list of club members to administration and update/revise as necessary throughout the year.
- Ensure any student participating in an activity or event is academically eligible.
- Oversee 2 Fundraisers per year and maintain SADD Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

## Activities include:

Red Ribbon Week Activities

After Prom

Fall fundraiser

Spring fundraiser

Get donations from businesses for prizes at After Prom

# Student Council

## Student Council Sponsor Responsibilities:

- Hold monthly meetings and keep a record of agendas/notes from the meetings.
- Oversee officer elections and provide names of the officers to administration.
- Submit a list of club members to administration and update/revise as necessary throughout the year.
- Ensure any student participating in an activity or event is academically eligible.
- Oversee 2 Fundraisers per year and maintain Student Council Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.
- Coordinate Student of the Month/Year
- Coordinate all things Homecoming with Class Sponsors - Homecoming (theme, dress up days, schedule of events, t-shirts, newspaper articles, Parade Marshal, Powder Puff game, daily tallies, assembly, halftime activities, and coronation/coordinating the dance)
- Christmas Donation (this year was Toys for Tots)
- Teacher Appreciation
- Golden Honors Awards (invitations, programs, medals, and coordinating the refreshments/ceremony)

# Yearbook

## Yearbook Sponsor Responsibilities:

- Curate the school's yearbook
- Coordinate with Lifetouch photo dates for School Photos, retakes, senior portraits, and club photos
- Coordinate yearbook ordering and ensure distribution.
- Hold weekly/monthly meetings and keep a record of agendas/notes from the meetings.
- Oversee officer elections and provide names of the officers to administration.
- Submit a list of yearbook members to administration and update/revise as necessary throughout the year.
- Ensure any student participating in an activity or event is academically eligible.
- Oversee 2 Fundraisers per year and maintain Yearbook Activity Account.
- Promote student activities by sharing information/pics with administration for the newsletter and website.

## Activities include:

Yearbook training with Lifetouch

Photo opportunities during sporting events and other school activities


## Heart Technologies, Inc. Proposals to Be Approved

Structure Cabling	\$	185,476.81	
Camera System	\$	108,201.57	
Vape Detection	\$	19,566.24	
Access Control	\$	23,222.60	
Valcom System	\$	104,072.77	
Mitel System	\$	48,473.25	
75" Displays	\$	83,939.89	
Display Training	TBD		(will be paid out of Tech Budget)
Outdoor Fiber Project	TBD		(will be paid out of Tech Budget)

**TOTAL** **\$572,953.13**

**Total Tech Budget for Project** **\$575,000**

\$ 92,733.90  
\$ 54,100.78  
\$ 9,783.12  
\$ 11,611.30  
\$ 52,036.38  
\$ 24,236.62  
\$ 41,969.94

 **50% of this is due  
at time of signing  
proposals**  
\$ 286,472.04

**RESOLUTION TO SELL/DISPOSE OF SURPLUS OR OUTDATED EQUIPMENT/SUPPLIES**

WHEREAS, certain equipment or supplies owned by New Berlin C.U.S.D. #16 are no longer necessary for its operation;

RESOLVED, to list for sale of certain supplies or equipment described below:

- Textbooks (lists attached)
- Various Electronic Items (list attached)

The undersigned hereby certifies that he/she is the duly elected and qualified Secretary of New Berlin C.U.S.D. #16, a public school district formed pursuant to the laws of the state of Illinois, and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Education and that said meeting was held in accordance with state law on July 20, 2023, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Secretary this 20<sup>th</sup> day of July of 2023.

---

Secretary  
Board of Education

July 20, 2023



Lori Niemeier <lniemeier@pretzelpride.com>

## Textbook Disposal Request

1 message

**Hattie Llewellyn** <hllewellyn@pretzelpride.com>

Wed, Jul 12, 2023 at 2:46 PM

To: Lori Niemeier <lniemeier@pretzelpride.com>, Jilinda Larson <jlarson@pretzelpride.com>

Cc: Lindsay Johnson <ljohnson@pretzelpride.com>, Cindy Moore <cmoore@pretzelpride.com>, Matt Brown <mbrown@pretzelpride.com>

We have 96 copies of Holt Biology Textbooks for approval of disposal.  
ISBN - 978-0-03-067214-9

Sincerely,

Hattie N. Llewellyn, Ed.S  
New Berlin High School Principal



## Lori Niemeier

---

**From:** Hattie Llewellyn <hllewellyn@pretzelpride.com> on behalf of Hattie Llewellyn  
**Sent:** Monday, July 17, 2023 11:28 AM  
**To:** Lori Niemeier; Matt Brown; Cindy Moore; Jilinda Larson  
**Subject:** Fwd: Old textbooks

Disposal items for board approval.  
Thank you!

Sincerely,

*Hattie N. Llewellyn*

Hattie N. Llewellyn, Ed.S  
New Berlin High School Principal



----- Forwarded message -----

**From:** Kimberly Hepperly <[khepperly@pretzelpride.com](mailto:khepperly@pretzelpride.com)>  
**Date:** Mon, Jul 17, 2023 at 11:25 AM  
**Subject:** Old textbooks  
**To:** Hattie Llewellyn <[hllewellyn@pretzelpride.com](mailto:hllewellyn@pretzelpride.com)>

Hello!

I have some old textbooks that need to be disposed of.

27 Copies of Glencoe Language Arts Grammar and Composition Handbook grade 10 - ISBN - 0-07-825117-6

28 Copies of Glencoe Language Arts Grammar and Composition Handbook grade 12 - ISBN - 0-07-825119-2

Thank you!

--

	Inventory Tag#	Model	orgUnitPath	Tower	Location	macAddress	Expiration
NXH0BAA00182914BC47600		Acer Chromebook Tab 10	/Board	Dottie Crews	board	30d16b6c40bf	2023-08
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		Apex COlor TV					
		Brother scanner					
		samsung monitor					
		samsung monitor					
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		HP laser jet printer					
		Hp color laser jet CP4025					
		NEC LCD17V					
		Panasonic color TV					
		Phillips color TV					
		ILO Color TV					
		Epison label printer					

**New Berlin  
CUSD #16  
Coaches  
Manual**

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# PHILOSOPHY

New Berlin CUSD #16 intends to provide for its students an interscholastic athletic program that will be of benefit to them and will meet the needs and interests of participating students. This manual shall be used as a guide for all coaches and staff involved with extracurricular activities in athletic and academic competition. Our purpose is to address problems, questions, and concerns about coaching, and to outline the school districts expectations of our coaching staff.

The athletic program will follow the general objectives and philosophy of New Berlin CUSD #1's educational aims and objectives. It should serve as a valuable supplement to the total education program and should function as a part of the whole curriculum. It will constantly strive for the development of a well-rounded individual, capable of taking his or her place in modern society.

Leadership should be of highest quality providing a better opportunity for the athletes to compete and providing the potential for the athletes to become better people and citizens. Measurements for success will not be judged entirely on victories and defeats, but upon the personal development of the individual in the program.

**The New Berlin athletic program is administered under the guidelines and jurisdiction of the Illinois Elementary School Association, the Illinois High School Association, the Administration of the school, and the Board of Education of New Berlin CUSD #16.**

# INTRODUCTION

This manual is being prepared for use during the school year so that all coaches will have similar guidelines when confronted by any problems or concerns that may arise.

Regardless of how complete a manual may be, it cannot anticipate all of the situations that will occur. It is meant as a document to guide the direction of school athletic policy.

Each coach should be advised the first general policy that governs the athletic program is that of loyalty to each coach in the Athletic Department. It is important that coaches keep this in mind and make this a part of their own philosophy. It creates weakness in the department when coaches criticize other coaches, School Administration, Athletic Director, and Board of Education in the presence of individuals who are not directly involved in coaching. This will be considered a most serious issue. The problem of morale must start with the staff before it can be transferred to any one squad.

This handbook is designed to inform coaches of their duties and responsibilities and to promote personal success as well as program success.

# ATHLETIC DIRECTOR RESPONSIBILITIES

1. The Athletic Director shall work with all personnel in establishing a program that will facilitate an efficient system toward athletic development.
2. It shall be the duty of the Athletic Director, working with the coaches, to establish and recommend for the improvement of all athletic fields and athletic equipment pertaining to athletics at the middle/high schools. The maintenance and the care of the athletic facilities will be coordinated between the Athletic Director, maintenance director, and coaches.
3. The Athletic Director shall be responsible for the recommendation and supervision of all personnel under his/her jurisdiction.
4. It shall be the duty of the Athletic Director, in cooperation with the coach, to act as an advisor in the scheduling of athletic games and to make final recommendations.
5. It shall be the duty of the Athletic Director, in cooperation with the coach, to employ and approve officials for all athletic events.
6. It shall be the responsibility of the Athletic Director to gather eligibility information from teachers each Friday.
7. The Athletic Director and Principal(s) will arrange supervision for all home games.
8. The Athletic Director will also act as a liaison officer between New Berlin athletics, school personnel, and the community.
9. The Athletic Director and Principal(s) shall assume and maintain control of an athletic event or practice in the event of a school emergency.

## RESPONSIBILITIES OF COACHES

1. The coach is an official representative of New Berlin CUSD #16 at interscholastic athletic activities. In this important capacity, these standards should be practiced.
2. Develop an understanding of the role of interscholastic athletics and communicate it to players, parents and the public.
3. Develop an up-to-date knowledge of the rules, strategies, safety precautions and skills of the sport and communicate them to players and parents.
4. Develop, communicate and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition and at other appropriate times.
5. Develop fair, unprejudiced relationships with all squad members.
6. Encourage your athletes to stay active when not in season.
7. Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
8. Give the highest degree of attention to athletes' physical well being.
9. Teach players, by actions/conduct and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
10. Teach players strict adherence to game rules and contest regulations.
11. Present privately, through proper school authorities, evidence of rules violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.
12. Attend required meetings, keep abreast of IESA/IHSA policies regarding the sport, and be familiar with IESA/IHSA eligibility and contest regulations.
13. Coaches are expected to follow the "chain of command" and communicate it to all stakeholders of the team. The "chain of command" is: assistant coach>head coach>athletic director>principal>superintendent>school board.
14. Use up to, but not exceeding, the allotted 25 conduct days for summer activities (varsity coaches).

# CODE OF CONDUCT

Our job is to put our players in a position where they can develop to their fullest potential through proper teaching and nurturing.

- Be mindful never to shame a player, but to correct him in an uplifting way.
- Believe in every player. Remember, “In youth is where miracles are made.”
- Protect our players. Be big enough to build up, not tear down. Our kids are getting attacked from many places that we don’t often see and of which we are not aware.
- Remember our job is to put our players in a position where they can develop to their fullest potential through proper teaching and nurturing.
- Each player is part of our family, deserves every chance to succeed, and deserves the utmost respect.
- Coaches can disagree in meetings but never in front of our players or anyone else outside our “family”. Disagreements are saved for private meetings.
- Our players are student-athletes and we are teacher-coaches. We hold ourselves accountable as teachers of young men and women and the lessons they need in order to navigate life.
- If you do not know, say so and get appropriate information. Don’t bluff our kids. They know the difference.
- Remember that parents are our partners. We strive to work with each family in helping their child succeed.
- Respect your players and the other coaches.
- No profanity!
- Know the difference between shaming and coaching. No screaming, shaming, swearing, or sarcasm.
- Don’t be afraid to apologize. We all make mistakes. When mistakes are made publicly, apologize publicly; when mistakes are made personally, apologize personally.
- We are nurturing successful people, not just successful athletes.
- Treat all opposing coaches and their teams with the honor true competitors deserve.
- Respect all referees, officials, and timekeepers. They are imperfect and trying their best just as we are.
- Regardless of our wins and losses, we will be successful if we carry out the above items.

# HEAD COACH JOB DESCRIPTION

**TITLE:**                    **Head Coach**

**QUALIFICATIONS:**    1. Teaching Certificate (preferred)  
                                 2. Ability to organize and supervise a total sports program.  
                                 3. Previous successful coaching experience (preferred)  
                                 4. Substantial knowledge of the sport, its rules, techniques, and strategies

**RESPONSIBLE TO:**    Athletic Director

**SUPERVISES:** In most cases, the Head Coach must advise, coordinate and support a staff of assistant coaches.

**JOB GOAL:** To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive information that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

**GENERAL:** The success of the athletic programs has a strong influence on the community's image of the entire school. Public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

## DUTIES OF HEAD COACHES

The major responsibilities of Head Coaches are listed below as a guide for carrying out assigned duties.

1. Develop a program at all levels of the sport under his/her direction within the regulations of the IESA/IHSA.
2. Be familiar with policies and regulations of the IESA/IHSA and New Berlin CUSD #16 in the sport in which he/she is head coach.
3. Promote honest and positive faculty and community relations.
4. Remember that coaches are classroom teachers first, and not let routine coaching responsibilities interfere with their classroom work.
5. Attend all athletic meetings unless excused by the Athletic Director.
6. Attend and encourage your players to go to as many programs as possible honoring New Berlin students.
7. Assist the Principal and Athletic Director in the assignment of Assistant Coaches in the sport under his/her direction. The Head Coaches, along with the Athletic Director, help make determinations about coaching staff. When a new Head Coach is hired, a recommendation will be made to non-renew all assistant coaches (including volunteers). It is the philosophy of the athletic department that Head Coaches will assist the Athletic Director to put in place a staff that supports the philosophy of the direction of the program and the Head Coach.
8. Assign and communicate responsibilities and duties for practices and games to Assistant Coaches at all levels.
9. Consult immediately with the Athletic Director on any coaching staff problem.
10. Evaluation of all Assistant Coaches at the end of the sports season. Supply the Athletic Director with a written summary and any recommended changes. If the Athletic Director is also a head coach, she/he must be evaluated by someone other than themselves.
11. See that all activities conform to the IESA/IHSA rules and regulations.
12. Plan and supervise all practice sessions for their varsity team and oversee all teams in the sport. The High School Head Football coach is responsible for the supervision of home Freshman and JV games. The High School Head Basketball coach is responsible for the supervision of home Freshman games.
13. Develop a weekly practice schedule and make sure all athletes are informed of practice times and place at least 24 hours in advance unless done by the Athletic Director.
14. Notify the Athletic Director of all off-season squad meetings.
15. Collect all forms for participation in your sport, alphabetize, and submit them to the Athletic Director.
16. Submit a list of names of all participants to the Athletic Director after 3 days of practice. Keep a list of current events throughout the season.
17. See that all squad members are familiar with New Berlin CUSD #16 district policies concerning

- training rules, care and use of school equipment, team travel, eligibility, team rules (in written form), absences, and the student athletic policy.
18. Schedule, as soon as possible, all bus times for away contests and advise the Athletic Director.
  19. Assume the responsibility for the conduct of the squad members and coaches at all practice and contest sessions.
  20. Accompany teams on buses to and from all contests unless other arrangements have been made in advance with the Athletic Director or other members of the coaching staff.
  21. Assume the responsibility for the team members until they are dressed and have left the athletic facilities. This responsibility may be delegated to an Assistant Coach.
  22. Secure all dressing rooms, locker areas, and gym facilities under his/her jurisdiction before leaving the building. He/She must check all outside doors in the athletic area.
  23. See that your facilities are clean and orderly at the end of the practice.
  24. Compile a list of all participants who are eligible for athletic awards and submit it to the Athletic Director immediately after the season.
  25. Prepare a season summary at the end of the season. Summary should contain season statistics, award winners, and any other pertinent information. One copy is to be filed with the Athletic Director.
  26. Present to the Athletic Director any schedule and game official recommendations. Complete all official reports for the IESA/IHSA.
  27. Assist the Athletic Director with the following procedure for treating serious injuries.
    - a. Report any serious injury to the parent, Athletic Director, and Principal,
    - b. See that the injured athlete is treated by appropriate personnel.
    - c. A parent or staff member should accompany any injured squad member to the doctor or hospital.
    - d. Complete an accident report form the next day and submit to the Athletic Director or Principal.
    - e. Check on the progress of the injured athlete. f. In case of serious injury, the Doctor of the injured athlete will be responsible for determining when practice or play can resume.
  28. All purchases must be approved by the Athletic Director so that proper purchase order forms can be completed.
  29. Provide the Athletic Director with a complete itemized inventory of all equipment, within two weeks after completion of season. Make sure all equipment is accounted for, clean and neatly stored in the appropriate location.
  30. Recommend repairs and improvements to the athletic facilities. Report any immediate repair needs.
  31. Attend all games including: home, away, and tournaments.
  32. Coaches must travel with first aid kits to all athletic contests.
  33. Coaches are responsible for assuring athletes ride the bus to and from all athletic contests unless other arrangements are made by written consent of parents.

34. Report individual statistics and results to the appropriate media.
35. Organize and implement summer programs (camps, leagues, tournaments, etc.) to promote his/her sport. All summer programs must be approved by the Athletic Director.
36. Keep practice periods within the confines of the time specified by the Athletic Director.
37. Strive to build good sportsmanship and develop good public relations in the school and the community.
38. Be responsible for the general health and welfare of students in the sport.
39. Be responsible for seeing that the members of the respective team are dressed appropriately for trips to other schools.
40. The Head Coach should conduct oneself so that he/she is above criticism at all times. The following conduct will not be tolerated:
  - a. Profane language in the presence of students at school related events
  - b. Smoking or drinking in the presence of students at school related events
  - c. Improper attire in the presence of students at school related events
  - d. Improper actions, berating of game officials and any other conduct unfitting the coach.
41. The Head Coach will correct inappropriate student actions or behaviors but will not demean the student in the process.

# ASSISTANT COACH JOB DESCRIPTION

**TITLE:** Assistant Coach

**QUALIFICATIONS:**

1. Teaching Certificate (preferred)
2. Ability to organize and supervise a total sports program.
3. Previous successful coaching experience (preferred)
4. Substantial knowledge of the sport, its rules, techniques, and strategies.

**RESPONSIBLE TO:** Head Coach

**JOB GOAL:** To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive information that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

**GENERAL:** The success of the athletic programs has a strong influence on the community's image of the entire school. Public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

## DUTIES OF ASSISTANT COACHES

1. Assistant coaches report to the Head Coach and shall be responsible for the full understanding of their function and dimensions within the staff. They shall execute the duties as set down by the Head Coach and should fulfill the responsibilities listed below.
2. To follow and carry out recommended techniques, methods, etc., related to the philosophies of the Head Coach and not to deviate from them without first consulting with the Head Coach.
3. To assist, when requested, with any duty or responsibility assigned by the Head Coach.
4. To attend any meeting called by the Head Coach.
5. To assist in scouting responsibilities as requested by the Head Coach.
6. All coaches assigned should assume full responsibility for equipment, supplies, inventories, etc., as delegated by the Head Coach, Athletic Director, or Principal.
7. Report individual statistics and results of the contest to the media.
8. Keep abreast of respective sport rules and rule changes.
9. Keep abreast of new knowledge, innovative ideas, and techniques by attending clinics and workshops.
10. Assist the Head Coach in carrying out his/her responsibilities.
11. Assist the Head Coach in making a systematic issuance of school equipment.
12. Assist the Head Coach in providing accurate information needed to compile eligibility lists and other reports.
13. Assume responsibility for constant care of equipment and facilities.
14. Assume supervisory control over athletes and teams in the program.
15. Be in regular attendance at practice and contests.
16. Apply discipline in a firm and positive manner.
17. Emphasize safety precautions and be aware of best training and injury procedures.
18. Display ethical conduct during practice and contests.
19. Keep equipment locked up and the equipment room organized.
20. Supervise dressing rooms before and after practice and contests. If the Assistant Coach is the last coach out of the building, he/she must check all interior/exterior doors in the athletic area to make sure they are locked, and stay until the last student has left.
21. Assist in the return and inventory of school equipment. Assist the Head Coach in the collection of and storage of all equipment.
22. Recommend athletes to the Head Coach for awards.
23. Recommend facility maintenance and improvements.
24. Recommend equipment to be purchased.
25. Recommend schedule improvements.

26. The Assistant Coach will show support for the Head Coach and do his/her best to enhance the image of the program.

27. The Assistant Coach should conduct oneself so that he/she is above criticism at all times. The following conduct will not be tolerated:

- a. Profane language in the presence of students at school related events
- b. Smoking or drinking in the presence of students at school related events
- c. Improper attire in the presence of students at school related events
- d. Improper actions, berating of game officials and any other conduct unfitting the coach.

28. The Assistant Coach will correct inappropriate student actions or behaviors but will not demean the student in the process.

\* The Head Coaches, along with the Athletic Director, help make determinations about coaching staff. When a new Head Coach is hired, a recommendation will be made to non-renew all assistant coaches (including volunteers). It is the philosophy of the athletic department that Head Coaches will assist the Athletic Director to put in place a staff that supports the philosophy of the direction of the program and the Head Coach.

# ADDRESSING ISSUES

## *Athletic Dress*

1. Require our athletes to dress appropriately when representing New Berlin CUSD #16 at athletic contests or while attending special events.

## *Injuries*

1. Require all athletes to report injuries to you.
2. If parents are not present, call and inform them of necessary information.
3. If an athlete does not need emergency care, but is of a serious nature, notify parents of the problem.
4. Fill out an Accident Report Form These forms can be picked up from the school office. Each form should be completed and on file in the school office by the next regular school day.
5. Notify the Principal and Athletic Director if the injury is of a serious matter.

## *Individual Sport Rules*

1. Head coaches of each sport should set up their own policies and/or procedures in regards to training, practice, etc. (Note: Rules in the student handbook must be strictly enforced in each sport, as well as general athletic office rules.)

## *Player Roster*

1. A list of all athletes must be submitted to the Athletic Director after the THIRD practice session.
2. The list must be updated every time an add or drop occurs.

## *Athletes Absent From School*

1. An athlete must be in attendance on the preceding afternoon (unless excused from principal) to practice or participate in a contest. 2. If the athlete had prior permission to be absent from the Administration, he/she could participate on that day.

## *Sports Rules*

1. Coaches have the responsibility to be current on all rules set by ISHA/IESA guidelines in his/her respective sport(s).

## *Early Dismissal*

1. It is imperative that each coach keeps the Athletic Director informed of roster and schedule changes so proper notification is made to all involved in early athletic dismissals. Team managers

should also be included.

2. Coaches should make every effort to have students dismissed from school as late as possible for any contest to avoid missing valuable class time.

### *Press and Public Relations*

1. Following each game, write and submit announcements to be read, sharing the highlights of specific players and the game in general.
2. Coaches are strongly encouraged to submit results and game highlights following athletic contests to the local news.
3. All coaches should promote their sport as often as possible.

### *Practice Rules*

1. An athlete must be in attendance during the afternoon preceding a practice to be allowed to participate.
2. The directives from physicians regarding injured athletes will be closely followed.
3. After reporting to practice areas, students should not be in other areas of the school unless supervised.
4. All athletes should be informed of the week's practice schedule in advance so this information can be taken home.
5. Other individuals not officially approved by the Athletic Director and School Board should not be used in any capacity in practice sessions unless approved by the Athletic Director or Principal. This is a direct violation of both IESA and IHSA by-laws.
6. No Sunday practice unless the Athletic Director has granted special permission. This includes open gyms.
7. Coaches need to be sensitive to the fact that parents make plans around practice times given to them, especially the time given for the conclusion of practice.

### *Bus Rules*

1. Players must ride the bus to ALL athletic events. Players may ride home with a parent if written permission is given to the coach.
2. Bus rules/expectations should be clear to all athletes and closely monitored by the coach. The bus should be left in the same condition as when first boarded. All trash must be deposited in the garbage can on the bus.
3. While transporting athletes, coaches should pay special attention to the players to prevent mischief.
4. Coaches are required to ride the bus with the athletes to and from athletic contests, unless the Athletic Director or Principal has granted special permission.

### *Coaches Clinics*

1. Coaches are encouraged to attend clinics. However, the entire cost accrued for the clinic will be

the coach's responsibility (Teachers receive \$425 dollars in professional development).

## The Athlete

1. **Obligations:** The team's members should also be made aware of their obligations. They should know what their training rules are and why they are in effect. They should also know what the locker room and practice area regulations are and in what manner they are expected to obey them. They should have full knowledge of game discipline and control. Just as the coach is expected to be loyal to the team, coaches should demand the same loyalty on the part of the individual team members to the team. It is not enough for the players to know their obligations, but these obligations must be enforced. All these items will contribute to the team's morale in a positive way.
2. **Athletes in School:** In the school, the athlete should dress appropriately. An athlete should also make every effort to do the best possible job in the classroom. The coach should insist that the athlete be polite in all dealings with faculty members. An athlete must be a good citizen, particularly while on school grounds, achieving a good reputation and commanding respect from those with whom he/she comes in contact.
3. **Athletes in the Community:** The athlete should be alerted by the coach to his/her responsibility in the community. The athlete represents the school and helps formulate community opinion of the school, as some people know the school only through the athlete. This extends to other communities as well.
4. **Athletes as Role Models:** Though an athlete may not realize it, younger boys and girls in the community may look to him or her as a role model or hero. They must be faithful to the image the youngsters see in them. They could warp a young athlete's entire athletic outlook because of a lack of devotion or lack of awareness.
5. **Coach's Aid to the Athlete:** The coach can be of great help by encouraging and checking the activity of each player. A coach can see how a player's grades are progressing and check the athlete's course of study throughout the year.
6. **Coach/Athlete Communication:** Often athletes will have a problem that they will bring to the coach long before they confide in anyone else. No matter how trivial the problem may seem to an adult, it is important to the athlete or he/she would not discuss it with the coach. A coach should know his/her limitations in this area; the role should be that of a good listener and the coach should help as best as he/she can. Participating in or allowing criticism of other faculty members weakens the coach's position.
7. **Communication with Parents:** Service can be rendered to the athlete and the school if the coach

will make every effort to keep parents informed.

## Athletic Eligibility

Eligibility will be determined each week for all students who are involved in athletic activities.

Eligibility will be collected on Friday and will run from Sunday to Sunday. Students will be required to pass all courses each week.

Upon an athlete being declared ineligible, the coach is to make contact with the athlete and his/her parent/guardian regarding the ramifications of being ineligible.

**In addition** to the above, all student athletes/coaches are required to present the following to the Athletic Director **before** starting active participation in a sport.

1. Current **Physical Exam** (signed by medical doctor). Physicals are good for 395 days.
2. **Code of Conduct/Accidental Insurance Waiver Form (must provide copy of insurance card)/IHSA Concussion/IHSA PES (all one form)**. These forms are good for one calendar year.
3. **Pay \$60 Sports fee**
4. **Sign individual team rules**

The IESA/IHSA has specific rules regarding attendance, age, etc. To familiarize yourself with the rules, please visit the IESA/IHSA websites or see the Athletic Director to obtain a rule book.

## New Berlin CUSD #16 Seasonal Checklist

The following items will be submitted to the Athletic Director according to terms of the coaches' manual. It is strongly suggested that duplicate copies of the enclosed forms be used to complete the necessary seasonal expectations.

1. Schedule in advance (to create facilities schedule)
2. Written team rules and policies (1+ month)
3. Completed roster information
4. Copy of signed team rules from each athlete
5. Proof of valid sports physical for each athlete (395 days)
6. IHSA Concussion Information Form
7. Signed CUSD #16 Drug Consent Testing Form (HS only)
8. ISHA Performance Enhancing Substances Form (HS only)
9. Emergency contact information on file in athletic office
10. End of season inventory
11. Letter to approve volunteer coaches
12. Attendance at required meetings

# Acknowledgement and Receipt

\*Required each school year.

I have received a copy of the New Berlin CUSD#16 Coaches Manual.

The Coaches Manual describes important information at New Berlin Athletics, and I understand that I should consult the Athletic Director regarding any questions not answered in this handbook.

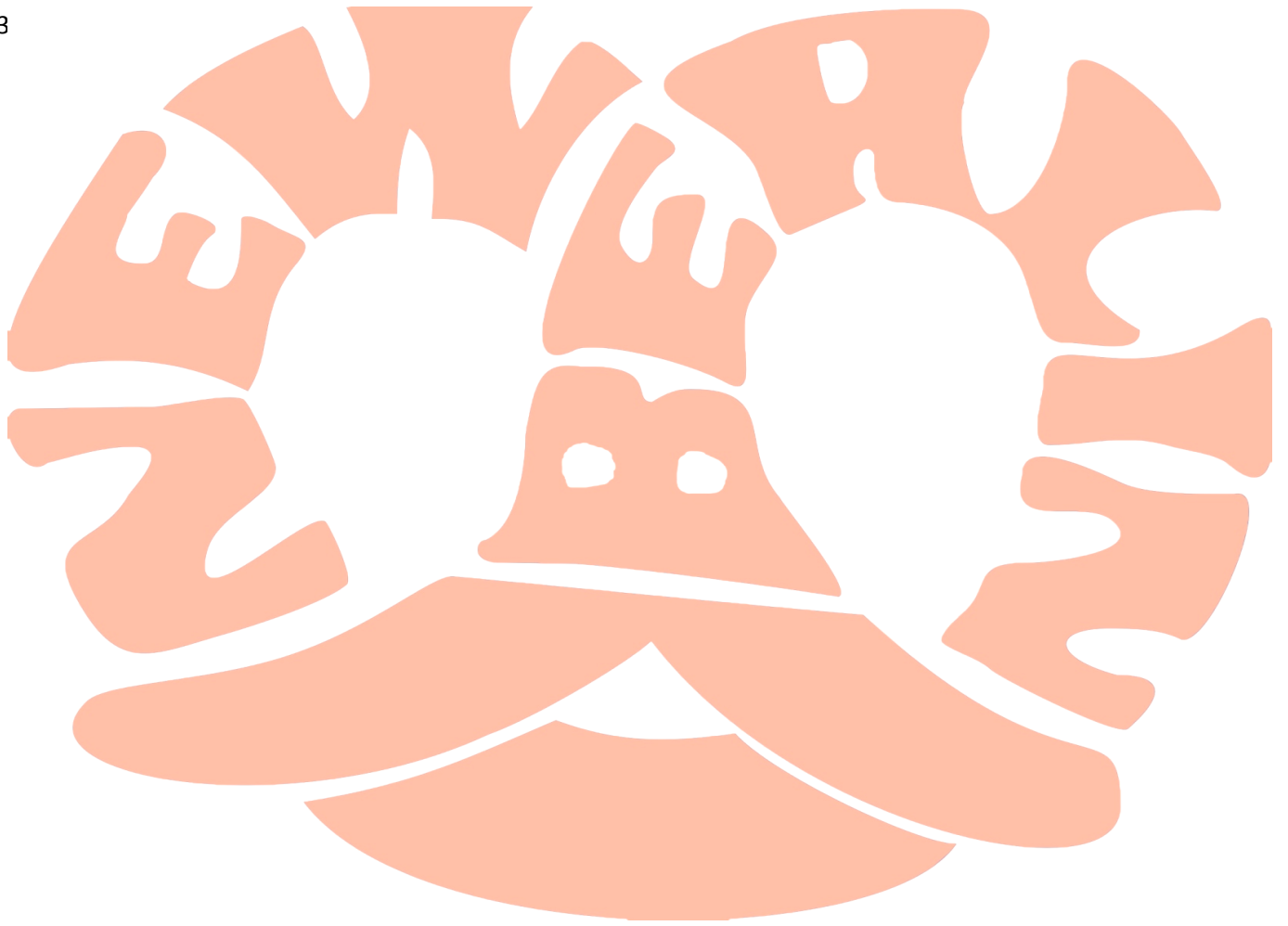
I have reviewed the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Year



# **New Berlin Schools**

## *Athletic & Extracurricular* **Code of Conduct Policies**

7/7/23

The mission of CUSD #16, in partnership with parents and the community, it provides quality educational opportunities, resources, and encouragement necessary for our students to...

1. Achieve their personal best academically and socially;
2. Become responsible and productive citizens;
3. Learn from and adapt to an ever-changing society

### **NBHS Loyalty**

We're Loyal to you, NB High  
And for your honor we will try.  
We know that you will strive for victory tonight  
And glory will be in sight.  
Oh orange and blue we stand for you.  
And to these colors we will be true.  
So let us fight on, fight on, fight to win this game for NB High.  
F-I-G-H-T Fight! Fight! Fight!

We're loyal to you NB High.  
And for your honor we will try.  
We know that you will strive for victory tonight.  
And glory will be in sight.  
Oh orange and blue we stand for you.  
And to these colors we will be true.  
So let us fight on, fight on, fight to win this game for NB High.

### **Notable Adjustments for 23-24:**

- **Removal of requirement to provide a copy of insurance card (insurance information is listed on the participation agreement for each student-athlete)**

### **Overview of Requirements**

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity; including practice (All documents are available at [www.pretzelathletics.com/forms](http://www.pretzelathletics.com/forms)). The easiest way to take care of this is to sign the signature sheet at the beginning of the school year. Signed forms run through one school year.

1. Current physical (within 395 days)
2. Proof of Insurance (copy of insurance card)
3. Fees of \$60 per sport, \$240 family max
4. Athletic Signature Sheet
  - a. Code of Conduct Signed Receipt
  - b. Concussion Information Signed
  - c. CUSD #16 Drug Testing Signed Consent (HS only)
  - d. IHSA Performance Enhancing Substances Signed Consent (HS only)

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## Philosophy

### Overview

The athletic program at New Berlin High School provides a well-rounded variety of athletic activities for all students. It is our belief that athletic participation is one more valuable step in the educational process that helps students grow physically, emotionally, socially, and intellectually. Every student is encouraged to participate and share in the benefits. While coaches/sponsors may implement a “cut” procedure when numbers deem it necessary, the only other factors that may limit a student’s participation are academic ineligibility, lack of dedication to the necessary hard work, or unwillingness to follow the rules.

This handbook has been made available to you because your son or daughter has indicated a desire to participate in interscholastic sports/activities at New Berlin Junior/Senior High School. This handbook applies to all extracurricular sports and activities that are not an extension of the classroom.

Parents need to be aware that when students elect to participate in extracurricular activities, they are accepting the responsibility to be self-disciplined. They must be willing to follow the rules, work hard both in season and out of season, and accept the coach’s/sponsor’s decisions. Student athletes and parent(s) must meet with the coach/sponsor at the beginning of each sport season in which the student athlete is participating. These meetings will cover such topics as the extracurricular handbook, specific rules of each coach, eligibility, cut procedures (if necessary), and the importance of being drug free.

### Notification

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a right. In addition, the principal may establish certain written rules and regulations consistent with those established by the Board of Education and the Superintendent of Schools. The jurisdiction of the school for student conduct includes the following: on, or within sight of, school grounds before, or after school hours or any other time when the school is being used by a school group; off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school; traveling to or from school or a school activity, function or event; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purpose or and educational function.

### Expectations

Participation in interscholastic athletics/activities at New Berlin is a privilege extended to all full-time students. Students are encouraged to participate as team members and as fans.

For many people in our community and most people in surrounding communities, the only contact they have with our school is through our student athletes, fans, and coaches. Thus, the image of the school and community is largely formed by the actions and attitudes displayed by our students, fans, and coaches at athletic contests. This applies not only on the playing field or court, but also in the locker rooms, hallways, and concession areas before, during, and after the game.

It is expected that members of the extracurricular programs be good citizens in school and in the community. A team member is constantly in the public eye and in a position of influence. Young children, community members, and other school personnel will observe the athlete, look to them for leadership, and expect them to set standards for others to follow. Self-discipline is essential in developing this high degree of social maturity.

## Agreement

The extracurricular handbook rules and penalties for violating those rules will be communicated to each student by their coaches/sponsors. Each student and their parents will be required to sign an agreement stating their knowledge and acceptance of the extracurricular handbook. Athletes participating on co-op teams are subject to the extracurricular handbook of the host school.

## Governing Bodies

There are five organizations that govern or control the New Berlin Athletic Programs.

**New Berlin School District #16 Board of Education** – Makes all local policies and rules regarding athletic participation; determines which sports will be offered; hires coaches.

**Illinois High School Association** – For all High School Athletics; makes all state-wide rules and policies regarding athletic and extracurricular participation; conducts state series leading to state champions in various sports.

**Illinois Elementary School Association** – For all Junior High Athletics; makes all state-wide rules and policies regarding athletic and extracurricular participation conducts state series leading to state champions in various sports.

**Sangamo Conference** – For High School Athletics; makes rules and policies that govern conference contests; organizes conference championships in scholastic bowl, football, volleyball, basketball, track, baseball and softball.

**MSM Conference** – For Junior High Athletics; makes rules and policies that govern conference contests; organizes conference championships in scholastic bowl, volleyball, basketball, track, baseball and softball.

## Athletic Participation Opportunities

**New Berlin High School** offers 10 varsity sports/activities that are hosted by New Berlin. Students may earn varsity letters in six additional sports that are hosted by area schools. The New Berlin Community Unit School District #16 is involved in co-operative sports agreements with several local school districts. Districts in which CUSD#16 currently has an agreement with Franklin, Waverly, and Pleasant Plains, Auburn and Lutheran High. The purpose of the arrangement is to increase student participation opportunities at both schools at minimal costs to the respective boards of education.

<b>Varsity Sports</b> Football Cheerleading Volleyball Competitive Cheerleading Girls Track Boys Track Scholastic Bowl	<b>Varsity Co-Op Agreements hosted by New Berlin</b>  Football Baseball Softball	<b>Varsity Co-Op Agreements hosted by other schools</b>  Boys Cross Country (hosted by Franklin) Girls Cross County (hosted by Franklin) Boys Golf (hosted by Waverly) Girls Golf (hosted by Waverly) Boys soccer (hosted by Lutheran) Girls Basketball (hosted by Waverly) Wrestling (hosted by Auburn) Girls Soccer (hosted by Plains) Bass Fishing (hosted by Waverly)

**New Berlin Junior High** offers seven sports/activities that are hosted by New Berlin with no co-operative agreement with area schools. New Berlin is in co-operative agreements in two sports, but the sport is still hosted by New Berlin.

<b>New Berlin</b> Softball Boys Basketball Volleyball	<b>Co-Op Agreements hosted by New Berlin</b> Girls Basketball Baseball

Girls Track Boys Track Cheerleading Scholastic Bowl	<b>Co-Op Agreements hosted by other schools</b> Wrestling (hosted by Auburn)
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## Tryouts

Students wishing to participate in extracurricular activities must be at the tryout for that sport of activity. Exceptions will be made for a student that is injured, with a doctor's note, at the time of tryouts. A student that is injured may try out at a time when the injury is healed. A student that is injured at the official tryout time must realize that a spot on the team will not be held for them. It is also possible, at the discretion of the coach, that the injured student that does make the team may not be allowed to play for a period of time due to the missed practices. The number of days a student must attend for a tryout is left to the coach's discretion. However, this may not be less than one day.

There will not be tryouts for individual students unless the child has been injured; exceptions must be approved by the building principal and athletic director.

### General Eligibility Requirements

Eligibility for most athletics is also governed by the rules of the IHSA and IESA and, if applicable, these rules will apply in addition to this Athletic Code. In the case of a conflict between IHSA and IESA and this Athletic Code, the most stringent rule will be enforced.

## Overview of Requirements

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity; including practice (All documents are available at [www.pretzelathletics.com/forms](http://www.pretzelathletics.com/forms)). The easiest way to take care of this is to sign the signature sheet at the beginning of the school year. Signed forms run through one school year.

5. Current physical (within 395 days)
6. Proof of Insurance (copy of insurance card)
7. Fees of \$60 per sport, \$240 family max
8. Athletic Signature Sheet
  - a. Code of Conduct Signed Receipt
  - b. Concussion Information Signed
  - c. CUSD #16 Drug Testing Signed Consent (HS only)
  - d. IHSA Performance Enhancing Substances Signed Consent (HS only)

## School Attendance

New Berlin Schools require that a student must be in school for the last one-half day before participating in any practice or activity. This means a student must be in attendance for all afternoon classes (after lunch) in order to participate in an athletic contest. If a student is not in school for the entire afternoon, he/she cannot participate in practice or a game that night, unless one of the following conditions have been met and approved by the building principal and/or athletic director.

- a. Doctor's note or appointment
- b. Funeral
- c. Court appointment (verified)
- d. Other emergencies at the discretion of the principal

7/7/23

Students must be present at school on Friday for the entire afternoon in order to participate in events on Saturday and Sunday. Students who are absent on Friday afternoon must have a medical release to participate in events over the weekend.

## **Physical Examination**

A current physical completed within the last 395 days must be on file in the school office or presented to the coach before the student athlete may begin athletic practice. There are no exceptions.

## **Insurance**

Students must have a proof of insurance waiver signed by the parent or guardian on file, along with a copy of the student's insurance card, in the school office or presented to the coach before the student athlete may begin athletic tryouts/practice or participate in open gyms.

## **Fees**

Student athletes must pay all academic fees and the \$60 per sport athletic participation fee prior to participation. The district has set a maximum family athletic participation fee of \$240. Athletic fees will be refunded to those students that do not make the team. Athletic fees will also be refunded to those students before the 3<sup>rd</sup> day of practice or that become injured before the first contest. If a student quits the team after the 3<sup>rd</sup> day of practice, they will forfeit the athletic fee.

## **Academic Eligibility**

In order to guarantee academic eligibility for athletic participation, New Berlin extracurricular participants must be passing ALL subjects. Grades will be checked weekly and will reflect the current semester average. If a student athlete is marked failing for any subject on the weekly check, then that student athlete will not be allowed to participate in athletics during the following week. Extracurricular ineligibility starts on the following Sunday and runs through the following Saturday. Extracurricular ineligibility does not necessarily preclude the participant from attendance at practice or games.

Grade reports are run weekly on Friday (or the last day of student attendance each week) by 10:00AM. It is the responsibility of the principal and the athletic director to determine eligibility on a week-by-week basis. Student athletes who are currently in season will receive an eligibility letter from the athletic director if the athlete has a D and/or an F for any subject.

High School students participating in extra-curricular activities must also meet, in addition to all New Berlin requirements, all IHSA standards in order to participate. Junior High students participating in extra-curricular activities must also meet, in addition to all New Berlin requirements, all IESA standards in order to participate. In order to be eligible to participate in athletics and/or extracurricular activities for the following semester, students must pass seven classes from the previous semester. If a student fails to pass seven classes, they will be ineligible for the entirety of the next semester. **If a student is ineligible for any three weeks during the season, he/she may be dismissed from the team or squad by the head coach/sponsor.** These standards shall be extended to managers, statisticians, and support people as well. **JH Eligibility for Athletics and Extracurricular Activities (IESA 2.043)** For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly. Eligibility will be applied to the Monday through Saturday following the week that was checked. Students must be passing each subject each week to be eligible. Grades shall be cumulative for the school's grading period.

Participation in a study group during a week of ineligibility, rather than practice, may be required by sponsors or coaches.

## **Physical Education**

If a student does not participate in physical education during the school day because of a medically excused or an unexcused reason, that student will not be allowed to participate in any activity that evening unless released by a medical doctor.

## **Suspension**

Students placed on out-of-school suspension or Directed Study Room (DSR) will not be eligible to participate in any practice or contest until the first day they re-enter school after successfully completing that suspension. If a student is suspended for one day on Monday, he/she may not participate Monday night, but may participate in a Tuesday evening contest after he/she has returned to school that same day.

If athletic practices or games are missed due to either the serving of detentions or internal/external suspensions, the absences will be considered unexcused and the individual coach's policy concerning unexcused absences for practices or games will be in effect.

## **Transportation**

### **Transportation to and From Contests (and practices when applicable)**

Students must travel to and from events on the bus or school-provided transportation. Students may be released to their parents at away events (at the coach's discretion) provided the following conditions are met:

- a. A parent must sign the permission sheet (sign-out) distributed by the coach or sponsor following the contest.
- b. When a student is going home with another student's parents or another specified adult the following applies:
  - a. The parent of the student not riding the bus must have granted written permission for their child to be with another specified parent or adult.
  - b. The parent or adult driving must sign the permission sheet and indicate the name of the player(s) who is riding with them.
    - i. Students violating this policy will be suspended from participating in 1 contest.
- c. The bus driver may not release a student to the student's parents. Release must be made by the coach or principal.
- d. Students are not allowed to go home with other students.
  - a. Students violating this policy will be suspended from participating in 1 contest.

Students who miss the bus and/or do not ride the bus to a practice, game, or event will not be allowed to participate. Very few exceptions apply. One such exception may be that a student and their family were attending a funeral.

## **Training Rules**

### **Violation of Training Rules**

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

*The term "student athlete" will cover all extracurricular participants in regard to Training Rules and violations. However, incidents involving students that are part of a club, activity, etc. that is not sponsored by the IHSA or IESA will be handled on a case by case basis. Clubs and activities not sponsored by the IHSA or IESA do not have a "contest season"; thus, punishment for violating Training Rules in these cases will be determined by the building principal and the sponsor of that club or activity.*

Actions not appropriate can/will lead to disciplinary procedures. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. Student athletes will enter high school with a “clean slate.” For high school students, random drug testing of up to 10% of participants/athletes may be conducted at any time.

1. **Drugs, Alcoholic Beverages, and/or Tobacco/Electronic Cigarettes** – Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, or distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, tobacco/electronic cigarette, controlled substance, look alike, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.
  - a. **1<sup>st</sup> offense** – 25% contest suspension (The student may practice during this period)
  - b. **2<sup>nd</sup> offense** – 1 calendar year. (The student will not compete in any NB athletic program during that time including practices, open gyms, and co-op activities)
  - c. **3<sup>rd</sup> offense** – Student will be suspended for the remainder of his/her high school career.

The suspension shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they must serve the full suspension in the next season.

2. **Association** – New Berlin student athletes shall not attend a party or other gathering and/or ride in a vehicle where alcohol and/or drugs are being consumed by minors.
  - a. **1<sup>st</sup> offense** – 1 contest suspension (The student may practice during this period)
  - b. **2<sup>nd</sup> offense** – 3 contest or 2 week suspension, whichever comes first (The student may practice during this period)
  - c. **3<sup>rd</sup> offense** – 1 calendar year (The student will not compete in any NB athletic program during that time including practices, open gyms, and co-op activities)
  - d. **4<sup>th</sup> offense** - Student will be suspended for the remainder of his/her high school career.

The suspension shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. \*Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they must serve the full suspension in the next season.

3. **Unsportsmanlike Conduct or Other Unacceptable Behavior** – Behaviors that are contrary to the spirit of New Berlin Athletics, including but not limited to:
  - a. An unlawful or delinquent act is a violation of any civil or criminal statute, ordinance, regulation, or court order (except for minor traffic offenses) including, but not limited to theft, vandalism, destruction of property, fighting (on or off school property), etc.
  - b. Insubordination
  - c. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage
  - d. Any behavior which disrupts the appropriate conduct of a school program or activity
  - e. Hazing, bullying, or harassment of any kind
  - f. Use of profanity
  - g. Exhibition of bad sportsmanship
  - h. Violation of any school rules

**All offenses** – the Building Principal, along with the Athletic Director and coach will decide the appropriate penalty for the athlete taking into consideration the seriousness of the offense, any harm or injury to person or property, the remorse of the student athlete and any other relevant factors. The consequence shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. \*Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they must serve the full suspension in the next season.

#### **4. Violation of Team/Activity Rules and Regulations**

**All offenses** - Violations for these acts are at the coach's discretion. Team Rules and Regulations are approved by the athletic director and the CUSD16 School Board. Coaches may determine reasonable penalties for violations outside of the team rules and regulations with approval by the athletic director.

The consequence shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. \*Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they serve the full suspension in the next season.

### **Random Drug Test – for High School Students**

Whenever a high school student athlete's test result indicates the presence of illegal drugs or banned substances, the following will occur. Refusal to participate in random drug testing will be treated as an admission of guilt.

- The building principal or athletic director, within 24 hours, will notify the parent/guardian of the positive test result. The athletic director may keep all test results for a period of up to four years or until graduation.
- If the parent/guardian or student wishes to contest the results, the vendor will arrange for the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at the expense of the parent/guardian or student. Such a request must be made to the building principal within five working days from the first notification of positive test results.

First Positive Result – The student will be given the option of:

1. Within 5 days of the positive result, the student must have an appointment with a Certified Chemical Dependency Counselor (or a counselor approved by the Board of Education) for a chemical dependency assessment and then follow the recommendations of the counselor. (If treatment is recommended, it must be with a Certified Chemical Dependency Counselor). The student must also submit to weekly urine testing for five weeks. The parent/guardian or student is responsible for all expenses. The student athlete will be required to attend practice. The student athlete will be suspended from competition for 25% of the season as described in the training rules violation or,
2. Denial of participation in interscholastic activities for the remainder of the current school year and the next school year.

Second Positive Result – The student will be given the option of:

1. If a student wishes to continue to participate in the program after a second "positive" test, the student must agree to a suspension of 1 calendar year. The student will be required to attend substance abuse counseling with a Certified Chemical Dependency Counselor (or a counselor approved by the Board of Education). Counseling must begin before the student will be allowed to return to competition even if the full suspension has been served.

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2. Follow-up weekly testing will be performed prior to the athlete being declared eligible to participate after the 1 calendar year period of suspension. Proof of a negative test must be provided to administration at the parent's expense.
3. OR – denial or participation in interscholastic activities for the remainder of a student athlete's high school career.

### Third Positive Result

1. A third "positive" test will result in automatic suspension from participation for the remainder of the student athlete's high school career.

## **Self-Admittance**

An athlete or his/her parents may self-admit a substance abuse problem to an administrator. This is a one-time offer only and may not be used to avert a penalty that has been or will be discovered through "normal" occurrences, i.e. the police have already made an arrest or drug testing is about to take place. The athlete will retain full practice and playing privileges as long as the following conditions are met.

1. The admission of the said abuse is initiated by the athlete and is not made as a means of escaping disciplinary action. The athlete will give up playing privileges until drug testing (at parent/guardian or student expense) shows natural decay.
2. The athlete and parents are referred and begin to receive counseling at a recommended treatment center within two weeks of admission at the parent/guardian or student expense.
3. The athlete and parent/guardian consent to weekly urine drug testing at the parent/guardian or student expense for five weeks.

The athletic department will treat this with great confidentiality. While facing consequences for inappropriate behavior is a valuable lesson, New Berlin Schools is also very concerned with the development of all athletes well beyond their high school years. The self-admittance program is designed to offer the athletes and their parents a tool with which to foster good decision making throughout their life.

## **Honesty Clause**

If, *from the beginning*, a student is forthcoming with the administrator investigating the potential code of conduct violation and does not present any false information, the principal has the option to reduce the penalty to 15% of the season (from 25%). The honesty clause only applies to a 1<sup>st</sup> offense. Any additional offenses will not have this option.

## **Counseling**

If, within 5 days of the known violation, the student has an appointment with a Certified Chemical Dependency Counselor (or a counselor approved by the Board of Education) for a chemical dependency assessment and then follows the recommendations of the counselor, the principal can reduce the penalty to 15% of the season (from 25%). If the student does not follow the recommendations of the counselor, the full penalty will be reinstated.

## **Discovery**

Violations of training rules must be made known to the school administration through

- a. A student/athlete admission to a rule violation, or
- b. An incident is reported in the media and is verified by law enforcement, or
- c. An incident is directly reported by law enforcement to the school, or
- d. An incident is witnessed and/or verified by school district officials, coaches, or teaching staff member, or
- e. A parent reporting their own child

## **Due Process and Appeal Process**

Student athletes will be provided due process. The student athlete is entitled to be informed of the allegations against him/her. The principal shall render a written decision within one school day of the conclusion of the investigation. A student athlete and his/her parent(s) may appeal the building principal's decision to suspend, in writing, to the superintendent within two business days of the building principal's decision to suspend. A suspension may be deferred pending the outcome of an appeal at the discretion of the superintendent.

### Procedures

## **Procedures for Dropping a Sport/Activity**

1. The student must see their coach/sponsor and explain why they will no longer be participating in the sport/activity.
2. All uniforms and equipment must be returned.
3. All awards for the sport are forfeited.
4. The student athlete may not participate in another sport (including open gyms) until the season of the sport they dropped is over.

## **Injuries**

It is our hope that injuries to student athletes never occur. No matter the extent of the injury, athletes must report the injury to the coach/sponsor and/or our certified athletic trainer immediately. If a parent is aware of any injuries, physical limitations or medical conditions of their child, they must notify the coach immediately. If the athlete sees a doctor, he/she cannot participate until a doctor's release, in writing, has been issued. **A certified athletic trainer employed by the New Berlin School District is provided at school on a regular basis for games and practices.**

## **Uniforms**

All athletic uniforms, game or practice, shall only be worn while participating. This includes cheerleaders as well. All uniforms and school equipment must be turned in to the coach immediately following the close of the season. If a uniform or equipment is lost, damaged, or not turned in, the athlete will be responsible for the replacement costs.

## **Coaches Policies**

Each coach or sponsor may supplement these rules with additional requirements. However, these must be in writing and approved by the athletic director and board of education prior to the beginning of the season. After approval, a copy of the rules must be given to participating athletes and parents.

### Awards

To qualify for awards, an athlete must finish the season in good standing.

## **Lettering Requirements (HS)**

In each interscholastic sport varsity letters, sophomore patches, numerals, and pins are awarded. The criterion which must be met to win a varsity letter is determined by each varsity coach prior to the start of each season. In addition to letters, sophomore patches, numerals, and pins some special awards are given in each sport. Each team will hold an awards night at the conclusion of each season. Letters, patches, numerals, pins, and special awards are usually given out at this time. Specifically students must meet the following criteria to letter earn a varsity letter:

Baseball: Play in  $\frac{1}{2}$  of the total innings of all varsity games

Basketball: Play in  $\frac{1}{2}$  of the total quarters of all varsity games

Cheerleading: Participate in  $\frac{1}{2}$  of total varsity contests

Football: Play in  $\frac{1}{2}$  of the total quarters of all varsity games

Softball: Play in  $\frac{1}{2}$  of the total innings of all varsity games

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Track: Must accomplish one of the following: Score 15 points (can be adjusted if meets are cancelled) and/or Score points in county, conference, or sectional meet and/or set a school record

Volleyball: Play in ½ of the total sets of all varsity games

Wrestling:

- Every freshman, sophomore, junior, or senior who completes a season for the first time receives numerals.
- Sophomores who complete a season receive a sport specific patch.
- If an athlete completes the season and meets the criteria for lettering in a varsity sport, he/she will receive a varsity letter (*one letter per student*), the pin of the sport for which he/she lettered, and a bar
- After receiving his/her first letter, the athlete will receive a bar for lettering, for every additional year that he/she letters in that sport.
- All seniors who complete the season will earn a varsity letter.

### **High School Special Awards**

At the end of the school year, we also give special recognition to the Scholar Athlete of the Year and to the male and female Senior Athlete of the Year. To be eligible for the Scholar Athlete award a student must carry a 3.5 GPA or higher. To be eligible for the Senior Athlete of the Year award a student must have participated in six athletic seasons during his/her career and must participate in at least two sports during his/her senior year. The Senior Athlete of the Year award will be voted on by all coaches.

### **Junior High Awards**

An awards ceremony is held in May at the end of each school year. Student athletes will receive a certificate for each sport in which they participated.

### **State Tournament Attendance Policy**

New Berlin student athletes in a particular sport may be excused from school for no more than one day to attend the state tournament series in that sport. If a student athlete wishes to do this, he or she must bring a note ahead of time from his or her parents specifically stating this. The student athlete and their parents are completely responsible for all expenses, transportation, and liability. This is not a school sponsored activity, but may be an excused absence.

### **College Bound Athletes**

All students, both general and special education, who are considering athletic competition at a Division I or II college institution, must meet the NCAA Clearinghouse requirements. Student athletes may access the NCAA website ([www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)). It is further recommended that a student athlete who might consider collegiate athletics obtain an NCAA Clearinghouse form and speak to the guidance counselor no later than the end of his or her junior year.

### **Absences from Practices and/or games**

Practices and/or games missed due to an academic requirement will be excused. There will be no penalty for this type of absence. Practices and/or games missed due to attendance at school approved but optional events will be treated as unexcused and will be acted upon at the discretion of the coach. Vacations and other such pre-arranged and school approved absences may result in limiting an athlete's participation. In general, if a player is at school, it is expected that the player attend practices and games, even if injured and able to attend.

### **To the Student Athlete**

#### **On the Field/Court**

In athletic competition, a student athlete must not use profanity or illegal tactics. It is courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory. Officials in a game are there for the purpose of ensuring equity for both teams. It is our athletic tradition that student athletes talk to officials only in a tone of respect for the purpose of clarifying rules. Any behavior contrary to that which has been stated is a direct reflection on the school, team, and coaches, and will not be tolerated and is subject to discipline by the coach.

#### **In the Classroom**

In the academic area, a student athlete should strive to be a good student. Academic achievement for student athletes, as well as other students, must be the number one school priority. Therefore, student athletes must plan their schedules so they have sufficient time and energy for their studies. Student athletes also need to have a good attendance record.

#### **On the Campus**

The way we act and look on the campus is of great importance. Athletes should be leaders and worthy of respect from their classmates. Be a good role model.

#### **Away from Campus**

The successes that our athletic teams have achieved have led our athletes to participate as competitors or as spectators beyond the regular season. It is important that curfews, room assignments, and sportsmanlike behavior are observed at all times.

### **To the Parents of Student Athletes**

Be positive with your student athlete. Let them know they are accomplishing something positive by simply being a part of the team. Encourage them to work hard, reach their potential and contribute to the team's efforts. Encourage and support your student athlete's efforts to follow the team rules and athletic code of conduct. Emphasize the importance of academics and understand the academic requirements necessary for participation in interscholastic athletic activities. Emphasize good sportsmanship with your student athlete. Win or lose, they must show respect for their opponents and demonstrate maturity necessary to show class. In addition, encourage your student athlete to respect the authority of the officials. Remember: Self-respect begins with self-control. Emphasizing the "team" must take precedence over the

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individual. The lessons learned through athletic competition are lessons for life. The skills learned are for leisure in the future. **Keep sports in perspective.**

## **Admission**

Adults \$4

Students \$2

Senior Citizens \$2 (62+)

Family Athletic Passes are now issued through the Sports Boosters.

## **Fans and Spectator Expectations**

1. Stand and remove headgear during the National Anthem
2. Cheer for our team rather than against their opponents
3. Maintain self-control at all times while conducting themselves as responsible citizens
4. Show respect for opponents in every way possible
5. Always be positive in support of our teams
6. Recognize and acknowledge good performances made by both teams
7. Respect officials and accept their decisions
8. Be humble and not boastful in victory and gracious and not bitter in defeat
9. Leave the site of an activity - including the parking lot - as soon as possible after activity is completed

## **Removal of Rowdy Spectators from School Events for Unsportsmanlike Conduct**

Nothing prohibits a school district from immediately removing a spectator from a specific game or event for disobeying rules or causing a disruption.

According to the Illinois School Code (Section 5/24-24), a school district may adopt a code of conduct and expectations for fans and spectators (this document). Spectators who violate the code may be denied admission to school events for up to one year, provided that the individual receives 10 days written notice of the volatile behavior and has the right to a hearing before the school board, if so requested.

To promote sportsmanship, should any spectator be removed from any event (athletic and/or extracurricular activities) **that spectator will be ineligible to attend the next contest at that level of competition, and all other contests at any level in the interim.** This follows closely the by-laws for IESA (5.100) and IHSA (6.011 and 6.012) that states any coach or player that is removed shall be ineligible for the next contest.

- Ex – Ejection occurs during a varsity football contest. Spectator is ineligible through the next varsity football contest.

## **Parental Procedures for Registering a Concern**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to child. As parents, when your children become involved in an athletic program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.

### ***Communication You Should Expect From Your Child's Coach***

1. Philosophy of the coach
2. Expectations the coach has for your child as well as all members on the squad including all team rules

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3. Locations and times for all practices and contests
4. Team requirements, i.e. fees, special equipment
5. Procedures should your child be injured during participation
6. Teaching sportsmanship, ethics, good behavior and drug prevention

#### ***Communication Coaches Should Expect From Parents***

1. Concern expressed directly to the coach. Athletes should be encouraged to make this step first
2. Notification of any schedule conflict well in advance
3. Specific concern in regard to a coach's philosophy and/or expectations
4. To be a positive role model at contests and practices

As your child becomes involved in the programs at New Berlin Schools he/she will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go the way you or your child wish. At these times, discussion with the coach is encouraged.

#### ***Appropriate Concerns to Discuss with Coach***

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior
4. College options and recruiting

It is very difficult to accept your child not playing as much as you hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all student athletes involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those listed next, must be left to the discretion of the coach.

#### ***Issues Not Appropriate to Discuss with Coaches***

1. Playing time
2. Team strategy
3. Play calling
4. Other student athletes

Communication with a coach is important. There are situations that may require a conference between coach and parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences become necessary, please call the coach to make the necessary arrangements.

Do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation. Please note that the parent, coach, and student athlete will be required to attend the meeting.
2. At this meeting the appropriate next step can be determined.

Research indicates a student involved in athletic activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this handbook makes you and your student athlete's experience with New Berlin Schools Extracurricular Activities an enjoyable experience.

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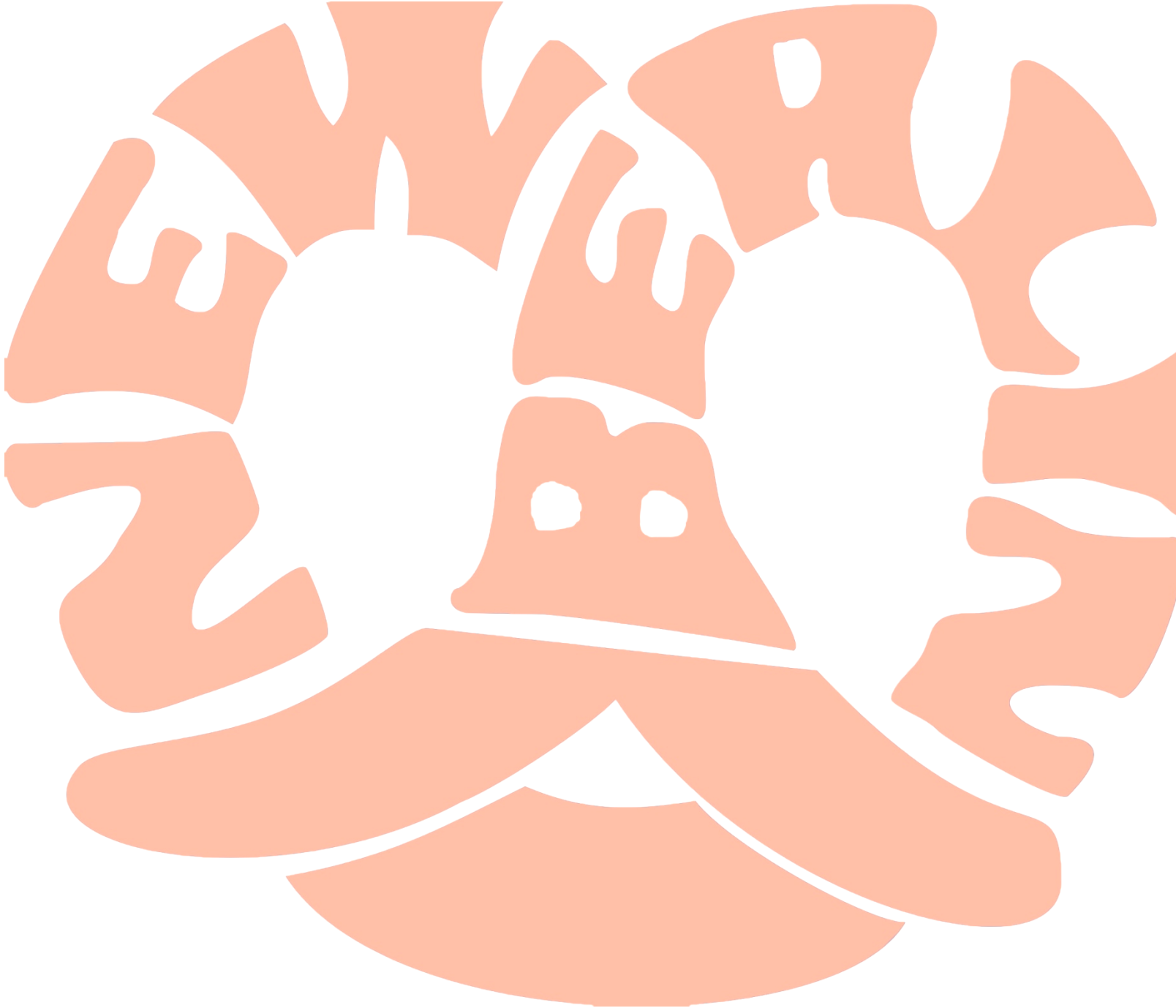
### **Questions**

If you have questions about the New Berlin Schools Athletic & Extracurricular Handbook or the programs in general, you may call the Athletic Director during regular school hours at 488-6012, ext. 224.

# New Berlin Schools

## Athletic Participation Agreement

### PARENT AGREEMENT:



My signature below verifies that I have received/viewed a copy, understand, and had a chance to ask questions about the **New Berlin Schools Athletic & Extracurricular Code of Conduct Policies, Concussion Information Sheet, CUSD #16 Drug Testing Consent (HS Only), and IHSA Steroid Policy (HS Only)**. We agree that student/athletes selected to participate in the athletic program at New Berlin CUSD #16 are to follow

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the rules in this Athletic Policy and any additional rules the coach has approved by the Athletic director and/or building principal. I agree to support my child's adherence to the athletic code. I will support the coaching staff, athletic director, and administration if it is determined that my child has broken the athletic code in any way. Our child has our permission to take part in activities in the New Berlin School District. The school will take reasonable care and precaution to prevent any accidents, but the schools, teachers, or coaches are not responsible if any accident should occur in practice or games. We understand that participation in any extracurricular activity or sport is voluntary and a privilege and not an exclusive right in the New Berlin School District. Anyone abusing this privilege may lose it.

**STUDENT AGREEMENT:**

My signature below verifies that I have received/viewed a copy, understand, and had a chance to ask questions about the **New Berlin Schools Athletic & Extracurricular Code of Conduct Policies, Concussion Information Sheet, CUSD #16 Drug Testing Consent (HS Only), and IHSA Steroid Policy (HS Only)**. I agree to follow the athletic code and understand that if I violate any part of the code, I will be subject to the penalty specified.

**INSURANCE WAIVER:**

We also understand that my child must be covered by medical and/or accident insurance in order to participate in sports and hereby certify that my child is covered for injuries and/or death occurring as a result of participation in, or the practice for, all athletic events as a student in the New Berlin School District during the current school year. I also certify that said insurance will be kept in force during the full time that my child engages in the practice for or participation in athletic events during the current school year.

Name of Insurance Company \_\_\_\_\_ Policy/Group # \_\_\_\_\_

Address of Insurance Company \_\_\_\_\_

**SIGNATURES:**

School Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

New Berlin CUSD #16  
Support Staff/Non-Certified Handbook



2023 - 2024

## INTRODUCTION

The purpose of this handbook is to provide a source of information that can be quickly consulted regarding policies, procedures, rules and regulations that relate to working conditions for non-certified employees of New Berlin Community Unit School District #16.

This handbook is not intended to be the final document regarding matters of concern for non-certified employees. It does contain selected information in the forms of direct quotes and summaries from the Board Policy Manual, legislative enactments, and other sources, to make the information more readily available. Persons seeking more detailed information should refer to the above.

If you cannot find answers to your questions in this handbook, or in the Board Policy Manual, please consult with your supervisor to obtain the desired information.

## AT-WILL EMPLOYEES

These policies and procedures establish employment guidelines only; they do not establish an employment contract. Management reserves the right to unilaterally modify and change both policies and guidelines. This school district recognizes and supports that the terms, conditions and duration of employment is all at will.

New Berlin CUSD #16 is an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people regardless of race, color, gender, sexual orientation, age, national origin or disability.

**ABSENCES:** Every staff member is granted sick, personal, and bereavement days in accordance with the current contractual language. It is important to review when personal days will not be granted. Each employee is responsible for verifying personal leave availability prior to requesting any paid leave time. If no leave is available, leave will not be granted. Good attendance is imperative. Employees are expected to schedule appointments outside of their work day whenever possible.

Support staff who become ill and unable to report to work are to notify the assigned building secretary **AND** principal (elementary - include AP) between 5:30 am - 6:00 am. If you know the night before, please notify them between the hours of 5:30 pm - 9:00 pm. The sooner we know, the better chances are of finding a person to fill the position. Please input the absence in Skyward within 24 hours of the absence.

If you know in advance of the day you will need a sub (doctor's appointment, professional day), please request this through Skyward.

**ABUSED AND NEGLECTED CHILDREN:** Illinois law requires that all suspected cases of child abuse and neglect is reported to the Illinois Department of Children and Family Services. All school employees are mandated reporters. You will need to call 1-800-25-ABUSE or 1-800-252-2873. Print out the CANT5 Written Confirmation of Suspected Child Abuse/Neglect

Report.. :Mandated Reporters form which is on the IL DCFS website. You will need to fill out this form as you make the oral report. The written form **does not** replace the oral report. This is a requirement in addition to the oral report. This report is to be mailed at the address on the second page. If you need assistance with the procedures, please see your building principal. The appropriate principal must be advised immediately if a report is to be prepared and filed.

**ACCESS TO BUILDING/BUILDING SECURITY:** As part of our school security plan, access to the building during school hours is limited to the entrances with key fobs. All other entrances will be kept locked during the school day. If you take a class outside during the school day outside regular scheduled physical education and recess, be sure that you inform the building secretaries and take your keys. Outside doors are NOT to be propped open at any time during the day or during before or after school for practices.

If you are accessing the building outside the normal work hours, access the building through the main entrance with your key fob. You are responsible to make sure the building is properly secured before leaving. Please take care of any breaches in security and report them to the office.

All building keys/fobs will be issued through the Superintendent's office or designee. Keys must be signed for and must be returned when requested. **Do not allow anyone else to have custody of your keys/fobs. This includes students. Report lost keys/fobs to the office immediately. A \$100.00 fine will be issued if keys/fobs are lost.**

All staff members are required to have their classroom keys and key fob at all times. The district will provide lanyards.

**ACCIDENTS:** Staff members are to be alert to those conditions and situations where accidents are most likely to occur. Rules and procedures are to be adopted by staff members to minimize the chance of injury. Each school has a school nurse, but that person is not always in the building.

If an injury does occur, please observe the following procedures:

1. If there is any question concerning the seriousness of the injury, do not move the student.
2. Immediately notify the school nurse and the building principal. They will decide on the course of action to be taken.
3. Parents will be notified as soon as possible of all serious injuries by the school nurse or the building administration.
4. Assist with the injured student until your help is no longer needed.
5. An accident report must be filled out by the supervisor in charge of the student(s) the day of the accident and turned in to the school nurse who will forward it to the district office. If the nature of the injury appears to occur under questionable circumstances, only the district office shall determine whether or not to send the student accident insurance form to parents.

**ADVERTISING/DISTRIBUTING MATERIALS/PROMOTING OWN INTERESTS:** No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate

the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

**ANIMALS:** Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

**ASBESTOS REPORT PUBLIC NOTIFICATION:** This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the U.S. Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. Materials containing asbestos have been found in the New Berlin Jr/Sr High School. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing materials are inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants. This information was distributed to all building occupants by:

Reliable Environmental Solutions, Inc. 4211  
Westgate Dr.  
Springfield, IL. 62711

**ATHLETIC PASSES:** Staff members shall use their staff ID as a pass to all school activities, with the exception of student money-making activities and tournament events. This will entitle an employee and one guest admittance.

**BEFORE SCHOOL/AFTER SCHOOL/BUS DUTY:** Some support staff may assist in before school and after school supervision as assigned by building administration. Any problems encountered on duty need to be reported to building administration.

**BOARD POLICY:** It is very important that teachers know and follow the New Berlin Board of Education policy manual. It can be accessed from the district website.

**BUILDING AND GROUNDS SAFETY:** All personnel share in the responsibility for observing and reporting hazardous conditions in the buildings or on the playgrounds to their immediate supervisor. Custodians play a key role in this respect.

**BULLETIN BOARDS:** Utilize classroom bulletin boards for appropriate displays. Materials posted on any bulletin board outside the staff workroom or hallway in the buildings must be stamped and approved by the building principal. This includes student groups, outside groups, and individuals. Faculty members are exempt from this requirement if they are posting school related materials on teacher bulletin boards in workrooms. IEA/NBEA business is also exempt from this requirement. Any materials not approved for posting will be removed.

**BUS TRANSPORTATION:** Most students will ride a school bus from time to time either to and from school or on a field trip. For this reason, all students will receive instruction from their teachers on the rules for school buses. Any student who rides on a bus to a school activity must return on the bus. Only sponsors and/or coaches may release students to a parent.

**CAFETERIA SUPPLIES:** The cafeteria should NOT be asked to supply paper goods such as plates, cups, and napkins for the classroom or for staff purposes. If you are borrowing any items or equipment from the cafeteria, they will need to get approval from the Food Service Director.

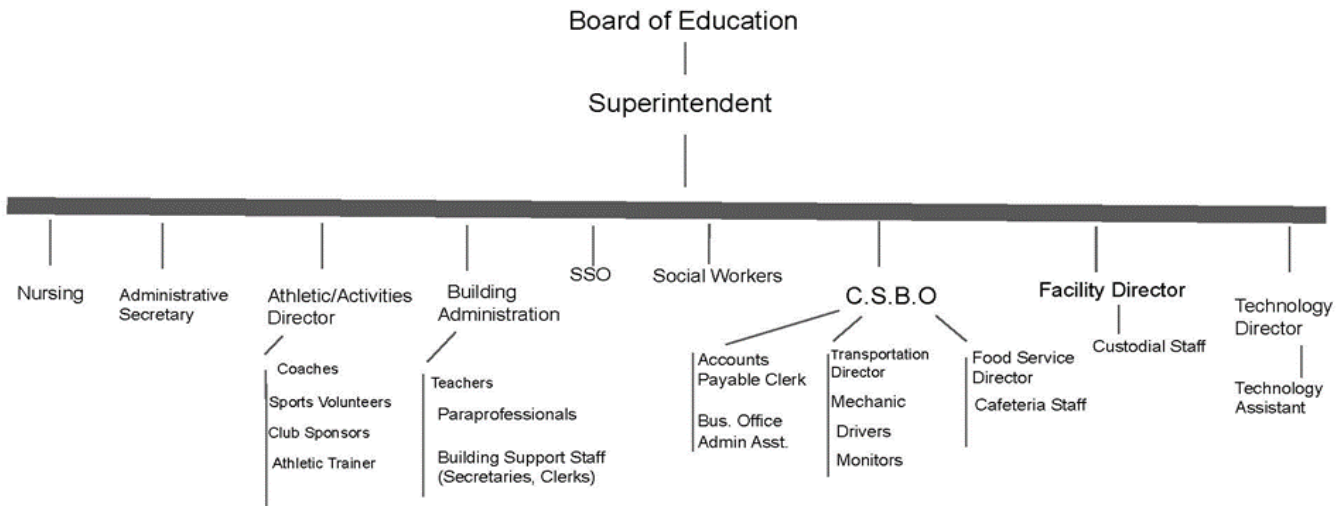
**CELL PHONES:** New Berlin schools have a policy for student cell phone use. Teachers are required to follow the policy and procedures that are put into place by policy and stated by their building principal. Staff cell phones should not be disruptive to the classroom environment. Cell phones, texting, and classroom phones should only be used for school business or emergency purposes. There are always incidencies where phone use is needed to communicate with family members or to take care of a household situation. Staff members should make every effort to make those calls when students are not present.

Cell phone use by students should be restricted. In the event that you think a phone call is necessary, please send the student to the office to use the main school phone lines.

**CERTIFICATION:** Support staff are responsible for maintaining updated license and payment of fees.

**CHAIN OF COMMAND AND COMPLAINTS:** The school system provides an organizational structure commonly called a chain of command. Matters requiring administrative action should always be referred to the person with immediate responsibility for that action.

# New Berlin CUSD 16 Organizational Chart



Parents are often discouraged when they attempt to communicate with the superintendent and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “chain of command”, or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken before taking it to the next level. This document does not supersede any employee’s or citizen’s right to contact Board members directly. However, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution.

## 1. On Matters Involving Instruction/Curriculum

- a. Classroom Teacher
- b. Principal
- c. Superintendent
- d. Board of Education

## 2. On Matters Involving Student Discipline

- a. Classroom Teacher
- b. Assistant Principal
- c. Superintendent
- d. Board of Education

## 3. On Matters Involving Athletics or Extra-Curricular Activity

- a. Coach or Club Sponsor
- b. Athletic Director

- c. Principal (eligibility/student discipline)
- d. Superintendent
- e. Board of Education

**4. On Matters Involving Facilities/Grounds/Building**

- a. Facilities Directors
- b. Superintendent
- c. Board of Education

**5. On Matters Involving Transportation**

- a. Transportation Director
- b. Assistant Principal (for student discipline)
- c. Chief Financial Officer
- d. Superintendent
- e. Board of Education

**6. On Matters Involving Cafeteria and Food Service**

- a. Food Service Director
- b. Assistant Principal (for student discipline)
- c. Chief Financial Officer
- d. Superintendent
- e. Board of Education

**7. On Matters Involving Student Health & Wellness**

- a. School Nurse
- b. Principal
- c. Superintendent
- d. Board of Education

**8. On Matters Involving Administration and All Other District Directors**

- a. Superintendent
- b. Board of Education

**9. On Matters Involving Superintendent**

- a. Board of Education

**CHARACTER EDUCATION:** Developing good character in children is primarily the responsibilities of families, but is also the shared responsibility of schools and other community organizations. New Berlin CUSD #16 continues to promote character education inside and outside the classroom. Incentives will be developed by the building PBIS teams.

**CLASSROOM MANAGEMENT:** Student discipline is vital to creating a positive learning atmosphere in which students are physically and emotionally safe and able to learn. A positive approach to learning self-discipline/regulation is most effective and should be used whenever possible.

Approaches to student discipline may vary from one student situation to another. Normally these thoughts should be used as guidelines:

1. Begin the school year building relationships with students.

2. Say what you mean and mean what you say.
3. Be positive when correcting inappropriate behavior and provide choices.
4. Have a reason for what you ask a student to do and when possible, take time to give a reason.
5. Be honest in what you say and do. A student's faith in you is a great help.
6. Be fair. Usually it isn't punishment but perceived injustice that makes a student rebel against authority.
7. SMILE!
8. Praise and commend good qualities and actions.
9. Remember that a sense of humor is extremely important in teaching.
10. Never strike a student. It is indefensible.
11. Do not impose your personal feelings or prejudices on students.
12. Maintain poise at all times. Avoid power struggles. Try not to lose your temper.
13. Really listen to what students say.
14. Have high expectations for ALL students and yourself.
15. Be sincere in your work with students.
16. Demonstrate good character traits.
17. Never hold a student up to public ridicule. It is the surest way to create a discipline problem.
18. Let students know what is expected of them. Distribute the classroom management plan, have students sign off, and post them.
19. Expect ALL students to follow the rules - BE CONSISTENT!
20. Keep students on task the entire class period. This is an extremely important element in classroom management and discipline. This requires the teacher to practice routines with students continually.

**CLOCKING IN & OUT ON COMPUTERS: Only the hours worked will be paid.**

**A. Procedures and policies**

- 1) Each employee is responsible daily for the accuracy of their clocking in and out on the computer. Any changes or corrections made on your clocking in and out must be signed by the immediate supervisor.
- 2) The supervisor in each department will supervise clocking in and out when necessary. The supervisor will be allowed to adjust clocking in and out when necessary. All hourly employees will be required to use computers to clock in and out.
- 3) Only the individual employee can clock in or out. Clocking in or out for another employee is prohibited.
- 4) Employees are to clock in immediately before beginning work and immediately following the end of the scheduled work time. Failure to do so may result in pay loss as per recorded time sheets. Overtime must be approved by the supervisor.
- 5) A lunch break of at least 30 minutes must be clocked in and out. Employees are not allowed to skip lunch in order to leave early.
- 6) If an employee leaves during the day for reasons other than school related business, he/she should clock out and back in when they return and report it as personal/sick/vacation time.
- 7) School Emergency Closings-If an emergency day arises and it is a danger for the employee to remain at work, employees will be allowed to leave early and receive pay for the hours worked. No

penalty regarding vacation or personal days will be given. If a non-emergency school situation or closing occurs and the superintendent allows offices to close, it is at the discretion of the employee's supervisor to determine whether employees are to stay or go home. Employees will be paid for the amount of time worked as directed by the supervisor.

8) **EMERGENCY NEEDS PAY FOR 12 MONTH EMPLOYEES** – 12 month employees will receive regular pay for an emergency day when they are not required to work. If they are notified by their immediate supervisor to work, employees will be paid in addition for those hours. Supervisors will develop a rotation list for emergency days.

9) If a 12-month employee is notified by his/her immediate supervisor to work, the employee will be paid overtime compensation in addition to the regular pay for those hours. Supervisors will develop a rotation list for emergency days.

10) **Without prior approval from a supervisor, no overtime will be paid.**

**CLOSED CAMPUS:** Students are not permitted to leave the school campus from the beginning to the close of the school day. Once a student has parked his/her vehicle they are not to go to the vehicle or leave without permission from building administration.

**COMMITTEES/TEAMS:** Support staff members will be asked to serve on various building and/or district committees or teams.

**COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE:** Employment in the District is contingent upon satisfactory results of a physical examination and freedom from communicable and chronic infectious disease in accordance with the law.

**COMMUNICATION - WITH PARENTS:** Teachers are the only ones to directly communicate with the parents if support staff are assigned to work with individual and/or group of students in the role of a paraprofessional. If a support staff member is contacted directly by a parent, they are to notify their supervisor immediately.

Support staff should notify their principal if any parental or public contact has a particularly negative connotation. It is important that any threats be reported immediately.

**COMMUNICATION - STAFF:** All support staff members are expected to check mailboxes, e-mail, and voicemail if applicable each day, in the morning and before leaving. The superintendent will send out a weekly update to all Pretzel staff with the expectation that it will be read on Monday in its' entirety since it has calendar, reminders, updates, and critical information in it. Building principals will provide staff members communication either weekly or bi-weekly. The same expectation of reading and knowing the information as stated above is expected.

Open communication is essential in all aspects of the operation of our building and district. This includes communication between classroom teachers, specials/elective teachers, office staff, support staff, cafeteria staff, and custodians. Before you plan an activity, ask yourself, "Whose work schedule may I be affecting by carrying out this schedule?" Please make sure all involved individuals are notified 48 hours in advance.

**COMPLIMENTARY PASS:** Staff members shall use their staff ID as a pass to all school activities, with the exception of student money-making activities and tournament events. This will entitle an employee and a guest admittance.

**CONFERENCES AND VISITATIONS:** After application to, and with the approval of the Superintendent or his/her designee and the immediate supervisor, support staff members may be released with full pay to attend conventions, workshops, conferences, visit exemplary programs and participate in other work-related growth activities.

**CONFIDENTIALITY OF INFORMATION:** As education professionals we need to be committed to promoting a respectful environment that retains the full trust and confidence of students, staff, and faculty. In our daily work, we are in the unique and responsible position of having access to and being aware of an array of highly sensitive personal and medical information. This information comes to us directly from individuals or third parties associated with them. Information we have received of a personal nature will be disclosed to other parties or colleagues only when it is legally required or on a strict need-to-know basis.

Information on students or staff should not be shared with other students. Discretion should be used when information is communicated orally. Be aware of your surroundings and that others may overhear a conversation, for example, in hallways, offices, classrooms, restaurants, and other public places, such as sporting events or community gatherings.

Staff members must report the confidential nature of information to the administration if the information is deemed necessary or would aid proper decision making by the administration, regarding students, parents, and other staff members.

List of students may not be released unless the superintendent gives approval.

**COPY MACHINES:** All copy machines are to be used for school related matters. The secretarial staff should not be asked to run copies. **Students are not allowed to use copy machines or collect copies at the copier due to confidential information being printed or left on them.**

It is important that you print one copy to review before sending large print jobs. Do not waste paper nor stockpile materials. Please do large print jobs before or after school. It is strongly encouraged that you send print jobs to the copiers securely since many of the copiers are in central locations where people walk.

**CREDIT INFORMATION:** When credit information is requested by telephone, the only information that may be provided is verification of employment. If the request is by mail, information may be released with the written permission of the employee about whom the information is requested. An administrator must also sign the released material.

**CRIMINAL BACKGROUND INVESTIGATION:** This is required prior to employment. Each applicant for employment in the school system shall authorize in writing a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.

**CUSTODIAL SERVICES:** Although the custodians are responsible for general daily cleaning of the classrooms and office areas, the teachers and support staff that are in offices are responsible for keeping an orderly room/office. Support staff should perform a visual sweep of their assigned work areas before leaving each day to assure that things are in order. Please avoid leaving items on the floor or on trays under students' desks. Due to time schedules placed on the custodial crew, clutter and disorganized rooms may not receive the same service as organized, well-kept rooms/offices. Staff members who have custodial issues should notify the Facilities Director.

**DISTRICT FORMS:** Copies of these forms are available on the website and/or principal's offices.

**DISTRICT STRATEGIC PLAN:** The complete plan can be found on the district website.

**Vision:** New Berlin graduates strive to be the best, be engaged, ready to lead and serve future generations of Pretzels.

**Mission:** The mission of CUSD #16 is to serve our communities by equipping students with the skills and tools needed to achieve their personal best and demonstrate Pretzel PRIDE--

Perseverance

Respect

Integrity

Discipline

Empathy

### **Belief Statements**

We believe all students have individual talents.

We believe all students have an equitable opportunity to learn and achieve their academic and personal best.

We believe in our teachers' passions.

We believe learning extends beyond the classroom.

We believe our schools serve as a safe and secure environment for all students.

We believe in Pretzel Pride.

We believe in the value of every person.

We believe everyone working together will result in positive and collaborative working relationships that make the community stronger.

We believe that character counts.

We believe that Pretzels serve others and achieve their dreams.

The district strategic goals can be found on the district website.

**DOORS:** Classroom doors need to be shut and lights turned off when leaving classrooms and offices at any time.

**DRESS AND APPEARANCE:** The personal dress and appearance of support staff has an influence on the attitude and conduct of students as well as having a decided effect on how people in the community view our school and the teaching profession. It is important, therefore, that the entire staff maintain a professional appearance and demeanor. Jeans are acceptable attire for many of the support staff positions as long as they don't have holes in them on purpose. Yoga pants, leggings worn as pants can be worn as long as they aren't see through or have holes in them. Athletic wear would be considered appropriate for individuals in particular job assignments. Footwear should mirror your professional dress and be safe and appropriate for your position.

**EMERGENCY CLOSING OF SCHOOL:** The district utilizes ThrillShare to alert staff members and families of school closings. Current phone numbers are integral to the success of this system. Please keep the district office informed of any changes in your contact information. School closings will be announced by phone, text, and e-mail along with local radio and/or television stations by 6:30 am unless circumstances prevent such distribution of information.

**EMERGENCY PROCEDURES:** Staff members need to know all procedures for emergency situations. Teachers and support staff will practice procedures with students as there will be drills during the first three months of school and beyond.

Directions and a map indicating emergency exits from the building must be clearly posted by the exit door of each classroom/office area. Red emergency bags must be kept up to date at all times. Specific procedures will be reviewed periodically.

**1. Procedure for reporting to the Principal's office in the event school officials, teachers, and support staff observe any person in possession of firearm on school grounds**

Staff members will be instructed on the first day of teacher in-service to report incidents of any person in possession of a firearm on school grounds immediately to the Principal's office.

Upon Notification of an incident, the Principal will:

- ensure that the building is secure, and students are safe applying procedures as described in the crisis management plan
- report the incident to the local law enforcement authorities immediately
- investigate and evaluate the situation applying discipline measures as per the student handbook. In addition, he or she will contact the parent/guardian. The principal will notify the district office.
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System

**2. Procedure for reporting all incidents of battery committed against teachers, teacher personnel, administrative personnel or education support personnel to the local law enforcement authorities:**

Staff members will be instructed on the first day of teacher in-service to report incidents of battery committed against teachers, teacher personnel, administrative personnel or education support personnel to a supervisor immediately. If necessary, staff will complete an accident report and submit it to the supervisor.

Upon Notification of an incident, the supervisor will:

- investigate and evaluate the situation applying discipline measures as per the student handbook and contact the parent/guardian
- ensure that the accident report is completed
- ensure that the staff member involved is seen by the school nurse or if necessary seeks medical treatment
- report the incident to the local law enforcement authorities immediately and to the Department of State Police's Illinois Uniform Crime Reporting Act no later than 3 days after the occurrence of the attack
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System (SIRS)

**3. Procedure for reporting all drug related incidents occurring in a school or on school property to the local law enforcement authorities immediately and to the Department of State Police in a form, manner, and frequency as prescribed by the Department of State Police.**

Staff members will be instructed on the first day of teacher in-service to report incidents of any drug related incidents occurring in a school or on school grounds immediately to the Principal's office.

Upon Notification of an incident, the Principal will:

- ensure that the building is secure, and students are safe applying procedures as described in the crisis management plan if necessary
- report the incident to the local law enforcement authorities immediately
- investigate and evaluate the situation applying discipline measures as per the student handbook. In addition, he or she will contact the parent/guardian. The principal will notify the district office.
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System (SIRS)

**EMPLOYMENT AT-WILL:** Employment with the District is at-will, meaning that employment may be terminated by the District or the employee at any time, without restriction.

**EMPLOYEE RIGHTS:** Employees have certain rights guaranteed by the state and federal constitutions, state and federal statutes, or School Board Policy. Included are:

- 1) Title II of the Americans with Disabilities Act;
- 2) Title IV of the Education Amendments of 1972;
- 3) Section 504 of the Rehabilitation Act of 1973;

- 4) Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; and
- 5) Family and Medical Leave Act.
- 6) Review Asbestos Report
- 7) National Origin/Immigration status

Copies of the above are on file in the Superintendent's Office.

**EMPLOYEE USE OF SCHOOL EQUIPMENT AND SUPPLIES:** Board of Education policy prohibits the use of school facilities, equipment or materials for outside job interest without the approval of the Superintendent of Schools.

**EVALUATIONS - Non-Certified:** All staff will have a minimum of one evaluation per year completed by their supervisor. The main purpose of evaluating staff members is for professional growth. Through evaluations, strengths can be recognized and areas of needed improvements will be identified.

**EXTRACURRICULAR ACTIVITIES:** The school system offers a large range of student activities including clubs, athletics, drama, etc. These activities are an important part of the school program. Staff members are expected to attend all activities, practices or meetings of teams, groups, or clubs, which they sponsor or supervise. Staff members are expected to encourage students to participate in these activities and to be supportive of their participation. Committees may be established by the school district administration to meet the needs and interests of the school system. Support staff are expected to accept assignments to serve on these committees.

**FIELD TRIPS:** Board of Education policy recognizes the value of field trips and requires the Superintendent of Schools to develop guidelines and regulations for field trips. These guidelines and regulations are necessary because of the many potential consequences involved in taking students out of school for a period of time.

1. All field trips shall be supervised by staff members and other adults.
2. A field trip form must be completed and returned to the principal at least two weeks before the date of the field trip.
3. The field trip must be related to the educational program, include all pupils assigned in the class and be part of the school day.
4. Teachers in grades Pre-K thru 12 may request a field trip each year. The trip must be during the school day.
5. Students taking part in field trips must pay all costs of the trip, unless otherwise provided for by the Board of Education.
6. Parents must give permission in writing for field trips.
7. Volunteer supervisors must be approved by the principal with the appropriate safety checks completed.
8. Participating students and staff members must show proof of accident and health insurance coverage.
9. No students shall be excluded from any field trip because of a lack of funds.
10. Any trip taken out of state must be approved by the Board of Education.

11. Any field trips curriculum related or non-curriculum related that include overnight stay must be Board approved at least one month prior to the trip.

**FIRE AND DISASTER DRILLS:** Our primary duty in the event of fire or disaster is the safety of the students. At the first sounding of the fire alarm, students should evacuate the building as rapidly as possible, following the assigned routes. In case of a disaster drill, students should go to the area designated on the procedure posted in the classroom. Copies of the fire and disaster drills should be posted in all classrooms. The first drills of the school year will be planned and announced. Others will not be, so you will be expected to know where to take your students should the need occur.

**FULL/PART-TIME EMPLOYEES:** A full-time employee is an employee that works (12 months with 30 hours of work per week) or works 35/40 hours per week for nine months in the same department.

Part-time employees work less than 35 hours per week.

To qualify for Illinois Municipal Retirement Fund (IMRF) an employee must work 600 hours per year.

To qualify for school hospitalization insurance, an employee must work 30 hours per week.

**GIFTS, GRATITUDES, ETC:** Staff members shall not accept gifts, gratuities, etc. from anyone who has, or may have, a business relationship with the school district, unless the Superintendent of Schools gives permission. Any such item approved for acceptance becomes the property of the school district.

**HALLWAY PASSES/E-HALLWAY PASS:** Students need to be in class. If for some reason, a paraprofessional is sending students out of the class during the period, they should make sure that students always have a pass/e-pass. All procedures on sending students out of the classroom will be covered at the beginning of the year by the building administrators.

## **HANDLING EMERGENCY SITUATIONS - STUDENT FIGHT AND INJURY EMERGENCY**

1. Fighting
  - a. Do not ignore the fight situation.
  - b. Don't leave the confrontation area.
  - c. Send another staff member or student for help.
  - d. Scan the situation for evidence of weapons being used.
  - e. Try to step in between the fighters ONLY if you feel that you can control them. If you don't feel like you can, then you need to continue to provide them with verbal commands to stop fighting.
  - f. Yell, "Stop It" several times. Keep repeating, if necessary. If you have a whistle with you, keep blowing until additional help arrives. If you have water with you, throw it on the students.
  - g. If you are able to break up the fight, please wait for additional help to arrive to walk the students to the office. If you feel that you can handle the students, then have one student walk ahead of you while the other student is beside you or one step behind you.

## 2. Injury Emergency

- a. Don't ignore the situation.
- b. Stay with the injured student.
- c. Stay calm.
- d. Send another staff member or student for help.
- e. Use emergency first aid and/or life-saving training if needed.

**HARASSMENT:** Our schools and district should be a workplace that is conducive to teaching and learning of all who enter our doors. The workplace will be free from any form of harassment that creates a hostile work environment in which an individual is not able to function in a manner for which he or she is employed. If at any time you feel you are in a harassment situation, notify your supervisor immediately.

**HEALTH/LIFE SAFETY GUIDELINES:** The classrooms and office areas must follow the below guidelines that are set in place by the Regional Office of Education and the Illinois State Fire Marshal. The below list will be part of the annual building inspections.

- **Emergency signage** is to be posted at all times within each classroom throughout the school year.
- A 42-inch safe, reliable and unobstructed **means of access** travel shall be provided from any location in an occupied room at all times.
- A **door** is required to look like a door. Means of egress doors shall be readily distinguishable from adjacent construction and finishes such that doors are easily recognizable as doors. Curtains, drapes, decorations or similar materials shall not conceal egress doors. (This can be maintained by not covering an area of at least four (4) inches wide on the outside perimeter of the door and door hardware shall be visible or not covering 12 inches at bottom and top of door and leave 8-inches uncovered around the door handle hardware.)
- Glass panels on **classroom doors** are required to have a minimum of 100 square inches of viewing space.
- **Door stops** are to be removed from exit doors and doors should be closed when classrooms are vacant.
- Magnetic slips blocking **locking door hardware** from latching are found throughout the building. Doors are required to latch to prevent the spread of fire.
- There should not be any paper adhered to **ceiling tile** or hanging from the ceiling and/or lights.
- On any **wood frame doors**, please refrain from using tape
- All **chemicals** are to be stored in secure areas and doors locked when a responsible adult is not present.
- Potpourri pot with wax melt is not acceptable or other items that have **hot liquids**.
- Candles and items using **open flames** are not acceptable.
- All **sprinkler heads and smoke detectors** should have a clearance area from the ceiling of at least 18 inches and 24 inches in non-sprinklered areas.
- There are to be no **extension cords**. Please utilize power strips. See Matt if you need one. (An UL approved heavyweight extension cord can be used as a temporary source of power but is required to be unplugged from the wall and removed after each use)

- No storage of flammable products is allowed in **boiler rooms**.
- **Boiler rooms** are not storage rooms. The boiler room shall be kept free of all material and equipment not necessary to the operations of the heating system. **Combustible storage** of any kind is not permitted in boiler rooms.
- Artwork/student work in **hallways/corridors** is to be limited to 20% or less of the wall space.
- Artwork/student work in **classrooms** should be limited to 30% or less of wall space. Decorative paper is not to be used as wallpaper in classrooms.
- **Safe Storage** – items are to remain inside the perimeter of the top of the cabinet and/or shelf. Items are not to be stacked in a manner that they are slanting in the direction of the open portion of the stored area.
- **Hallways/corridors** are to be free of tables, chairs, etc
- Chains and padlocks are never used on **doors** to prevent egress from the building.
- Staff members utilizing science labs, family and consumer sciences and agricultural technology areas should be knowledgeable of **shut-off valves** for power and gas in these areas.
- **Classrooms** are not to contain any upholstered furniture, carpets, pillows or other items covered with fabric or upholstery without proof of materials being non-flammable. These articles are to have original tags stating that they meet the California Flammability code and/or have Class I fire rating.
- All **electrical items** have labels stating they are UL or ETA approved.
- Christmas/**Decorative lights** aren't allowed as decoration on bulletin boards or outlining whiteboards unless the plug is cut off making them inoperable.
- **Personal refrigerators, coffee pots, microwave ovens**, etc are not to be present in classrooms.
- **Fire extinguishers** are to remain unobstructed and visible. Do not hang items on the extinguisher.
- Utilize a **ladder** not a classroom chair when hanging items at a height or when you are needing to get something out that is taller than you.

**HOLIDAYS: Only twelve (12) month employees will receive holiday pay.** Full time, 12-month employees will be paid for but will not be required to work on the holidays listed below unless the holiday is waived in the official school calendar and considered a day of student attendance. In the event that the holiday is waived and used for student attendance, the full time, 12-month employee will be expected to work on that holiday and will be given an extra vacation day to use at another time, with approval of his/her supervisor, during the fiscal year. That extra vacation day will be allocated immediately following the waived holiday. Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g, allowing it to schedule school on a holiday listed below, District employees will not be required to work on the following holidays:

Day before New Year's  
 New Year's Day  
 Martin Luther King Jr. Birthday  
 Abraham Lincoln's or President's DAY  
 Casimir Pulaski's Birthday  
 Good Friday

Labor Day  
 Columbus Day  
 Veteran's Day  
 Thanksgiving DAY  
 Day after Thanksgiving  
 Day before Christmas

Memorial Day  
Juneteenth National Freedom Day  
Independence Day

Christmas Day

If the Fourth of July falls on Saturday, the employee will take Friday as the holiday. If it falls on a Sunday, the employee will take Monday as the holiday.

In the case of an emergency or for the continued operation and maintenance of school facilities or property, the District may require non-certified school district employees to work on a legal school holiday.

Full time employees will be eligible for full day pay at their straight time rate, provided they meet the following requirements:

- 1) The employee must work within the payroll period during which the holiday occurs,
- 2) The employee must work the last scheduled working day before the holiday and the first scheduled work day after the holiday, unless on approved vacation or approved personal leave. If a sick day is used, the employee must have a doctor's office notice.

**IMRF:** There will be no changes made in the IMRF procedures unless the 600 hours of service is not received.

**IMMIGRATION INVESTIGATION:** All newly hired employees must complete an Immigration and Naturalization Service Form I-9 no later than three business days following their first working day.

**INJURY- STAFF MEMBER:** Staff members are protected from financial loss by Worker's Compensation for any injury suffered in an employment related situation. In case of injury, obtain an accident report form from the office. Return the completed form as soon as possible. Staff members are required to notify the office as soon as reasonably possible of any injury that might cause loss of work or visits to hospitals or doctors.

**INSURANCE PREMIUMS/PAYROLL DEDUCTIONS:** Insurance premiums and other payroll deductions will be made during the months the employees receive a paycheck. **Deductions for employees that work and are paid less than 12 months will be distributed evenly among the dates that they are paid. Should employment terminate, adjustments will be made for any balance due or refund and the employee will be given written notice of the adjustment(s).**

**INTERCOM SYSTEM:** Every classroom in this facility has a public address system for teacher and/or staff use. Since the intercom system must be answered in the office, they are to be used only in cases of emergency, illness, student discipline and attendance.

**JURY DUTY/COURT SUMMONS:** The District shall pay full salary during the time an employee is on jury duty. An employee shall give the District a five day notice of impending jury duty, if possible. The

District shall pay full salary during the time an employee serves as a witness upon trial or has his or her deposition taken in any school related matter pending in court.

**LEAVE OF ABSENCE:** The District offers several different categories of leaves, including, but not necessarily limited to:

- Personal Leave of Absence
- Military Leave
- Family and Medical Leave

Because of the uniqueness of each type of leave, employees are directed to the Human Resources Director for any questions or for additional information.

There are some general guidelines that apply to all types of leave. All leaves of absence must be:

Requested and/or designated and approved in writing. Subject to any applicable legal standards, requests for some leaves of absence will be evaluated based on the employee's work record, length of service, and the District's operating needs. Misrepresenting reasons for applying for or receiving a leave of absence may result in disciplinary action up to and including termination of employment.

All leaves of absence are unpaid unless otherwise indicated or unless the employee qualifies for some other benefit. The District requires employees to first use accrued and applicable paid time off (including vacation time) during a period for which leave is requested. Paid time off shall be used in the order of sick leave, personal leave, and then vacation.

If required by federal or state law, the District will continue to provide health or other insurance that was provided to the employee before the leave of absence and which is provided to other employees. During any leave of absence, employees remain responsible for the employee's share of the premiums and any dependent premiums for those insurance benefits. If the employee fails to pay his/her portion of the insurance premiums for three (3) consecutive months, the District will terminate coverage.

If the period of approved leave exceeds the available paid time off (sick, personal, and vacation), any length of service accrual and any benefits accrual will be suspended and will resume upon the employee's return to active employment with the District. Employees will not lose any length of service or accrued benefits because of time off work for an approved leave of absence in accordance with applicable law.

Employees on leave are required to keep the District's Human Resource Officer updated as to their status and intent to return to work. Employees are required to provide reasonable advance notice of the intended return to work date. If the leave of absence is for the employee's own serious medical condition, the District reserves the right to require a fitness

for duty certification from the employee's treating healthcare provider before the employee returns to work.

Employees returning from an approved family and medical leave (granted pursuant to the FMLA) or other statutory leave, will be granted reinstatement according to the law's requirements. As to non- FMLA or other statutorily mandated leaves, an attempt will be made to return the employee to their same position or one of comparable pay and status unless business or other circumstances make it unreasonable or difficult to do so.

Leave of absence is subject to change at any time, either to meet operating needs of the District or to comply with any changes in law.

Failure to follow any requirements of the leave or to return to work following the expiration of the approved leave of absence will be considered voluntary resignation. All rights to reinstatement cease if the employee does not return to work at the end of the approved leave.

Employees may not use a leave of absence to work at another job without the express written consent of the Superintendent. Should this occur without permission, the employee will be subject to discipline, up to and including termination.

Exceptions to any leave policy may be available to those qualified employees subject to the provisions of the Americans with Disabilities Act and the provisions of the Illinois Human Rights Act relating to pregnancy. Individuals with a disability or pregnancy related issue who wish to request an exception to this policy in order to accommodate a disability or pregnancy should contact the Human Resources Director for the District.

a. Personal Leave of Absence

Employees may request a personal leave of absence for a variety of personal reasons. Whether an employee is granted a personal leave will depend upon a variety of factors, including: job requirements, availability of a temporary replacement, projected ability of the District to return the employee to his/her position at the expiration of leave, and any other considerations that are relevant at the time.

Unless otherwise required by law, reinstatement following a personal leave of absence is not guaranteed. The District will attempt to place the returning employee in the former position or to one with comparable status and pay, however this is not guaranteed.

Unless required by law, personal leaves of absences are limited to a one (1) month duration. Additional one (1) month time increments may be granted, but in no case may personal leave of absence extend beyond a total of six (6) months.

Whether to grant a personal leave of absence and whether to reinstate a returning employee to the same or similar position are matters left to the sole and sound discretion of the District.

b. Military Leave

Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces, will be granted leaves of absence for military service, training, or other obligations in compliance with state and federal laws. These employees may use accrued vacation time but are not required to do so.

At the conclusion of the leave, employees generally have a right to be reinstated to the same position held prior to the leave or to one with equivalent seniority, pay and benefits, so long as the employee has followed the legal requirements to qualify.

Employees should notify their immediate supervisors and the Human Resources Director as soon as they become aware of the military obligation.

### c. Family and Medical Leave

FMLA allows eligible employees to take up to 12 work weeks unpaid, job protected leave in a 12-month period for the following reasons: the birth of a child; the placement with an employee of a child for adoption or foster care, first year care of a child following birth or placement for adoption or foster care, the need to care for a spouse, child, parent, or parent-in-law who has a serious health condition, an employee's own serious health condition, or a qualifying exigency arising as a result of a spouse, child, parent, or parent-in-law on active military duty or being notified of impending call or order to active duty in the Armed Forces.

FMLA allows eligible employees to take up to 26 work weeks of unpaid job protected leave in a 12-month period to care for a spouse, child, parent, parent-in-law, or next of kin who is a member of the Armed Forces who has a seriously injury or illness incurred by the service member in the line of active duty (military caregiver leave).

There may be times when the District becomes aware that an employee is or may be eligible for leave for an FMLA-qualifying reason and the employee has not requested FMLA leave. When this occurs, the District will notify the employee, detail the employee's responsibilities and explain any consequences for failing to meet those responsibilities. When the District has sufficient information to determine whether leave qualifies for FMLA coverage, it will notify the employee within five (5) business days (unless extenuating circumstances exist) of making that determination whether the leave is or is not designated as FMLA leave and the amount of leave that will be counted against the employee's entitlement.

Under the Military Exigency Leave, the District will grant a qualifying employee leave up to 12 weeks in a 12-month period because of "any qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

A qualifying exigency is defined as follows:

- Short notice deployment of seven (7) or less calendar days prior to the date of deployment;
- Military events and related activities (in advance of and deployment, including family support assistance programs information briefings);
- Childcare and school activities (e.g., to arrange for alternative childcare, provide childcare on an urgent, immediate need basis or to attend meetings at a school or daycare facility);
- Financial and legal arrangements (e.g., to prepare and powers of attorney, enroll for military health care, or to prepare a will or living trust);
- Counseling (non-medical, for oneself, the service member, or a child of the service member);
- Rest and recuperation (up to five (5) days for each);
- Post-deployment activities (to attend ceremonies and briefings a period of 90 days or to address issues arising from the service member's death); and
- Additional activities agreed to by the District and employee.

Under the Military Caregiver provisions, the District will grant military caregiver leave to eligible employees for up to 26 weeks in a 12-month period to an eligible employee who is a spouse, son, daughter, parent, parent-in-law, or next of kin of a covered service member, who is recovering from a serious illness or injury sustained in the line of duty on active duty, in order to care for the service member. Next of kin is defined as the nearest blood relative of a service member. Serious illness or injury is defined as one that renders the service member medically unfit to perform the duties of a member's military position. This covered service member is one who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list due to the injury or illness. An eligible employee is entitled to this Military Caregiver Leave intermittently or continuously, but only during a single 12-month period. If you take this Military Caregiver Leave, any leave you have used of your 12-week allotment or other FMLA leave will be deducted from the 26-week period.

The 12-week or 26-week period is measured beginning on the first date the employee commences FMLA leave. The District recognizes the 12-month period as January 1 through December 31.

The District's policy requires the employee taking FMLA leave to use accrued sick, personal, and vacation leave, depending on the circumstance, concurrently with the FMLA leave. This means that, under certain circumstances, an employee may receive pay for all or part of an approved FMLA leave. For example, if the employee required FMLA leave for a medical-related condition, the employee will be required to use all sick leave, then personal leave, and then vacation leave during the duration of the FMLA leave. If FMLA leave continues after exhausted of paid leave, then the FMLA leave will be unpaid.

To be eligible under this policy, the law requires that an employee must have been employed by the District for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the leave. Under certain circumstances, leave may be taken all at once,

intermittently, or on a reduced schedule basis. Arrangements should be discussed with the employee's supervisor and Human Resources Manager and additional documentation indicating the medical necessity may be required.

If both spouses are employed by the District, the total combined leave time may be limited to 12 weeks in a single 12-month period for the birth of a child or the placement of a child for adoption or foster care, to care for the employee's parent with a serious health condition, or because of a qualifying exigency related to military leave. However, each employee may use up to 12 weeks of FMLA leave during the 12-month period if the leave is to care for the employee's spouse or child with a serious health condition or for the employee's own serious health condition. If both spouses are employed by the District, they are limited to a combined total of 26 work weeks during the single 12-month period if leave is military caregiver leave or a combination of military caregiver leave and other family leave.

If the employee takes any leave covered by this FMLA policy, coverage under the District's group health insurance plan will be continued. During the FMLA leave, the employee will be responsible for his or her portion of the insurance premium just as if he or she were continuing on active employment. Vacation, sick, and personal time does not accrue during an unpaid leave under this policy.

An employee who foresees the need for leave under the FMLA must notify his or her supervisor and the Human Resources Director in writing as early as possible. Such notice must be at least thirty (30) days in advance of the start of the planned leave, unless impracticable under the circumstances, in which case, the employee must provide written notice as early as the circumstances permit, generally within no more than two (2) days of learning of the need for leave.

If the requested leave is to care for a spouse, child, parent, or parent-in-law who has a serious health condition or to care for a covered service member, the employee may be required to file with the Human Resources Director, in a timely manner, a healthcare provider's certification providing information as to the condition, probable duration of the condition, and the medical facts regarding the condition. The District may request subsequent certifications during the course of the leave if circumstances warrant.

The District will ordinarily return an employee to the same position or to a position equivalent to the one held before the employee went on leave unless the employee is a "key employee." Although the job an employee returns to may not be identical, it will offer equivalent working conditions, pay, and benefits.

**LEAVING THE CLASSROOM:** It is our responsibility to supervise children throughout the day. We are held "in loco parentis" meaning "in place of parent". Teachers and/or support staff members are not to leave students unsupervised in the classroom. If it is necessary that a teacher and/or support staff member be absent from class for a period of time, arrangements should be made with the principal to provide supervision. If an emergency should develop, ask another teacher or support staff member to supervise the class.

**LEAVING SCHOOL DURING THE DAY:** Staff members are expected to check with the main office before leaving between the hours of 8:00 am and 3:31 pm for safety purposes. Staff members

needing to leave campus during this time must receive supervisor approval prior to leaving. Departure time, destination, and expected time of return must be recorded in the staff checkout binder in the main offices.

**LIABILITY INSURANCE:** In accordance with Illinois law, New Berlin CUSD #16 provides liability insurance for the protections of each staff member.

**LINE AND STAFF RELATIONS:** Each employee is responsible to only one immediate supervisor. If this is not possible, the employee shall understand to whom he is responsible for which functions.

All matters of concern are to be communicated to the immediate supervisor, except in the most unusual situations.

**LUNCH PROGRAM:** School breakfast and lunch will be served daily and is available to all staff members. Meals should be paid for in advance either by check made payable to CUSD #16 or by credit card in the school office. Each staff member will be given a lunch card/ID which can be scanned by the computer. All accounts must have a positive balance at all times.

**LOUNGE/FACULTY WORKROOM:** This is for adult use only. Students and staff children should not use the teachers' lounge/workroom areas. If a student must enter the lounge, he/she must have permission from a faculty/staff member and be supervised.

**MAILBOXES:** Mailboxes for teachers and/or support staff members are located in their respective offices or workrooms. These mailboxes and school email should be checked each morning and evening. Please do not ask students to get mail from your mailbox since confidential information may be in mailboxes.

**MEDICATION GUIDELINES:** Medications are administered at school in accordance with the Recommended Practices and Procedures Manual from the Illinois State Board of Education. Administering medications at school is discouraged. However, some pupils with long-term chronic illness or disability may require medication during the day. Only in exceptional cases, where failure to take medication could jeopardize the child's health and/or education, should medication be administered at school. Medications of any kind are **not** to be dispensed or approved by any staff member. All medications being taken by students must be given to the school nurse and used under her/his supervision. If the school nurse is unavailable, medication shall be administered through the school office by the principal or designee.

1. **ALL** prescription medications that are brought to school must be sent to the nurse's office to be stored in a locked cabinet. It is recommended that medications be delivered to the school by a parent.
2. Over the counter non-prescription medications such as cough syrups are discouraged at school. Only with specific written requests from the parent shall it be allowed.
3. Prescription medications must be sent to school in the original container as dispensed by the pharmacy or physician and accompanied by a written note from the parent and physician including the name of the drug, dosage, route of administration, time of

administration, and duration of therapy. Any change in the dosage or administration must have written authorization from the prescriber. Medication forms are available in the nurse's office.

4. The morning doses of medications should be given at home.
5. Students who require acetaminophen (generic Tylenol) for complaints of headache or pain must have the permission slip on the enrollment form signed by the parent. Generic Tylenol is kept in a locked cabinet in the nurse's office for self-administration by the student with the nurse monitoring the storage and safety of administration.
6. The school reserves the right to have the time of medication administration at school adjusted to meet the schedule and availability of the nurse.
7. Questions concerning medications will be referred to your physician.
8. Self-managed medications will be evaluated individually by the school nurse (i.e.: asthma inhalers). Written directions for self-managed medications must be obtained from the physician and parent.
9. The school has not only the right, but also the responsibility, to refuse to administer any medication at school if properly qualified individuals are not available. The District cannot require a teacher to administer medicines to students. School guidelines state clearly that medicine should be stored in the nurse's office and administered by either the nurse or the principal. It is allowable by law that a teacher can administer medicine by choice if an unusual situation should arise that would require medication and the nurse or principal would not be available.
10. The school will ascertain from the parent and/or the physician the necessity for administering medication during the school hours and will retain the discretion to reject requests that do not meet the medication guidelines.

**NEWS RELEASES:** The Superintendent of Schools is designated by the Board of Education as having responsibility for the dissemination of information regarding the school district to the news media. Staff members are strongly encouraged to submit items to the Principal for approval prior to placement in media. If you are contacted by the news media, please let the Principal know. Parent permission must be obtained annually for a student's name, picture, work, or information about the students to appear in the media. Members of the news media entering the school building should be referred to the office of the Superintendent of Schools.

**NURSE:** Nurses are assigned to cover all attendance centers in the school district. The nurses' schedule will be available to all staff members. When the nurse is in an attendance center, students who are ill should be sent to her as per building procedure. Otherwise, students must be sent to the principal's office. In the junior/senior high school all students should report to the office before reporting to the nurse, unless emergency conditions exist.

Any student leaving is to report to the office. If the student is ill, he/she should also report to the nurse. Any student, who does not follow the above procedures and leaves without notification to the office, is unexcused.

All school accidents must be reported by the teacher/supervisor to the nurse's office by the end of the school day. An incident form must be included. Document everything.

School accidents include any accident happening on the way to and from school, on the school grounds, in the school building or during school-sponsored activities.

**OUTSIDE EMPLOYMENT - CONFLICT OF INTEREST:** Employees shall not engage in any other employment or in any private business during required work hours and additional times necessary to fulfill appropriate assigned duties. Work for the district must take precedence over other employment opportunities.

**OVERTIME COMPENSATION:** Overtime compensation is consistent with the Fair Labor Standards Act, Board Policy and District Administrative Procedures.

**PERFORMANCE EVALUATION:** The supervisor of each full-time employee will complete each year a performance report for the employee in his/her area of responsibility. A copy shall be given to the employee and discussed with him/her. The original shall be signed by the employee and filed with the Superintendent. The supervisor of each part-time employee will complete, when appropriate, a performance report for the employee's record.

**PERSONAL/SPECIAL LEAVE:** First year employees will receive (1) personal day immediately upon employment. Employees will then be on a nine (9) month probation and receive a second personal day after four (4) months of employment accumulating two (2) personal days a year.

Employees shall be given two (2) personal leave days per year by the School Board subject to the following conditions:

- 1) Employees can accumulate up to 4 days of personal leave. Any days not used in excess of 4 will be transferred to sick leave.
- 2) No reason need be given if five working days prior notice is given.
- 3) With less than five working days' notice, a written reason must be given to the immediate supervisor.
- 4) No days may be used immediately before or immediately after a holiday unless prior approval is granted by the immediate supervisor.
- 5) There are times during the year when personal days may be denied by the supervisor/superintendent due to the amount of workload. Employees should have alternate dates for personal days planned. No more than two (2) employees may be gone at the same time in their department unless approved by the supervisor.
- 6) Teachers' Aides must follow the guidelines listed above. In addition to the above, aides will also go by the guidelines listed below:
  - a) Personal Day requests must be made to the appropriate principal forty-eight (48) hours in advance of the day for which the leave is requested.
  - b) No personal leave will be granted for an absence occurring the day before or after the following holidays: Thanksgiving, Christmas, Easter or during the first 5 student attendance days or last 5 student attendance days of the school year or a day on which semester tests are scheduled.
  - c) No more than 2 aides, district wide, may be granted personal leave on the same day.

7) All non-certified employees will be allowed to use Personal Time in hours instead of ½ or full day increments.

**PESTICIDE NOTIFICATION REGISTRATION:** District #16 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective use of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event this is found to be necessary, we are creating voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the Superintendent's Office if you wish to be added to the registry.

**PHONE NUMBER/ADDRESS CHANGES:** All staff members are required to notify the district office if phone numbers and/or addresses change. This is to keep the automated call-out system current. Secretaries will not give out cell phones and addresses of staff to anyone.

**PLAYGROUND SAFETY:** All teachers are to go over the expectations for playground safety, which are in the student handbook. This is to be done on a regular basis. This is for each teacher's protection in case of an accident or injury and any possible lawsuits arising out of the accident.

Staff members supervising students on the playground need to move around to properly oversee the children.

**POLITICAL ACTIVITIES:** Board of Education policy prohibits staff members from engaging in partisan political activity during the hours the staff member is employed by the school district. Nor shall students be used in any manner to promote partisan political activity. This policy does not prohibit those activities of a political nature that constitute legitimate subject matter in the appropriate classrooms. When teaching, be informative and present a balanced view. Be respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.

**PROFESSIONAL ETHICS:** Professionalism is of the utmost importance in our buildings. This includes teacher/support staff to teacher/support staff, teacher/support staff to students, and support staff to parents, and support staff to administrators should be kept on a high level. Poor language, lack of confidentiality, and speaking negatively of the school or district in public are examples of poor professional ethics.

**PUBLIC INFORMATION PROCEDURES:** The public relations representative of the school is the Principal. If you are contacted by the news media, please let the Principal know.

For a student's name, picture, work or information about a student to appear on a school/district website, television broadcast and print media, parental permission must be obtained. Students will not be identified by name in any photos published on the website. Each teacher will need to verify that parents have agreed to release their child's identity for public relations purposes.

**PURCHASES OF GOODS, SERVICES AND EQUIPMENT:** All such purchases must be made in accordance with school district procedures, which detail the purchasing, receiving, and disbursements of supplies, equipment and services.

**RECOGNITION FOR SERVICE:** Upon retirement or death, employees who began IMRF participation prior to January 1, 2012, shall receive a single payment in the amount of one hundred (100) dollars for each year of service. In the event any recognition of service payment in conjunction with any retirement bonus (if applicable) would trigger a penalty or accelerated payment to IMRF, the recognition of service and/or the retirement bonus shall be reduced so that no penalty or accelerated payment is owed by the District. This recognition of service payment is not available to employees beginning IMRF participation January 1, 2012 or after. This payment shall be paid after 75 days from the last paycheck received by the employee for services rendered.

**RELIGIOUS HOLIDAYS:** An employee may request time off to observe a religious holiday. The supervisor will make every effort to grant the request if the employee makes the request at least **five (5) working days** before the absence. The employee may use earned vacation time, holiday time or personal leave. The employee may elect deferred work consistent with the school district's operational needs.

**RETIREMENT BONUS:** The Board will provide a retirement bonus to Educational Support Staff who began IMRF participation prior to January 1, 2012, and retire into IMRF according to the following schedule:

<b>With Early Retirement Option Costs:</b>	<b>Without Early Retirement Option Cost:</b>
15 years within District-\$1,000	15 years within District - \$6,000
20 years within District-\$1,500	20 years within District - \$7,000
25 years within District-\$2,000	25 years within District - \$8,000
30 years within District-\$3,000	30 years within District - \$9,000

In the event any retirement bonus in conjunction with any recognition of service bonus would trigger a penalty or accelerated payment to IMRF, the retirement bonus and/or the recognition of service bonus shall be reduced so that no penalty or accelerated payment is owed by the District. This retirement bonus payment is not available to employees beginning IMRF participation January 1, 2012 or after. This payment shall be paid after 75 days from the last paycheck received by the employee for services rendered.

**SAFETY PLAN - SCHOOL AND/OR DISTRICT:** . All personnel share in the responsibility for observing and reporting hazardous conditions in the buildings or on the playgrounds to their immediate supervisor. Custodians play a key role in this respect. Staff members are responsible for knowing what to do in case of a fire, disaster, lockdown or other emergency situation.

**SALES/DONATIONS IN A SCHOOL BUILDING:** Board of Education policy prohibits staff members and students from requesting donations, or participating in sales projects, unless permission is given by the appropriate principal and approved by the Superintendent of Schools.

**SCHOOL BUS SAFETY:** Students shall be provided with instruction in safe bus riding practices each school year. The instruction shall include operation and use of the emergency door, windows (as means of escape) and fire extinguishers.

**SCHOOL EQUIPMENT, USE OF:** School equipment must not be used for any purpose other than school use.

**SECRETARIES:** We are fortunate to have full time secretarial support. Daily preparation of lessons, tests, and materials for use by the teachers are not to be the responsibility of the secretary.

**SENIORITY LIST:** Each year a seniority list, by categories, shall be established for full-time educational support personnel. If the decision is made to reduce or eliminate educational support service, the seniority list shall determine the progression of dismissals.

**SEXUAL HARASSMENT (EMPLOYEES):** The practice of sexual harassment is contrary to law and the policy of the school district. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees who engage in conduct which constitutes sexual harassment shall be subject to disciplinary action including termination for cause.

Any person who believes himself or herself to be subject to sexual harassment may file a written complaint with the Superintendent who shall promptly conduct an investigation. The investigation may include interviews and hearings at which testimony is taken under oath. At the conclusion of the investigation, and in no case later than 30 days from the filing of the complaint, the Superintendent shall make a written report of his conclusions and recommendations, which he may have drawn. In the event the person presenting the complaint is dissatisfied with the recommendation and the conclusion of the Superintendent, an appeal may be taken to the Board of Education. An appeal shall be filed with the Board of Education by service at the Board office. The Board of Education shall uphold or reject the

Superintendent's recommendations and conclusions within 30 days of the presentation of the appeal.

Nothing herein shall operate to affect any rights granted any person by other statutes.

The hearing shall commence by the district presenting through direct testimony and evidence those facts upon which the proposed action is based. In addition, the district shall present any portions of the employee's record, which shall have bearing upon the proposed action. All testimony shall be under oath and shall be subject to cross-examination.

Following the presentation of the testimony and evidence in support of the proposed action, the employee shall have an opportunity to present testimony, evidence, and argument bearing upon the charge and the proposed action.

At the close of the evidence, or as promptly thereafter as may be practicable, the person conducting the hearing shall make a written decision, which shall include findings of fact upon which the decision is based.

**SICK LEAVE:** All non-certified employees will receive one (1) **sick day per month**, accumulating ten (10) days per year. Twelve-month employees will receive 13 days per year.

Employees (full or part-time) who are eligible to participate in IMRF under the 600 hour standard or other such IMRF standards shall be entitled to no less than ten (10) days sick leave at full pay each year. Part-time employees will receive sick day pay equivalent to their regular work day.

The following scale describes the “years of service” increases which are available to employees working 600 hours or 9 months as follows: (Employees with contracts exceeding 9 months will receive an additional day of sick leave for each additional month worked)

- After 5 years of service..... 11 days
- After 10 years of service..... 13 days
- If 80 days are accumulated after 15 years of service..... 15 days
- If 110 days are accumulated after 20 years of service..... 17 days
- If 140 days are accumulated after 25 years of service..... 20 days

Sick leave benefits represent time accrued and available for absence from work due to personal illness, injury, or medical appointment. Pursuant to the Employee Sick Leave Act, a portion of the sick leave may be used for absences due to an illness, injury, or medical appointment of the employee’s child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, or step-parent. The Superintendent and/or designee shall monitor the use of employee’s sick leave.

All non-certified employees will be allowed to use their Sick, Personal, and Vacation time in hours instead of ½ or full day increments.

After three (3) consecutive days absent for personal illness, or as may be deemed necessary in other cases, the employee may be required to furnish a note from the employee’s healthcare provider confirming the need for absence from work and providing information on an expected return date.

**SKYWARD:** New Berlin School District uses Skyward as their student management system as well as financial software. Teachers are required to maintain current attendance, assignments, and grades using Skyward Management. Individual payroll information is available to employees through Skyward Employee Access.

**STAFF MEETINGS:** Your direct supervisor will schedule staff meetings when necessary. Staff should reserve these dates and avoid scheduling any appointments, etc. In addition, paraprofessionals may have additional night activities to attend such as parent-teacher activities, music concerts, open houses, etc. .

**STAFF MEMBER'S OWN CHILDREN:** There will be times where staff members will want to have special considerations for their own children who are part of our education system or those that may or may not attend New Berlin schools.. The following are **prohibited**:

1. Eating lunch with their parent/staff member in classrooms or in their workspace. All New Berlin students are expected to eat in the assigned cafeterias with their peers.
2. Going on a field trip with their parents. All students are expected to be doing what their assigned peers are doing for the school day.
3. Coming to work with their parent due to the lack of childcare, their school not in session, or for part of the day due to an appointment. The staff member will need to find another alternative.

**STAFF MEETINGS:** Staff meetings will be held monthly. A yearly calendar with all faculty meeting dates will be sent out to all staff at the beginning of the year. Staff will be reminded by their building principals of upcoming meeting dates internally. Staff should reserve these dates and avoid scheduling any appointments, etc. Attendance is expected for all staff.

**STUDENT AIDES/TEACHER ASSISTANTS:** No unauthorized person is to serve as a classroom assistant or teacher's aide without approval from the principal.

**SUBSTITUTE FOLDER:** Each paraprofessional shall construct a substitute folder/file that must be turned into the main office. This file should include but is not limited to the following:

1. Regularly updated (REMEMBER 2ND SEMESTER CHANGES) students by hour/class period that you assist.
2. Fire escape map/tornado drill instructions
3. Map of the school
4. Your daily schedule
5. Copy of disciplinary procedures
6. Copy of attendance procedures
7. Classroom procedures and regulations
8. Bus dismissal procedures
9. Any other material you feel appropriate for carrying on your class in your absence.

This file should be updated regularly. All substitute folders should be turned in by the end of the first week of school to the Principal's secretary.

**SUPERVISION GUIDELINES:** It is our responsibility to supervise children throughout the day. We are held “in loco parentis” meaning “in place of the parent.” Students are to never be “unsupervised” in the classroom. If paraprofessionals leave their assigned classroom or work area in an emergency, they are to arrange for a teacher or another staff member to supervise your students and instruct your students as to what they must do.

This responsibility starts before school and is with us all the time that we are here or have students under our supervision. All paraprofessionals are to be in their assigned areas when their work day begins. .

**TECHNOLOGY:** Our schools are provided with many levels of technology that must be used to enhance instruction. All technology equipment is inventoried by the district. All staff members are required to follow the acceptable use policy outlining the expectations for the use of district technology.

**TERMINATION OF EMPLOYMENT:** 1) Resignation - Employees shall provide two weeks notice of termination. 2) Involuntary termination - The School Board may terminate an at-will employee at any time, with or without cause. 3) Retirement - An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

**THEFT REPORTING:** On the discovery of theft of school or personal property, teachers are to contact the building principal. A written report describing the time, place and details (identifying missing or damaged materials/equipment) should be completed as soon as possible and given to the building principal.

#### **TIME SCHEDULES - EMPLOYMENT YEAR:**

##### **1) TWELVE MONTH EMPLOYEES**

These employees work daily (Monday through Friday) except holidays and earned vacation time.

On days when school is canceled due to emergency situations and certified personnel are not required to work; hourly employees will not be required to work. Emergency situations that would cause severe damage to the buildings, if certain personnel are not on duty, may require non-certified employees to work on holidays or when certified personnel are not required to work due to conditions.

Custodians and maintenance personnel work a forty (40) hour week.

Administrative office personnel work from 8:00 a.m. until 4:00 p.m. Summer hours may be adjusted at the discretion of the Superintendent.

##### **2) NINE AND ONE-HALF MONTH EMPLOYEES**

These employees begin five (5) working days prior to the beginning of the school calendar year; work the school calendar year, and five (5) working days after the close

of the school year. The school calendar is defined by teacher work days which are equal to 180 days. Therefore, nine and one-half month employees work 190 days per year. A calendar to demonstrate the work schedule will be created annually by the Business Office.

On days when school is canceled due to emergency situations and certified personnel are not required to work; these employees will not be required to work.

### **3) TEN-MONTH EMPLOYEES**

These employees begin ten (10) working days prior to the beginning of the school calendar year; work the school calendar year and ten (10) working days after the close of the school year. The school calendar is defined by teacher work days which are equal to 180 days. Therefore, ten month employees work 200 days per year. A calendar to demonstrate the work schedule will be created annually by the Business Office.

On days when school is canceled due to emergency situations and certified personnel are not required to work; these employees will not be required to work.

### **4) SCHOOL YEAR EMPLOYEES**

These employees work the school calendar year unless otherwise specified. A calendar to demonstrate the work schedule for each discipline will be created annually by the Business Office.

### **5) SUMMER EMPLOYMENT**

Employees who accept summer positions do not qualify for 12-month benefits. Summer employment does not extend a contract for 12 months since it is out of the regular school year category.

### **6) HOURLY EMPLOYEES**

Hourly employees work as needed with the approval of the Supervisor or Superintendent.

### **7) EMERGENCY DAYS**

Supervisors shall inform each employee whether he/she is needed during an emergency day.

### **8) SUPERVISORY STAFF**

The work day and work year shall be similar to other personnel except that it is understood that supervisors are employed for specific tasks, and they are expected to work beyond the regular workday in order to accomplish such tasks when necessary.

**TOBACCO, DRUGS AND ALCOHOL:** All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

- Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being under the influence of any illegal substance or any

detectable use of any illegal substance regardless of when or where the use occurred.

- Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.
- Possession or use of medical cannabis.

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

**TRANSPORTING STUDENTS:** The only time staff members are to transport students is when they are in a district vehicle. Staff are to never use their own personal vehicle to transport students for any reason. If you have to in an emergency situation, you will need to get principal and/or superintendent approval.

**TRANSPORTATION VEHICLES:** All vehicles used for transportation of students must be kept at the garage. Drivers will be allowed to remain on the clock to complete all preparation for the bus routes. This includes maintaining the log, pre-trip inspection, fueling, cleaning, etc.

**TRAVEL EXPENSE RECORD:** When traveling or attending a district-approved workshop, convention, or seminar, traveling expenses may be reimbursed. Keep your mileage log and food receipts (must be itemized) and request for reimbursement using the appropriate district forms. Your building principal will approve the expenses and forward them to the district office for final approval. This information should be completed within one week of the return to school.

**UNEMPLOYMENT BENEFITS:** Employees shall be ineligible for unemployment benefits during an established and customary vacation period or holiday recess, if the employee works in the period immediately before such times, and there is a reasonable assurance that the employee will work immediately after such time.

**VACATION:** After one (1) year of continuous employment, year-round employees shall be eligible for paid vacation days. Since the fiscal year runs from July 1 to June 30, vacation days are generally awarded on July 1 of each year according to the following schedule:

After one (1) year continuous employment.....	10 working days
After ten (10) years continuous employment.....	15 working days
After fifteen (15) years continuous employment.....	17.5 working days
After twenty (20) years continuous employment.....	20 working days

For those employees who begin employment on any day other than July 1, upon attaining their one- year anniversary, those employees will earn a pro-rated number of vacation days based on the number of months between their anniversary date and the start of the next fiscal year (July 1). The pro-ration will be based on a 10-day total number of vacation days. The above-schedule will commence therefore on July 1 following the employee's first full year of employment.

If someone starts working mid-year, they must work a full year before they receive any vacation days.

For instance, the employee starts working on February 1st. When February 1st of the next year comes around, he/she will receive 10 days of vacation.

When July 1 of that year comes around, he/she will receive prorated vacation days - .83 per month (10/12) for 5 months =  $5 \times .83 = 4.15 = 4$  days.

After that, every July 1st he/she will receive the vacation days coming to them for that year:

- After 1 year – 10 days
- After 10 years – 15 days
- After 15 years – 17.5 days
- After 20 years – 20 days

Vacation days earned in one fiscal year must be used by the end of the following 15 months or the employee will lose them. Confidential/Supervisors may carry over vacation for 1 year & 6 months before losing it. Employees terminating their employment are entitled to remuneration for the amount of vacation earned to the date of termination, provided they have been in the employ of the District for at least one year. Vacation remuneration shall be paid only when employment is terminated by the action of the School Board or by a two week notice in writing by the employee.

Requests for vacation should be submitted to the employee's supervisor for approval at least one (1) week in advance. Every effort will be made to meet the desires of the employee and the needs of the school system.

All non-certified employees will be allowed to use their Sick, Personal, and Vacation time in hours instead of ½ or full day increments.

**There are times during the year when vacations may be denied by the supervisor/superintendent due to the amount of workload. Employees should have alternate dates for vacation planned.**

**VENDORS RELATIONS:** Employees shall have no pecuniary interest in the sale, proceeds, or benefits of any books, apparatus or furniture used or to be used in any school in the District.

**VISITORS:** All visitors must sign in and out of the main office where they will receive a visitor badge. It is the responsibility of all staff members to direct any unidentified person to the office to sign in and receive proper identification. Building safety and security is everyone's business.

**VOLUNTEERS:** For the safety and welfare of our students, "volunteer background checks" are required annually. All volunteers will be required to fill out the paperwork in order to go through the required checks before they are allowed to volunteer in our classrooms, etc. If a parent has not filled out the required paperwork, please direct them to the building secretaries and/or principals to follow the process. A list of approved volunteers will be maintained in Skyward and can be accessed by building secretaries and administrators.

**WORK RELATED INJURY:** Employees are responsible for reporting accidents that occur on-the-job to their supervisor immediately on the day of occurrence. If the situation is not an emergency, the employee should report to the school nurse for evaluation. The employee is responsible for immediately filing an accident report with the supervisor, nurse and the district office. Should an employee need non-emergency medical attention under workman's compensation, the employee needs to contact the Chief School Business Official prior to the medical visit for the appropriate information needed prior to treatment.

In case of an emergency, please go to a hospital or doctor's office. Contact the Business Office as soon as possible following the visit.

**WORKERS' COMPENSATION:** Employees are protected against financial loss in case of injury, certain types of disease, or death incurred in an employment related situation under the provisions of the Illinois Workers' Compensation Act.



# REQUEST FOR PERSONNEL SERVICES

## NEW BERLIN CUSD #16

<b>Action Requested:</b>	Replacement	<b>Employee Category:</b>	Educational Support Staff	<b>Employment Status:</b>	Full-time (FT)
<b>Certified Position:</b>	Choose an item.	<b>Subject/Grade:</b>	Elementary	<b>If PT, No. of Hrs/Day:</b>	
				<b>Educational Support Staff Position:</b>	Paraprofessional

### NEW EMPLOYEE INFORMATION / PLACEMENT

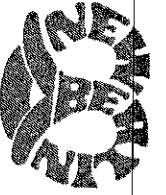
<b>Name:</b>	Alexander Barry	<b>Certified Degree:</b>	Choose an item.	<b>Hourly/Daily Rate of Pay:</b>	\$16/Hr
<b>Location:</b>	Elementary School	<b>Step:</b>	Choose an item.	<b>Additional Hours:</b>	Click or tap here to enter text.
<b>Salary Schedule Placement</b>	Choose an item.	<b>Placement:</b>	Click or tap here to enter text.	<b>Annual Rate of Pay:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Incumbent Name:</b>	Kelsie Knox	<b>Desired Beginning Date:</b>	August 10, 2023		
<b>Position Supervisor:</b>	Haas/Maxedon				
<b>Action Requested by:</b>	Shelley Haas	<b>Date:</b>	July 5, 2023		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

### APPOINTMENT AUTHORIZATION SIGNATURES

<b>Chief Financial Officer:</b>		<b>Superintendent:</b>	
<b>President:</b>		<b>Secretary:</b>	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



# REQUEST FOR PERSONNEL SERVICES

## NEW BERLIN CUSD #16

<b>Action Requested:</b>	Replacement	<b>Employee Category:</b>	Educational Support Staff	<b>Employment Status:</b>	Full-time (FT)
<b>Certified Position:</b>	Choose an item.	<b>Subject/Grade:</b>	Elementary	<b>If PT, No. of Hrs/Day:</b>	
<b>NEW EMPLOYEE INFORMATION / PLACEMENT</b>				<b>Educational Support Staff Position:</b>	Paraprofessional
<b>Name:</b>	Michelle Bauer	<b>Certified Degree:</b>	Elementary	<b>Hourly/Daily Rate of Pay:</b>	\$15/Hr
<b>Location:</b>	Elementary School	<b>Step:</b>	Choose an item.	<b>Additional Hours:</b>	Click or tap here to enter text.
<b>Salary Schedule Placement</b>	Choose an item.	<b>Placement:</b>	Click or tap here to enter text.	<b>Annual Rate of Pay:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Incumbent Name:</b>	Amanda Robinson	<b>Desired Beginning Date:</b>	August 10, 2023		
<b>Position Supervisor:</b>	Haas/Maxedon				
<b>Action Requested by:</b>	Shelley Haas	<b>Date:</b>	July 3, 2023		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

### APPOINTMENT AUTHORIZATION SIGNATURES

<b>Chief Financial Officer:</b>		<b>Superintendent:</b>	
<b>President:</b>		<b>Secretary</b>	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



# REQUEST FOR PERSONNEL SERVICES

## NEW BERLIN CUSD #16

<b>Action Requested:</b>	Replacement	<b>Employee Category:</b>	Educational Support Staff	<b>Employment Status:</b>	Full-time (FT)
<b>Certified Position:</b>	Choose an item.	<b>Subject/Grade:</b>	Elementary	<b>If PT, No. of Hrs/Day:</b>	
<b>NEW EMPLOYEE INFORMATION / PLACEMENT</b>				<b>Educational Support Staff Position:</b>	Paraprofessional
<b>Name:</b>	Grace Bipp	<b>Certified Degree:</b>	Choose an item.	<b>Hourly/Daily Rate of Pay:</b>	\$15/Hr
<b>Location:</b>	Elementary School	<b>Step:</b>	Choose an item.	<b>Additional Hours:</b>	Click or tap here to enter text.
<b>Salary Schedule Placement</b>	Choose an item.	<b>Placement:</b>	Click or tap here to enter text.	<b>Annual Rate of Pay:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Incumbent Name:</b>	Nikki Ruot	<b>Desired Beginning Date:</b>	August 10, 2023		
<b>Position Supervisor:</b>	Haas/Maxedon				
<b>Action Requested by:</b>	Shelley Haas	<b>Date:</b>	July 5, 2023		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

### APPOINTMENT AUTHORIZATION SIGNATURES

<b>Chief Financial Officer:</b>		<b>Superintendent:</b>	
<b>President:</b>		<b>Secretary:</b>	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



# REQUEST FOR PERSONNEL SERVICES

## NEW BERLIN CUSD #16

<b>Action Requested:</b>	Replacement	<b>Employee Category:</b>	Certified	<b>Employment Status:</b>	Full-time (FT)
<b>Certified Position:</b>	Teacher	<b>Subject/Grade/Activity/Sport:</b>	HS Math	<b>If PT, No. of Hrs/Day:</b>	
<b>NEW EMPLOYEE INFORMATION / PLACEMENT</b>				<b>ESP Position:</b>	Choose an item.
<b>Name:</b>	Alderson, Daniel	<b>Certified Degree:</b>	MA	<b>Hourly/Daily Rate of Pay:</b>	Click or tap here to enter text.
<b>Location:</b>	Senior High School	<b>Step:</b>	0	<b>Additional Hours:</b>	Click or tap here to enter text.
<b>Salary Schedule Placement</b>	MA+0	<b>Placement:</b>	Click or tap here to enter text.	<b>Annual Rate of Pay:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Incumbent Name:</b>	Price, Steven	<b>Desired Beginning Date:</b>	7/20/2023		
<b>Position Supervisor:</b>	Hattie Llewellyn				
<b>Action Requested by:</b>	Hattie Llewellyn	<b>Date:</b>	7/13/2023		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

### APPOINTMENT AUTHORIZATION SIGNATURES

<b>Chief Financial Officer:</b>		<b>Superintendent:</b>	
<b>President:</b>		<b>Secretary:</b>	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



# REQUEST FOR PERSONNEL SERVICES

## NEW BERLIN CUSD #16

<b>Action Requested:</b>	Replacement	<b>Employee Category:</b>		<b>Employment Status:</b>	Full-time (FT)
<b>Certified Position:</b>	Teacher	<b>Subject/Grade:</b>	4 <sup>th</sup> grade	<b>If PT, No. of Hrs/Day:</b>	
				<b>Educational Support Staff Position:</b>	

### NEW EMPLOYEE INFORMATION / PLACEMENT

<b>Name:</b>	Ashley Berola	<b>Certified Degree:</b>	BA	<b>Hourly/Daily Rate of Pay:</b>	
<b>Location:</b>	Elementary School	<b>Step:</b>	2	<b>Additional Hours:</b>	+0
<b>Salary Schedule Placement</b>	Choose an item.	<b>Placement:</b>	Click or tap here to enter text.	<b>Annual Rate of Pay:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Incumbent Name:</b>	Hepperly, Kimberly	<b>Desired Beginning Date:</b>	August 10, 2023		
<b>Position Supervisor:</b>	Brandi Maxedon				
<b>Action Requested by:</b>	Brandi Maxedon	<b>Date:</b>	June 30, 2023		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

### APPOINTMENT AUTHORIZATION SIGNATURES

<b>Chief Financial Officer:</b>		<b>Superintendent:</b>	
<b>President:</b>		<b>Secretary</b>	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



# REQUEST FOR PERSONNEL SERVICES

## NEW BERLIN CUSD #16

<b>Action Requested:</b>	Replacement	<b>Employee Category:</b>	Certified	<b>Employment Status:</b>	Choose an item.
<b>Certified Position:</b>	Choose an item.	<b>Subject/Grade/Activity/Sport:</b>	Click or tap here to enter text.	<b>If PT, No. of Hrs/Day:</b>	
<b>NEW EMPLOYEE INFORMATION / PLACEMENT</b>					
<b>Name:</b>	Gray, Aimee	<b>Certified Degree:</b>	Choose an item.	<b>Hourly/Daily Rate of Pay:</b>	Click or tap here to enter text.
<b>Location:</b>	Senior High School	<b>Step:</b>	Choose an item.	<b>Additional Hours:</b>	Click or tap here to enter text.
<b>Salary Schedule Placement</b>	Choose an item.	<b>Placement:</b>	2	<b>Annual Rate of Pay:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Senior Class Sponsor	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	1524.00
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Incumbent Name:</b>	Libby Landers	<b>Desired Beginning Date:</b>	8/10/2023		
<b>Position Supervisor:</b>	Hattie Llewellyn				
<b>Action Requested by:</b>	Hattie Llewellyn	<b>Date:</b>	7/14/2023		
(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)					
<b>APPOINTMENT AUTHORIZATION SIGNATURES</b>					
<b>Chief Financial Officer:</b>		<b>Superintendent:</b>			
<b>President:</b>		<b>Secretary</b>			

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



# REQUEST FOR PERSONNEL SERVICES

## NEW BERLIN CUSD #16

<b>Action Requested:</b>	Replacement	<b>Employee Category:</b>	Certified	<b>Employment Status:</b>	Choose an item.
<b>Certified Position:</b>	Choose an item.	<b>Subject/Grade/Activity/Sport:</b>	Click or tap here to enter text.	<b>If PT, No. of Hrs/Day:</b>	
<b>NEW EMPLOYEE INFORMATION / PLACEMENT</b>					
<b>Name:</b>	Hepperly, Kimberly	<b>Certified Degree:</b>	Choose an item.	<b>Hourly/Daily Rate of Pay:</b>	Click or tap here to enter text.
<b>Location:</b>	Senior High School	<b>Step:</b>	Choose an item.	<b>Additional Hours:</b>	Click or tap here to enter text.
<b>Salary Schedule Placement</b>	Choose an item.	<b>Placement:</b>	Click or tap here to enter text.	<b>Annual Rate of Pay:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Sophomore Class Sponsor	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	762.00
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Incumbent Name:</b>	Gray, Aimee	<b>Desired Beginning Date:</b>	8/10/2023		
<b>Position Supervisor:</b>	Hattie Llewellyn				
<b>Action Requested by:</b>	Hattie Llewellyn	<b>Date:</b>	7/14/2023		
(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)					
<b>APPOINTMENT AUTHORIZATION SIGNATURES</b>					
<b>Chief Financial Officer:</b>		<b>Superintendent:</b>			
<b>President:</b>		<b>Secretary:</b>			

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates