

Regular Meeting
Thursday, July 18, 2024 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. IASB Liaison Talking Points
5. Adjustments to Agenda
6. Reports and Recommendations
 - 6.a. Director Reports
 - 6.a.1. Transportation Director
 - 6.a.2. Food Services Director
 - 6.a.3. Facility Director
 - 6.b. Administrator(s)
 - 6.b.1. Mr. Matthew Jokisch, Elementary Principal
 - 6.b.2. Mr. Brandon Radford, JH Principal
 - 6.b.3. Mrs. Hattie Llewellyn, High School Principal
 - 6.b.4. Mr. Blake Lucas, District Athletic and Activities Director
 - 6.c. Superintendent
 - 6.c.1. Mrs. Jill Larson, Superintendent
 - Construction Update
 - Staffing Update for 2024-2025
 - Dual Credit Partnership w/LLCC
 - Exit Interviews
 - Math Consultant Contract
 - Student Registration
 - New Teacher Orientation
7. Consent Agenda
 - 7.a. Financial Report(s)
 - 7.a.1. Bills Payable & Imprest Fund
 - 7.a.2. Student Activity Funds
 - 7.a.3. Payroll
 - 7.a.4. Treasurer's Report
 - 7.b. Approve the Safe Return to Learn Plan Plan (expires 9/30/2024)
 - 7.c. Open Session Minutes of June 20, 2024
 - 7.d. Closed Session Minutes of June 20, 2024
 - 7.e. Destroying of Executive Session Tapes for the Month(s) of December 2022 and prior
8. New Business
 - 8.a. Approve the Second Reading of Policy Press #115, Policies 7:100 and 7:104
 - 8.b. Approve the Faculty/Certified Staff handbook for 2024-2025
 - 8.c. Approve change to HS Course Curriculum Guide to Reflect Dual Credit with LLCC

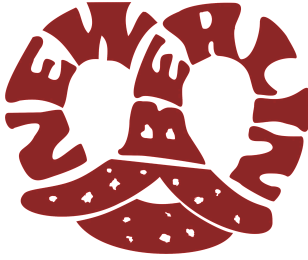
- 8.d. Approve the Math Consultant Contract for 2024-2025
- 8.e. Approve the Contract for Koehler Tech Services, LLC (Wes Koehler), Website Maintenance
9. Executive Session - For the purpose of:
 - 9.a. *The appointment, employment compensation, discipline, performance, or dismissal of specific employees 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).*
 - 9.b. *Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonable potential danger to the safety of employees, students, staff, the public, or public property. 5ILCS 120/2 (c)(8)*
 - 9.c. *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)(12)*
10. *Personnel Consent Agenda (*Policy 5:280*)
 - 10.a. Jennifer Copeland as NBE Paraprofessional
 - 10.b. Miguel Bohrer as HS Spec. Education Paraprofessional
 - 10.c. Richard King as Title I Paraprofessional
 - 10.d. Brian Fox as Permanent Substitute (pending approval of Certificate from ROE)
 - 10.e. Roderica Sandhaas as Part-Time Bus Monitor
 - 10.f. Earl Green as JH Baseball Coach
11. Resignations:
 - Makenna Dawdy-Permanent Substitute
 - Rylie Hill-Bus Monitor
 - Jennifer McQuality-NBE Teacher
12. Adjournment

IASB Liaison July Talking Points

Below are the IASB Liaison talking points for July.

1. In the fall, the typical Division Meeting will be replaced with a legislative event. This will give an opportunity for board members to connect with the state legislators and ask questions to them and for state legislators to hear about the issues important to their local school board members. Please watch [the website](#) for more information including dates and locations.
2. The third and final Board Presidents Academy will be held on August 3, 2024, at the Double Tree in Collinsville. This event is open to board presidents, board vice presidents, and anyone aspiring to these positions. Event information and registration information can be found [here](#).

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July Board Report

Transportation

- Sent buses for general maintenance
- Sent buses for bi-yearly inspections
- Mechanic is doing all summer maintenance to buses
- Continued recertification of drivers
- Summer help has washed all inside and outside of buses
- Summer help has painted and redesigned the drivers workroom and administrative offices
- Continued organization and management of budget
- Roll over of year in first of July completed
- Preparation for claim reporting in progress
- Receiving new buses.
- Open positions
 - Bus Driver
 - Bus Monitor
- Pretzel positives
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NEW BERLIN ELEMENTARY

Let's go Pretzels!

July 2024 Board Report

TO: NBCUSD #16 Board of Education, Mrs. Jill Larson, Superintendent

From: Matthew Jokisch, Elementary Principal

Pretzel Positives

Student Shout Outs

- Had a group of gamers / coders in the library

Staff Shout Outs

- Teachers in the building
- Excited about new curriculum / compliments not complaints

School Improvement

Climate and Culture

- Handbook submission
- New Teacher Orientation

Pretzel Learning for Staff

- Savvas training 6-7 with follow up on 6-26
- HMH training 6-5

Admin PD

- Shifting the Balance (June book study)
- HMH training
- SAVVAS training
- Evaluwise Clinics

Community Engagement

PTO meeting 6-20

Curriculum and Instruction

Grade Level Meetings being held to backward design new curriculum

Assessment

Implementation of IReady - adjusts to the individual learning gaps

2023 - 2024 Elementary School Improvement Plan End of Year Results

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

Vision

New Berlin graduates strive to be the best, be engaged, ready to lead and serve future generations of Pretzels

Values & Beliefs

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.

District Strategic Goal

PRETZEL SUCCESS FOR EVERY STUDENT

District Theme for the Year

Team Pretzel

School Improvement Team Members

Kara Cox, Audrey Lanzotti, Brandi Maxedon, Jennifer McQuality, Tyler Berola, Sarah Smith, Erin Luttrell, Taylor Maus

Goal 1 SEL: During the 2023-2024 school year, we will increase our percentage of students and teachers responding favorably (2 or above) to items in the Self-Management section of the universal screener by 3%.

Proposed Action/Activity (What is going to be done to address this goal?)	RATIONALE FOR STRATEGIES/ACTIONS (Explain how best practices and research justify activity)	MEASURES OF SUCCESS (Evidence)	TIMELINE	PERSON(S) RESPONSIBLE
1A. Implement SEL lessons in the classroom at least 1 time a week using the PurposeFull People curriculum.	Providing common language and learning strategies will provide consistency throughout the building.	Admin Check-Ins Lesson Plans Grade Level Collaboration Reflection Sheet	August 2023-May 2024	All Staff
1B. Maintain consistency of PBIS Tier 1 throughout the building.	PBIS promotes positive school climate, safer learning environment, and more trusting and respectful student/teacher relationships.	Skyward Data Tier I PBIS Data PBIS Kick-Off	August 2023-May 2024	All Staff PBIS Team
1C. Continue to integrate and improve PBIS Tier 2 throughout the building.	PBIS promotes positive school climate, safer learning environment, and more trusting and respectful student/teacher relationships.	Skyward Data Tier 2 PBIS Data	August 2023-May 2024	All Staff PBIS Team
Fall/Winter Data Benchmark: K-2 Teacher Rating: 60% 3-5 Self Rating: 89%		Spring Projection: K-2 Teacher Rating: 63% 3-5 Self Rating: 92%	Actual Outcome (Spring Final Result) K-2 Teacher Rating: 76%-- Yes Did increase 3% 3-5 Self Rating: 85%-- No Did not increase 3%	

Goal 2 ELA: During the 2023-2024 school year, NBE will increase the percentage of students at each grade level performing above the 41st Percentile on the NWEA MAP assessment by 10% in each grade level K-5. Each grade level will maintain the number of students above the 41st percentile if the percentage of students are above the 80 percent.

Proposed Action/Activity (What is going to be done to address this goal?)	RATIONALE FOR STRATEGIES/ACTIONS (Explain how best practices and research justify activity)	MEASURES OF SUCCESS (Evidence)	TIMELINE	PERSON(S) RESPONSIBLE
1A. All classroom and intervention staff teaching reading will participate in professional development that is targeted toward best practices in reading Instruction.	Targeting instructional areas that have been identified as weaknesses through data analysis.	Certified Classroom Staff Certified Interventionists Paraprofessional Interventionist	PD Attendance Log-90% attendance rate at literacy PD	August 2023-May2024
1B: K-5 Teachers will participate in professional development workshops that are focused on high quality instructional practices that support the BEEP model of instruction.	Incorporating high quality instructional practices will raise students comprehension and achievement across all content areas.	K-5 Teachers, Interventionist, Special Staff Admin Team	90% attendance at PD focused on BEEP components	August 2023
1C: K-5 Teachers will implement the BEEP model of instruction.		K-5 Teachers, Interventionist, Special Staff Admin Team	100% of observations will have at least five observable components of the BEEP model.	August 2023 -May 2024
1D: All K-5 teachers will identify strategies provided by the reading specialist during the ELA PD meetings that have	Incorporating best practice for literacy instruction. Reading and writing workshop model.	Grade Level Teams Admin Team	Common planning Time Team Agendas & Attendance log-1 time a month 100% attendance	August 2023 -May 2024

<p>been tried or implemented during the ELA block.</p>			<p>Identified in Tier 1 lesson plans</p> <p>Identified in guided reading lesson plans</p> <p>Survey of staff at semester</p> <p>Attendance at PD with Reading Consultant</p>	
<p>1E: K-5 teachers will implement Tier 1 ELA curriculum in whole group: HMH into Reading & SAVVAS Realize in all regular education classroom settings.</p>	<p>Incorporating consistent Tier 1 instruction will add continuity in the education of all K-5 students.</p>	<p>K-5 teachers</p> <p>Admin Team</p>	<p>Teacher Lesson Plans will be up to date and current with evidence of HMH & SAVVAS</p> <p>Monitored through analysis of grades K-5 through report cards or Panorama.</p> <p>Reflection of Tier 1 curriculum assessments during common planning meetings (Monthly) to identify that 80% of the students in a classroom/grade are meeting standard (Standards based grade of 3 or % grade of 70 or more).</p>	<p>August 2023 -May 2024</p>
<p>1F: K-5 teachers will implement Tier 1 guided reading instruction utilizing HMH, SAVVAS</p>	<p>Incorporating consistent Tier 1 small group instruction 5 days per week.</p>	<p>K-5 Teachers</p>	<p>Staff will post guided reading schedules and complete lesson plans for guided reading</p>	<p>September 2023 -May 2024</p>

<p>and other leveled reading materials.</p>			<p>weekly with 100% implementation.</p> <p>The 1st-5th grade staff will complete F&P benchmark assessments on 100% of all students 3 times a year to identify student growth at independent reading level.</p> <p>The Kindergarten staff will complete F&P benchmark assessments on 100% of all students 2 times a year to identify student growth at independent reading level.</p>	
<p>1G: K-5 teachers and interventionists will implement Tier 2 and Tier 3 Reading interventions after analyzing data from MAP, AIMSWEB, Fountas and Pinnell and class performance to meet students' varying needs.</p>	<p>Research based and classroom interventions/ differentiated instruction will increase student achievement in the areas of comprehension and fluency across grade levels</p>	<p>K-5 teachers Reading Intervention Team Admin Team</p>	<p>Staff will complete intervention documentation & attendance log for each student. Logs will be reviewed at monthly data meetings to ensure 100% of logs are completed for students in intervention.</p> <p>Staff will have intervention lesson plans for Tier 2 or 3 groups.</p>	<p>August 2023 -May 2024</p>

Monitoring Plan: How will you monitor the effectiveness of your strategy/action?

Fall Data Benchmark:

Grade	% Above The 41st Percentile
K	87
1	76
2	50
3	76
4	72
5	57

Spring Projection:

Grade	% Above The 41st Percentile
K	87
1	86
2	60
3	86
4	82
5	67

Actual Outcome (Spring Final Result)

Grade	
K	76 Did not maintain; declined by 11%.
1	88 Yes Did increase 10%
2	63 Yes Did increase 10%
3	83 No Did not increase 10%; did still grow by 7%.
4	77 No Did not increase 10%; did still grow by 5%.
5	64 No Did not increase 10%; did still grow by 7%.

Please describe performance of student groups, identification of opportunity and achievement gaps, and potential reasons for your school's current status.

(By ethnicity and programs) Programs are: CWD, Economically Disadvantaged Students

Students with disabilities and economically disadvantaged students underperform on IAR but our overall IAR scores for all students are also low. The team identified possible reasons of: lack of resources, need for parent education, student buy-in/effort, and test anxiety. The team identified the following strategies to improve student performance and parent education: Family night for IAR awareness in ELA and Math, test promotion/spirit week to get students excited, student goal setting using MAP and previous IAR data, Celebrating students who meet state standard or student growth goal, and teaching testing strategies to reduce anxiety. The team also identified the need to share IXL log-in information with parents to encourage practice at home that aligns with individual student plans.

Goal 3 Math: During the 2023-2024 school year, NBE will increase the percentage of students at each grade level performing above the 41st Percentile on the NWEA MAP assessment by 10% in each grade level K-5. Each grade level will maintain the number of students above the 41st percentile if the percentage of students is above the 80 percent.

Proposed Action/Activity (What is going to be done to address this goal??)	RATIONALE FOR STRATEGIES/ACTIONS (Explain how best practices and research justify activity)	MEASURES OF SUCCESS (Evidence)	TIMELINE	PERSON(S) RESPONSIBLE
1A. All classroom and intervention staff teaching mathematics will participate in professional development that is targeted toward best practices in math Instruction.	Targeting instructional areas that have been identified as weaknesses through data analysis.	Certified Classroom Staff Certified Interventionists Paraprofessional Interventionist	PD Attendance Log-90% attendance rate at Math PD	August 2023-May2024

<p>1B. All classroom and intervention staff teaching mathematics will participate in workshops that are focused on high quality instructional practices that support the implementation of the BEEP model of instruction</p>	<p>Incorporating Research-Based instructional strategies for instruction across all content areas will raise student achievement.</p>	<p>Building Leadership Team Admin Team All Staff</p>	<p>PD Attendance Log-90% attendance at BEEP PD</p>	<p>August 2023-2024</p>
<p>1C: K-5 Teachers will implement the BEEP model of instruction.</p>		<p>K-5 Teachers, Interventionists Admin Team</p>	<p>100% of observations by administration and/or the Building Leadership Team will have at least five observable components of the BEEP model.</p>	<p>August 2023-May 2024</p>
<p>1D: K-5 teachers will implement Tier 1 Math curriculum: Everyday Math/Tara West Kinder Math in all regular education classroom settings.</p>	<p>Incorporating consistent Tier 1 instruction will add continuity in the education of all K-5 students.</p>	<p>K-5 teachers Admin Team</p>	<p>Teacher Lesson Plans will be up to date and current with evidence of Everyday Math Resources or Tara West Kinder Math. Monthly reflection during common planning meetings to include analysis of curriculum based student assessment performance to identify that 80% of the students in a classroom/grade are meeting standard on</p>	<p>August 2023-May2024</p>

			assessments (Standards based grade of 2 or % grade of 70 or more).	
1E: K-5 teachers and interventionists will implement Tier 2 and Tier 3 math interventions after analyzing data from MAP, IAR, Everyday Math Assessment, AIMS Testing, and class performance to meet students' varying needs.	Research based and classroom interventions/ differentiated instruction will increase student achievement in the areas of comprehension and fluency across grade levels	K-5 teachers Intervention Team Admin Team	Intervention staff will provide the digital intervention log and directions on how to properly fill it out for documentation of interventions. Staff will complete digital intervention documentation & attendance log for each student receiving intervention. Logs will be reviewed at monthly data meetings to ensure 100% of logs are completed for students in intervention. Staff will have intervention lesson plans for Tier 2 or 3 groups. Grade Level Data Meeting Agendas	August 2023-May 2024

Monitoring Plan: How will you monitor the effectiveness of your strategy/action?

Fall Data Benchmark:		Spring Projection:		Actual Outcome (Spring Final Result)	
Grade	% Above The 41st Percentile	Grade	% Above The 41st Percentile	Grade	% Above The 41st Percentile
K	89	K	89	K	78 Did not maintain; decreased by 11%.
1	76	1	86	1	83 No Did not increase 10%; grew by 7%.
2	59	2	69	2	67 No Did not increase 10%; still grew by 8%.
3	61	3	71	3	93 Yes Did increase 10%
4	72	4	82	4	84 Yes Did increase 10%
5	68	5	78	5	68 No Did not increase 10%; maintained.

Please describe performance of student groups, identification of opportunity and achievement gaps, and potential reasons for your school's current status.

(By ethnicity and programs) Programs are: CWD, Economically Disadvantaged Students

Students with disabilities and economically disadvantaged students underperform on IAR but our overall IAR scores for all students are also low. The team identified possible reasons of: lack of resources, need for parent education, student buy-in/effort, and test anxiety. The team identified the following strategies to improve student performance and parent education: Family night for IAR awareness in ELA and Math, test promotion/spirit week to get students excited, student goal setting using MAP and previous IAR data, Celebrating students who meet state standard or student growth goal, and teaching testing strategies to reduce anxiety. The team also identified the need to share IXL log-in information with parents to encourage practice at home that aligns with individual student plans.



July Board Report

TO: NBCUSD #16 Board of Education, Jill Larson, Superintendent

From: Brandon Radford, Jr. High Principal

School/Building Improvement:

- 42 - 6th Grade Students currently signed up for Pretzel Step-Up Day - August 2, 2024
- Will host a 7th & 8th grade locker night - Wednesday - August 7, 2024
- Staff will go through CPI training July 29

Curriculum and Instruction

- None at this time

Assessment

- Will be moving from NWEA MAP testing to iReady testing starting fall of 2024.

Pretzel Positives

- All teachers from last year are back for the 24-25 school year. We saw great academic growth in our classrooms and excited for a new year
- Excited to get students back into the school

Recommendations:

- None at this time



23.24 New Berlin Jr. High
School Improvement Plan
Data Presentation

Team Pretzel



Team Pretzel

NBHS Goal 1 SEL

During the 2023-24 School Year, we will decrease the number of who identify as having 0 or 1 strong categories (Self-Efficacy, Growth Mindset, Self-Management, Social Awareness, or Emotional Regulation) in SEL data in our Panorama data.

23.24 SEL Goals as Measured by the Panorama Survey

6th Grade			7th Grade			8th Grade		
Fall	Projected	Spring	Fall	Projected	Spring	Fall	Projected	Spring
13 Students	10	5	5	4	4	12	9	9

Action Plan

1. Put all students through new SEL curriculum during 23-24 school year.
2. Work with MTSS team and School Social Worker to develop checkin-checkout student groups.
3. Continue to integrate PBIS tier 1 throughout the building

1 - Help to continue educating students on mental/emotional health, positive attitudes, making decisions, and goal setting.

2 - Foster relationships, help teach expectations, and provide positive reinforcement and feedback.

3 - PBIS promotes positive school climate, safer learning environment, and more trusting and respectful student/teacher relationships.



Team Pretzel

NBHS Goal 2 ELA Achievement

During the 2023-24 school year, we will increase the number of students performing at or above the 40th percentile in Reading by 10% across all grade levels.

23.24 School Improvement ELA Goals

ELA			
	Fall	Projection	Spring
6th Grade	25	31	36
7th Grade	24	28	28
8th Grade	42	48	47

Summary of Findings

We saw great improvement of the number of students at or above the 40th percentile in all three grade levels. 6th and 7th grade met the 10% projected goals (6th grade had 1 student score at 39th percentile). 8th grade fell one student short of the 10% growth goal (2 students scored at the 39th percentile) which would of put the class at or above the goal.



Team Pretzel

NBHS Goal 3 Math Achievement

During the 2023-24 school year, we will increase the number of students performing at or above the 40th percentile in Math by 10% across all grade levels.

23.24 School Improvement Math Goals

ELA			
	Fall	Projection	Spring
6th Grade	25	31	38
7th Grade	24	28	31
8th Grade	44	48	48

Summary of Findings

We saw great improvement of the number of students at or above the 40th percentile in all three grade levels. 6th grade students was the group that exceeded their percentage expectation the most.

NEW BERLIN HIGH SCHOOL

MRS. HATTIE LLEWELLYN

High School Principal Board Report



July 2024 Board Report

TO: NBCUSD #16 Board of Education, Mrs. Jill Larson, Superintendent

From: Hattie Llewellyn, High School Principal

School Improvement

- Pretzel Success for all incoming freshmen and new students will be held on Aug 2nd. We have a fun day planned for our new Pretzels!
- Leadership Teams will focus on the following items next year for school improvement and student achievement.

Building Leadership Team	Instructional Leadership Team
<ul style="list-style-type: none">● Improving School Culture and Climate● Pretzel Success - Freshman Transition● NBHS Multi Tiered Systems of Support-Behavior	<ul style="list-style-type: none">● Improvement of Instruction● College and Career Readiness● NBHS Multi Tiered Systems of Support - Academic

Curriculum and Instruction

- **(From June's Report)** Mr. Viola, Mrs. Larson, and I met with LLCC administrators to discuss their dual credit offerings in order to expand our options for students. They have a proposal that would allow a student to have completed an Associates Degree by the time they graduate high school. There is a lot to be worked out, and some of our current offerings align with what students would need to take. One course we are looking at is the FYE (First Year Experience) that would be offered to 9th/10th grade students that are in Driver's Education as the corresponding course and we would replace Research. We have started the process of getting instructor approval through LLCC.
- We have approval from LLCC for the FYE course instructor. I have submitted the course information for your approval that will be reflected in the updated 24.25 NBHS Curriculum Guide. This is an ongoing process that may occur each year after the curriculum guide has been approved, as we have been working with LLCC over the past three years to increase the number of Dual Enrollment courses for our students. This collaborative process was originally started with discussions about their Teacher Pipeline Program. Variables include teacher turnover, their availability to provide instructors if we cannot, etc.

Assessment

- No Updates

NEW BERLIN HIGH SCHOOL

MRS. HATTIE LLEWELLYN

High School Principal Board Report



Pretzel Positives

NBHS Student Shout Outs

- Miley Crow traveled to Washington DC for the FFA Leadership Program
- Class of 2018 Alum Keely Cardwell received the Class of 2024 Big I 40 Under 40 for Insurance Professionals!

NBHS Staff Shout Outs

- The custodians for all of their hard work in getting the building ready for the start of school!

Recommendations:

Miguel Bohrer, HS Paraprofessional

Revise the 24.25 NBHS Curriculum Guide to reflect the addition of a Dual Enrollment Course - First Year Experience - to replace Research beginning the 24.25 school year.



Team Pretzel

23.24 New Berlin High
School
School Improvement Plan
Data Presentation



Team Pretzel

NBHS Goal 1 SEL

During the 2023-24 School Year, we will increase the number of students reporting strengths in Social-Emotional Learning/Well-Being by 3% by targeting the areas of Growth Mindset, Social Awareness, and Self Management.

23.24 SEL Goals as Measured by the Panorama Survey

	Growth Mindset (GM)			Social Awareness (SA)			Self Management (SM)		
	Fall	Projected	Spring	Fall	Projected	Spring	Fall	Projected	Spring
2027	56	59	55%	72	75	63%	82	85%	73%
2026	44%	47%	55%	52	55	60%	63	66	74%
2025	45	48	50%	65%	68%	68%	74%	77%	74%

	Growth Mindset-3%	Social Awareness - 3%	Self-Management - 3%	Action Plan
				<ol style="list-style-type: none"> 1. Analyze questions/responses at each grade level and determine needs. 2. Develop and implement strategies during 11:40 dismissal days that target each area 3. Utilize Josten's Renaissance Curriculum, Nearpod, Executive Functioning Skills and provide training that aligns to the targeted area at each grade level.
2027	Predicted 59% Actual 55%	Predicted 75% Actual 63%	Predicted 85% Actual 73%	Students in the Class of 2027 started off the year with above average strengths in all three areas. Growth Mindset and Social Awareness will continue to be a focus for this class. Targeted lessons through small groups will be given to those students that demonstrate needing to improve self-management.
2026	Predicted 47% Actual 55%	Predicted 55% Actual 60%	Predicted 66% Actual 74%	Students in the Class of 2026 were lowest in the area of Growth Mindset, and made gains above the projected target. This was also seen in the area of Social Awareness
2025	Predicted 48% Actual 50%	Predicted 68% Actual 68%	Predicted 77% Actual 74%	The Class of 2025 started off the year with an above average number in self-management and did not demonstrate any growth. There was growth in the areas of GM and SA and they met their target for those. Both of these areas will continue to be worked on next school year.



Team Pretzel

NBHS Goal 2 Student Achievement in Reading and Math

During the 2023-24 school year, we will increase student achievement in Reading and Math as measured by NWEA MAP Testing. Our goal is to have 80% of students at each grade level performing at the 40th percentile or higher.

23.24 School Improvement ELA and Math Goals

	Math			ELA		
	Fall	Winter	Spring	Fall	Winter	Spring
2027	76	88	76	77	79	85
2026	79	82	81	56	73	82
2025	76	75	92	68	75	80

	Math Growth Goal	ELA Growth Goal	23.24 Spring Benchmark Data	Summary of Findings
2027	4%	3%	Predicted 80% Math Actual 76% ELA Actual 85%	All three grade levels met their goal in Reading. The freshmen class met the goal by the Winter benchmark; however, there performance in the Spring declined.
2026	1%	24%	Predicted 80% Math Actual 81% ELA Actual 82%	
2025	4%	12%	Predicted 80% Math Actual 92% ELA Actual 80%	



Team Pretzel


NBHS Goal 3
College/Career Readiness

During the 2023-24 school year, we will increase the percentage of students meeting the College and Career Readiness Indicators to meet the projected proficiency targets for this year.

23.24 CCRI Goals
TBD/Completed when Report Card is Released

	Fall Data Benchmark	Spring Projection	Actual Outcome (Spring Final Result)
ELA Proficiency	31%	43%	
Math Proficiency	24%	40%	
Graduation Rate	88%	90%	
Achievement Gap ELA	Non-LI - 40%; LI - 12 %; -28	-18	
Achievement Gap Math	Non-LI 33%; LI 6%; -27	-17	
Freshmen On Track	97%	100%	
Chronic Absenteeism	17%	10%	

Academics



The bar chart for Academics is divided into four segments: a large dark green segment at the top, a medium green segment, a yellow segment, and a small red segment at the bottom.

Excelling
Student was excelling in all subjects in 2023-2024.

- Their lowest grades over the course of 2023-2024 were:
 - A
 - S+
 - G
 - P
 - B

On track
Student was on track in all subjects in 2023-2024.

- Their lowest grades over the course of 2023-2024 were:
 - S
 - C


At risk ▲
Student was at risk in at least one subject in 2023-2024.

- Their lowest grades over the course of 2023-2024 were:
 - D
 - S-

Critical ●
Student was critical in at least one subject in 2023-2024.

- Their lowest grades over the course of 2023-2024 were:
 - X
 - N
 - NI
 - E
 - F

Attendance



The bar chart for Attendance is divided into four segments: a large dark green segment at the top, a medium green segment, a yellow segment, and a small red segment at the bottom.


On Track for College/Career Readiness ■
Student attended 95% or more of school days in 2023-2024.

On Track for Graduation ■
Student attended 90% or more, and less than 95% of school days in 2023-2024.

At Risk ▲
Student attended 80% or more, and less than 90% of school days in 2023-2024.

Critical ●
Student attended less than 80% of school days in 2023-2024.

Behavior



The bar chart for Behavior is divided into four segments: a large dark green segment at the top, a medium green segment, a yellow segment, and a small red segment at the bottom.

On Track for College/Career Readiness ■
Student did not have any incidents in 2023-2024.

On Track for Graduation ■
Student had incidents on 1-2% of school days in 2023-2024.

At Risk ▲
Student had incidents on 3-5% of school days in 2023-2024.

Critical ●
Student had incidents on more than 5% of school days in 2023-2024.

College and Career Readiness Targets Through Panorama Student Success

SEL/Health



The bar chart for SEL/Health is divided into four segments: a large dark green segment at the top, a medium green segment, a yellow segment, and a small red segment at the bottom.

Reported All Strengths
Student reported a strength in all SEL topics through 2023-2024.

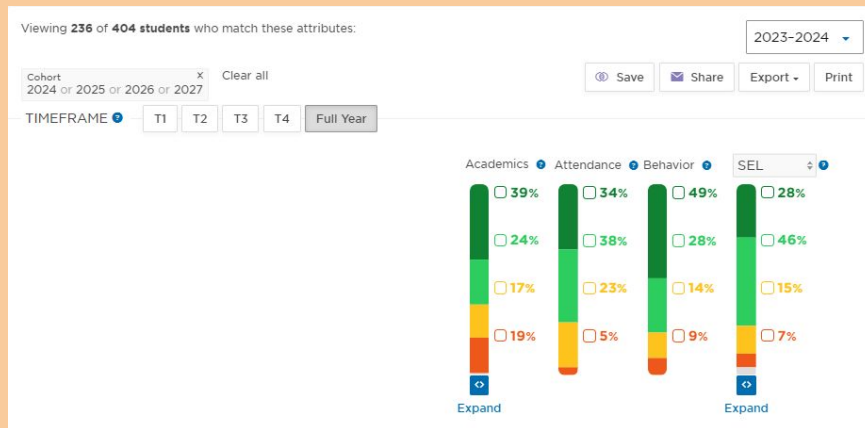
Reported Many Strengths
Student reported a strength in at least half of the SEL topics through 2023-2024.

Reported Some Strengths
Student reported a strength in less than half of the SEL topics through 2023-2024.

Reported No Strengths
Student did not report a strength in any SEL topics through 2023-2024.

23.24 CCR - Panorama Student Success

	Academics			Attendance			Behavior			SEL/Health		
	Fall	Projected	Spring	Fall	Projected	Spring	Fall	Projected	Spring	Fall	Projected	Spring
2027	79	85	86	82	90	97	78	85	83	70	85	93
2026	71	85	68	88	90	97	67	85	85	51	85	93
2025	85	85	82	76	90	92	81	85	98	61	85	94
2024	90	85	91	64	90	95	93	85	100	63	85	91
Overall	80	85	81	77	90	95	79	85	91	61	85	93



**Growth Rock Stars:
Class of 2030, 2026, and
2025**

SEL

Export

	Enrollment	Enrollment		Academics		Attendance		Behavior		SEL	
		22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24
New Berlin Jr/Sr High All students	423	404		64%	65%	80%	77%	73%	74%	68%	75%
New Berlin CUSD 16	844	754		64%	65%	81%	83%	73%	81%	68%	76%
Grade level	Enrollment		Academics		Attendance		Behavior		SEL		
5 Class of 2030	59	60		75%		92%		80%		60%	77%
6 Class of 2029	40	40		62%	51%	83%	85%	73%	53%	85%	74%
7 Class of 2028	72	68		75%	71%	79%	75%	69%	68%	68%	64%
8 Class of 2027	61	59		59%	68%	84%	78%	70%	69%	72%	76%
9 Class of 2026	70	71		49%	49%	81%	75%	51%	66%	60%	77%
10 Class of 2025		51		59%	63%	72%	59%	60%	86%	65%	78%
11 Class of 2024	59	55		65%	79%	68%	75%	78%	91%	75%	78%
12 Class of 2023	64			77%	GD	75%	GD	89%	GD	77%	GD

Academics
Growth Rock Stars:
Class of 2027, and
2024

Attendance
Growth Rock Stars:
Class of 2024

Behavior
Growth Rock Stars:
Class of 2026, 2025,
and 2024

	Academics	Attendance	Behavior	SEL
On Track for College/Career Readiness	Student is excelling in all subjects. Their lowest grades over the course of the year are: A,B	Attended 95% or more of school days	No behavior Incidents	Reported strengths in all SEL topics
On Track for Graduation	Student is on track in all subjects. Their lowest grades over the course of the year are: C	Attended 90-95% of school days	Incidents on 1-2% of school days	Reported strengths in at least half of SEL topics
At Risk	Student is at risk in at least one subject this year. Their lowest grades over the course of the year are: D	Attended 80-90% of school days	Incidents on 3-4% of school days	Reported strengths in less than half of SEL topics
Critical	Student is critical in at least one subject this year. Their lowest grades over the course of the year are: F	Attended less than 80% of school days	Incidents on more than 5% of school days	Has not reported a strength in any SEL topics

23.24 School Improvement Data - Course Failures

	23.24	
	Semester 1	Semester 2
2027	1	7 - 5*OL HB
2026	7- 3*OL (students transferred in after MT2)	9- 1*OL
2025	5	9 - 5*OL HB
2024	3	3 - 3*OL HB
Total	16- 3*OL Courses	28 - 14*OL Homebound Student Courses

Semester Course Failure Data by Subject Area

	2027		2026		2025		2024	
	S1	S2	S1	S2	S1	S2	S1	S2
Math	1	2- 1* OL	2	4	1	3 -1*OL	0	0
ELA	0	1*	0	0	0	1*	1	1*
Science	0	1*	2-1*OL	4	1	4 -2* OL	0	0
Social Sci.	0	1	3 - 2*OL	1* OL	1	1*	0	0
For.Lang	0	1*	0	0	0	0	0	0
CTE	0	0	0	0	2- 1 CACC	0	2	1*
Fine Arts	0	0	0	0	0	0	0	0
PE/Health	0	1*	0	0	0	0	0	1*
Total	1	7 -5*OLHB	7 -3*OL	9	5	9-5*OLHB	3	3*OL HB

Course Failure Data

	Quarter 1			
	2027	2026	2025	2024
Math	1	2		
ELA			2	
Science	1		1	
Social Sci.	4	1	1	
For.Lang		1		
CTE	3	1	1	3
Fine Arts				
PE/Health				
Total	9	5	5	3

Course Failure Data

	Quarter 2			
	2027	2026	2025	2024
Math	2	OL-1 4	2	
ELA	1		1	1
Science		OL-1 7	2	
Social Sci.		5	1	
For.Lang		2	1	
CTE	1	2	1 (CACC)	3 - (1 CACC)
Fine Arts				
PE/Health		OL-1		
Total	4	18	8	3

Course Failure Data

	Quarter 3			
	2027	2026	2025	2024
Math	2	3	2	
ELA	2	0	2 -1 Online	
Science	3	9	4-2 Online	
Social Sci.	1	6 - 1 Online	1-Online	
For.Lang	1-Online	0	0	
CTE	1	2	0	1
Fine Arts	1	0	1	
PE/Health	1-Online	0	1	1
Total	12	20	11	2

Course Failure Data

	Quarter 4			
	2027	2026	2025	2024
Math	0	3	1	0
ELA	0	0	0	0
Science	0	3	3	0
Social Sci.	1	2	0	0
For.Lang	0	2	0	0
CTE	1	2	0	1
Fine Arts	0	1	0	0
PE/Health	0	0	0	1
Total	2	13	4	2



July Board Report

Updated July 15 , 2024

Athletics

- **Approval of Earl Green as JH Assistant Baseball Coach**

- **Open coaching positions:**

- **Color Guard Sponsor**
- **HS Assistant Scholastic Bowl**
- **HS Head Boys Track & Field**

- **Team Rules:**

- **None at this time**

Pretzel Positives

- The Pretzel Open will be this Friday, July 14th at Edgewood Golf Club in Auburn! A big thank you to our Sports Boosters for all of their hard work and dedication to the school community, coaches, and student athletes!
- Summer workouts have been going extremely well. Coaches and student-athletes have been busy training and preparing for the coming school year. Shout out to all the coaches, athletes, and parents for working together to maximize the summer months!



Blake Lucas, Athletic & Activities Director

New Berlin CUSD16

300 E. Ellis St.

New Berlin, IL 62670

217-488-6012

NBHS DUAL CREDIT COURSES

Lincoln Land Community College

- Students will receive both high school and collegiate credit for the courses listed below.
- Students must successfully complete coursework with a grade of “C” or better
- Since these are college courses, it is expected that the student will remain in the course for the entire length of the course. If a student withdraws, it will potentially affect their collegiate financial aid (post-graduation)
- Students who do not otherwise meet a community college’s academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Department	NBHS Course	LLCC Code	# of credits
Agriculture	Agricultural Business Management	ABM 106	3 credits
Agriculture	Agriculture Sales & Marketing	ABM 202	3 credits
Agriculture	Greenhouse Production & Management	HRT 100	1 credit
Agriculture	Greenhouse Production & Management	HRT 102	3 credits
English	*Composition I	EGL 101	3 credits
English	**Composition II	EGL 102	3 credits
English	Intro to Literature: Multi-genre	EGL 109	3 credits
Spanish	Spanish III	SPA 201	4 credits
Spanish	****Spanish IV	SPA202	4 credits
CollegeNOW	First Year Experience	FYE 101	2 credits

- *** Students must have at least a 2.700 GPA or must score a 18 or higher on the ACT in English, or score a 480 on the SAT in English and Reading or score 5+ (out of 8) on the LLCC placement tests**
- ****Students must earn a C or better in EGL101**
- *****Students must earn a C or better in SPA102**
- ******Students must earn a C or better in SPA102**

Department	Course	LLCC Code	# of credits
CollegeNOW	Public Speaking Fundamentals	CMN 101	3 credits
CollegeNOW	Intro to Literature: Multi-genre	EGL 109	3 credits
CollegeNOW	Art Appreciation	ART 101	3 credits
CollegeNOW	Introduction to Sociology	SOC 101	3 credits
CollegeNOW	Introduction to Humanities	HUM 101	3 credits

What is the difference between the CollegeNOW courses and other dual credit courses?

- The CollegeNOW courses are taught by LLCC professors rather than NBHS teachers.
- Students must pay LLCC tuition and fees for CollegeNOW courses, while other dual credit courses have no cost.

Research

SCED Code: 11151A000 Recommended Grade Level: 9, 10

Length of Course: 1 quarter Credit: ¼ credit

Prerequisite: None

The primary goal of all Research classes at New Berlin will be to develop the skills to be able to discuss and understand the basics of finding information on the internet. The curriculum will focus on finding reliable resources, how to properly search for resources, and how to cite and use those resources in a paper. The curriculum will be grade appropriate.

**This course is paired with Drivers Education.*

First Year Experience

(Dual Credit with LLCC—FYE 101)

SCED Code: ? Recommended Grade Level: 9, 10

Length of Course: 2 quarters Credit: NBHS ¼ credit LLCC 2 Credits

Prerequisite: None

The first-year experience course helps students successfully transition to college. Students experience, discuss, write about and apply knowledge, skills, behaviors, strategies and mindsets that help them succeed in college. This course empowers students to develop inner qualities that assist in making wise decisions, which result in the outcomes and experiences they desire. Students learn how to think critically about and prepare for their academic and career pathways.

**This course is paired with Drivers Education.*

DRIVER EDUCATION

****Required Course****

SCED Code: 08152A000 Recommended Grade Level: 9, 10

Length of Course: 4 2 quarters Credit: 0.250 credit

Prerequisite: Must have passed eight 1/2 credit courses in the previous two semesters.

The purpose of this course is to provide the information required by law to qualify for a driver's license.

The subject areas include driving tasks, interacting with traffic, driving in different environments and conditions, and your responsibilities as a driver.

**This course is paired with Research.*

Drivers Education will be offered to each student at the expense of the district one time; should a student fail the Drivers Education component, the course will need to be taken at an alternate location and will become the financial responsibility of the parent/guardian.

The mission of New Berlin CUSD #16 Libraries is to serve the students and staff of our school community by enhancing the New Berlin CUSD #16 curriculum and providing students with the skills and resources needed to achieve their personal best and become lifelong learners by:

1. Developing skills to become persistent, creative and collaborative problem solvers through makerspace activities.

Elementary 3-5 Makerspace time every other week. Student activities include:

- Longest Chain Challenge - collaboration, creative problem solving
- Keva Planks and Marble Run - Help students improve their spatial awareness through creativity and design, learning from mistakes and developing engineering skills.
- Rush Hour - logical reasoning and problem solving skills
- Snap Circuits - reading skills, fine motor skills, problem solving

Junior High 6th Grade: Makers curriculum emphasizes growth mindset and collaboration through computer block coding, 3D design and printing, application of the engineering process, and the use of the seven elements of design to create stickers.

Junior/Senior High: Fluor Engineering Challenge - Rubber Band Cars

Highlight: Rush Hour sets were purchased with Library Camp funds for elementary Makerspace time and were a welcome addition. 3rd-5th grade students embraced this logic puzzle with great enthusiasm; racing

and challenging each other to solve increasingly complicated puzzles.

2. Offering access to a wide collection of books to promote respect and empathy in a diverse world.

Purchase fiction and non-fiction books at all levels with diverse main characters/subjects.

- 397 New titles were added to the district collection. (292 for the elementary library and 105 for the Junior/Senior High Library.)
 - The Library Book Budget was used to purchase 177 new titles.
 - The Secretary of State Library Grant was used to purchase 81 books.
 - The Birthday Book Club added 12 new books.
 - The Library Activity Account added 5.
 - PTO donated 84 new titles to the collection.
 - Other donations of money or materials account for 38 new books.

Highlights: We added numerous titles from the Wilderness Ridge and Lucky Luke hunting and fishing themed series that have been popular additions to our elementary chapter book collection. These books have quickly become some of our most circulated titles.

The elementary fiction section was weeded of books which have not been checked out in fifteen years. Doing so created space for new titles and made it easier for students to find the books.

3. Educating students to operate ethically and safely within various modes of media.

Digital Citizenship Lessons - Elementary 3-5th grades held once per semester during Makerspace time covering the topics of: managing screen time, safe online communication, and identifying fake news.

Highlight: This is our second year of digital citizenship lessons at the elementary level. We began a series on Fake News using the book, "Killer Underwear Invasion." Student reaction to a fake news story regarding Taylor Swift sparked a great examination of why such stories are created.

4. Promote reading for enjoyment.

- Summer Reading Program (K-12)
- Library Camp
- Monarch Voting
- Morning Audiobook Club
- Reading Royale Challenge
- Book bags delivered to Jr/Sr High ELA classrooms for convenient checkout.
- Sharing Jr/Sr High digital booktalks/video book clips highlighting

seasonal themes and new titles.

- Ongoing Jr/Sr High hallway book displays
- Library Club
- Family Reading Night Event
- Abigail Kane Memorial Reading Tree Mural

Highlights: Library Club Ballad of Songbirds and Snakes movie meet-up at AMC and Family Reading Night Stuffed Animal Sleepover.

5. Support Curriculum

- Provided a curated collection of titles for 6th grade Spooky Book Tasting.
- Titles were purchased based on staff opinion surveys. Specifically presidential themed elementary level non-fiction books and additional Who Was? Titles were added to our collection to support class projects.
- Staff interlibrary loan book requests to supplement curriculum with mentor texts and stories which connect to content themes.
Example - The high school Psychology class used *Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition, Text Revision (DSM-5-TR®)* through interlibrary loan.
- GALE database and World Book Online access to support research lessons at all levels.
- Research class collaboration

Highlight: Visiting the Sangamon Valley Collection at Lincoln Library to research school history with the fall Research classes.

Library Use

- Elementary - 1 thirty minute visit per week (Approximately 25 weeks and 354 = 8,850 elementary visits)
- Jr/Sr High - Open during advisory (Jr High Library requests - 356 online pass requests, no data for high school)
- Circulation of 8,218 items per SHARE Certification Report

Lost/Damaged Books

- 88 Overdue/Missing Books
- 67 Damaged Books

Upcoming Changes

Databases - The state of Illinois is in the process of finalizing legislation which would provide funding for database access for school libraries. Currently, we spend approximately \$2,200 per year for database access. If the legislation does indeed cover access to research databases which meet or exceed the quality of what we currently purchase, that part of the budget can be used for library materials needed in the new Jr/Sr High School library space or in support of the new curriculums being implemented during the 24/25 school year.

Cloud Library - Beginning July 1st, as part of the SHARE Library Consortium, our school libraries will have access to cloudLibrary. CloudLibrary is an online collection of ebooks and audiobooks which can be accessed by readers via app or web browser with a library card number and pin. An [opt in form](#) will be added to the registration portal. The collection will be scoped by grade level, 7th grade and under will have access to materials with an audience level of Juvenile. Students in 8th through 12th grade will have access to materials with the audience level of Young Adult.

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	20240701ADAF8	0000000000	P9	BNK5	Payroll accrual	B	07/01/2024	07/01/2024	W		\$171.20
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H	24-25				202400009	\$171.20
												\$171.20
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20240701ADAF9	0000000000	P9	BNK5	Payroll accrual	B	07/01/2024	07/01/2024	W		\$14.46
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H	24-25				202400009	\$14.46
												\$14.46
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20240701BD8FA1	0000000000	P9	BNK5	Payroll accrual	B	07/01/2024	07/01/2024	W		\$185.05
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H	24-25				202400017	\$185.05
20L000 4581 0000 00 000000												\$87.70
												\$97.35
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20240701BD8FA11	0000000000	P9	BNK5	Payroll accrual	B	07/01/2024	07/01/2024	W		\$16.35
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H	24-25				202400017	\$16.35
20L000 4581 0000 00 000000												\$14.10
												\$2.25
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20240701BD8FA2	0000000000	P9	BNK5	Payroll accrual	B	07/01/2024	07/01/2024	W		\$164.70
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H	24-25				202400017	\$164.70
20L000 4581 0000 00 000000												\$41.15
40L000 4581 0000 00 000000												\$47.40
												\$76.15
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20240701BD8FA5	0000000000	P9	BNK5	Payroll accrual	B	07/01/2024	07/01/2024	W		\$16.70
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H	24-25				202400017	\$16.70
												\$16.70
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20240701BD8FA6	0000000000	P9	BNK5	Payroll accrual	B	07/01/2024	07/01/2024	W		\$82.50
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H	24-25				202400017	\$82.50
												\$82.50
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20240701BD8FA7	0000000000	P9	BNK5	Payroll accrual	B	07/01/2024	07/01/2024	W		\$230.04
							24-25				202400017	\$230.04

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								
AFLAC 000	AMERICAN FAMILY LIFE ASSUR	20240715ADAF2	0000000000	P9	BNK5	Payroll accrual	B		07/15/2024	07/15/2024	W	\$19.63
							24-25			202400020		\$19.63
10L000 4591 0000 00 000000												\$19.63
NUMBER OF INVOICES: 2												\$39.26
AMEC 001	AMEREN CIPS	AME0089-0724	0000000000	0724	BNK5	JH/HS BLDG-NATURAL GAS	B		07/03/2024	07/18/2024	W	\$83.13
							24-25			890724		\$83.13
20E301 2542 4650 00 000000						JH/HS SM NATURAL GAS						\$83.13
NUMBER OF INVOICES: 2												\$259.22
AMEC 001	AMEREN CIPS	AME5050-0724	0000000000	0724	BNK5	JH/HS BLDG-PUMP BUILDING	B		06/11/2024	07/18/2024	W	\$176.09
							24-25			50500724		\$176.09
20E301 2542 4660 00 000000						NBHS BLDGS ELECTRICITY						\$176.09
NUMBER OF INVOICES: 2												\$259.22
AMERCEN 000	AMERICAN CENTRAL INSURANCE	042024	0000000000	50	BNK2	HRA DISB CREASEY AND OWENS	H		06/15/2024	06/30/2024	R	\$3,631.44
							23-24			105245		\$3,631.44
10E000 2311 3910 00 000000						BD SERVICES PS HRA REIMB NONEM						\$3,631.44
NUMBER OF INVOICES: 1												\$3,631.44
APPTTEGY 000	APPTTEGY	INV23498	0312025020	0724	BNK5	THRILLSHARE MEDIA SUBSCRIPTION	P	B	07/01/2024	07/18/2024	A	\$6,825.00
							24-25					\$6,825.00
100		THRILLSHARE MEDIA SUBSCRIPTION							1.00			\$6,825.00
10E000 2225 4700 00 000000						TECH SM SOFTWARE						\$6,825.00
NUMBER OF INVOICES: 1												\$6,825.00
APPTTEGY 000	APPTTEGY	INV23507	0312025019	0724	BNK5	THRILLSHARE ROOMS SUBSCRIPTION	P	B	07/01/2024	07/18/2024	A	\$8,030.00
							24-25					\$8,030.00
100		THRILLSHARE ROOMS SUBSCRIPTION							1.00			\$8,030.00
10E000 2225 4700 00 000000						TECH SM SOFTWARE						\$8,030.00
NUMBER OF INVOICES: 1												\$8,030.00

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								
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20240701BDAXA	0000000000	P1	BNK5	Payroll accrual	H		07/01/2024	07/01/2024	W	\$145.00
10L000 4590 0000 00 000000							24-25			202400008		\$145.00
												\$145.00
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20240715ADAXA	0000000000	P1	BNK5	Payroll accrual	H		07/15/2024	07/15/2024	W	\$2,205.00
10L000 4590 0000 00 000000							24-25			202400026		\$2,205.00
												\$2,205.00
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20240715ADAXA%	0000000000	P1	BNK5	Payroll accrual	H		07/15/2024	07/15/2024	W	\$3,020.78
10L000 4590 0000 00 000000							24-25			202400026		\$3,020.78
												\$3,020.78
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20240715BDAXA	0000000000	P1	BNK5	Payroll accrual	H		07/15/2024	07/15/2024	W	\$220.00
10L000 4590 0000 00 000000							24-25			202400048		\$220.00
												\$220.00
												NUMBER OF INVOICES: 6
												\$10,891.56
BIG ASS 000	BIG ASS FANS	10324105	0000000000	0724	BNK5	JH/HS INSTALLATION OF FAN	B		07/16/2024	07/18/2024	R	\$8,740.00
10E652 2540 5400 00 000000							24-25					\$8,740.00
												\$8,740.00
												NUMBER OF INVOICES: 1
												\$8,740.00
BLDD ARC000	BLDD ARCHITECTS	5095	0000000000	0724	BNK5	PROJECT 216EX21.400	B		06/30/2024	07/18/2024	A	\$16,676.16
60E000 2535 5200 00 000000							24-25					\$16,676.16
						CO BLDG CONSTRUCTION PROJECT						\$16,676.16
												NUMBER OF INVOICES: 1
												\$16,676.16
BLICK 000	BLICK ART MATERIALS	3322607	1032025014	0724	BNK5	CRAWFORD- ART SUPPLIES	P	B	07/05/2024	07/18/2024	A	\$1,443.43
100							24-25					\$1,443.43
10E103 1113 4100 00 000000		CRAWFORD-ART SUPPLIES								1.00		\$1,443.43
						NBE SM GENERAL SUPPLIES						\$1,443.43

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
NUMBER OF INVOICES: 1												\$1,443.43
BLITT AN000	BLITT AND GAINES, P.C.	20240701ADCS	0000000000	P1	BNK5	Payroll accrual	H		07/01/2024	07/01/2024	R	\$383.04
							24-25			60942		\$383.04
10L000	4594 0000 00 000000											\$383.04
BLITT AN000	BLITT AND GAINES, P.C.	20240715ADCS	0000000000	LDN	BNK5	Payroll accrual	H		07/15/2024	07/15/2024	R	\$383.04
							24-25			60950		\$383.04
10L000	4594 0000 00 000000											\$383.04
NUMBER OF INVOICES: 2												\$766.08
BMO FINA000	BMO FINANCIAL GROUP	0221-0724-1	0000000000	BMO 0724	BNK5	HUCKS-GIFT CARD	B		05/22/2024	07/18/2024	W	\$105.00
							24-25			202400053		\$105.00
10E603	2550 3320 00 000000					M-V PS TRANSPORTATION						\$105.00
BMO FINA000	BMO FINANCIAL GROUP	0221-0724-2	0000000000	BMO 0724	BNK5	WALMART-GIFT CARDS	B		05/22/2024	07/18/2024	W	\$900.00
							24-25			202400053		\$900.00
10E603	2900 4100 00 000000					M-V SM HOMELESS SET-ASIDE						\$900.00
BMO FINA000	BMO FINANCIAL GROUP	0221-0724-3	0000000000	BMO 0724	BNK5	QUIK N EZ-GIFT CARDS	B		05/22/2024	07/18/2024	W	\$150.00
							24-25			202400053		\$150.00
10E603	2550 3320 00 000000					M-V PS TRANSPORTATION						\$150.00
BMO FINA000	BMO FINANCIAL GROUP	0221-0724-4	0000000000	BMO 0724	BNK5	SAMS CLUB-DO SUPPLIES	B		06/07/2024	07/18/2024	W	\$124.94
							24-25			202400053		\$124.94
10E000	2321 4100 00 000000					SUPINT. OFFICE GEN SUPP						\$124.94
BMO FINA000	BMO FINANCIAL GROUP	0704-0724-1	0000000000	BMO 0724	BNK5	9114-GFS STORE-END OF SEASON	B		05/19/2024	07/18/2024	W	\$218.70
							24-25			202400053		\$218.70
10A000	1200 0000 00 000000											\$218.70
BMO FINA000	BMO FINANCIAL GROUP	1923-0724-1	0000000000	BMO 0724	BNK5	HOMEPLATE-SEC LUNCHES	B		06/11/2024	07/18/2024	W	\$324.06
							24-25			202400053		\$324.06

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	1923-0724-1				*****CONTINUED*****						
10E000 2321 4100 00 000000						SUPINT. OFFICE GEN SUPP						\$324.06
BMO FINA000	BMO FINANCIAL GROUP	2436-0724-1	0000000000	BMO 0724	BNK5	DOLLAR GEN-CLEANING SUPPLIES	B	05/28/2024	07/18/2024	W		\$21.00
40E000 2552 4100 00 000000						TRANSP VS GEN SUPPLIES	24-25			202400053		\$21.00
												\$21.00
BMO FINA000	BMO FINANCIAL GROUP	2436-0724-2	0000000000	BMO 0724	BNK5	HARBOR FREIGHT-SHOP TOWELS, GLOVES	B	06/03/2024	07/18/2024	W		\$206.94
40E000 2552 4180 00 000000						TRANSP VS SHOP SUPPLIES	24-25			202400053		\$206.94
												\$206.94
BMO FINA000	BMO FINANCIAL GROUP	2436-0724-3	0000000000	BMO 0724	BNK5	WALMART-CLEANING SUPPLIES	B	06/12/2024	07/18/2024	W		\$58.50
40E000 2552 4100 00 000000						TRANSP VS GEN SUPPLIES	24-25			202400053		\$58.50
												\$58.50
BMO FINA000	BMO FINANCIAL GROUP	2436-0724-4	0000000000	BMO 0724	BNK5	DOLLAR GENERAL-CLEANING SUPPLIES	B	06/12/2024	07/18/2024	W		\$19.50
40E000 2552 4100 00 000000						TRANSP VS GEN SUPPLIES	24-25			202400053		\$19.50
												\$19.50
BMO FINA000	BMO FINANCIAL GROUP	2436-0724-5	0000000000	BMO 0724	BNK5	WALMART-GLASS CLEANER	B	06/13/2024	07/18/2024	W		\$62.97
40E000 2552 4100 00 000000						TRANSP VS GEN SUPPLIES	24-25			202400053		\$62.97
												\$62.97
BMO FINA000	BMO FINANCIAL GROUP	3061-0724-1	6032025002	BMO 0724	BNK5	AMAZON-ACREE STAMP	P B	05/20/2024	07/18/2024	W		\$24.95
100		MAXEDON/HAAS - PRINCIPAL'S OFFICE-ENVELOPES/SUPPLIES/PRINCIPAL'S CODE BK					24-25			202400053		\$24.95
10E103 2410 4100 00 000000						NBE PRINCIPAL GEN SUPPLIES				1.00		\$24.95
												\$24.95
BMO FINA000	BMO FINANCIAL GROUP	3061-0724-2	0000000000	BMO 0724	BNK5	8113-FIVE BELOW-SALTY DOUGH	B	05/21/2024	07/18/2024	W		\$597.20
							24-25			202400053		\$597.20

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	3285-0724-1	0000000000	BMO 0724	BNK5	O-GEE PAINT-MAGNUM AIRLESS SPRAY	B	05/21/2024	07/18/2024	W		\$224.76
							24-25				202400053	\$224.76
20E103	2542 4100 00 000000					NBE CARE/UPKEEP GEN SUPPLIES						\$224.76
BMO FINA000	BMO FINANCIAL GROUP	3285-0724-10	0000000000	BMO 0724	BNK5	AMAZON-SIGNS	B	06/17/2024	07/18/2024	W		\$63.98
							24-25				202400053	\$63.98
20E103	2542 4100 00 000000					NBE CARE/UPKEEP GEN SUPPLIES						\$63.98
BMO FINA000	BMO FINANCIAL GROUP	3285-0724-11	0000000000	BMO 0724	BNK5	AMAZON-ZEP REFILLS	B	06/18/2024	07/18/2024	W		\$96.03
							24-25				202400053	\$96.03
20E103	2542 4100 00 000000					NBE CARE/UPKEEP GEN SUPPLIES						\$96.03
BMO FINA000	BMO FINANCIAL GROUP	3285-0724-12	0000000000	BMO 0724	BNK5	AMAZON-GLASS CLEANER	B	06/19/2024	07/18/2024	W		\$204.27
							24-25				202400053	\$204.27
20E103	2542 4100 00 000000					NBE CARE/UPKEEP GEN SUPPLIES						\$204.27
BMO FINA000	BMO FINANCIAL GROUP	3285-0724-2	1032025007	BMO 0724	BNK5	23/24-AMAZON-SUPPLIES	P	B	05/25/2024	07/18/2024	W	\$292.96
							24-25				202400053	\$292.96
120		23/24 AMAZON-SUPPLIES									1.00	\$292.96
10E103	1200 4100 00 000000					NBE SP. ED. GEN SUPPLIES						\$292.96
BMO FINA000	BMO FINANCIAL GROUP	3285-0724-3	0000000000	BMO 0724	BNK5	AMAZON-WHEELBARROW TIRE	B	05/25/2024	07/18/2024	W		\$93.18
							24-25				202400053	\$93.18
20E103	2542 4100 00 000000					NBE CARE/UPKEEP GEN SUPPLIES						\$93.18
BMO FINA000	BMO FINANCIAL GROUP	3285-0724-4	0000000000	BMO 0724	BNK5	AMAZON-MAX POWER TOOL	B	05/26/2024	07/18/2024	W		\$372.10
							24-25				202400053	\$372.10
20E301	2542 4100 00 000000					NBHS BLDG SM GEN SUPPLIES						\$372.10
BMO FINA000	BMO FINANCIAL GROUP	3285-0724-5	0000000000	BMO 0724	BNK5	AMAZON-SUPPLIES	B	05/31/2024	07/18/2024	W		\$24.49
							24-25				202400053	\$24.49
20E103	2542 4100 00 000000					NBE CARE/UPKEEP GEN SUPPLIES						\$24.49

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	3285-0724-6	0000000000	BMO 0724	BNK5	AMAZON-BUCKET LINERS	B		05/31/2024	07/18/2024	W	\$18.97
							24-25					\$18.97
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES						\$18.97
BMO FINA000	BMO FINANCIAL GROUP	3285-0724-7	0000000000	BMO 0724	BNK5	B2B PRIME-MEMBERSHIP RENEWAL	B		06/01/2024	07/18/2024	W	\$129.00
							24-25					\$129.00
10E000 2225 3150 00 000000						TECH PS PROF SERVICES						\$129.00
BMO FINA000	BMO FINANCIAL GROUP	3285-0724-8	0000000000	BMO 0724	BNK5	AMAZON-PAIL LINERS	B		06/02/2024	07/18/2024	W	\$29.77
							24-25					\$29.77
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES						\$29.77
BMO FINA000	BMO FINANCIAL GROUP	3285-0724-9	0000000000	BMO 0724	BNK5	AMAZON-SUPPLIES	B		06/16/2024	07/18/2024	W	\$206.10
							24-25					\$206.10
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES						\$206.10
BMO FINA000	BMO FINANCIAL GROUP	4069-0724-1	0312025026	BMO 0724	BNK5	Zoom monthly bill of 40.00 for the remainder of the fiscal year	P	B	05/30/2024	07/18/2024	W	\$40.00
							24-25					\$40.00
100		\$40 monthly for Zoom server space							1.00			\$40.00
10E000 2225 4700 00 000000						TECH SM SOFTWARE						\$40.00
BMO FINA000	BMO FINANCIAL GROUP	4127-0724-1	6012025002	BMO 0724	BNK5	IPA-ADMIN ACADEMY	P	B	06/11/2024	07/18/2024	W	\$199.00
							24-25					\$199.00
100		LLEWELLYN- HS PRINCIPAL TRAVEL							1.00			\$199.00
10E305 2410 3320 00 000000						NBHS PRINCIPAL TRAVEL						\$199.00
BMO FINA000	BMO FINANCIAL GROUP	4127-0724-2	6012025002	BMO 0724	BNK5	NASSP PRODUCT-CONFERENCE REG	P	B	06/19/2024	07/18/2024	W	\$1,040.00
							24-25					\$1,040.00
100		LLEWELLYN- HS PRINCIPAL TRAVEL							1.00			\$1,040.00
10E305 2410 3320 00 000000						NBHS PRINCIPAL TRAVEL						\$1,040.00

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	4127-0724-3	6012025002	BMO 0724	BNK5	NASSP CONFERENCE-ARES HOTEL HOLD	P	B	06/19/2024	07/18/2024	W	\$17.97
							24-25			202400053		\$17.97
100		LLEWELLYN- HS PRINCIPAL TRAVEL						1.00				\$17.97
10E305 2410 3320 00 000000		NBHS PRINCIPAL TRAVEL										\$17.97
BMO FINA000	BMO FINANCIAL GROUP	4163-0724-1	0000000000	BMO 0724	BNK5	9216-IL FFA FOUNDATION-CARDINAL TICKETS	B		05/21/2024	07/18/2024	W	\$669.50
							24-25			202400053		\$669.50
10A000 1200 0000 00 000000												\$669.50
BMO FINA000	BMO FINANCIAL GROUP	4163-0724-10	0000000000	BMO 0724	BNK5	9216-CHILI'S DINNER	B		06/19/2024	07/18/2024	W	\$30.29
							24-25			202400053		\$30.29
10A000 1200 0000 00 000000												\$30.29
BMO FINA000	BMO FINANCIAL GROUP	4163-0724-2	0000000000	BMO 0724	BNK5	9216 CHITTYVILLE SCHOOL-ESCAPE ROOMS	B		05/27/2024	07/18/2024	W	\$280.00
							24-25			202400053		\$280.00
10A000 1200 0000 00 000000												\$280.00
BMO FINA000	BMO FINANCIAL GROUP	4163-0724-3	0000000000	BMO 0724	BNK5	9216-WALMART-RETREAT FOOD	B		06/03/2024	07/18/2024	W	\$269.37
							24-25			202400053		\$269.37
10A000 1200 0000 00 000000												\$269.37
BMO FINA000	BMO FINANCIAL GROUP	4163-0724-4	0000000000	BMO 0724	BNK5	9216-SIUC BOWLING	B		06/04/2024	07/18/2024	W	\$16.00
							24-25			202400053		\$16.00
10A000 1200 0000 00 000000												\$16.00
BMO FINA000	BMO FINANCIAL GROUP	4163-0724-5	0000000000	BMO 0724	BNK5	9216-BANDANAS-DINNER	B		06/04/2024	07/18/2024	W	\$153.13
							24-25			202400053		\$153.13
10A000 1200 0000 00 000000												\$153.13
BMO FINA000	BMO FINANCIAL GROUP	4163-0724-6	0000000000	BMO 0724	BNK5	9216-COOL SPOON-ICE CREAM	B		06/04/2024	07/18/2024	W	\$67.98
							24-25			202400053		\$67.98

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	
BMO FINA000	BMO FINANCIAL GROUP	4163-0724-6				*****CONTINUED*****							
10A000 1200 0000 00 000000													\$67.98
BMO FINA000	BMO FINANCIAL GROUP	4163-0724-7	0000000000	BMO 0724	BNK5	CIRCLE K-GAS FOR WHITE BUS	B	06/05/2024	07/18/2024	W		\$100.80	
40E000 2552 4640 00 000000						TRANSP VS GASOLINE	24-25				202400053	\$100.80	\$100.80
BMO FINA000	BMO FINANCIAL GROUP	4163-0724-8	0000000000	BMO 0724	BNK5	9216-BANK OF SPFLD-PARKING	B	06/12/2024	07/18/2024	W		\$6.00	
10A000 1200 0000 00 000000							24-25				202400053	\$6.00	\$6.00
BMO FINA000	BMO FINANCIAL GROUP	4163-0724-9	0000000000	BMO 0724	BNK5	9216-BANK OF SPFLD-PARKING	B	06/13/2024	07/18/2024	W		\$7.00	
10A000 1200 0000 00 000000							24-25				202400053	\$7.00	\$7.00
BMO FINA000	BMO FINANCIAL GROUP	6542-0724-1	0000000000	BMO 0724	BNK5	AMAZON-BOOKS FOR BOOK STUDY	B	06/12/2024	07/18/2024	W		\$296.67	
10E000 2321 4100 00 000000						SUPINT. OFFICE GEN SUPP	24-25				202400053	\$296.67	\$296.67
BMO FINA000	BMO FINANCIAL GROUP	6542-0724-2	0000000000	BMO 0724	BNK5	VISTAPRINT-BUSINESS CARDS	B	06/12/2024	07/18/2024	W		\$155.06	
10E000 2321 4100 00 000000						SUPINT. OFFICE GEN SUPP	24-25				202400053	\$155.06	\$155.06
BMO FINA000	BMO FINANCIAL GROUP	6559-0724-1	0000000000	BMO 0724	BNK5	IASB-CREDIT	B	05/20/2024	07/18/2024	W		\$-25.00	
10E000 2311 3320 00 000000						SCH BD TRAVEL	24-25				202400053	\$-25.00	\$-25.00
BMO FINA000	BMO FINANCIAL GROUP	6559-0724-2	0000000000	BMO 0724	BNK5	IASB-IL SCHOOL LAW SURVEY	B	05/20/2024	07/18/2024	W		\$72.00	
10E000 2311 3190 00 000000						SCH BD OTHER PRO TECH SERVICES	24-25				202400053	\$72.00	\$72.00
BMO FINA000	BMO FINANCIAL GROUP	6559-0724-3	0000000000	BMO 0724	BNK5	IASB-CONFERENCE REG	B	06/03/2024	07/18/2024	W		\$3,708.00	
10E000 2311 3320 00 000000						SCH BD TRAVEL	24-25				202400053	\$3,708.00	\$3,708.00

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	9165-0724-6	6022025002	BMO 0724	BNK5	23/24 PBIS ADMIN ACADEMY	P	B	05/30/2024	07/18/2024	W	\$225.93
	110	23/24-PBIS ADMIN ACADEMY					24-25			202400053		\$225.93
	10E202 2410 6400 00 000000			NBJH	PRINCIPAL DUES & FEES				1.00			\$225.93
BMO FINA000	BMO FINANCIAL GROUP	9280-0724-1	0000000000	BMO 0724	BNK5	AMAZON-PAINT		B	05/20/2024	07/18/2024	W	\$28.99
	10E500 1125 4100 00 000000				PRE-K SM GENERAL		24-25			202400053		\$28.99
BMO FINA000	BMO FINANCIAL GROUP	9280-0724-2	0000000000	BMO 0724	BNK5	AMAZON-COPY PAPER		B	05/21/2024	07/18/2024	W	\$62.89
	10E500 1125 4100 00 000000				PRE-K SM GENERAL		24-25			202400053		\$62.89
BMO FINA000	BMO FINANCIAL GROUP	9280-0724-3	0000000000	BMO 0724	BNK5	AMAZON-BATTERIES		B	05/21/2024	07/18/2024	W	\$15.71
	10E500 1125 4100 00 000000				PRE-K SM GENERAL		24-25			202400053		\$15.71
BMO FINA000	BMO FINANCIAL GROUP	9280-0724-4	0000000000	BMO 0724	BNK5	AMAZON-WASHABLE PAINT		B	05/25/2024	07/18/2024	W	\$38.73
	10E500 1125 4100 00 000000				PRE-K SM GENERAL		24-25			202400053		\$38.73
BMO FINA000	BMO FINANCIAL GROUP	9280-0724-5	0000000000	BMO 0724	BNK5	AMAZON-SUPPLIES		B	05/27/2024	07/18/2024	W	\$238.63
	10E500 1125 4100 00 000000				PRE-K SM GENERAL		24-25			202400053		\$238.63
											NUMBER OF INVOICES: 71	\$16,554.21
CDWG	001 CDW GOVERNMENT, INC.	RR05760	0312025012	0724	BNK5	Hardware for camera mounts at Elementary	P	B	06/06/2024	07/18/2024	A	\$271.80
	100	Camera Pendent Cap					24-25					\$271.80
	110	Vekada arm Mount							2.00			\$103.50
	120	Shipping							2.00			\$146.00
	10E000 2225 5400 00 000000			TECH CO	EQUIPMENT				1.00			\$22.30
												\$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								
CDWG	001 CDW GOVERNMENT, INC.	RV50064	0312025016	0724	BNK5	Monitor and viewing stations for SSO and Matts Office	P	B	06/15/2024	07/18/2024	A	\$1,748.55
							24-25					\$1,748.55
	120	Samsung Tv's for monitoring						3.00				\$1,748.55
	10E000 2225 4700 00 000000				TECH SM SOFTWARE							\$847.17
	10E000 2225 5400 00 000000				TECH CO EQUIPMENT							\$901.38
CDWG	001 CDW GOVERNMENT, INC.	RZ80060	0312025018	0724	BNK5	Extreme switches for new Building using erate which was approved	P	B	06/25/2024	07/18/2024	A	\$6,443.73
							24-25					\$6,443.73
	150	Power Cords						2.00				\$27.16
	180	2000 Watt Power Supplies						7.00				\$6,257.93
	190	Power Cords for Extreme Switches						4.00				\$158.64
	10E000 2225 5400 00 000000				TECH CO EQUIPMENT							\$6,443.73
CDWG	001 CDW GOVERNMENT, INC.	RZ90648	0312025016	0724	BNK5	Monitor and viewing stations for SSO and Matts Office	P	B	06/26/2024	07/18/2024	A	\$3,547.10
							24-25					\$3,547.10
	100	Verkada Viewing station						2.00				\$748.50
	110	5 Year License for viewing station						2.00				\$2,798.60
	10E000 2225 4700 00 000000				TECH SM SOFTWARE							\$1,718.58
	10E000 2225 5400 00 000000				TECH CO EQUIPMENT							\$1,828.52
CDWG	001 CDW GOVERNMENT, INC.	SB86227	0312025018	0724	BNK5	Extreme switches for new Building using erate which was approved	P	B	06/27/2024	07/18/2024	A	\$41,493.66
							24-25					\$41,493.66
	100	Access Points AP5010						6.00				\$4,128.90
	130	5720-24MW Extreme Switch						2.00				\$12,530.76
	160	Vims for switches						12.00				\$18,571.80
	200	SFP28 Transceiver module Duel Mode						6.00				\$2,479.74
	210	SFP28 Transceiver module Single Mode						2.00				\$687.16
	230	5720 Vim for switches						2.00				\$3,095.30

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
CDWG 001	CDW GOVERNMENT, INC.	SB86227		*****CONTINUED*****								
10E000 2225 5400 00 000000				TECH CO EQUIPMENT								\$41,493.66
CDWG 001	CDW GOVERNMENT, INC.	SC35611	0312025018	0724	BNK5	Equipment from Trial for Verkada Guest	P	B	06/28/2024	07/18/2024	A	\$74.10
							24-25					\$74.10
220		100Base direct cable 1M for switches							1.00			\$74.10
10E000 2225 5400 00 000000				TECH CO EQUIPMENT								\$74.10
CDWG 001	CDW GOVERNMENT, INC.	SG54382	0312025018	0724	BNK5	Extreme switches for new Building using erate which was approved	P	B	07/10/2024	07/18/2024	A	\$88,493.53
							24-25					\$88,493.53
140		1100 Watt Power Supply							2.00			\$1,106.22
170		5720-48MW Extreme Switches							12.00			\$82,600.08
180		2000 Watt Power Supplies							5.00			\$4,469.95
190		Power Cords for Extreme Switches							8.00			\$317.28
10E000 2225 5400 00 000000				TECH CO EQUIPMENT								\$88,493.53
NUMBER OF INVOICES: 7											\$142,072.47	
COAL CRE000	COAL CREEK SOFTWARE, INC	C-202465	0000000000	0724	BNK5	ANNUAL SUBSCRIPTION EXPERIENCE VERIFICATIONS	B		06/26/2024	07/18/2024	W	\$500.00
							24-25			24650724		\$500.00
10E000 2311 3190 00 000000				SCH BD OTHER PRO		TECH SERVICES						\$500.00
NUMBER OF INVOICES: 1											\$500.00	
CORE CON000	CORE CONSTRUCTION	2124160.95	0000000000	0724	BNK5	PROJECT 22-01-005	B		07/03/2024	07/18/2024	A	\$2,139,393.82
							24-25					\$2,139,393.82
60E000 2535 5200 00 000000				CO BLDG CONSTRUCTION		PROJECT						\$2,139,393.82
NUMBER OF INVOICES: 1											\$2,139,393.82	
CURAS 000	CURRICULUM ASSOCIATES	372439.1	0000000000	0724	BNK5	PROFESSION TRAINING	B		06/26/2024	07/18/2024	A	\$600.00

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
CURAS 000	CURRICULUM ASSOCIATES	372439.1		*****CONTINUED*****								
	10E652 2210 3140 00 000000			ESSER III PS DATA SERVICES			24-25					\$600.00
												\$600.00
CURAS 000	CURRICULUM ASSOCIATES	90818548	0000000000	0724	BNK5	MAP REPLACEMENT K-8	B	05/22/2024	07/18/2024	A		\$83,155.84
	10E652 1110 4200 00 000000			ESSER III SM TEXTBOOKS			24-25					\$83,155.84
												\$83,155.84
CURAS 000	CURRICULUM ASSOCIATES	90824015	0000000000	0724	BNK5	HS BLDG-I READY	B	06/24/2024	07/18/2024	A		\$12,072.00
	10E652 1110 4200 00 000000			ESSER III SM TEXTBOOKS			24-25					\$12,072.00
												\$12,072.00
NUMBER OF INVOICES: 3												\$95,827.84
DE LAGE 000	DE LAGE LANDEN PUBLIC FINANCE LLC	587887499	0000000000	0724	BNK5	COPIER LEASE 7/12/24-8/11/24	B	08/12/2024	07/18/2024	A		\$1,376.00
	10E000 2321 3250 00 000000			SUPINT. OFFICE RENTALS			24-25					\$1,376.00
	10E000 2520 3250 00 000000			FS RENTALS								\$89.45
	10E103 1113 3250 00 000000			NBE RENTALS								\$89.46
	10E103 2410 3250 00 000000			NBE PRINCIPAL RENTALS								\$396.18
	10E202 1115 3250 00 000000			NBJH RENTALS								\$178.93
	10E202 2410 3250 00 000000			NBJH PRINCIPAL RENTALS								\$132.06
	10E301 1117 3250 00 000000			NBHS RENTALS								\$178.93
	10E305 2410 3250 00 000000			NBHS PRINCIPAL RENTALS								\$132.06
												\$178.93
NUMBER OF INVOICES: 1												\$1,376.00
DEEP SPA000	DEEP SPACE SPARKLE	815570	0000000000	0724	BNK5	SPARKLER CLUB K-7 YEARLY	B	05/20/2024	07/18/2024	R		\$419.00
	10E103 1113 4200 00 000000			NBE TEXTBOOKS			24-25					\$419.00
												\$419.00
NUMBER OF INVOICES: 1												\$419.00
DIRECT E000	DIRECT ENERGY BUSINESS	241970054796135	0000000000	0724	BNK5	JH/HS BLDG-ELECTRICITY	B	07/15/2024	07/18/2024	W		\$256.27

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												\$4,879.88
FRONTIER000	FRONTIER	2171980288	0000000000	0724	BNK5	SECONDARY INTERNET CONNECTION 6/11/24-7/10/24	B		06/11/2024	07/18/2024	W	\$480.00
							24-25			2880724		\$480.00
20E000	2542 3400 00 000000					DW BLDG PS COMMUNICATION						\$480.00
FRONTIER000	FRONTIER	2174882040	0000000000	0724	BNK5	NEW BERLIN DISTRICT OFFICE PHONES - 6/16/24-7/15/24	B		06/16/2024	07/18/2024	W	\$333.19
							24-25			20400724		\$333.19
20E000	2542 3400 00 000000					DW BLDG PS COMMUNICATION						\$333.19
FRONTIER000	FRONTIER	2174883107	0000000000	0724	BNK5	JH FAX MACHINE -6/22/24-7/21/24	B		06/22/2024	07/18/2024	W	\$257.27
							24-25			31070724		\$257.27
20E202	2542 3400 00 000000					JH PS COMMUNICATION						\$257.27
FRONTIER000	FRONTIER	2174886011	0000000000	0724	BNK5	JH PHONES 6/22/24-7/21/24	B		06/22/2024	07/18/2024	W	\$470.95
							24-25			60110724		\$470.95
20E202	2542 3400 00 000000					JH PS COMMUNICATION						\$470.95
FRONTIER000	FRONTIER	2174886111-	0000000000	0724	BNK5	HS PRINCIPALS OFFICE PHONE-06/22/24-07/21/24	B		06/22/2024	07/18/2024	W	\$424.28
							24-25			61110724		\$424.28
20E301	2542 3400 00 000000					HS PS COMMUNICATION						\$424.28
FRONTIER000	FRONTIER	2174886412	0000000000	0724	BNK5	AD PHONES - 6/22/24-7/21/24	B		06/22/2024	07/18/2024	W	\$121.63
							24-25			64120724		\$121.63
20E202	2542 3400 00 000000					JH PS COMMUNICATION						\$121.63
FRONTIER000	FRONTIER	2174886482	0000000000	0724	BNK5	NB ELEM SCHOOL PHONE - 5-22-24-6-23-24	B		06/22/2024	07/18/2024	W	\$600.95
							24-25			64820724		\$600.95
20E103	2542 3400 00 000000					NBE BLDG PS COMMUNICATION						\$600.95

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
NUMBER OF INVOICES: 7												\$2,688.27
FRONTLE 000	FRONTLINE EDUCATION	US196915	0000000000	0724	BNK5	COMPARATIVE ANALYTICS	B		07/01/2024	07/18/2024	A	\$6,598.45
							24-25					\$6,598.45
10E000 2520 3900 00 000000					FS OTHER PURCH. SERVICES							\$6,598.45
FRONTLE 000	FRONTLINE EDUCATION	US200379	0000000000	0724	BNK5	ANALYTIC SUBSCRIPTION	B		07/01/2024	07/18/2024	A	\$16,342.43
							24-25					\$16,342.43
10E000 2520 3900 00 000000					FS OTHER PURCH. SERVICES							\$16,342.43
FRONTLE 000	FRONTLINE EDUCATION	US208357	0312025021	0724	BNK5	APPLICANT TRACKING	P	B	06/26/2024	07/18/2024	A	\$1,266.97
							24-25					\$1,266.97
100		APPLICANT TRACKING							1.00			\$1,266.97
10E000 2225 4700 00 000000					TECH SM SOFTWARE							\$1,266.97
NUMBER OF INVOICES: 3												\$24,207.85
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	17534	0000000000	0724	BNK5	LEGAL FEES-BUSINESS GENERAL	B		05/10/2024	07/18/2024	A	\$100.00
							24-25					\$100.00
80E000 2369 3180 00 000000					TORT FUND LEGAL SERVICES	ATTOR						\$100.00
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	17657	0000000000	0724	BNK5	LEGAL FEE-COMPLIANCE AND INVESTIGATION	B		06/17/2024	07/18/2024	A	\$728.00
							24-25					\$728.00
80E000 2369 3180 00 000000					TORT FUND LEGAL SERVICES	ATTOR						\$728.00
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	17658	0000000000	0724	BNK5	LEGAL FEE-ADMINISTRATION	B		06/17/2024	07/18/2024	A	\$2,470.00
							24-25					\$2,470.00
80E000 2369 3180 00 000000					TORT FUND LEGAL SERVICES	ATTOR						\$2,470.00
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	17659	0000000000	0724	BNK5	LEGAL FEE-CIVIL APPEAL	B		06/17/2024	07/18/2024	A	\$1,539.00
							24-25					\$1,539.00
80E000 2369 3180 00 000000					TORT FUND LEGAL SERVICES	ATTOR						\$1,539.00

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.	17660	0000000000	0724	BNK5	LEGAL FEE-GENERAL LITIGATION	B		06/17/2024	07/18/2024	A	\$15.00
							24-25					\$15.00
80E000	2369 3180 00 000000					TORT FUND LEGAL SERVICES						\$15.00
						ATTOR						
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	18055	0000000000	0724	BNK5	LEGAL FEE-BUSINESS GENERAL	B		06/17/2024	07/18/2024	A	\$100.00
							24-25					\$100.00
80E000	2369 3180 00 000000					TORT FUND LEGAL SERVICES						\$100.00
						ATTOR						
NUMBER OF INVOICES: 6											\$4,952.00	
GUM BIL000	GUM, BILLY	59.55	0000000000	50	BNK2	DRIVER-3/27/24 JV BASEBALL	H		06/17/2024	06/30/2024	R	\$59.55
							23-24				105246	\$59.55
40E000	2552 3190 00 000000					TRANS PS OTHER PROF SERV						\$59.55
GUM BIL000	GUM, BILLY	79.81	0000000000	50	BNK2	DRIVER-3/23/24-JV BASEBALL	H		06/17/2024	06/30/2024	R	\$79.81
							23-24				105246	\$79.81
40E000	2552 3190 00 000000					TRANS PS OTHER PROF SERV						\$79.81
NUMBER OF INVOICES: 2											\$139.36	
HAMICS 000	HAMILTON'S CATERING SERVICE, INC	57730	0000000000	0724	BNK5	CUSTODIAN APPRECIATION LUNCH	B		06/21/2024	07/18/2024	R	\$435.00
							24-25					\$435.00
20E000	2542 4100 00 000000											\$435.00
NUMBER OF INVOICES: 1											\$435.00	
IASA 001	IASA	1225.16	0000000000	0724	BNK5	MEMBERSHIP DUES-J. LARSON	B		06/20/2024	07/18/2024	R	\$1,225.16
							24-25					\$1,225.16
10E000	2321 6400 00 000000					SUPINT. OFFICE DUES & FEES						\$1,225.16
NUMBER OF INVOICES: 1											\$1,225.16	
ILLDQ 001	ILLINOIS DEPT OF REVENUE	20240701ADSTA	0000000000	P1	BNK5	Payroll accrual	H		07/01/2024	07/01/2024	W	\$40.00
							24-25				202400003	\$40.00

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
NUMBER OF INVOICES: 6												\$11,914.05
ILMP	000 ILMO PRODUCTS CO	0001473113	3012024006	0724	BNK5	WEIDHUNER-AG MAINT & REPAIRS	P	B	05/28/2024	07/18/2024	A	\$50.00
	100	WEIDHUNER-AG MAINT & REPAIRS					24-25					\$50.00
	10E301 1117 3230 00 000000	NBHS REPAIR & MAINT SERVICES						1.00				\$50.00
ILMP	000 ILMO PRODUCTS CO	0001475231	3012024006	0724	BNK5	WEIDHUNER-AG MAINT & REPAIRS	P	B	05/31/2024	07/18/2024	A	\$19.61
	100	WEIDHUNER-AG MAINT & REPAIRS					24-25					\$19.61
	10E301 1117 3230 00 000000	NBHS REPAIR & MAINT SERVICES						1.00				\$19.61
NUMBER OF INVOICES: 2												\$69.61
ILPA	000 IL. PRINCIPALS ASSOC.	447044	6032025003	0724	BNK5	JOKISCH/ACREE - IPA & SCHOOLMASTERS DUES	P	B	06/05/2024	07/18/2024	A	\$382.50
	100	MAXEDON/HAAS - IPA & SCHOOLMASTERS DUES					24-25					\$382.50
	10E103 2410 6400 00 000000	NBE PRINCIPAL DUES & FEES						1.00				\$382.50
NUMBER OF INVOICES: 1												\$382.50
ILSFM	000 ILLINOIS STATE FIRE MARSHALL	5125145430	0000000000	0724	BNK5	ANNUAL RENEWAL=CERT OF OPERATION HL003543 AND HL003544	B		06/20/2024	07/18/2024	R	\$150.00
	20E301 2542 3230 00 000000	NBHS CARE/UPKEEP REPAIR/MAINT.					24-25					\$150.00
ILSFM	000 ILLINOIS STATE FIRE MARSHALL	5125145441	0000000000	0724	BNK5	ANNUAL RENEWAL-HL002629	B		06/20/2024	07/18/2024	R	\$75.00
	20E103 2542 3230 00 000000	NBE CARE/UPKEEP REPAIR MAINT.					24-25					\$75.00
NUMBER OF INVOICES: 2												\$225.00
INTRS	001 INTERNAL REVENUE SERVICE	20240701ADFC	0000000000	P1	BNK5	Payroll accrual	H		07/01/2024	07/01/2024	W	\$100.51

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	20240715BDMED			*****CONTINUED*****						\$140.52
	40L000	4580 0000 00 000000										
INTRS	001	INTERNAL REVENUE SERVICE	20240715BFFIC	0000000000	P1	BNK5 Payroll accrual	H	07/15/2024	07/15/2024	W		\$3,164.20
	50L000	4571 0000 00 000000					24-25			202400022		\$3,164.20
												\$3,164.20
INTRS	001	INTERNAL REVENUE SERVICE	20240715BFMED	0000000000	P1	BNK5 Payroll accrual	H	07/15/2024	07/15/2024	W		\$1,128.95
	50L000	4580 0000 00 000000					24-25			202400022		\$1,128.95
												\$1,128.95
NUMBER OF INVOICES: 24												\$66,761.69
JOHNCFP	000	JOHNSON CONTROLS FIRE PROTECTION L	24213872	0000000000	0724	BNK5 ELEM BLDG-ANNUAL BILLING	B	07/01/2024	07/18/2024	R		\$617.83
	20E103	2542 3230 00 000000				NBE CARE/UPKEEP REPAIR MAINT.	24-25					\$617.83
												\$617.83
JOHNCFP	000	JOHNSON CONTROLS FIRE PROTECTION L	52042064	0000000000	0724	BNK5 JH/HS BLDG-FIXED A PROBLEM WITH CURCUIT.	B	06/25/2024	07/18/2024	R		\$891.38
	20E301	2542 3230 00 000000				NBHS CARE/UPKEEP REPAIR/MAINT.	24-25					\$891.38
												\$891.38
NUMBER OF INVOICES: 2												\$1,509.21
JOSI	000	JOSTENS INC.	33602512	3012024033	0724	BNK5 BOARD DIPLOMA SIGNATURE	P B	03/19/2024	07/18/2024	A		\$12.50
	100	LLEWELLYN-HS GRAD GEN SUPPLIES					24-25					\$12.50
	10E301	1117 4100 00 000000				NBHS GENERAL SUPPLIES			1.00			\$12.50
												\$12.50
NUMBER OF INVOICES: 1												\$12.50
KOEHLWES000		KOEHLER, WESLEY	175.00	0000000000	0724	BNK5 WEBSITE SERVICES MONTHLY BILLING	B	07/12/2024	07/18/2024	R		\$175.00
							24-25					\$175.00

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
MENAR 001	MENARDS	75114	0312025024	0724	BNK5	parts for camera install	P	B	07/02/2024	07/18/2024	R	\$46.00
							24-25					\$46.00
	100	gang box cover						2.00				\$7.00
	110	gang box						2.00				\$27.06
	120	7/16 staples						1.00				\$3.98
	130	3/8 staples						1.00				\$3.98
	140	9/16 staples						1.00				\$3.98
10E000 2225 4100 00 000000						TECH SM GEN SUPPLIES						\$46.00
MENAR 001	MENARDS	75241	0000000000	0724	BNK5	TRANS-FLOOR PAINT	B		07/03/2024	07/18/2024	R	\$242.38
							24-25					\$242.38
40E000 2552 4180 00 000000						TRANSP VS SHOP SUPPLIES						\$242.38
MENAR 001	MENARDS	75727	0000000000	0724	BNK5	JH/HS BLDG-TOP SOIL	B		07/08/2024	07/18/2024	R	\$159.50
							24-25					\$159.50
20E301 2542 4100 00 000000						NBHS BLDG SM GEN SUPPLIES						\$159.50
MENAR 001	MENARDS	75732	0000000000	0724	BNK5	TRANS-DROP CLOTH, PAINT	B		07/08/2024	07/18/2024	R	\$42.48
							24-25					\$42.48
40E000 2552 4180 00 000000						TRANSP VS SHOP SUPPLIES						\$42.48
NUMBER OF INVOICES: 9												\$1,160.36
MIDWBS 000	MIDWEST BUS SALES, INC	C0500688358:01	0000000000	0724	BNK5	TRANS-VALVE SOLENOID	B		06/27/2024	07/18/2024	A	\$300.71
							24-25					\$300.71
40E000 2552 4190 00 000000						TRANSP VS PARTS SUPPLIES						\$300.71
NUMBER OF INVOICES: 1												\$300.71
MIDWEST 001	MIDWEST TRANSIT EQUIPMENT, INC.	X103093948:01	0000000000	0724	BNK5	TRANS-BRACKET FIRE EXTINGUISHER	B		06/27/2024	07/18/2024	R	\$111.32
							24-25					\$111.32
40E000 2552 4190 00 000000						TRANSP VS PARTS SUPPLIES						\$111.32

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												\$111.32
MIDWEST 002	MIDWEST ENGINEERING AND TESTING, I	C47002-406	0000000000	0724	BNK5	BUILDING CODE INSPECTOR	B		06/30/2024	07/18/2024	A	\$1,620.00
60E000 2535 5200 00 000000						CO BLDG CONSTRUCTION PROJECT	24-25					\$1,620.00
NUMBER OF INVOICES: 2												\$3,210.00
MIDWEST 002	MIDWEST ENGINEERING AND TESTING, I	S35053-406	0000000000	0724	BNK5	COMPACTION, PROOFROLL, ASPHALT	B		06/30/2024	07/18/2024	A	\$1,590.00
60E000 2535 5200 00 000000						CO BLDG CONSTRUCTION PROJECT	24-25					\$1,590.00
NUMBER OF INVOICES: 1												\$73.75
MILLER, 000	MILLER, TRACY, BRAUN, FUNK & MILLE	106425	0000000000	0724	BNK5	LEGAL-PARENT LETTER	B		06/30/2024	07/18/2024	A	\$73.75
80E000 2369 3180 00 000000						TORT FUND LEGAL SERVICES ATTOR	24-25					\$73.75
NUMBER OF INVOICES: 1												\$73.75
MINNM 000	MINNESOTA MEMORY, INC.	45503	0312025013	0724	BNK5	New keyboard for Olga's that is broken	P B		06/17/2024	07/18/2024	A	\$38.98
100		Keyboard for laptop					24-25					\$38.98
110		shipping							1.00			\$32.99
10E000 2225 3230 00 000000						TECH PS RPR+MAINT			1.00			\$5.99
NUMBER OF INVOICES: 1												\$38.98
NAPAP 000	NAPA AUTO PARTS	416863	0000000000	0724	BNK5	TRANS-TIRE REP	B		07/03/2024	07/18/2024	R	\$8.58
40E000 2552 4190 00 000000						TRANSP VS PARTS SUPPLIES	24-25					\$8.58
NUMBER OF INVOICES: 1												\$8.58
NBHS 001	NEW BERLIN HIGH SCHOOL	3000.00	3012024013	50	BNK2	MANGIARACINA-HS YEARBOOK	P H		05/29/2024	06/30/2024	R	\$3,000.00

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	
NEWBW 001	NEW BERLIN WATER & SEWER DPT	0020049300	0000000000	0724	BNK5	NEW BERLIN ELEMENTARY WATER & SEWER 5-27-24-6-27-24	B		07/01/2024	07/18/2024	W	\$866.64	
20E103 2542 3700 00 000000						NBE CARE/UPKEEP WATER SEWER						\$866.64	
							24-25			93000724		\$866.64	
												\$866.64	
												NUMBER OF INVOICES: 2	\$1,733.28
NRG BUSI000	NRG BUSINESS MARKETING	HS44326873	0000000000	0724	BNK5	JH/HS BLDG-NATURAL GAS	B		07/03/2024	07/18/2024	W	\$12.75	
20E301 2542 4650 00 000000						JH/HS SM NATURAL GAS						\$12.75	
							24-25			2830558		\$12.75	
												\$12.75	
												NUMBER OF INVOICES: 1	\$12.75
PIKMYKID000	PIKMYKID- SACHI TECH	INV-21894	0312025004	0724	BNK5	PIK MY KID-ELEMENTARY	P B		06/18/2024	07/18/2024	A	\$3,900.00	
100												\$3,900.00	
10E000 2225 4700 00 000000						TECH SM SOFTWARE						\$3,900.00	
							24-25			1.00		\$3,900.00	
												\$3,900.00	
												NUMBER OF INVOICES: 1	\$3,900.00
PITBO 001	PITNEY BOWES	1025689305	0000000000	0724	BNK5	INK FOR POSTAGE MACHINE	B		07/11/2024	07/18/2024	W	\$91.29	
10E000 2321 4100 00 000000						SUPINT. OFFICE GEN SUPP						\$91.29	
							24-25			69944335		\$91.29	
												\$91.29	
												NUMBER OF INVOICES: 1	\$91.29
PLEASANT004	PLEASANT PLAINS CUSD #8	2022-23	0000000000	0724	BNK5	TECH SERVICES-SQUIRES	B		04/04/2024	07/18/2024	R	\$35,714.80	
10E000 2225 3150 00 000000						TECH PS PROF SERVICES						\$35,714.80	
							24-25					\$35,714.80	
												\$35,714.80	
												NUMBER OF INVOICES: 1	\$35,714.80
PORTSS 000	PORTABLE SANITATION SYSTEMS	A-80419	0000000000	0724	BNK5	JH/HS BLDG-5/18/24-6/14/24	B		06/14/2024	07/18/2024	A	\$2,089.00	
												\$2,089.00	
							24-25					\$2,089.00	

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
PURT 001	PURITAN SPRING WATER	93312931	0000000000	0724	BNK5	DIST OFFICE-WATER	B		06/20/2024	07/18/2024	R	\$54.39
												\$54.39
10E000 2321 4100 00 000000						SUPINT. OFFICE GEN SUPP						\$54.39
NUMBER OF INVOICES: 4												\$316.93
QUAVMWM 000	QUAVER'S MARVELOUS WORLD OF MUSIC	49625-1	0312025015	0724	BNK5	BARRETT-QUAVER MUSIC-TEACHER/STUDENT SUBSCRIPTION	P	B	05/21/2024	07/18/2024	R	\$1,800.00
												\$1,800.00
100		BARRETT-QUAVER MUSIC-TEACHER/STUDENT SUBSCRIPTION						1.00				\$1,800.00
10E000 2225 4700 00 000000						TECH SM SOFTWARE						\$1,800.00
NUMBER OF INVOICES: 1												\$1,800.00
REEVEPAR000	REEVE, PARLEE	76.83	0112024005	50	BNK2	DOLLAR GEN-TOTES	P	H	05/21/2024	06/30/2024	R	\$76.83
												\$76.83
100		NURSE SUPPLIES						1.00				\$76.83
10E000 2130 4100 00 000000						HEALTH SERV. GEN SUPP						\$76.83
NUMBER OF INVOICES: 1												\$76.83
REPUBLIC000	REPUBLIC SERVICES	0352-003026476	0000000000	070324	BNK5	GARBAGE-DISPOSAL SERVICES	H		05/31/2024	07/03/2024	V	\$1,946.09
												\$1,946.09
20E103 2542 3210 00 000000						NBE CARE/UPKEEP SANITATION						\$778.44
20E301 2542 3210 00 000000						NBHS CARE/UPKEEP SANITATION						\$778.44
40E000 2552 3210 00 000000						TRANS PS SANITATION SERV						\$389.21
REPUBLIC000	REPUBLIC SERVICES	0352-003026476	0000000000	070324	BNK5	GARBAGE-DISPOSAL SERVICES	H		05/31/2024	07/03/2024	R	\$1,946.09
												\$1,946.09
20E103 2542 3210 00 000000						NBE CARE/UPKEEP SANITATION						\$778.44
20E301 2542 3210 00 000000						NBHS CARE/UPKEEP SANITATION						\$778.44
40E000 2552 3210 00 000000						TRANS PS SANITATION SERV						\$389.21

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								
REPUBLIC000	REPUBLIC SERVICES	0352-003055134	0000000000	0724	BNK5	GARBAGE-DISPOSAL SERVICE	B		06/30/2024	07/18/2024	R	\$1,582.65
							24-25					\$1,582.65
	20E103 2542 3210 00 000000					NBE CARE/UPKEEP SANITATION						\$633.06
	20E301 2542 3210 00 000000					NBHS CARE/UPKEEP SANITATION						\$633.06
	40E000 2552 3210 00 000000					TRANS PS SANITATION SERV						\$316.53
NUMBER OF INVOICES: 3											\$1,582.65	
RUBEI	001 RUBY ELECTRIC INC.	12029	0000000000	0724	BNK5	JH/HS BLDG-1 YR GENERATOR CONTRACT	B		06/26/2024	07/18/2024	R	\$375.00
							24-25					\$375.00
	20E301 2542 3230 00 000000					NBHS CARE/UPKEEP REPAIR/MAINT.						\$375.00
RUBEI	001 RUBY ELECTRIC INC.	60524	0000000000	0724	BNK5	INSURANCE CLAIM-LIGHTNING-FLAG POLE	B		06/11/2024	07/18/2024	R	\$5,027.78
							24-25					\$5,027.78
	20E000 2542 5301 00 000000					BLDG RPRS - INSURANCE CLAIMS						\$5,027.78
NUMBER OF INVOICES: 2											\$5,402.78	
SANDS	001 SANGAMON DIESEL SERVICE	102315	0000000000	0724	BNK5	TRANS-BUS TEST-15,9,16,1	B		06/03/2024	07/18/2024	R	\$300.00
							24-25					\$300.00
	40E000 2552 3190 00 000000					TRANS PS OTHER PROF SERV						\$300.00
NUMBER OF INVOICES: 1											\$300.00	
SASED	001 SANGAMON AREA SPECIAL EDUCATION	19001-	0000000000	0724	BNK5	COPY PAPER-CASES	B		06/13/2024	07/18/2024	R	\$9,072.00
							24-25					\$9,072.00
	10E103 1113 4100 00 000000					NBE SM GENERAL SUPPLIES						\$5,443.20
	10E202 1115 4100 00 000000					NBJH GEN SUPPLIES						\$1,814.40
	10E301 1117 4100 00 000000					NBHS GENERAL SUPPLIES						\$1,814.40
NUMBER OF INVOICES: 1											\$9,072.00	
SAVVL	000 SAVVAS LEARNING CO	4027176674	0000000000	0724	BNK5	ENV MATH-K,1,5	B		06/26/2024	07/18/2024	A	\$18,955.08

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
SAVVLC 000	SAVVAS LEARNING CO	4027176674				*****CONTINUED*****						
							24-25					\$18,955.08
10E652 1113 4200 00 000000						ESSER III SM TEXTBOOKS						\$18,955.08
SAVVLC 000	SAVVAS LEARNING CO	6800267361	0000000000	0724	BNK5	ENVISION MATH 5,3.5	B	06/21/2024	07/18/2024	A		\$3,241.00
							24-25					\$3,241.00
10E652 1113 4200 00 000000						ESSER III SM TEXTBOOKS						\$3,241.00
											NUMBER OF INVOICES: 2	\$22,196.08
SECRETAR000	SECRETARY OF STATE - ILLINOIS	8.50	0000000000	0724	BNK5	TRANS-PERMIT-S NEUMAN, K NEUMAN	B	07/12/2024	07/18/2024	W		\$8.50
							24-25				29031982	\$8.50
40E000 2552 3190 00 000000						TRANS PS OTHER PROF SERV						\$8.50
											NUMBER OF INVOICES: 1	\$8.50
SECURLY 000	SECURLY	127677	0312025009	0724	BNK5	LLEWELLYN-EHALLPASS/SECURLY	P B	04/25/2024	07/18/2024	A		\$1,665.00
							24-25					\$1,665.00
100		LLEWELLYN-EHALLPASS/SECURLY						1.00				\$1,665.00
10E000 2225 4700 00 000000						TECH SM SOFTWARE						\$1,665.00
											NUMBER OF INVOICES: 1	\$1,665.00
SENIC 001	SENTINEL INSECT CONTROL	332488	0000000000	0724	BNK5	JH/HS BLDG-PEST CONTROL-MAY AND JUNE	B	07/01/2024	07/18/2024	R		\$152.00
							24-25					\$152.00
20E301 2542 3210 00 000000						NBHS CARE/UPKEEP SANITATION						\$152.00
SENIC 001	SENTINEL INSECT CONTROL	332489	0000000000	0724	BNK5	ELEM BLDG-PEST CONTROL MAY AND JUNE	B	07/01/2024	07/18/2024	R		\$92.00
							24-25					\$92.00
20E103 2542 3210 00 000000						NBE CARE/UPKEEP SANITATION						\$92.00

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
NUMBER OF INVOICES: 2												\$244.00
SHEPPT 000	SHEPPARD TRUCKING	0703	0000000000	0724	BNK5	TRANS-ROCK	B		06/27/2024	07/18/2024	R	\$976.04
							24-25					\$976.04
40E000 2552 4100 00 000000						TRANSP VS GEN SUPPLIES						\$976.04
NUMBER OF INVOICES: 1												\$976.04
SKY 001	SKYWARD	0000229594	0000000000	0724	BNK5	ANNUAL LICENSE FEE	B		07/01/2024	07/18/2024	A	\$51,165.00
							24-25					\$51,165.00
10E000 2225 4700 00 000000						TECH SM SOFTWARE						\$51,165.00
NUMBER OF INVOICES: 1												\$51,165.00
STOCKJAS000	STOCKTON, JASON	164	0000000000	0724	BNK5	SIDING SOFTBALL SHED	B		07/08/2024	07/18/2024	R	\$5,000.00
							24-25					\$5,000.00
20E301 2542 3230 00 000000						NBHS CARE/UPKEEP REPAIR/MAINT. NONEM						\$5,000.00
NUMBER OF INVOICES: 1												\$5,000.00
STRIPE R000	STRIPE RITE INC	1110	0000000000	0724	BNK5	ELEM BLDG-STRIPING OF LOT	B		07/10/2024	07/18/2024	A	\$2,375.00
							24-25					\$2,375.00
20E103 2542 3230 00 000000						NBE CARE/UPKEEP REPAIR MAINT.						\$2,375.00
NUMBER OF INVOICES: 1												\$2,375.00
STUDIES 000	STUDIES WEEKLY	505481	0000000000	0724	BNK5	K-5 SOCIAL STUDIES AND SCIENCE	B		05/20/2024	07/18/2024	R	\$80,594.57
							24-25					\$80,594.57
10E652 1110 4200 00 000000						ESSER III SM TEXTBOOKS						\$80,594.57
STUDIES 000	STUDIES WEEKLY	505486	0000000000	0724	BNK5	6TH GRADE SOCIAL STUDIES	B		05/20/2024	07/18/2024	R	\$3,248.37
							24-25					\$3,248.37
10E652 1110 4200 00 000000						ESSER III SM TEXTBOOKS						\$3,248.37

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: 2												\$83,842.94	
T-MOBILE000	T-MOBILE	990259433-june	0000000000	0724	BNK5	TRANS-TABLETS-5/21/24-6/20/24	B		07/02/2024	07/18/2024	W	\$278.80	
							24-25					\$278.80	
40E000	2552	3400	00	000000		TRANSP VS COMMUNICATION						\$278.80	
NUMBER OF INVOICES: 1												\$278.80	
TEXAS LI000	TEXAS LIFE INSURANCE CO.	20240701ADAF3	0000000000	P9	BNK5	Payroll accrual	B		07/01/2024	07/01/2024	W	\$158.77	
							24-25					\$158.77	
10L000	4581	0000	00	000000		AM FIDELITY SUPPLEMENTAL W/H						\$158.77	
TEXAS LI000	TEXAS LIFE INSURANCE CO.	20240701BD3AF3	0000000000	P9	BNK5	Payroll accrual	B		07/01/2024	07/01/2024	W	\$38.66	
							24-25					\$38.66	
10L000	4581	0000	00	000000		AM FIDELITY SUPPLEMENTAL W/H						\$9.45	
40L000	4581	0000	00	000000								\$29.21	
TEXAS LI000	TEXAS LIFE INSURANCE CO.	20240715ADAF3	0000000000	P9	BNK5	Payroll accrual	B		07/15/2024	07/15/2024	W	\$158.77	
							24-25					\$158.77	
10L000	4581	0000	00	000000		AM FIDELITY SUPPLEMENTAL W/H						\$158.77	
TEXAS LI000	TEXAS LIFE INSURANCE CO.	20240715BD3AF3	0000000000	P9	BNK5	Payroll accrual	B		07/15/2024	07/15/2024	W	\$38.66	
							24-25					\$38.66	
10L000	4581	0000	00	000000		AM FIDELITY SUPPLEMENTAL W/H						\$9.45	
40L000	4581	0000	00	000000								\$29.21	
NUMBER OF INVOICES: 4												\$394.86	
THIS	001 THIS	20240701ADT88EE	0000000000	T1	BNK5	Payroll accrual	H		07/01/2024	07/01/2024	W	\$1,559.85	
							24-25					\$1,559.85	
10L000	4511	0000	00	000000								\$1,559.85	
THIS	001 THIS	20240701ADT88SS	0000000000	T1	BNK5	Payroll accrual	H		07/01/2024	07/01/2024	W	\$60.73	
							24-25					\$60.73	

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
THIS 001	THIS	20240715ADT88TA	0000000000	T1	BNK5	Payroll accrual	B		07/15/2024	07/15/2024	W	\$70.69
							24-25			202400023		\$70.69
	10L000 4511 0000 00 000000											\$70.69
THIS 001	THIS	20240715ADT92SU	0000000000	T1	BNK5	Payroll accrual	B		07/15/2024	07/15/2024	W	\$154.93
							24-25			202400045		\$154.93
	10L000 4511 0000 00 000000											\$154.93
THIS 001	THIS	20240715AFT66EE	0000000000	T1	BNK5	Payroll accrual	B		07/15/2024	07/15/2024	W	\$1,128.75
							24-25			202400023		\$1,128.75
	10L000 4510 0000 00 000000											\$1,128.75
THIS 001	THIS	20240715AFT66SS	0000000000	T1	BNK5	Payroll accrual	B		07/15/2024	07/15/2024	W	\$45.21
							24-25			202400023		\$45.21
	10L000 4510 0000 00 000000											\$45.21
THIS 001	THIS	20240715AFT66TA	0000000000	T1	BNK5	Payroll accrual	B		07/15/2024	07/15/2024	W	\$52.62
							24-25			202400023		\$52.62
	10L000 4510 0000 00 000000											\$52.62
THIS 001	THIS	20240715AFT69SU	0000000000	T1	BNK5	Payroll accrual	B		07/15/2024	07/15/2024	W	\$142.95
							24-25			202400045		\$142.95
	10L000 4510 0000 00 000000											\$142.95
THIS 001	THIS	20240715BDT88EE	0000000000	T1	BNK5	Payroll accrual	B		07/15/2024	07/15/2024	W	\$50.06
							24-25			202400045		\$50.06
	10L000 4511 0000 00 000000											\$50.06
THIS 001	THIS	20240715BDT88TA	0000000000	T1	BNK5	Payroll accrual	B		07/15/2024	07/15/2024	W	\$71.29
							24-25			202400045		\$71.29
	10L000 4511 0000 00 000000											\$71.29
THIS 001	THIS	20240715BFT66EE	0000000000	T1	BNK5	Payroll accrual	B		07/15/2024	07/15/2024	W	\$37.27
							24-25			202400045		\$37.27

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	20240701AFT94SU	0000000000	T1	BNK5	Payroll accrual	H	07/01/2024	07/01/2024	W	\$1,469.25
		10L000 4510 0000 00 000000						24-25		202400006		\$1,469.25
												\$1,469.25
TRS	001	TRS STATE OF ILLINOIS	20240701AFT94TA	0000000000	T1	BNK5	Payroll accrual	H	07/01/2024	07/01/2024	W	\$706.87
		10L000 4510 0000 00 000000						24-25		202400006		\$706.87
												\$706.87
TRS	001	TRS STATE OF ILLINOIS	20240701AFTFED	0000000000	T1	BNK5	Payroll accrual	H	07/01/2024	07/01/2024	W	\$257.02
		10L000 4510 0000 00 000000						24-25		202400006		\$257.02
												\$257.02
TRS	001	TRS STATE OF ILLINOIS	20240715AFT58EE	0000000000	T1	BNK5	Payroll accrual	B	07/15/2024	07/15/2024	W	\$977.16
		10L000 4510 0000 00 000000						24-25		202400024		\$977.16
												\$977.16
TRS	001	TRS STATE OF ILLINOIS	20240715AFT58SS	0000000000	T1	BNK5	Payroll accrual	B	07/15/2024	07/15/2024	W	\$39.14
		10L000 4510 0000 00 000000						24-25		202400024		\$39.14
												\$39.14
TRS	001	TRS STATE OF ILLINOIS	20240715AFT58SU	0000000000	T1	BNK5	Payroll accrual	B	07/15/2024	07/15/2024	W	\$123.76
		10L000 4510 0000 00 000000						24-25		202400046		\$123.76
												\$123.76
TRS	001	TRS STATE OF ILLINOIS	20240715AFT58TA	0000000000	T1	BNK5	Payroll accrual	B	07/15/2024	07/15/2024	W	\$45.56
		10L000 4510 0000 00 000000						24-25		202400024		\$45.56
												\$45.56
TRS	001	TRS STATE OF ILLINOIS	20240715AFT94EE	0000000000	T1	BNK5	Payroll accrual	B	07/15/2024	07/15/2024	W	\$15,161.03
		10L000 4510 0000 00 000000						24-25		202400024		\$15,161.03
												\$15,161.03
TRS	001	TRS STATE OF ILLINOIS	20240715AFT94SS	0000000000	T1	BNK5	Payroll accrual	B	07/15/2024	07/15/2024	W	\$607.25
								24-25		202400024		\$607.25

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
TRS 001	TRS STATE OF ILLINOIS	20240715AFT94SS				*****CONTINUED*****						\$607.25
	10L000 4510 0000 00 000000											
TRS 001	TRS STATE OF ILLINOIS	20240715AFT94SU	0000000000	T1	BNK5	Payroll accrual	B	07/15/2024	07/15/2024	W		\$1,920.18
	10L000 4510 0000 00 000000						24-25			202400046		\$1,920.18
												\$1,920.18
TRS 001	TRS STATE OF ILLINOIS	20240715AFT94TA	0000000000	T1	BNK5	Payroll accrual	B	07/15/2024	07/15/2024	W		\$706.87
	10L000 4510 0000 00 000000						24-25			202400024		\$706.87
												\$706.87
TRS 001	TRS STATE OF ILLINOIS	20240715AFTFED	0000000000	T1	BNK5	Payroll accrual	B	07/15/2024	07/15/2024	W		\$300.70
	10L000 4510 0000 00 000000						24-25			202400024		\$300.70
												\$300.70
TRS 001	TRS STATE OF ILLINOIS	20240715BFT58EE	0000000000	T1	BNK5	Payroll accrual	B	07/15/2024	07/15/2024	W		\$32.27
	10L000 4510 0000 00 000000						24-25			202400046		\$32.27
												\$32.27
TRS 001	TRS STATE OF ILLINOIS	20240715BFT58TA	0000000000	T1	BNK5	Payroll accrual	B	07/15/2024	07/15/2024	W		\$22.04
	10L000 4510 0000 00 000000						24-25			202400046		\$22.04
												\$22.04
TRS 001	TRS STATE OF ILLINOIS	20240715BFT94EE	0000000000	T1	BNK5	Payroll accrual	B	07/15/2024	07/15/2024	W		\$500.65
	10L000 4510 0000 00 000000						24-25			202400046		\$500.65
												\$500.65
TRS 001	TRS STATE OF ILLINOIS	20240715BFT94TA	0000000000	T1	BNK5	Payroll accrual	B	07/15/2024	07/15/2024	W		\$342.03
	10L000 4510 0000 00 000000						24-25			202400046		\$342.03
												\$342.03
											NUMBER OF INVOICES: 22	\$40,601.94
TRSSP 000	TRS STATE OF ILLINOIS	20240701ADSSP%	0000000000	P1	BNK5	Payroll accrual	H	07/01/2024	07/01/2024	W		\$273.96

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
						NUMBER OF INVOICES: 1						\$75.73
WATTS C0000	WATTS COPY SYSTEMS INC.	1327997	0000000000	0724	BNK5	COPIER USAGE	B		07/05/2024	07/18/2024	A	\$217.14
							24-25					\$217.14
10E000	2321 3250 00 000000					SUPINT. OFFICE RENTALS						\$77.99
10E000	2520 3250 00 000000					FS RENTALS						\$6.87
10E103	1113 3250 00 000000					NBE RENTALS						\$6.14
10E103	2410 3250 00 000000					NBE PRINCIPAL RENTALS						\$84.41
10E202	1115 3250 00 000000					NBJH RENTALS						\$0.05
10E202	2410 3250 00 000000					NBJH PRINCIPAL RENTALS						\$22.52
10E301	1117 3250 00 000000					NBHS RENTALS						\$0.74
10E305	2410 3250 00 000000					NBHS PRINCIPAL RENTALS						\$18.42
						NUMBER OF INVOICES: 1						\$217.14
WAVAS 000	WAVERLY AUTO SUPPLY	000446	0000000000	0724	BNK0	TRANS-STARTER WITH SOLENOID	B		06/13/2024	07/18/2024	R	\$244.24
							24-25					\$244.24
40E000	2552 4190 00 000000					TRANSP VS PARTS SUPPLIES						\$244.24
WAVAS 000	WAVERLY AUTO SUPPLY	000462	0000000000	0724	BNK5	TRANS-ELECTRIC TAPE	B		06/14/2024	07/18/2024	R	\$53.60
							24-25					\$53.60
40E000	2552 4190 00 000000					TRANSP VS PARTS SUPPLIES						\$53.60
						NUMBER OF INVOICES: 2						\$297.84
WILSLTC 000	WILSON LANGUAGE TRAINING CORP	INV63130	0000000000	0724	BNK5	FOUNDATION KITS AND GEODES	B		07/03/2024	07/18/2024	R	\$16,827.50
							24-25					\$16,827.50
10E600	1250 4100 00 000000					TITLE I SM G TITLE I SM INSTRUCTIONAL						\$16,827.50
						NUMBER OF INVOICES: 1						\$16,827.50
WORKS IN000	WORKS INTERNATIONAL, IN	INV127853	0000000000	0724	BNK5	ELEMPLOYEE SAFE-MAG TRANINING	B		07/01/2024	07/18/2024	A	\$1,995.00
							24-25					\$1,995.00

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	
WORKS IN000	WORKS INTERNATIONAL, IN	INV127853		*****CONTINUED*****									
10E000 2225 4700 00 000000				TECH SM SOFTWARE								\$1,995.00	
				NUMBER OF INVOICES:	1							\$1,995.00	
ZEPMC 000	ZEP MANUFACTURING CO	9009960185	0000000000	0724	BNK5	ELEM BLDG-POLY-SHIELD	B	06/28/2024	07/18/2024	R		\$1,557.40	
20E103 2542 4100 00 000000				NBE CARE/UPKEEP GEN SUPPLIES			24-25					\$1,557.40	
				NUMBER OF INVOICES:	1							\$1,557.40	
				TOTAL NUMBER OF BATCH INVOICES:	269							\$3,025,528.21	
				TOTAL NUMBER OF HISTORY INVOICES:	74							\$151,660.47	
							49					ACH CHECK INVOICES	\$2,774,216.28
							66					COMPUTER CHECK INVOICES	\$213,831.63
							1					VOID CHECK INVOICES	\$-1,946.09
							227					WIRE TRAN CHECK INVOICES	\$191,086.86
				TOTAL INVOICES:	343							\$3,177,188.68	
				BANK TOTALS:	BANK	BANK ACCOUNT #					INVOICE AMOUNT	NET AMOUNT	
					BNK0	**A000 1013 0000 00 000000					\$244.24	\$244.24	
					BNK2	**A000 1050 0000 00 000000					\$7,150.18	\$7,150.18	
					BNK5	**A000 1010 0000 00 000000					\$3,169,794.26	\$3,169,794.26	

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 *****

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

Account	Description	Jul. 1, 2023 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	Jun. 30, 2024 Ending Balance
95L103 8101 0000 00 000000	NBE GENERAL FND/NONCATE/NBE GENERAL FUND	-6,996.90	-11,024.02	9,200.81	-8,820.11
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	-1,203.22	-47.00	0.00	-1,250.22
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	-453.00	-130.36	0.00	-583.36
95L103 8110 0000 00 000000	NBE FUND & GRNT/NONCATE/NBE FALL FUNDRAISER	-10,416.16	0.00	59.78	-10,356.38
95L103 8111 0000 00 000000	NBE LOST LIB BK/NONCATE/NBE GENERAL LIBRARY	-100.59	-245.00	529.52	183.93
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	-3,571.06	-3,569.27	3,592.97	-3,547.36
95L103 8114 0000 00 000000	NBE TEACH GRANT/NONCATE/NBE TEACHERS GRANT	0.00	-150.00	0.00	-150.00
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	-40.00	0.00	0.00	-40.00
95L103 8123 0000 00 000000	K-GRADUATION/NONCATE/K-GRADUATION	0.00	-2,071.66	866.37	-1,205.29
95L103 8124 0000 00 000000	SOCIAL WORK/NONCATE/SOCIAL WORK/STUDENT SUPPORT	0.00	-100.00	8.89	-91.11
95L103 8125 0000 00 000000	NONCATE/LIBRARY BIRTHDAY BOOK CLUB	0.00	-225.00	0.00	-225.00
95L103 8126 0000 00 000000	NONCATE/LIBRARY FINES	0.00	-107.40	0.00	-107.40
	Total Liability Accounts:	-29,837.77	-17,669.71	14,258.34	-33,249.14
	Total Liability Accounts:	-29,837.77	-17,669.71	14,258.34	-33,249.14
	Grand Total:	-29,837.77	-17,669.71	14,258.34	-33,249.14

***** 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		10,794.41CR		
06/21/2024	Check	200531	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-SPRINGFIELD PARK DIS	235.50	10,558.91CR	L 8101 0000 00 000000	
06/21/2024	Check	200531	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-EISENTRAUT MARVEL	285.00	10,273.91CR	L 8101 0000 00 000000	
06/21/2024	Check	200531	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-PAPA JOHNS	170.20	10,103.71CR	L 8101 0000 00 000000	
06/21/2024	Check	200531	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-SCOVILLE ZOO	465.00	9,638.71CR	L 8101 0000 00 000000	
06/30/2024	Receipt	670	VARIOUS PAYORS	ADJUSTMENT FOR STATEMENT ERRORS	818.60CR	10,457.31CR	L 8101 0000 00 000000	
06/30/2024	Receipt	673	VARIOUS PAYORS	ADJUSTMENT FOR STATEMENT ERRORS	1,637.20	8,820.11CR	L 8101 0000 00 000000	
				Ending balance		8,820.11CR		

Account: 95L103 8102 0000 00 000000		NBE CONSUMBABLE///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		1,250.22CR	
				Ending balance		1,250.22CR	

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		583.36CR	
				Ending balance		583.36CR	

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		10,356.38CR	
				Ending balance		10,356.38CR	

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

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		146.48	
06/21/2024	Check	200531	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-AMAZON-SCRATCH OFF	37.45	183.93	L 8111 0000 00 000000
				Ending balance		183.93	

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		1,818.97CR	
06/18/2024	Receipt	666	VARIOUS PAYORS	FARMERS GRAIN-DONATION	150.00CR	1,968.97CR	L 8113 0000 00 000000
06/18/2024	Receipt	666	VARIOUS PAYORS	PATTERSON DRYWALL-DONATION	150.00CR	2,118.97CR	L 8113 0000 00 000000
06/18/2024	Receipt	666	VARIOUS PAYORS	WARREN-BOYNTON-DONATION	250.00CR	2,368.97CR	L 8113 0000 00 000000
06/18/2024	Receipt	667	VARIOUS PAYORS	KOUNTRY KIDS LEARNING CENTER-DONATION	150.00CR	2,518.97CR	L 8113 0000 00 000000
06/18/2024	Receipt	667	VARIOUS PAYORS	JAKE SURRATT-COUNTRY FINANCIAL-DONATION	250.00CR	2,768.97CR	L 8113 0000 00 000000
06/21/2024	Check	200531	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-FARM AND HOME	146.70	2,622.27CR	L 8113 0000 00 000000

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

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
06/21/2024	Check	200531	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-WALGREENS	74.91	2,547.36CR	L 8113 0000 00 000000
06/26/2024	Receipt	668	VARIOUS PAYORS	LENZ SALES-DONATION TO PBIS	1,000.00CR	3,547.36CR	L 8113 0000 00 000000
				Ending balance		3,547.36CR	

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		150.00CR	
				Ending balance		150.00CR	

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

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

Account: 95L103 8123 0000 00 000000 K-GRADUATION//NONCATE /K-GRADUATION

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,229.77CR	
06/21/2024	Check	200531	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-AMAZON PAPER BAGS	24.48	1,205.29CR	L 8123 0000 00 000000
				Ending balance		1,205.29CR	

Account: 95L103 8124 0000 00 000000 SOCIAL WORK//NONCATE /SOCIAL WORK/STUDENT SUPPORT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		91.11CR	
				Ending balance		91.11CR	

Account: 95L103 8125 0000 00 000000 NONCATE /LIBRARY BIRTHDAY BOOK CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		225.00CR	
				Ending balance		225.00CR	

Account: 95L103 8126 0000 00 000000 NONCATE /LIBRARY FINES

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		107.40CR	
				Ending balance		107.40CR	

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

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

Account	Description	Jul. 1, 2023 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	Jun. 30, 2024 Ending Balance
95L400 9101 0000 00 000000	JH GENERAL FUND/NONCATE/JH FUND	-816.49	-2,505.25	2,707.69	-614.05
95L400 9102 0000 00 000000	JH CHEER/NONCATE/JH CHEERLEADING	-4,867.11	-17,751.28	17,964.65	-4,653.74
95L400 9103 0000 00 000000	JH STUD COUNCIL/NONCATE/JH STUDENT COUNCIL	-10,440.78	-16,992.19	17,905.82	-9,527.15
95L400 9104 0000 00 000000	JH BOYS BASK/NONCATE/JH BOYS BASKETBALL	-7,547.77	-4,449.25	9,401.35	-2,595.67
95L400 9105 0000 00 000000	JH GIRLS BASKET/NONCATE/JH GIRLS BASKETBALL	-2,106.15	-4,884.00	3,501.59	-3,488.56
95L400 9106 0000 00 000000	JH VOLLEYBALL/NONCATE/JH VOLLEYBALL	-4,214.84	-19,047.71	14,719.90	-8,542.65
95L400 9108 0000 00 000000	JH YEARBOOK/NONCATE/JH YEARBOOK	-4,441.59	0.00	0.00	-4,441.59
95L400 9110 0000 00 000000	JH SOFTBALL/NONCATE/JH SOFTBALL	-7,915.20	-11,549.00	15,577.51	-3,886.69
95L400 9114 0000 00 000000	JH TRACK/NONCATE/JH TRACK	-5,685.36	-875.50	1,274.49	-5,286.37
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	-2,686.44	-4,875.00	4,459.03	-3,102.41
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	-1,146.07	0.00	0.00	-1,146.07
95L400 9121 0000 00 000000	JH SCHOL BOWL/NONCATE/JH SCHOLASTIC BOWL	-140.89	-222.00	216.70	-146.19
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	-45.00	0.00	-567.20
95L400 9124 0000 00 000000	JH FLOWER FUND/NONCATE/JH FLOWER FUND	33.33	0.00	0.00	33.33
95L400 9125 0000 00 000000	JH PBIS FUND/NONCATE/JH PBIS FUND	-339.05	-1,665.00	130.24	-1,873.81
95L400 9201 0000 00 000000	HS YEARBOOK/NONCATE/HS YEARBOOK	-7,984.34	-3,320.00	10,489.68	-814.66
95L400 9202 0000 00 000000	HS ART FUND/NONCATE/HS ART FUND	-377.54	-885.00	280.55	-981.99
95L400 9203 0000 00 000000	HS BAND/NONCATE/HS BAND	-2,797.62	-1,359.50	3,579.05	-578.07
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	69.11	0.00
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	-1,211.58	-1,051.00	1,359.23	-903.35
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	40.00	-40.00	0.00	0.00
95L400 9213 0000 00 000000	HS CLASS 2003/NONCATE/HS CLASS OF 2003	292.12	-292.12	0.00	0.00
95L400 9214 0000 00 000000	HS JOINT CONC/NONCATE/HS JOINT CONCESSION	16.31	-32.62	16.31	0.00
95L400 9215 0000 00 000000	HS DRAMA CLUB/NONCATE/HS DRAMA CLUB	-1,724.01	0.00	1,724.01	0.00
95L400 9216 0000 00 000000	HS FFA/NONCATE/HS FFA	-4,452.26	-16,644.73	20,542.82	-554.17
95L400 9217 0000 00 000000	HS HOMECOMING/NONCATE/HS HOMECOMING	-5,358.07	-1,841.00	1,892.51	-5,306.56
95L400 9218 0000 00 000000	HS FCCLA/NONCATE/HS FCCLA	-2,750.49	-3,680.16	3,939.01	-2,491.64
95L400 9219 0000 00 000000	HS CHARACT SCH/NONCATE/HS CHARACTER SCHOLARSHIP	0.00	-1,000.00	1,000.00	0.00
95L400 9220 0000 00 000000	HS PE/NONCATE/HS PE	524.41	-524.41	0.00	0.00
95L400 9223 0000 00 000000	HS BASEBALL/NONCATE/HS BASEBALL	-438.19	-11,299.00	8,960.58	-2,776.61

Account	Description	Jul. 1, 2023 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	Jun. 30, 2024 Ending Balance
95L400 9224 0000 00 000000	HS STUDENT COUN/NONCATE/HS STUDENT COUNCIL	-2,149.74	0.00	713.68	-1,436.06
95L400 9226 0000 00 000000	HS BOYS BASKETB/NONCATE/HS BOYS BASKETBALL	-29,730.47	-43,119.21	30,700.29	-42,149.39
95L400 9227 0000 00 000000	HS FB CHEERLEAD/NONCATE/HS FOOTBALL CHEERLEADING	375.00	-4,835.00	4,460.00	0.00
95L400 9228 0000 00 000000	HS BB CHEERLEAD/NONCATE/HS BASKETBALL CHEERLEADIN	-6,200.53	-33,487.94	39,493.10	-195.37
95L400 9229 0000 00 000000	HS FOOTBALL/NONCATE/HS FOOTBALL	-3,327.40	-58,271.20	40,962.11	-20,636.49
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	-14,372.70	-14,938.89	11,687.80	-17,623.79
95L400 9232 0000 00 000000	HS GENERAL FUND/NONCATE/HS GENERAL FUND	-1,155.37	-31,102.20	5,934.89	-26,322.68
95L400 9233 0000 00 000000	HS GIRLS SOFTBA/NONCATE/HS SOFTBALL	-8,459.70	-25,645.00	26,990.26	-7,114.44
95L400 9236 0000 00 000000	HS SADD/NONCATE/HS SADD	-2,087.39	-5,956.25	5,983.43	-2,060.21
95L400 9239 0000 00 000000	HS ROESCH TRUST/NONCATE/HS ROESCH TRUST	-120.64	0.00	120.64	0.00
95L400 9241 0000 00 000000	HS TRACK/NONCATE/HS CO-ED TRACK	-2,606.67	-4,701.00	3,630.15	-3,677.52
95L400 9242 0000 00 000000	HS CHOIR/NONCATE/HS CHOIR	1,868.25	-2,252.01	259.28	-124.48
95L400 9246 0000 00 000000	HS KEY CLUB/NONCATE/HS KEY CLUB	-878.74	-345.00	325.00	-898.74
95L400 9249 0000 00 000000	HS SCHOL BOWL/NONCATE/HS SCHOLARSHIP BOWL	-1,843.34	-200.00	1,187.48	-855.86
95L400 9250 0000 00 000000	HS CLASS 2005/NONCATE/HS CLASS OF 2005	-271.88	0.00	271.88	0.00
95L400 9251 0000 00 000000	HS TECH PREP/NONCATE/HS TECHNICAL PREP	-7.67	0.00	7.67	0.00
95L400 9252 0000 00 000000	HS CLASS 2006/NONCATE/HS CLASS OF 2006	-259.00	0.00	259.00	0.00
95L400 9255 0000 00 000000	HS DISCRETION/NONCATE/HS DISCRETIONARY	-219.69	0.00	219.69	0.00
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	442.73	0.00
95L400 9262 0000 00 000000	HS CLASS 2010/NONCATE/HS CLASS OF 2010	-269.91	0.00	269.91	0.00
95L400 9263 0000 00 000000	HS LIBRARY FUND/NONCATE/HS LIBRARY FUND	-1,169.55	-1,560.00	1,083.02	-1,646.53
95L400 9264 0000 00 000000	HS PRETZL PRIDE/NONCATE/HS PRETZEL PRIDE	-24.21	0.00	24.21	0.00
95L400 9265 0000 00 000000	HS CLASS 2011/NONCATE/HS CLASS OF 2011	-662.33	0.00	662.33	0.00
95L400 9266 0000 00 000000	HS CLASS 2012/NONCATE/HS CLASS OF 2012	-768.55	0.00	768.55	0.00
95L400 9267 0000 00 000000	HS CLASS 2013/NONCATE/HS CLASS OF 2013	-365.43	0.00	365.43	0.00
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	0.00	-8,556.00	8,556.00	0.00
95L400 9272 0000 00 000000	PRETZEL FESTIVA/NONCATE/PRETZEL FESTIVAL	-2,722.22	0.00	0.00	-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	-27,266.68	-33,813.90	38,260.62	-22,819.96
95L400 9278 0000 00 000000	ACT PREP ACCT/NONCATE/ACT PREP ACCOUNT	-8.58	0.00	8.58	0.00
95L400 9279 0000 00 000000	HS CLASS 2016/NONCATE/HS CLASS OF 2016	-2,056.10	0.00	2,056.10	0.00
95L400 9280 0000 00 000000	HS CLASS 2017/NONCATE/HS CLASS OF 2017	-3,144.37	0.00	3,144.37	0.00
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	-5,575.54	-6,165.88	6,247.58	-5,493.84

<u>Account</u>	<u>Description</u>	<u>Jul. 1, 2023 Beginning Balance</u>	<u>Posted SBAA Receipts</u>	<u>Posted SBAA Disbursements</u>	<u>Jun. 30, 2024 Ending Balance</u>
95L400 9283 0000 00 000000	HS CLASS 2018/NONCATE/HS CLASS OF 2018	-1,973.29	0.00	1,973.29	0.00
95L400 9284 0000 00 000000	CREWS SCHOLARSH/NONCATE/DAMIEN CREWS SCHOLARSHIP	-3,176.72	0.00	1,000.00	-2,176.72
95L400 9285 0000 00 000000	ROYALTIES/NONCATE/ROYALTIES	-1,209.54	0.00	1,209.54	0.00
95L400 9286 0000 00 000000	HS CLASS 2019/NONCATE/HS CLASS OF 2019	-11.59	0.00	11.59	0.00
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	6,281.53	0.00
95L400 9289 0000 00 000000	HS CLASS 2021/NONCATE/HS CLASS OF 2021	1,134.80	-1,134.80	0.00	0.00
95L400 9290 0000 00 000000	THORNTON AG SCH/NONCATE/THORNTON AG SCHOLARSHIP A	-982.93	0.00	982.93	0.00
95L400 9291 0000 00 000000	HS CLASS 2022/NONCATE/HS CLASS OF 2022	-2,609.58	0.00	2,609.58	0.00
95L400 9292 0000 00 000000	HS CLASS 2023/NONCATE/HS CLASS OF 2023	-5,752.50	0.00	5,752.50	0.00
95L400 9293 0000 00 000000	HS CLASS 2024/NONCATE/HS CLASS OF 2024	-2,587.37	-8,255.07	10,842.44	0.00
95L400 9294 0000 00 000000	CLASS OF 2025/NONCATE/HS CLASS OF 2025	-4,621.00	-9,797.00	6,992.99	-7,425.01
95L400 9295 0000 00 000000	MASCOT FUND/NONCATE/HS-MASCOT FUNDRAISER	-337.75	0.00	337.75	0.00
95L400 9296 0000 00 000000	HS CLASS 2026/NONCATE/HS CLASS OF 2026	-384.75	-5,570.00	820.00	-5,134.75
95L400 9297 0000 00 000000	HS CLASS 2027/NONCATE/HS CLASS OF 2027	0.00	-2,991.01	0.00	-2,991.01
	Total Liability Accounts:	-227,010.45	-429,528.08	415,621.75	-240,916.78
	Total Liability Accounts:	-227,010.45	-429,528.08	415,621.75	-240,916.78
	Grand Total:	-227,010.45	-429,528.08	415,621.75	-240,916.78

***** 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

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		614.05CR	
				Ending balance		614.05CR	

Account: 95L400 9102 0000 00 000000

JH CHEER///NONCATE /JH CHEERLEADING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		4,653.74CR	
				Ending balance		4,653.74CR	

Account: 95L400 9103 0000 00 000000

JH STUD COUNCIL///NONCATE /JH STUDENT COUNCIL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		9,899.52CR	
06/06/2024	Receipt	1914	VARIOUS PAYORS	STUDENT COUNCIL DEPOSIT	631.19CR	10,530.71CR	L 9103 0000 00 000000
06/21/2024	Check	305381	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-SAMS CONCESSION STAN	366.06	10,164.65CR	L 9103 0000 00 000000
06/21/2024	Check	305381	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-AMAZON GIFT CARD	250.00	9,914.65CR	L 9103 0000 00 000000
06/21/2024	Check	305381	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-AMAZON GIFT CARD	25.00	9,889.65CR	L 9103 0000 00 000000
06/21/2024	Check	305382	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-TARGET-GIFT CARD	25.00	9,864.65CR	L 9103 0000 00 000000
06/21/2024	Check	305382	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-TARGET GIFT CARD	25.00	9,839.65CR	L 9103 0000 00 000000
06/21/2024	Check	305382	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-TARGET GIFT CARD	25.00	9,814.65CR	L 9103 0000 00 000000
06/21/2024	Check	305382	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-TARGET-GIFT CARD	25.00	9,789.65CR	L 9103 0000 00 000000
06/21/2024	Check	305382	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-TJMAXX GIFT CARD	25.00	9,764.65CR	L 9103 0000 00 000000
06/21/2024	Check	305382	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-TARGET JTOM PERSONAL	14.08	9,750.57CR	L 9103 0000 00 000000
06/21/2024	Check	305382	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-TARGET JTOM PERSONAL	0.75	9,749.82CR	L 9103 0000 00 000000
06/21/2024	Check	305382	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-TARGET JTOM PERSONAL	31.91	9,717.91CR	L 9103 0000 00 000000
06/21/2024	Check	305382	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-TARGET JTOM PERSONAL	26.80	9,691.11CR	L 9103 0000 00 000000
06/21/2024	Check	305382	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-TARGET JTOM PERSONAL	43.88	9,647.23CR	L 9103 0000 00 000000
06/21/2024	Check	305383	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-SAMS 8TH GR/PBIS	120.08	9,527.15CR	L 9103 0000 00 000000
				Ending balance		9,527.15CR	

Account: 95L400 9104 0000 00 000000

JH BOYS BASK///NONCATE /JH BOYS BASKETBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,895.67CR	
06/06/2024	Check	305365	AUBURN HIGH SCHOOL	JHBKB SHOOTOUT 6/10-11/24 and 6/25/24	300.00	2,595.67CR	L 9104 0000 00 000000

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

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Ending balance		2,595.67CR	

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

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,918.56CR	
06/03/2024	JE	000004923		TRANSFER TO	570.00CR	3,488.56CR	L 9105 0000 00 000000
				Ending balance		3,488.56CR	

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

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		7,988.15CR	
06/17/2024	Check	305374	CUBBY HOLE	T-SHIRTS FOR SUMMER CAMP	531.00	7,457.15CR	L 9106 0000 00 000000
06/20/2024	JE	000004990		TRANSFER FROM 9274 TO 9106-SUMMER CAMP	1,720.00CR	9,177.15CR	L 9106 0000 00 000000
06/26/2024	JE	000004993		TRANSFER FROM 9106 TO 9231-SUMMER CAMP	634.50	8,542.65CR	L 9106 0000 00 000000
				Ending balance		8,542.65CR	

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

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		4,441.59CR	
				Ending balance		4,441.59CR	

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

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,886.69CR	
				Ending balance		3,886.69CR	

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

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		5,602.22CR	
06/21/2024	Check	305383	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-TARGET	21.67	5,580.55CR	L 9114 0000 00 000000
06/21/2024	Check	305383	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-SONIC	85.00	5,495.55CR	L 9114 0000 00 000000
06/21/2024	Check	305384	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-SAMS	209.18	5,286.37CR	L 9114 0000 00 000000
				Ending balance		5,286.37CR	

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

Post Date	Type	Ck/JE/Re#	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		1,807.61CR	
06/20/2024	Check	305376	PRIMO DESIGNS	EXTRA SHIRTS FOR CAMP	105.20	1,702.41CR	L 9116 0000 00 000000
06/20/2024	JE	000004991		TRANSFER FROM 9274 TO 9116 SUMMER CAMP	1,400.00CR	3,102.41CR	L 9116 0000 00 000000
				Ending balance		3,102.41CR	

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		146.19CR	
				Ending balance		146.19CR	

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		567.20CR	
				Ending balance		567.20CR	

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		2,004.05CR	
06/21/2024	Check	305383	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-SAMS ICE CREAM	51.92	1,952.13CR	L 9125 0000 00 000000

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

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
06/21/2024	Check	305383	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-SONIC	78.32	1,873.81CR	L 9125 0000 00 000000
				Ending balance		1,873.81CR	

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		754.66CR	
06/03/2024	Receipt	1912	VARIOUS PAYORS	PAYMENT FOR YEARBOOK	60.00CR	814.66CR	L 9201 0000 00 000000
				Ending balance		814.66CR	

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		981.99CR	
				Ending balance		981.99CR	

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		815.99CR	
06/21/2024	Check	305380	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-DOLLAR GENERAL	41.24	774.75CR	L 9203 0000 00 000000
06/21/2024	Check	305380	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-SAM'S FLOWERS	78.23	696.52CR	L 9203 0000 00 000000
06/21/2024	Check	305380	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-MEIJER-FLOWERS	118.45	578.07CR	L 9203 0000 00 000000
				Ending balance		578.07CR	

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	
06/18/2024	JE	000004963		TRANSFER FROM 9205	69.11	0.00	L 9205 0000 00 000000
				Ending balance		0.00	

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		922.30CR	
06/21/2024	Check	305381	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-WALMART	18.95	903.35CR	L 9208 0000 00 000000
				Ending balance		903.35CR	

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	
				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	
06/18/2024	JE	000004957		TRANSFER NEG AMOUNT FROM 9212	40.00CR	0.00	L 9212 0000 00 000000
				Ending balance		0.00	

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	
06/18/2024	JE	000004956		TRANSFER NEG AMOUNT FROM 9213	292.12CR	0.00	L 9213 0000 00 000000
				Ending balance		0.00	

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	
06/18/2024	JE	000004952		TRANSFER FROM 9214	16.31	32.62	L 9214 0000 00 000000
06/18/2024	JE	000004983		TRANSFER NEGATIVE AMOUNT FROM 9214	32.62CR	0.00	L 9214 0000 00 000000
				Ending balance		0.00	

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	
06/18/2024	JE	000004958		TRANSFER FROM 9215	1,724.01	0.00	L 9215 0000 00 000000
				Ending balance		0.00	

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		2,740.93CR	
06/21/2024	Check	305384	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-MENARD-DRYWALL	32.29	2,708.64CR	L 9216 0000 00 000000
06/21/2024	Check	305384	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-WALMART BANQUET	128.90	2,579.74CR	L 9216 0000 00 000000
06/21/2024	Check	305384	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-SHEPPS	189.72	2,390.02CR	L 9216 0000 00 000000
06/21/2024	Check	305384	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-PERFECTLY PLANNED	105.00	2,285.02CR	L 9216 0000 00 000000
06/21/2024	Check	305384	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-WALMART AG AWARENESS	224.30	2,060.72CR	L 9216 0000 00 000000
06/21/2024	Check	305384	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-NELSON-BANQUET	854.90	1,205.82CR	L 9216 0000 00 000000
06/21/2024	Check	305385	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-DOLLAR GENERAL	14.91	1,190.91CR	L 9216 0000 00 000000
06/21/2024	Check	305385	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-AIRBNB	636.74	554.17CR	L 9216 0000 00 000000
				Ending balance		554.17CR	

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		5,306.56CR	
				Ending balance		5,306.56CR	

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		2,723.60CR	
06/21/2024	Check	305381	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-WALMART	131.75	2,591.85CR	L 9218 0000 00 000000
06/21/2024	Check	305381	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-WALMART	100.21	2,491.64CR	L 9218 0000 00 000000
				Ending balance		2,491.64CR	

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		1,000.00	
06/18/2024	JE	000004954		TRANSFER NEG AMOUNT FROM 9219	1,000.00CR	0.00	L 9219 0000 00 000000
				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	
06/18/2024	JE	000004955		TRANSFER NEG AMOUNT FROM 9220	524.41CR	0.00	L 9220 0000 00 000000
				Ending balance		0.00	

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		3,375.69CR	
06/11/2024	Check	305371	PRIMO DESIGNS	BASEBALL SUMMER CAMP SHIRTS	433.95	2,941.74CR	L 9223 0000 00 000000
06/18/2024	Receipt	1918	VARIOUS PAYORS	ASB SPORTS-	184.00CR	3,125.74CR	L 9223 0000 00 000000
06/21/2024	Check	305380	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-AMAZON SPEAKERS	289.99	2,835.75CR	L 9223 0000 00 000000
06/21/2024	Check	305380	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-PAPA JOHNS	59.14	2,776.61CR	L 9223 0000 00 000000
				Ending balance		2,776.61CR	

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		1,436.06CR	
				Ending balance		1,436.06CR	

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		41,094.39CR	
06/06/2024	Check	305368	PRIMO DESIGNS	SHIRTS SUMMER CAMP	1,601.00	39,493.39CR	L 9226 0000 00 000000
06/06/2024	JE	000004939		TRANS TO 9226	3,480.00CR	42,973.39CR	L 9226 0000 00 000000
06/21/2024	Check	305381	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-MEL O CREAM	137.78	42,835.61CR	L 9226 0000 00 000000
06/21/2024	Check	305381	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-SAMS-BANQUET	117.22	42,718.39CR	L 9226 0000 00 000000
06/21/2024	Check	305381	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-PAPA JOHNS	569.00	42,149.39CR	L 9226 0000 00 000000
				Ending balance		42,149.39CR	

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		0.00	
				Ending balance		0.00	

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		2,785.37CR	
06/17/2024	Check	305373	CAMP JEFF	CHEER CAMP JULY 9, 2024	2,500.00	285.37CR	L 9228 0000 00 000000
06/17/2024	Check	305373	CAMP JEFF	TRAVEL FUEL	90.00	195.37CR	L 9228 0000 00 000000
				Ending balance		195.37CR	

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		27,265.61CR	
06/18/2024	Receipt	1916	VARIOUS PAYORS	PARKING FOR THE FAIR 6/15/24	1,380.00CR	28,645.61CR	L 9229 0000 00 000000
06/20/2024	Check	305377	GAME ONE	GREY JERSEYS	1,119.88	27,525.73CR	L 9229 0000 00 000000
06/20/2024	Check	305378	GAME ONE	WHITE JERSEY	6,889.24	20,636.49CR	L 9229 0000 00 000000
				Ending balance		20,636.49CR	

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		17,139.29CR	
06/06/2024	Check	305366	PITTSFIELD HIGH SCH VOLLEYBA	ENTRY FEE JV TOURN 7/19/24	100.00	17,039.29CR	L 9231 0000 00 000000
06/06/2024	Check	305367	PLEASANT PLAINS HIGH SCHOOL	ENTRY FEE VARSITY TOURN 7/8 & 15/24	50.00	16,989.29CR	L 9231 0000 00 000000
06/26/2024	JE	000004993		TRANSFER FROM 9106 TO 9231-SUMMER CAMP	634.50CR	17,623.79CR	L 9231 0000 00 000000
				Ending balance		17,623.79CR	

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		3,099.09CR	
06/18/2024	JE	000004953		TRANS NEG AMOUNT TO 9232	1,134.80	1,964.29CR	L 9232 0000 00 000000
06/18/2024	JE	000004954		TRANSFER NEG AMOUNT TO 9232	1,000.00	964.29CR	L 9232 0000 00 000000
06/18/2024	JE	000004955		TRANSFER NEG AMOUNT TO 9232	524.41	439.88CR	L 9232 0000 00 000000
06/18/2024	JE	000004956		TRANSFER NEG AMOUNT TO 9232	292.12	147.76CR	L 9232 0000 00 000000
06/18/2024	JE	000004957		TRANSFER NEG AMOUNT TO 9232	40.00	107.76CR	L 9232 0000 00 000000
06/18/2024	JE	000004959		TRANSFER TO 9232	7.67CR	115.43CR	L 9232 0000 00 000000
06/18/2024	JE	000004960		TRANSFER TO 9232	8.58CR	124.01CR	L 9232 0000 00 000000
06/18/2024	JE	000004961		TRANSFER TO 9232	11.59CR	135.60CR	L 9232 0000 00 000000
06/18/2024	JE	000004962		TRASFER TO 9231	24.21CR	159.81CR	L 9232 0000 00 000000
06/18/2024	JE	000004963		TRANSFER TO 9232	69.11CR	228.92CR	L 9232 0000 00 000000
06/18/2024	JE	000004964		TRANSFER TO 9232	120.64CR	349.56CR	L 9232 0000 00 000000
06/18/2024	JE	000004965		TRANSFER TO 9232	219.69CR	569.25CR	L 9232 0000 00 000000
06/18/2024	JE	000004966		TRANSFER TO 9232	259.00CR	828.25CR	L 9232 0000 00 000000
06/18/2024	JE	000004967		TRANSFER TO 9232	269.91CR	1,098.16CR	L 9232 0000 00 000000
06/18/2024	JE	000004968		TRANSFER TO 9232	271.88CR	1,370.04CR	L 9232 0000 00 000000
06/18/2024	JE	000004969		TRANSFER TO 9232	337.75CR	1,707.79CR	L 9232 0000 00 000000
06/18/2024	JE	000004970		TRANSFER TO 9232	365.43CR	2,073.22CR	L 9232 0000 00 000000

Account: 95L400 9232 0000 00 000000

HS GENERAL FUND///NONCATE /HS GENERAL FUND

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
06/18/2024	JE	000004971		TRANSFER TO 9232	442.73CR	2,515.95CR	L 9232 0000 00 000000
06/18/2024	JE	000004972		TRANSFER TO 9232	662.33CR	3,178.28CR	L 9232 0000 00 000000
06/18/2024	JE	000004973		TRANSFER TO 9232	768.55CR	3,946.83CR	L 9232 0000 00 000000
06/18/2024	JE	000004974		TRANSFER TO 9232	982.83CR	4,929.66CR	L 9232 0000 00 000000
06/18/2024	JE	000004975		TRANSFER TO 9232	1,209.54CR	6,139.20CR	L 9232 0000 00 000000
06/18/2024	JE	000004976		TRANSFER TO 9232	1,394.54CR	7,533.74CR	L 9232 0000 00 000000
06/18/2024	JE	000004977		TRANSFER TO 9232	1,973.29CR	9,507.03CR	L 9232 0000 00 000000
06/18/2024	JE	000004978		TRANSFER TO 9232	2,056.10CR	11,563.13CR	L 9232 0000 00 000000
06/18/2024	JE	000004979		TRANSFER TO 9232	2,609.58CR	14,172.71CR	L 9232 0000 00 000000
06/18/2024	JE	000004980		TRANSFER TO 9232	3,144.37CR	17,317.08CR	L 9232 0000 00 000000
06/18/2024	JE	000004981		TRANSFER TO 9232	3,346.80CR	20,663.88CR	L 9232 0000 00 000000
06/18/2024	JE	000004982		TRANSFER TO 9232	6,281.53CR	26,945.41CR	L 9232 0000 00 000000
06/18/2024	JE	000004984		MOVE TO 9232	0.10CR	26,945.51CR	L 9232 0000 00 000000
06/18/2024	JE	000004985		TRANSFER TO 9232	1,083.00	25,862.51CR	L 9232 0000 00 000000
06/18/2024	Receipt	1917	VARIOUS PAYORS	FAIR PARKING 6/12-14/24	950.00CR	26,812.51CR	L 9232 0000 00 000000
06/21/2024	Check	305380	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-WILD WELLNESS	200.00	26,612.51CR	L 9232 0000 00 000000
06/21/2024	Check	305380	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-GFS-SENIOR LUNCH	279.66	26,332.85CR	L 9232 0000 00 000000
06/21/2024	Check	305380	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-PAPA JOHNS	50.45	26,282.40CR	L 9232 0000 00 000000
06/30/2024	JE	000005007		JUNE 2024 INTEREST	40.28CR	26,322.68CR	L 9232 0000 00 000000
				Ending balance		26,322.68CR	

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		6,941.24CR	
06/06/2024	Check	305370	PRIMO DESIGNS	SHIRTS FOR SUMMER CAMP	346.80	6,594.44CR	L 9233 0000 00 000000
06/06/2024	JE	000004940		TRANSFER TO 9233	520.00CR	7,114.44CR	L 9233 0000 00 000000
				Ending balance		7,114.44CR	

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		2,009.85CR	
06/21/2024	Check	305380	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-WALMART-FRAUD	50.36CR	2,060.21CR	L 9236 0000 00 000000
				Ending balance		2,060.21CR	

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	
06/18/2024	JE	000004964		TRANSFER FROM 9239	120.64	0.00	L 9239 0000 00 000000
				Ending balance		0.00	

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		3,512.60CR	
06/06/2024	Check	305369	PRIMO DESIGNS	SHIRTS SUMMER CAMP	425.10	3,087.50CR	L 9241 0000 00 000000
06/12/2024	JE	000004948		TRANSFER TO 9241-SUMMER CAMP	1,280.00CR	4,367.50CR	L 9241 0000 00 000000
06/21/2024	Check	305383	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-GARAGE STRENGTH	279.98	4,087.52CR	L 9241 0000 00 000000
06/21/2024	Check	305383	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-PAPA FRANKS	410.00	3,677.52CR	L 9241 0000 00 000000
				Ending balance		3,677.52CR	

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		1,539.03	
06/18/2024	JE	000004958		TRANSFER TO 9242	1,724.01CR	184.98CR	L 9242 0000 00 000000
06/21/2024	Check	305380	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-NOTHING BUNDT CAKES	60.50	124.48CR	L 9242 0000 00 000000
				Ending balance		124.48CR	

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		898.74CR	
				Ending balance		898.74CR	

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		1,886.40CR	
06/21/2024	Check	305383	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-HYATT	326.49	1,559.91CR	L 9249 0000 00 000000
06/21/2024	Check	305383	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-HYATT	300.96	1,258.95CR	L 9249 0000 00 000000
06/21/2024	Check	305383	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-HYATT	403.09	855.86CR	L 9249 0000 00 000000
				Ending balance		855.86CR	

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	
06/18/2024	JE	000004968		TRANSFER FROM 9250	271.88	0.00	L 9250 0000 00 000000
				Ending balance		0.00	

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	
06/18/2024	JE	000004959		TRANSFER FROM 9251	7.67	0.00	L 9251 0000 00 000000
				Ending balance		0.00	

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	
06/18/2024	JE	000004966		TRANSFER FROM 9252	259.00	0.00	L 9252 0000 00 000000
				Ending balance		0.00	
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	
06/18/2024	JE	000004965		TRANSFER FROM 9255	219.69	0.00	L 9255 0000 00 000000
				Ending balance		0.00	
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	
06/18/2024	JE	000004971		TRANSFER FROM 9260	442.73	0.00	L 9260 0000 00 000000
				Ending balance		0.00	
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	
06/18/2024	JE	000004967		TRANSFER FROM 9262	269.91	0.00	L 9262 0000 00 000000
				Ending balance		0.00	
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		1,646.53CR	
				Ending balance		1,646.53CR	
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	
06/18/2024	JE	000004962		TRANSER FROM 9264	24.21	0.00	L 9264 0000 00 000000
				Ending balance		0.00	

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	
06/18/2024	JE	000004972		TRANSFER FROM 9265	662.33	0.00	L 9265 0000 00 000000
				Ending balance		0.00	

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	
06/18/2024	JE	000004973		TRANSFER FROM 9266	768.55	0.00	L 9266 0000 00 000000
				Ending balance		0.00	

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	
06/18/2024	JE	000004970		TRANSFER FROM 9267	365.43	0.00	L 9267 0000 00 000000
				Ending balance		0.00	

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	

Account: 95L400 9272 0000 00 000000 PRETZEL FESTIVA//NONCATE /PRETZEL FESTIVAL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				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		31,777.88CR	
06/03/2024	JE	000004923		TRANSFER FROM 9274	570.00	31,207.88CR	L 9274 0000 00 000000
06/06/2024	Check	305364	PARK BRITTANY	REFUND FOR SUMMER CAMP FOR SLOAN PARK-BBALL	40.00	31,167.88CR	L 9274 0000 00 000000
06/06/2024	JE	000004939		TRANSFER FROM 9274	3,480.00	27,687.88CR	L 9274 0000 00 000000
06/06/2024	JE	000004940		TRANSFER FROM 9274	520.00	27,167.88CR	L 9274 0000 00 000000
06/06/2024	Receipt	1913	VARIOUS PAYORS	SUMMER CAMP-LAWLESS	40.00CR	27,207.88CR	L 9274 0000 00 000000
06/06/2024	Receipt	1913	VARIOUS PAYORS	SUMMER CAMP-MAGGIO	80.00CR	27,287.88CR	L 9274 0000 00 000000
06/06/2024	Receipt	1913	VARIOUS PAYORS	SUMMER CAMP-JOHNSON	40.00CR	27,327.88CR	L 9274 0000 00 000000
06/06/2024	Receipt	1913	VARIOUS PAYORS	SUMMER CAMP-KING	40.00CR	27,367.88CR	L 9274 0000 00 000000
06/06/2024	Receipt	1913	VARIOUS PAYORS	SUMMER CAMP-KNEPLER	40.00CR	27,407.88CR	L 9274 0000 00 000000
06/11/2024	Receipt	1915	VARIOUS PAYORS	SUMMER CAMPS	80.00CR	27,487.88CR	L 9274 0000 00 000000
06/11/2024	Receipt	1915	VARIOUS PAYORS	SUMMER CAMPS-MILLER	40.00CR	27,527.88CR	L 9274 0000 00 000000
06/12/2024	JE	000004948		TRANSFER FROM 9274-SUMMER CAMPS	1,280.00	26,247.88CR	L 9274 0000 00 000000
06/17/2024	Check	305375	ROYAL PUBLISHING	2024 IESA JH BANNER	255.00	25,992.88CR	L 9274 0000 00 000000
06/18/2024	JE	000004952		TRANSFER TO 9274	16.31CR	26,009.19CR	L 9274 0000 00 000000
06/18/2024	JE	000004983		TRANSFER TO 9274	32.62	25,976.57CR	L 9274 0000 00 000000
06/18/2024	Receipt	1919	VARIOUS PAYORS	SUMMER CAMP-BROWN	40.00CR	26,016.57CR	L 9274 0000 00 000000
06/18/2024	Receipt	1919	VARIOUS PAYORS	SUMMER CAMP-BERGSCHNEIDER	40.00CR	26,056.57CR	L 9274 0000 00 000000
06/20/2024	JE	000004990		TRANSFER FROM 9274 TO 9106 SUMMER CAMP	1,720.00	24,336.57CR	L 9274 0000 00 000000
06/20/2024	JE	000004991		TRANSFER FROM 9274 TO 9116 SUMMER CAMP	1,400.00	22,936.57CR	L 9274 0000 00 000000
06/21/2024	Check	305381	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-MEL O CREAM	116.61	22,819.96CR	L 9274 0000 00 000000
				Ending balance		22,819.96CR	

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	
06/18/2024	JE	000004960		TRANSFER FROM 9278	8.58	0.00	L 9278 0000 00 000000
				Ending balance		0.00	

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	
06/18/2024	JE	000004978		TRANSFER FROM 9279	2,056.10	0.00	L 9279 0000 00 000000
				Ending balance		0.00	

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	
06/18/2024	JE	000004980		TRANSFER FROM 9280	3,144.37	0.00	L 9280 0000 00 000000
				Ending balance		0.00	

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		2,714.82CR	
06/20/2024	Check	305379	HUMBERT INTERNATIONAL	MUMS	152.70	2,562.12CR	L 9282 0000 00 000000
06/20/2024	Receipt	1920	VARIOUS PAYORS	PLANT SALES	883.00CR	3,445.12CR	L 9282 0000 00 000000
06/20/2024	Receipt	1920	VARIOUS PAYORS	PLANT SALES	1,160.50CR	4,605.62CR	L 9282 0000 00 000000
06/21/2024	Check	305385	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-WALMART-ROUNDUP	39.39	4,566.23CR	L 9282 0000 00 000000
06/21/2024	Check	305385	NEW BERLIN CUSD #16	CREDIT CARD CHARGES-JUNE-LOWES-MUM TARP	72.39	4,493.84CR	L 9282 0000 00 000000
06/26/2024	Receipt	1921	NEW BERLIN CUSD #16	REIMB FROM PO 3012024004 TO ACTIVITY FUND	1,000.00CR	5,493.84CR	L 9282 0000 00 000000
				Ending balance		5,493.84CR	

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	
06/18/2024	JE	000004977		TRANSFER FROM 9283	1,973.29	0.00	L 9283 0000 00 000000
				Ending balance		0.00	

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		2,176.72CR	
				Ending balance		2,176.72CR	

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		
06/18/2024	JE	000004975		TRANSFER FROM 9285	1,209.54	0.00	L 9285 0000 00 000000	
				Ending balance		0.00		
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		
06/18/2024	JE	000004961		TRANSFER FROM 9286	11.59	0.00	L 9286 0000 00 000000	
				Ending balance		0.00		
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		
06/18/2024	JE	000004982		TRANSFER FROM 9288	6,281.53	0.00	L 9288 0000 00 000000	
				Ending balance		0.00		
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		
06/18/2024	JE	000004953		TRANSFER NEG AMOUNT FROM 9289	1,134.80CR	0.00	L 9289 0000 00 000000	
				Ending balance		0.00		
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		
06/18/2024	JE	000004974		TRANSFER FROM 9290	982.83	0.10CR	L 9290 0000 00 000000	
06/18/2024	JE	000004984		MOVE FROM 9290	0.10	0.00	L 9290 0000 00 000000	
				Ending balance		0.00		
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		
06/18/2024	JE	000004979		TRANSFER FROM 9291	2,609.58	0.00	L 9291 0000 00 000000	
				Ending balance		0.00		

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		3,346.80CR	
06/18/2024	JE	000004981		TRANSFER FROM 9292	3,346.80	0.00	L 9292 0000 00 000000
				Ending balance		0.00	

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		311.54CR	
06/18/2024	JE	000004976		TRANSFER FROM 9293	1,394.54	1,083.00	L 9293 0000 00 000000
06/18/2024	JE	000004985		TRANSFER NEG FROM 9293	1,083.00CR	0.00	L 9293 0000 00 000000
				Ending balance		0.00	

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		7,425.01CR	
				Ending balance		7,425.01CR	

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	
06/18/2024	JE	000004969		TRANSFER FROM 9295	337.75	0.00	L 9295 0000 00 000000
				Ending balance		0.00	

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		5,954.75CR	
06/11/2024	Check	305372	PRAIRIE VIEW RECEP. CNTR	HALL RENTAL PROM 2025	820.00	5,134.75CR	L 9296 0000 00 000000
				Ending balance		5,134.75CR	

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

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,991.01CR	
				Ending balance		2,991.01CR	

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

Check Dates 06/21/2024 through 07/18/2024 - Check Number

EMPLOYEE NAME	EMP TYPE	CHECK NUMBER	T	CONTRACT PAY	OTHER + PAY	TAXABLE + BENS	FED TAX - SHELTER	FED TAX = GROSS	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER REIMBURSE - DEDS	TAXABLE + DEDS	TAXABLE - BENS	NET = PAY
ZACHARY J PEECHER	BLD	000060938	R	1,561.59	2.24		141.17	1,422.66	131.05	70.42	114.22	36.45			1,070.52
		000060946	R	1,666.67	2.00		145.89	1,522.78	143.07	75.38	122.24	36.45			1,145.64
ANDREW J BALL	BLD	900070939	R	1,312.50			116.26	1,196.24	60.88	53.49	96.03	9.95			975.89
MICHAEL CHEEK	BLD	900070940	R	1,378.18			62.02	1,316.16	36.24	65.15	105.43	47.30			1,062.04
TRAVIS L CREASEY	BLD	900070941	R	1,378.18			119.22	1,258.96	68.41	62.32	101.05	23.40			1,003.78
JOELLEN DANENBERGER	SEC	900070943	R		620.79		27.94	592.85	59.29	29.35	47.49				456.72
VINCENT E KING	BLD	900070945	R	1,416.59			84.41	1,332.18	65.30	65.94	106.79	12.00			1,082.15
ANGELA M. MARR	SEC	900070946	R		245.26		11.04	234.22		11.59	18.77				203.86
BRIAN K. NICKELSON	BLD	900070947	R	1,561.59	3.00		113.15	1,451.44	113.01	66.12	116.42	178.90			976.99
BRETT A RUPPEL	BLD	900070949	R	1,312.50	1.58		119.43	1,194.65	60.69	53.41	95.91				984.64
DANIEL HIRST	BLD	900070952	R	1,378.18	1.66		83.94	1,295.90	72.84	58.42	103.89	21.45			1,039.30
JENNIFER M SPANN	SEC	900070953	R		1,065.50		47.95	1,017.55	82.44	50.37	81.51	20.76			782.47
TASHA L CREASEY	BLD	900070955	R	1,378.18	4.80		241.81	1,141.17	54.27	56.49	92.06	25.05			913.30
CASSIE A. DORSEY	ATHTR	900070956	R	2,025.84	349.73		183.90	2,191.67	180.33	102.76	175.84	174.70			1,558.04
STACEY R. KILLION	NURSE	900070957	R		332.82		114.98	217.84			25.46	20.00			172.38
CATHERINE A. MILLS	SEC	900070958	R		370.85		16.69	354.16	10.42	17.53	28.37				297.84
BRAD A OWENS	BLD	900070960	R	1,535.20	1.24		129.44	1,407.00	161.17	69.65	112.92				1,063.26
LINDSEY PRATHER	AIDE	900070961	R		174.14		7.84	166.30		8.23	13.33				144.74
JAMES R SPIELMAN	BLD	900070962	R	1,416.59	0.34		124.06	1,292.87	115.48	64.00	103.78	217.16			792.45
DARRIN R. CUMMINGS	SSO	900070964	R		791.52		35.62	755.90	142.26	37.42	60.55	39.58			476.09
DONALD L EDWARDS	SSO	900070965	R		630.00		28.35	601.65	69.61	29.78	48.20				454.06
KENNETH D KISSEL	SSO	900070966	R		420.75			420.75	25.00	20.83	32.19				342.73
LARRY R PIOTROWSKI	SSO	900070968	R		722.07		32.49	689.58	125.00	34.13	55.24				475.21
THOMAS J WILSEY	TECHA	900070971	R	1,312.50	-1.58		58.99	1,251.93	67.56	61.97	100.29	500.00			522.11
BRIAN L FOX	TRN	900070972	R		950.19		42.76	907.43	57.41	44.92	72.69				732.41
TROY L SANSON	TRNM	900070974	R	2,411.59	19.82		193.46	2,237.95	285.89	130.78	179.58	29.21			1,612.49
WILLIAM R TALBERT	TRNFT	900070975	R		2,082.96		154.03	1,928.93	254.39	89.76	154.73	297.22			1,132.83
ANDREW J BALL	BLD	900071191	R	1,378.34			119.23	1,259.11	68.43	56.60	101.07	9.95			1,023.06
MICHAEL CHEEK	BLD	900071192	R	1,447.50			65.14	1,382.36	50.81	68.43	110.74	47.30			1,105.08
TRAVIS L CREASEY	BLD	900071193	R	1,447.50			122.34	1,325.16	76.35	65.60	106.36	23.40			1,053.45
JOELLEN DANENBERGER	SEC	900071195	R		119.62		5.38	114.24	25.00	5.65	9.15				74.44
VINCENT E KING	BLD	900071198	R	1,500.00			88.16	1,411.84	73.27	69.89	113.17	12.00			1,143.51
ANGELA M. MARR	SEC	900071199	R		238.80		10.75	228.05		11.29	18.27				198.49
BRIAN K. NICKELSON	BLD	900071200	R	1,666.67			117.74	1,548.93	124.70	70.95	124.23	189.11			1,039.94
BRETT A RUPPEL	BLD	900071202	R	1,378.34	0.83		122.36	1,256.81	68.15	56.49	100.89				1,031.28

Check Dates 06/21/2024 through 07/18/2024 - Check Number

EMPLOYEE NAME	EMP TYPE	CHECK NUMBER	T	CONTRACT PAY	OTHER + PAY	TAXABLE + BENS	FED TAX - SHELTER	FED TAX = GROSS	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER REIMBURSE - DEDS	TAXABLE + DEDS	TAXABLE - BENS	NET = PAY
RACHELLE M BANDELOW	SEC	900071203	R		27.86		1.25	26.61		1.32	2.13				23.16
DANIEL HIRST	BLD	900071205	R	1,447.50			86.99	1,360.51	80.59	61.62	109.06	21.45			1,087.79
JENNIFER M SPANN	SEC	900071207	R		1,325.38		59.64	1,265.74	112.22	62.65	101.39				989.48
TASHA L CREASEY	BLD	900071209	R	1,447.50	4.86		244.94	1,207.42	62.22	59.77	97.37	25.05			963.01
CASSIE A. DORSEY	ATHTR	900071210	R	2,127.42	625.83		200.90	2,552.35	223.62	120.62	204.74	174.70			1,828.67
STACEY R. KILLION	NURSE	900071211	R		212.10		109.54	102.56			16.23	20.00			66.33
CATHERINE A. MILLS	SEC	900071213	R		408.94		18.40	390.54	14.05	19.33	31.28				325.88
BRAD A OWENS	BLD	900071215	R	3,990.00	-1.00		239.81	3,749.19	326.43	185.58	300.55				2,936.63
LINDSEY PRATHER	AIDE	900071216	R		204.00		9.18	194.82		9.64	15.61				169.57
JAMES R SPIELMAN	BLD	900071217	R	1,500.00			127.80	1,372.20	125.00	67.92	110.14	217.16			851.98
THOMAS J WILSEY	TECHA	900071224	R	1,378.34	1.57		62.10	1,317.81	75.47	65.23	105.56	500.00			571.55
BRIAN L FOX	TRN	900071225	R		1,144.29		51.49	1,092.80	78.25	54.09	87.54				872.92
TROY L SANSON	TRNM	900071227	R	2,532.50	28.11		199.28	2,361.33	300.69	136.89	189.46	29.21			1,705.08
WILLIAM R TALBERT	TRNFT	900071228	R		2,208.02		159.66	2,048.36	280.66	95.67	164.30	309.72			1,198.01
Summary Totals				\$46,287.49				\$56,969.46		\$2,775.44		\$3,268.63			
					\$15,340.89		\$4,658.92		\$4,607.92		\$4,584.22				\$41,733.25
2	Check(s) Reported														
47	Deposit(s) Reported														

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



New Berlin CUSD #16
Safe Return to Learn Plan*
July 20, 2024

600 N. Cedar
New Berlin, IL 62670
Phone: (217) 488-2040
Fax: (217) 488-2043

Website: 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
Reviewed January 17, 2024
Complete Update July 18, 2024

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 2024 - 25 school year just like the past two school years.** 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.

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 to nine 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.

Document Status: Draft Update

OPERATIONAL SERVICES

4:70 Resource Conservation

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

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible.
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in the School Code, if economically and practically feasible.
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the District's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the District's waste stream; and (c) establish a goal for the be designed to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that is generated by the District, when it is economically and practically feasible to do so. [PRESSPlus1](#)
4. Adherence to eEnergy conservation measures.

LEGAL REF.:

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

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

Adopted: May 16, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 115, June 2024**

Document Status: Draft Update

General Personnel

5:130 Responsibilities Concerning Internal Information

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

LEGAL REF.:

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

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

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

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

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

105 ILCS 85, Student Online Personal Protection Act, [PRESSPlus1](#)

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

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

Adopted: May 16, 2024

PRESSPlus Comments

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

Document Status: Draft Update

Professional Personnel

5:200 Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year and Day, Assignments and Transfers, Evaluation

Please refer to the following current agreement:

Agreement between the Board of Education School District #16 and the New Berlin Education Association.

Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

Salary

Teachers shall be paid according to the salaries fixed by the Board, but in no case less than the minimum salary provided by the School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis.

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

The District will follow State law when dismissing a teacher.

LEGAL REF.:

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

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

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22-965, [PRESSPlus1](#) 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.

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

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

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

CROSS REF.:5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

Adopted: December 13, 2023

PRESSPlus Comments

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

Document Status: Draft Update

INSTRUCTION

6:140 Education of Homeless Children

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

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

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

LEGAL REF.:

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

105 ILCS 45/, Education for Homeless Children Act.

23 Ill.Admin.Code §1.241. [PRESSPlus1](#)

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

Adopted: June 23, 2022

PRESSPlus Comments

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

Document Status: Draft Update - Rewritten

Vacancies on the Board of Education - Filling Vacancies

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

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

Confirm that the Board must fill the vacancy by appointment.

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

Notify the Regional Superintendent of the vacancy within five days of its occurrence (105 ILCS 5/10-10).

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

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

<ul style="list-style-type: none"> • Be at least 18 years of age • Be a resident of Illinois and District for at least one year immediately preceding the appointment • Be a registered voter • Not be a child sex offender • Not hold an incompatible public office • Not have a prohibited interest in any contract with the District • Not be a school trustee • Not hold certain types of prohibited State or federal employment 	<p>While the School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 and 5/10-10.</p> <p>For guidance discussing other qualifications that the Board may want to consider, see IASB's <i>Recruiting School Board Candidates</i>, available at: www.iasb.com/training/recruiting.cfm</p> <p>For guidance regarding conflict of interest and incompatible offices, see <i>Answers to FAQs Regarding Conflict of Interest and Incompatible Offices</i> (ICSA), available at: www.iasb.com/IASB/media/Documents/COI_FAQ.pdf.</p>
<p>When additional qualifications apply, the following items may be included in the Board's list of qualifications:</p> <ul style="list-style-type: none"> • Meet all qualifications based upon the distribution of population among congressional townships in the district. • Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas. 	<p>Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional townships in the district or between the district's incorporated and unincorporated areas. 105 ILCS 5/10-11.</p> <p>Note: If a vacancy for an area of residence remains unfilled, a board must submit a proposition at the next general election for the election of a board member at large. 105 ILCS 5/10-10.5(c).</p>

Decide who will receive completed vacancy applications.

Guidelines	Explanation
The Board	

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

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

Completed applications may be turned in by <i>[time and date]</i> to <i>[name and title of person receiving applications]</i> .	<i>vacancy applications</i> above.
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- Publicize the vacancy announcement by placing it on the District’s website, announcing it at a meeting, and/or advertising it in the local newspaper(s).**
- Accept and review applications from prospective candidates (see Decide who will receive completed vacancy applications above).**
- Contact appropriate applicants for interviews (see Decide who will receive completed vacancy applications above).**
- Develop interview questions.**

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

<p>What is your availability to meet the time, training commitments, and other responsibilities required for Board membership?</p> <p>Describe what legacy you would like to leave behind.</p>	
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Conduct interviews with candidates (interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(3)).

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

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

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

Announce the appointment to District staff and community.

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

Administer the Oath of Office and begin orientation.

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

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

PRESSPlus Comments

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

Document Status: Review and Monitoring

BOARD OF EDUCATION

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

Vacancy [PRESSPlus1](#)

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

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

Filling Vacancies

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

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

LEGAL REF.:

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

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

Adopted: January 9, 2020

PRESSPlus Comments

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

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

Issue 115, June 2024

Document Status: Review and Monitoring

BOARD OF EDUCATION

2:125 Board Member Compensation; Expenses

Board Member Compensation Prohibited [PRESSPlus1](#)

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

Roll Call Vote

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

Regulation of School District Expenses

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

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

Exceeding the Maximum Allowable Reimbursement Amount(s)

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

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

Advancements

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

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and

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

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

Reimbursements and Purchase Orders

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

Credit and Procurement Cards

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

Standardized Expense Form(s) Required

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

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

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

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

emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.

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

Additional Requirements for Travel Expenses Charged to Federal and State Grants

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

LEGAL REF.:

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

30 ILCS 708/, Government Accountability and Transparency Act.

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

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

Adopted: May 14, 2020

PRESSPlus Comments

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

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Issue 115, June 2024

Document Status: Review and Monitoring

BOARD OF EDUCATION

2:160 Board Attorney

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

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

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter.

The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.:

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

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

Adopted: May 14, 2020

PRESSPlus Comments

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Document Status: Review and Monitoring

OPERATIONAL SERVICES

4:15 Identity Protection

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

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

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

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

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

Treatment of Personally Identifiable Information Under Grant Awards

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

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

LEGAL REF.:

2 C.F.R. §200.303(e).

5 ILCS 179/, Identity Protection Act.

30 ILCS 708/, Grant Accountability and Transparency Act

50 ILCS 205/3, Local Records Act.

105 ILCS 10/, Illinois School Student Records Act.

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

Adopted: January 9, 2020

PRESSPlus Comments

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

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Issue 115, June 2024

Document Status: Review and Monitoring

OPERATIONAL SERVICES

4:80 Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board.. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget. [PRESSPlus1](#)

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

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

Capitalization Threshold

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

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that

is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

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

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$5,000. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

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

Internal Controls

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

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

LEGAL REF.:

2 C.F.R. §200 et seq.

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

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

23 Ill.Admin.Code Part 100.

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

Adopted: January 14, 2021

PRESSPlus Comments

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

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Issue 115, June 2024

Document Status: Review and Monitoring

General Personnel

5:180 Temporary Illness or Temporary Incapacity

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

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

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

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

LEGAL REF.:

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

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

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

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

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

Adopted: August 8, 2019

PRESSPlus Comments

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

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Document Status: Review and Monitoring

Educational Support Personnel

5:290 Employment Termination and Suspensions

Resignation and Retirement[PRESSPlus1](#)

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

Non-RIF Dismissal

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

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

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

Reduction in Force and Recall

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

Final Paycheck

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

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal

hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

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

LEGAL REF.:

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

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

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

820 ILCS 105/4a, Minimum Wage Law.

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

Adopted: January 9, 2020

PRESSPlus Comments

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

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Educational Support Personnel

5:310 Compensatory Time-Off

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 et seq., and (2) are not represented by an exclusive bargaining representative. [PRESSPlus1](#)

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off. Earned compensatory time-off must be used within 365 days of when its earned.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

LEGAL REF.:

Fair Labor Standards Act, 29 U.S.C. §201 et seq.; 29 C.F.R. Part 553.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

Adopted: July 18, 2019

PRESSPlus Comments

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

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INSTRUCTION

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

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following: [PRESSPlus1](#)

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

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

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

LEGAL REF.:

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

CROSS REF.:6:280 (Grading and Promotion), 6:300 (Graduation Requirements), 7:70 (Attendance and Truancy)

Adopted: July 18, 2019

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its

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INSTRUCTION

6:150 Home and Hospital Instruction

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

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

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

LEGAL REF.:

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

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

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity)

Adopted: January 9, 2020

PRESSPlus Comments

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STUDENTS

7:170 Vandalism

The Board of Education will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property. [PRESSPlus1](#)

LEGAL REF.:

740 ILCS 115/.

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

Adopted: July 18, 2019

PRESSPlus Comments

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

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

Issue 115, June 2024

New Berlin CUSD #16 Faculty/Certified Handbook



2024 - 2025

This handbook will be board approved on an annual basis. It is subject to change as deemed necessary by the Superintendent who will then update the board on any changes.

It is understood to be a guide for the district to communicate normal operating procedures or policies.

Board Approved 07/18/24

Certified Staff/Faculty are responsible to become familiar with the information in the Collective Bargaining Agreement as well as all district policies. Nothing in this employee handbook shall supersede Federal or State law and the collective bargaining agreement. The topics below assist members of the faculty on what the expectations are in the buildings.

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.

Teachers 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. A professional day will need to be scheduled with the principal and/or Superintendent.

Teachers will be allowed to take a quarter day (1/4), half day (1/2), and a whole day for sick per the chart below.

School	Quarter Day	Half Day
NBE	Continuous 90 minutes	11:30 am cut off time
JH	2 class periods	11:30 cut off time
HS	2 class periods	11:30 cut off time

In addition, thirty (30) minutes after start of contractual time or 30 minutes before contractual end of time without taking time off, if coverage permits **without** additional cost to the district per the chart below.

School	Teacher request 30 min. after start time + they find a teacher to cover for them without the find coverage without the coverage teacher submitting to be paid	Teacher request 30 min. Before end of contract time + they find a teacher to cover for them without the coverage teacher submitting to be paid
NBE	8:00 - 8:30 am	3:01 - 3:31 pm
JH	8:00 - 8:30 am	3:01 - 3:31 pm
HS	8:00 - 8:30 am	3:01 - 3:31 pm

Leave of absence, personal leave, association leave, maternity leave and paternity leave may be granted in accordance with conditions established and listed in the AGREEMENT between the School Board and the Teacher Association.

Lesson plans are to be readily available for the substitute daily. Teachers **must** have a substitute folder for general information. (See SUBSTITUTE FOLDER section). Share your substitute procedures with a neighboring teacher so that he/she can assist the substitute on the day that you are gone. Identify all duties for substitutes with specific details. Substitutes **are expected** to take all regular duties of the teacher.

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.

Per the IL Department of Children and Family Services website on July 15, 2024:

The Online Reporting System is to be used for **non-life threatening and non-emergency incidents** of abuse or neglect of a child. **If you believe the abuse or neglect you are reporting requires immediate action, you MUST call the Child Abuse and Neglect Hotline at 800-25-ABUSE (800-252-2873) to make your report.**

Immediate Danger

If you believe a child is in immediate danger that could result in death or serious harm, **CALL 911 FIRST.**

Call the **DCFS Child Abuse and Neglect Hotline** instead of using the Online Reporting System for situations including but not limited to:

- Current injuries to the child
- Immediate need for medical treatment (including a child who is suicidal)
- Sexual abuse where the involved adult has or will have access to a child within the next 24 hours
- A child is currently afraid to go home
- A child is currently in protective custody of police or medical personnel
- A child death

Teachers who make a report may be required to meet with DCFS before meeting with the child. Administration will take care of sub coverage.

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.

ACCESS TO CLASSROOMS OR PERSONNEL FOR IEP EVALUATION AND/OR OBSERVATION

PURPOSES: If individuals are requesting to access a school building, facility and/or education program or to interview District personnel or an individual student for the purpose of assessing the student's education needs, there is required paperwork to be filled out and returned to the Building Principal and/or Superintendent. Observations are limited to one hour or one class period per school quarter with an administrator accompanying the observer. The observations must be coordinated well in advance and finalized before the observer can observe. The observation must be done in a manner that is least disruptive to the school setting and/or academic program with the observer complying with the school safety, security, and visitation policies at all times, applicable privacy laws including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Students Records Act, and the Board Policy 8:30, Visitors to and Conduct on School Property.

ACCIDENTS - Student: 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.

ACTIVITY AND EDUCATION FUNDS:

1) Expenditures

Purchases are not to be made unless the purchasing procedures established by the Board of Education and Superintendent of Schools are followed. These procedures are designed to facilitate the purchase of approved items without undue delay. Contact the Business Office if you have questions about procedures.

a) Purchasing with District Funds using Purchase Orders

An amount of District money is budgeted for supplies and equipment each year. Money is allocated to principals to use in the schools. Staff members are advised of these funds and the purposes for which they may be used. Purchase order forms are to be completed and submitted to the principal in accordance with instructions. All expenditures from district funds (or activity funds) must have prior approval from the principal. Receipts are required for all credit card purchases. Receipts are required for all reimbursements. The district will not reimburse for sales tax. **Open P.O.** purchases must use a purchase order and have approval from the principal prior to the purchase.

b) Activity Funds

Activity Fund records are to be kept by each sponsoring staff member. The Business Office will maintain complete records on all activity accounts and will provide monthly reconciliation to each sponsor. Sponsoring teachers must maintain a positive balance in their accounts at all times. The Business Office will assist in placing orders and paying the bills from these accounts. Receipts are required. All expenditures must have approval from the principal prior to purchase.

2) Receipts

All money collected by a staff member, whether it is from activities or from educational fund categories, must be turned into the Business Office. Do not leave funds in a classroom. Follow the banking procedures.

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.

ANNOUNCEMENTS: We will start each day with the Pledge of Allegiance. **Each building will decide when announcements will be shared with the students as well as the delivery method.** Students are to be respectful during the Pledge of Allegiance, but are not required to stand. If teachers have an announcement that needs to be communicated, it should be sent to the assigned secretary or teacher **who is in charge of announcements no later than noon.** Occasionally it may be necessary to have an announcement read in the afternoon, but this will only be done on an as-needed basis with the permission of the administration.

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

ASSEMBLIES: All assemblies must be approved by the building principal and must be consistent with the educational objectives of the school district. If you are teaching a class during the period/time of an assembly will start, follow these procedures:

1. Instruct students as to the nature of the assembly program and as to what you expect of them in regard to courtesy and behavior. Absolutely no whistling or booing should be tolerated.
2. Attend the assembly with your class and sit with them. Students are to be seated by class unless otherwise instructed by the building administrator.
3. Proceed with class work until notice is given for the dismissal of your class.
4. Students are to use the restroom before the assembly and are not to leave the assembly unless it is an emergency.

Teachers who do not have a class at assembly time are asked to assist with the general hallway supervision of students on the way to the assembly. All teachers are encouraged to attend all assemblies. Further expectations and procedures will be modeled throughout the year.

ATTENDANCE (STUDENT): New Berlin students are expected to attend all classes unless formally excused. The staff is expected to keep and report accurate attendance. The regular relationship between success in the classroom and regular attendance should be emphasized. Elementary teachers are to take attendance at the beginning of the school day. Junior/Senior high teachers shall take attendance within the first 10 minutes of each class.

Teachers are expected to keep accurate records in Skyward of all absences and tardies in some manner distinguishing between “excused” and “unexcused”. The principal will notify parents concerning unexcused absences, excessive absences, excessive absences/tardies.

Teachers are responsible for keeping track of tardies for their classes. Tardy is defined as not being in your assigned seat when the bell rings. Tardies accumulate for the quarter. All teachers are required to follow the student handbook procedures for handling tardy to class.

The school office will determine whether or not a student has make-up privileges for time missed. If a student leaves during the school day, they are always responsible for signing out at the office. If they fail to do so, the absence will be unexcused.

IHSA and IESA regulations will be followed for the student to participate in practice or an activity per the student handbook.

Teachers may not excuse students from school without approval of the building principal.

ATHLETIC ACADEMIC ELIGIBILITY: A student must meet scholastic eligibility rules established by IESA and IHSA as well as New Berlin CUSD #16 to participate in an interscholastic athletic program. Teachers will be required to update their online grade books by Thursday at NOON. The athletic secretary will pull grades from Skyward Thursday afternoon. High school students must pass seven out of eight academic classes in the previous semester; in addition, participants must be passing in all

subject areas in the current semester to be eligible to participate in interscholastic athletics. Junior high students must be passing in all classes to be eligible to participate in athletic programs. A failing grade will cause a student to be ineligible for the following week Monday through Saturday. The ineligibility period for the student cannot be retracted unless the teacher or the athletic director has made a legitimate mistake. In those instances, the student will be reinstated immediately. Address all questions on eligibility with the athletic director and/or building administration.

BEFORE SCHOOL/AFTER SCHOOL/BUS DUTY: Teachers will share equally in helping with before school and after school supervision as assigned by building administration. If a teacher has a conflict with their assigned duty, it is their responsibility to find a replacement. 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.

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. If you are borrowing any items or equipment from the cafeteria, the teacher will need to get approval from the Food Service Director.

CALENDAR: To ensure that there are no conflicts with all activities, on an annual basis teachers will be asked to input calendar dates for the school year. The administrative team will then review the requested calendar dates to ensure there are no conflicts and contact the teacher to choose an alternate date. If you need to schedule an activity on the school calendar, please notify the building principal as far as in advance as possible.

CANDY, DRINKS OTHER THAN WATER BOTTLES, AND PARTIES IN CLASS: Candy, food, gum and drinks outside water bottles are not to be allowed in class. All parties are to be approved by the principal. If students have luncheons, the cafeteria and office must be notified at least 1 school day prior.

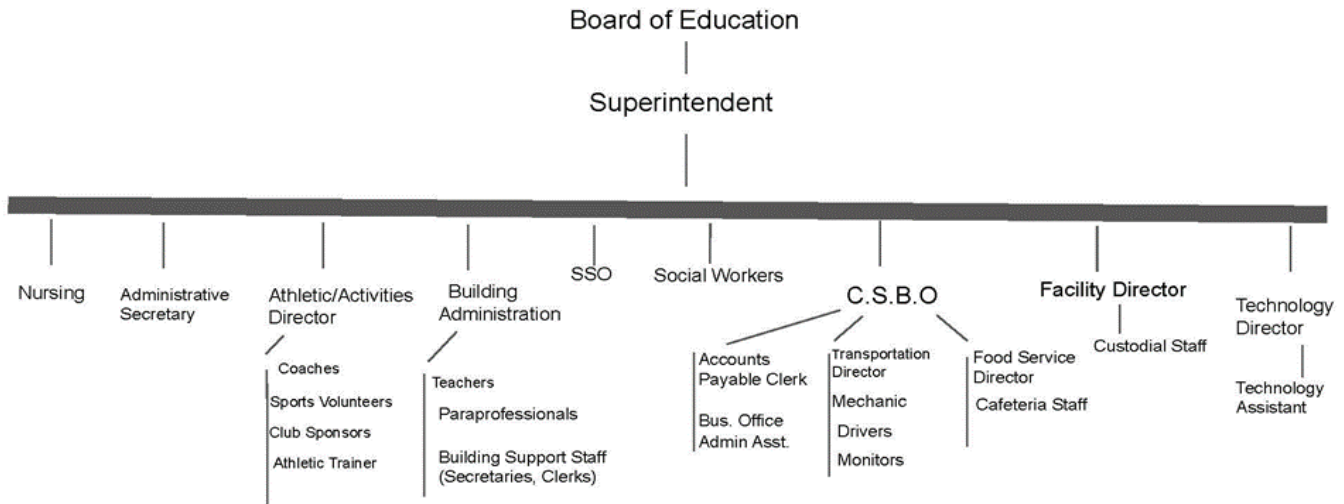
CELL PHONES: New Berlin schools have a policy for student cell phone use. Teachers are required to follow the policy and procedures that are put into place by policy and stated by their building

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.

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.

Each year, the building principal will request a copy of each teacher's classroom management plan. Routines and procedures, positive behavior expectations, discipline measures, resolving conflict, consequences, teaching and grading expectations will be outlined. It is highly encouraged that students sign off on the CMP as well as the teacher communicating and getting parent sign signatures. Administration has the authority to amend or change a classroom management plan.

Whole class/group punishment is not to be utilized as a positive discipline strategy.

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: Staff members will be asked to serve on various building and/or district committees or teams per the CBA.

COMMUNICATION - WITH PARENTS: Two-way communication is expected. A phone call, note home, or e-mail can make a difference in student attitude and performance in many cases. Teachers need to establish what method is preferred. **If a parent response is needed and not received within 24 hours, the teacher will need to make a phone contact.** Many times serious difficulties can be avoided by letting parents know what their son/daughter is/isn't doing in class. Check voicemail and email daily and return parent phone calls as soon as possible. Websites are to be kept current at all times. Staff members must document all parental contacts. This will be used to determine the number of students whose parents had contact with the school for the ISBE Illinois School Report Card data reporting purposes. Discipline and behavior issues can be dealt with more efficiently and effectively if interventions that have taken place previously within the classroom are documented.

Teachers should notify their principal if any parental or public contact has a particularly negative connotation. Principals that are kept informed can aid the teacher. It is important that any threats be reported immediately.

Parent notification through Skyward or e-mail only is discouraged because you have no way of knowing if they are the ones actually receiving the notifications and/or responding.

COMMUNICATION - STAFF: All staff members are expected to check mailboxes, e-mail, and voicemail each day, in the morning, during prep, 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.

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.

CURRICULUM: The Superintendent of Schools may establish a committee or committees to provide staff input for curriculum development. All significant curriculum changes must be approved by the Board of Education following the recommendation by the Superintendent of Schools.

Teachers are expected to follow the Illinois Learning Standards by using the curriculum resources that have been purchased by the district. Grade level and/or Content Curriculum Maps are to be followed on top of all the curriculum mandates set forth by the Illinois State Board of Education. All lesson plans are to be aligned to the standards

CUSTODIAL SERVICES: Although the custodians are responsible for general daily cleaning of the classroom, the teacher is responsible for keeping an orderly room. Teachers should perform a visual sweep of their rooms before leaving each day to assure that things are in order. Teachers should 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. Teachers who have custodial issues should notify the Facilities Director.

DISCIPLINE: Staff members are responsible for maintaining discipline in all situations involving students in the school building or at school activities. Supervision duty will be assigned by the Building Principal and the Superintendent of Schools.

Discipline is the responsibility of all staff members at all times. Good school discipline cannot be achieved or maintained without the help and coordination of all staff members and the administration working together. Good discipline is essential to the success of the educational program. Positive Behavior Interventions and Supports (PBIS) will be utilized in all New Berlin Schools. All classroom management plans should fall under these expectations and procedures.

When student behavior is positive, motivated, and appropriate, learning is successful and teaching is rewarding. Our schools must provide a positive and safe place in which children can grow emotionally and academically. It is about building good relationships first and foremost. Teaching and modeling expectations to students in the classroom, hallways, cafeteria, offices, gym, bus, etc. is key. Expectations should be stated and enforced consistently and fairly.

Classroom management is vital to student learning. Teachers are to design classroom rules that will facilitate learning. Students must be instructed in these expectations and reminded of them frequently. Students are required to sign off on receiving the classroom management plan. These sign offs are to be kept in a secure location by the teacher in the event that it may be necessary for administration to request them. All teachers are to submit a copy of their Classroom Management Plan to their building principal/assistant principal. Administration has the authority to amend or change a classroom management plan.

When a discipline problem develops in the classroom, it is usually best to do only what has to be done at the moment to quiet the disturbance. At the earliest possible time, meet with these students to clarify and correct the problem. Discipline problems sometimes intensify when a student is severely reprimanded in front of the class and feels the need to "save face."

Teachers are expected to handle their own discipline problems whenever possible. However, there are those occasions when student behavior becomes so chronically disruptive, or is so severe in nature, that the student must be removed from the classroom immediately. In these instances, students are to be referred to the Principal and/or Assistant Principal.

All procedures for processing referrals will be reviewed at the beginning of the school year.

The schools use a wide variety of disciplinary measures including denial of privileges, removal from the classroom, before or after school detention (including Saturday detention), DSR, suspension (out of school) and expulsion.

Detailed explanation of the school district discipline program can be found in the Student Handbook. In addition, the School Safety Officers are not responsible for getting the classroom under control for teachers.

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 the classroom at any time.

DRESS AND APPEARANCE: The personal dress and appearance of teachers 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 for "Casual Friday," as long as they are paired with other dress-casual attire. Yoga pants, leggings worn as pants, hoodies/sweatshirts and casual T-shirts, aside from spirit wear, are not appropriate. Athletic wear would be considered appropriate for individuals teaching PE. 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 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. 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)

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 - CERTIFIED: The main purpose of evaluating staff members is for professional growth and to ensure that high quality of instruction is in place. Through evaluations, strengths can be recognized and areas of needed improvements will be identified. The evaluation instrument and procedures are designed to provide for both teacher and administrative involvement throughout the evaluation process.

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.

FACULTY/COMMITTEE MEETINGS: As per the CBA, teachers are required to attend faculty meetings. Faculty meetings may be scheduled either before school or after school. A yearly calendar with all faculty meeting dates will be given to all staff at the beginning of the year. Staff should reserve these dates and avoid scheduling any appointments, etc.

Committees may be established by the school district administration to meet the needs and interests of the school system. Teachers 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 **with the return time being no later than 2:30 pm.**
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 grant permission for field trips per online registration form.**
7. Teachers should strive to have one (1) volunteer for every 10 students. **All parent volunteers will need to provide their own transportation to the field trip site.**
8. Volunteer supervisors must be approved by the principal with the appropriate **volunteer background checks completed.**
9. Participating students and staff members must show proof of accident and health insurance coverage.
10. No students shall be excluded from any field trip because of a lack of funds.
11. Any trip taken out of state must be approved by the Board of Education **at least a month in advance for board approval.**
12. 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.
13. **For walking field trips, teachers will need to communicate to parents that students will need to walk back to school unless there are extenuating circumstances approved by the building principal in advance.**
14. **Notify the Food Service Director if students will not be eating lunch.**

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.

FMLA SUBSTITUTE PLANS: Teachers are to leave extensive, detailed substitute plans for the long-term substitute to follow. **In addition, the instructional period/daily and weekly routine needs to be outlined for the substitute to adhere to so students are provided a seamless transition. Plans for what assignments to grade and provide feedback, how to input grades, how to communicate with parents, and all other recordkeeping must be outlined. If the substitute teacher will be conducting parent-teacher conferences, the teacher must provide an agenda on what should be covered. If the substitute will be finishing out the school year, instructions on how to leave the classroom should be communicated.**

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.

GRADES: Teachers shall establish reasonable standards for grades that accurately measure the students' mastery of the learning objectives. These standards shall be explained to students at the beginning of the school term. Students should be kept informed as to the status of their grades. All teachers will be responsible for inputting their grades using the online grade book system. All teachers grades 4 - 12 should update grades weekly so parents are aware of how their child is performing.

Our school district is on four nine-week grading periods. If a student is performing poorly or there is a significant change in academic progress at any time outside progress report dates, the teacher is to make a parent contact. If a student receives a D or F, they should include teacher comment(s) on the quarterly report. Incomplete grades should be given only to students who have a circumstance and have not yet had the opportunity to make up missed work. The teacher is responsible for updating incomplete grades. The principal and/or Director of Student Services will communicate with students that fall into this category.

The following grade scale has been established by the Board of Education and is the only acceptable scale to be used by teachers at all times:

Grades 4 - 12 Grading Scale	
A	100-92
A-	91-90
B+	89-88
B	87-82
B-	81-80
C+	79-78
C	77-72
C-	71-70
D+	69-68
D	67-62
D-	61-60
F	59-0

Mid-term reports shall be sent to parents of students who are failing or in danger of failing (D). Progress report dates will be shared at the beginning of the year.

K-3 Grading System - A Standards Based Grading and Reporting System will be used for all subjects at the Elementary. Student progress will be reported using the following performance levels. All K - 3 teachers shall update their gradebooks after grading an assessment and/or students' work that is linked to a standard.

- 4 – Exceeds Expectations - Student is consistently performing above academic expectations
- 3 – Meets Expectations - Student is consistently performing/attaining all academic expectations
- 2 – Approaching Expectations - Student is progressing but not consistently performing/attaining academic expectations
- 1 – Significantly Below Expectations - Student is not progressing and/or is not attaining academic expectations.

HALLWAY PASSES/E-HALLWAY PASS: Students need to be in class. Teachers sending students out of the class during the period 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:

- 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 building principal immediately.

HEALTH/LIFE SAFETY GUIDELINES:

- **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 **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.

HOMEBOUND AND HOSPITAL INSTRUCTION: A student who is absent from school for more than two consecutive weeks because of health or physical impairment may be provided the services of a certified teacher in the home or hospital. Eligibility needs to be established with a written statement from a licensed medical examiner and a written parental request filed in the Principal's Office. The appropriate paperwork and information can be provided by a school administrator.

HOMEWORK: Homework assignments are important. When making homework assignments, there are a number of factors that should be considered:

1. The ability level of the student.
2. The amount of time available to students to do homework.
3. Homework should be a positive experience. It should not be busy work, nor should it be used as a disciplinary measure. It should be additional practice on exercises, reading and/or writing of material on a specific subject, in-depth follow-up classroom activities, independent reading, or project work related to a subject.
4. Starting the homework assignment in class allows the teacher the opportunity to correct misunderstandings about the assignment. It also ensures that each student does begin the assignment. Students should be academically engaged for the entire class period.

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 nurse's 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. **The building nurse will notify the building administration who will then notify the Superintendent.**

INSTRUCTIONAL MATERIALS: All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. **No R-rated movie** shall be shown to students. Appropriate portions of R-rated movies may be shown only with prior approval of the Superintendent or designee. No movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. **The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.** Any portion of audio visual materials used in the classroom for any reason will be approved by the administration 1 week prior to use in the classroom.

INTERCOM SYSTEM: Every classroom in this facility has a public address system for teacher 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.

INTERNAL SUBSTITUTION: Teachers may be asked to “sub” for other teachers when a substitute cannot be secured. **Teachers will be compensated for this according to the contract unless it is a situation where a colleague needs coverage for the start of contractual time or at the end of the contractual time up to 30 minutes.** If you need to be covered internally, you will need to seek approval **from an administrator** before asking the Principal’s secretary for coverage.

INVENTORIES: Thorough inventories of equipment, textbooks and supplies should be kept by each teacher. On an annual basis, teachers will be required to update their inventory lists for insurance purposes. All donated items by parents, items purchased by PTO grants or other community grants are the property of the district. Turn in grade books and lesson plans into the principal.

JURY DUTY/COURT SUMMONS: Full salary will be paid during the time an employee is on jury duty, serves as a witness in a trial, or has a deposition taken in any school related matter pending in court. An employee shall give notice of pending jury duty to the District no later than five (5) days prior to the date the employee will serve.

LAMINATING: Please remember that laminating film is expensive. Try to wait until you have several things to laminate, as there is less waste at the beginning and end.

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 are not to leave students unsupervised in the classroom. If it is necessary that a teacher 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 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. Staff members needing to leave campus during this time must receive administrative approval prior to leaving. Departure time, destination, and expected time of return must be recorded in the staff checkout binder in the main offices.

LESSON PLANS: Each staff member will keep daily lesson plans. Staff members are expected to prepare written lesson plans using the online plan book . Principals will review the expectations for what needs to be included in Planbook.

LIABILITY INSURANCE: In accordance with Illinois law, New Berlin CUSD #16 provides liability insurance for the protections of each staff member.

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.

MAKE-UP WORK-STUDENT: If teachers are sent a notice or e-mail to send make-up work home, parents will be asked to pick up any make-up work after 3:00 pm or be sent home with a sibling or neighborhood student. Teachers should automatically prepare make-up assignments beginning with the first day that a student is absent.

MAILBOXES: Mailboxes for teachers 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.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS): This is the practice of using data to help match students targeted support(s) based on academic and social-emotional behavior assessment and instructional resources to each student's needs. Principals will ensure that all students are receiving high quality Tier 1 instruction. Tier 2 and Tier 3 interventions will be provided based on student needs and monitored on a frequent basis as required. The information gained from the MTSS process will be used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

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 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.

PAYROLL: Certified staff members have twenty-four (24) semi-monthly pay installments. Employees will be paid in accordance with the Agreement.

PBIS: Positive Behavior Interventions and Supports (PBIS) will be utilized PK - 12 to enhance and provide consistent expectations and procedures. All classroom management plans should fall under these expectations and procedures.

When student behavior is positive, motivated and appropriate, learning is successful and teaching is rewarding. Many events determine student behavior. Our responsibilities are to provide a positive and safe place in which children can grow emotionally and academically; remember this is something that all children need.

Remind students what is expected of them in the classroom, hallways, cafeteria, offices, buses, outside, etc. Your expectations should be stated firmly and enforced consistently and fairly. Each schools' PBIS team will review the school wide expectations as well as the expectations for other areas in the building and outside.

PERMANENT RECORDS: All such records will be kept in the office.

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.

PREP (PREPARATION) TIME: Prep time is scheduled and is to be utilized for professional duties. Prep time occurs during the regular student attendance day when the teacher is not assigned teaching or other duties. On days of early dismissal, those teachers who lose their prep period shall not be entitled to one. On occasions such as state testing dates or when the teachers are assigned to proctor an exam during a prep period, administration will attempt to reschedule prep time.

Preparation time is not an appropriate time for personal fitness activities. Personal fitness activities on school grounds can be done before or after work hours or during one's lunch break.

PROFESSIONAL DEVELOPMENT: The school district will budget for professional development each year. Each principal will have a PD budget. The teacher will submit a request to the building administrator outlining the nature of proposed activity, its relevance to professional growth, and all anticipated costs. Building principal will approve or deny based on availability of funds, alignment with the district's goal and priorities, and the potential impact on the instructional practice. If denied, the administrator shall provide a written explanation to the requesting teacher outlining the reasons for denial.

PROFESSIONAL EDUCATOR LICENSE (PEL)/TEACHER CERTIFICATION: Teachers are responsible for maintaining updated license and payment of fees.

PROFESSIONAL ETHICS: Professionalism is of the utmost importance in our buildings. Teacher to teacher, teacher to student, and teacher to parent, and teacher to administrator 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.

The Illinois Educator Code of Ethics contains five core principles which provide a foundation for the responsibilities and commitments of Illinois Educators.

1. Responsibility to Students
2. Responsibility to Self
3. Responsibility to Colleagues and the Profession
4. Responsibility to Parents, Families and Communities
5. Responsibility to the Illinois State Board of Education

The Illinois Educator Ethics can be found on the ISBE website at:

<https://www.isbe.net/Documents/22ARK.pdf#search=illinois%20educator%20ethics>

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.

RETENTION - STUDENT: It is mandatory that the possibility of retaining a child be discussed with the principal prior to a conference being held with the student's parents. If it is felt that the retention may be necessary, a parent conference should be held and all aspects of retention should be discussed prior to a decision being made. This is to be done as early in the school year as is possible but not any later than April 15.

ROOMS APP: All teachers are expected to communicate with parents through the Rooms Application through Thrillshare. Teachers will go through training and expectations will be communicated by the building principal. The use of this app is to streamline the different platforms that teachers and coaches have to use. Using this platform, teachers will no longer have to maintain teacher web pages and/or the classroom newsletter.

SAFETY PLAN - SCHOOL AND/OR DISTRICT: Each teacher will receive an updated safety plan that must be kept in the red emergency bags provided by the main office. Emergency bags must be easily accessible and visible. 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 EQUIPMENT & UNIFORMS ISSUED TO STUDENTS: Teachers should keep complete records on all school equipment issued to students. Items, which are lost by students, or damaged through negligent use, must be paid for by the students. Coaches and sponsors are responsible for issuing and collecting school equipment. Inventories of all equipment and uniforms are required.

SCHOOL SUPPORT ORGANIZATIONS: A way to enlist parent support for the school is through the organization of parent groups. Staff members should support these organizations through membership, as well as participating in scheduled activities.

1. Parent Teacher Organization - The PTO is for parents of students enrolled in K-5.
2. **Music Boosters** - This club includes parents of all students enrolled in music groups.
3. **Pretzel Sports Boosters**- This athletic program in the junior and senior high schools receive support from this group.
4. Pretzel Foundation - This organization supports all students, PK - 12.

These organizations raise funds to help purchase equipment and pay for other activities. They also assist in other ways to promote their respective programs.

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.

SEMESTER EXAMS: All high school students are required to take semester tests, which count 1/5 of the final semester grade. Failure to take a semester exam (unexcused) will result in a zero grade for that exam. Exam exemptions are listed in Junior High/High School Student Handbook.

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.

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.

SPECIAL EDUCATION and/or 504 Plans: Students who enter our classrooms each year with many strengths and some weaknesses. It is the responsibility of the entire staff to help each child reach his or her full potential. If you, as a professional, have concerns about a child's progress physically, emotionally, socially, or academically, you must discuss those concerns with the Problem Solving team, administration, and/or parents. As a team we will strive to find ways to accommodate a child's growth so his or her time in our district can be successful.

Each student has an Individual Education Plan (IEP) that is designed by the special education team, regular education teacher, and parents. **The IEP is a legal agreement that must be followed as it is stated in the general education classroom and/or special education classroom depending on the needs of the student.** Case managers are responsible for communicating needs and accommodations to all teachers working with students that have IEP's.

The following guidelines will help general education teachers, specials/elective teachers, and special education teachers fulfill the needs of our students:

1. Know all students who have an IEP or 504 plan. A form must be signed at the start of each year indicating that you have read and understand the student accommodations.
2. Follow the accommodations as listed in the IEP. Teachers are legally accountable for anything exactly stated in the IEP.
3. Teachers must see that their students attend all their special education classes.

4. Keep the special education case manager informed of student progress. The special education teacher should know immediately if a child is failing, not turning in assignments, and/or not making progress.
5. Out of consideration of children with special needs, plan special events when they are able to attend or arrange alternate times with the special education teacher.
6. If the case manager provides classroom teachers including specials/elective classroom reports to fill out, please do so in a timely manner by the date specified. Please refrain from putting other students' names on them as this is part of the IEP, legal document.

Teachers may consult administration concerning students that will result in being put on the Problem Solving Team agenda.

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.

STUDENT TEACHERS/COLLEGE STUDENT OBSERVATIONS: All student teachers and college student observers will need to be approved by the building principal. College students who want to observe or student teach will need to be interviewed by an administrative team. Once a student teacher or observer is approved, they will need to have all the required background checks. Student teachers will be required to read this handbook.

STUDENT TRANSFERS OR MOVES: If you are informed that a student will be moving within or out of the district, please notify the office immediately. Each teacher will be required to fill out the required paperwork indicating the student's grade and return it to the office promptly. In addition, be sure to complete: books, workbook, and chromebooks checked in, desk cleared of personal belongings, and papers or art projects in student's possession.

SUBSTITUTE FOLDER: Each teacher 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) seating chart with first and last names (copy kept in classroom as well). Be sure to wait until all IEP communicator sheets are read to assign seating.
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.

Plans, which indicate study hall, should be kept to an absolute minimum. 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." Teachers are not to leave their students "unsupervised" in the classroom. If you must leave your classroom in an emergency, arrange for another teacher 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 teachers are to be in the hallway or near their classroom door between 8:00 am and 8:15 am, during passing periods, and immediately after school. This includes teachers if they have a preparation period at the beginning of the day or first hour. Other responsibilities should be conducted during the regular period in order to make this supervision easier on all concerned. During passing periods, teachers need to be circulating within the area, including restrooms.

SUPPLIES FOR TEACHERS: At the Elementary level and JH level, common supplies such as paper, paper clips, staples, pencils, ink pens, chalk, tape, etc. can be obtained from the individual school secretaries. Teachers at the High school level should order these supplies yearly during the spring budgetary process.

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.

Outlined below are a few [tips from the FBI](#) to help protect against scams and phishing attempts:

- Remember that companies generally don't contact you to ask for usernames or passwords.

- Refrain from clicking on any links or attachments in unsolicited emails or text messages. Look up the company's phone number on your own (don't use the one a potential scammer is providing), and call the company to ask if the request is legitimate.
- Carefully examine the email address, URL, and spelling used in any correspondence. Scammers use slight differences to trick your eye and gain your trust.
- Be careful what you download. Never open an email attachment from someone you don't know and be wary of email attachments forwarded to you.
- Set up two-factor (or multi-factor) authentication on any account that allows it, and never disable it.
- Be careful with what information you share online or on social media. By openly sharing things like pet names, schools you attended, family members, and your birthday, you can give a scammer all the information they need to guess your password or answer your security questions.

TEXTBOOKS: Teachers should keep accurate records on the condition and number of textbooks issued to each student. At the end of the school term, textbooks will be collected. In accordance with instructions from the principal, fines may be levied for undue damage to text materials.

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. :

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.

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.

TUITION REIMBURSEMENT: The school district provides **\$175** per college course credit hour, up to **12** credit hours per year in accordance with Section 8.6 of the Collective Bargaining Agreement. All the required paperwork/forms are available in the main offices and/or on the website. Principal signature is required before it can be sent to the district office.

TUTORING: Tutoring shall be defined as teaching; privately for pay and shall be reported as outside employment.

1. There shall be no private tutoring in the school building.
2. No student shall be excused from school for tutoring.
3. No teacher shall tutor a student for pay from his or her class during the school year.
4. In discussing tutoring with parents, each case shall be considered on its merits.
5. Building principals and teachers shall avoid recommendations regarding the tutor to be secured.
6. Parents shall be urged to keep the principal or teacher informed of tutoring that is done.

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.

VOICEMAIL: Teachers will be required to set up their voicemail at the beginning of the year and check it daily. It is difficult to respond to a parent concern when there has not been a timely response from the child's teacher.

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 DAY: The teacher work day is from 8:00 am until 3:31 pm. Teachers are expected to be on duty in the hallway, near their classrooms, or in their classrooms starting at 8:00 am. Retrieval of information from the office or mailroom may not be completed during this time. Teachers are expected to be available during this time unless prior arrangements have been made with the building principal. Teachers must sign out of the office if they are leaving the building during these hours.



- 1 Description of Services to be Rendered.
 - 1.1 This contractual agreement (“Agreement”) is entered into by and between New Berlin #16 (Local Education Agency) and Education Lane (“Consultant”) to provide professional learning opportunities and services to be delivered to Local Education Agency by Consultant and to specify the costs, scope, and administration of those supports and services as provide herein.
 - 1.2 Services provided by Consultant shall be based on the unique needs of the students, staff, and community within the District/School. Further, every service provided by Consultant shall be centered on the principle of equity so that each activity has the effect of providing additional supports to the students that need the most supports. Service to be rendered under this Agreement are set forth in Exhibit A, which is attached hereto and incorporated herein by reference.
- 2 Pricing
 - 2.1 Education Lane, LLC will invoice each Local Educational Agency separately for its actual share of the costs of the supplies or services purchased. The credit or liability of each Local Educational Agency shall remain separate and distinct.
 - 2.2 Local Educational Agency shall remit payment for services once the Project funds are available. One invoice will be sent monthly for all expenses incurred each month. Invoices will be sent the last day of the month and will be remitted to Education Lane, LLC within 30 days.
- 3 Operation
 - 3.1 District administrators shall collaborate and cooperate with Education Lane, LLC in providing the services.
- 4 Terms of Agreement
 - 4.1 The term of this Agreement shall be the school year 2025 commencing July 1, 2024 and terminating on June 30, 2025.
 - 4.2 The parties may extend this Agreement for additional periods, contingent on sufficient funding, upon mutual written consent and notwithstanding any contrary provision in this Agreement. Either party may terminate the Agreement for cause thirty (30) days after written notice to cure is given and provided no cure has been made within the said thirty (30) days; furthermore, either party may terminate this Agreement without cause upon ninety (90) days written notice. All notices hereunder shall be certified mail with return receipt and shall be deemed effective as of the date received.
- 5 Both parties understand and agree that Education Lane, LLC and its agents, employees and representatives are independent contractors responsible to its own employees, representatives, and agents, for all insurance coverage, including, but not limited to public liability, personal medical and health, and workmen’s compensation insurance, as appropriate.
- 6 Education Lane, LLC will abide by all federal and state regulations.
- 7 To the extent permitted by law, both parties shall defend, indemnify, and hold harmless the other party against any and all liability, claims, and expenses of whatever kind and nature for injury to or death of any person or persons and for loss of or damage to any property occurring in connection with or in any way incidental to or arising out of either party’s occupancy, use, operation, or

Cathleen Weber, PH D • Managing Consultant



performance of work hereunder, resulting in whole or in part from the acts or omissions of the indemnifying party or its personnel. Both parties specifically represent that this agreement for indemnification does not waive any statutory immunity to which they, or either of them, may be entitled by law, nor does it create any rights of action in any third party. The indemnified party shall promptly notify, in writing, the indemnifying party of any such claim or suit and shall cooperate fully with the indemnifying party in defense and/or settlement thereof.

8 This Agreement is effective July 1, 2024, by and between New Berlin #16 and Education Lane, LLC.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the day and year set forth below.

District	Consulting Firm:
By: _____	By: _____
Name: _____	Name: <u>Cathleen J Weber</u>
Title: _____	Title: <u>Manager</u>
Date: _____	Date: <u>6.20.24</u>

Consultant is NOT an approved learning partner. Services may be paid through allocations in Title II for professional development activities, ESSER III to address learning loss, or from the Local Education Fund

Services delivered will be invoiced monthly. No fee will be charged for events cancelled if the consultant does not leave residence before notice is given. No mileage charged.

EXHIBIT A – Scope of Services

Scope of Services	Timelines	Deliverables	Costs
Coaching & consultant for grant expenditures and grant coordination of funding.	7.1.24 thru 6.30.25	CDP, ESSER III Title I, II, III, IV Other mutually agreed upon grants.	\$150 per hour Time determined by supt.
New Teacher Orientation	7.24.24 1:30-3:30 Admin Mtg 3:30-4:30	New math teacher orientation to Math Classroom expectations	3 hrs. X \$300 per hour = \$900
HS Math Classroom Expectations	8.6.24 12:30-2:30 HS	Establishing math classroom expectations, backwards mapping, standards, data	2 hrs. X \$300= \$600
Prep Goal Setting & Mapping Presentation	9.5.24	NB admin to deliver	\$150 X 4 hours = \$600
FY24 Data Analysis	10.3.24 1:00 – 2:45	3-5 ELA & Math PAN 6-8 ELA & Math PAN 9-12 ACT Review	1.75 hrs X \$300 = \$525

Cathleen Weber, PH D • Managing Consultant



Curriculum Mapping Check & Observation Kick Off	10.24.24 1:00 – 2:45	Staff will review standards from 1 st quarter, PAN reports, & set expectations until IAR. Staff will review Extended Response expectations.	1.75 hrs X \$300 = \$525
Classroom Observations	12.5.24 12.6.24 Time TBD	Observation(s) – 4 hrs. Individual classrooms: OGL standard to be assessed on IAR utilizing extended response.	4 hr minimum X \$300 per hour = \$1200 per occurrence 2 days = \$2400.00
Feedback from Extended Response Observations	12.12.24 Time TBD	Individual feedback session in AM with teachers. PM: backwards mapping review	6 hrs X \$300 per hour = \$1800
Full Day Inservice	1.3.2025 Time TBD	IAR Prep with 3-5 staff Curriculum mapping Curriculum resources	4 hrs X \$300 per hour = \$1200
IReady Training	1.16.2025 1:00 – 3:00	Consultant will participate via Zoom is possible.	2 hrs X rate depends on how consultant participates
ACT Prep Review	1.30.2025 1:00 – 3:00	6-12 Math staff follow up on curriculum mapping 9-12 ACT Prep Review	2 hrs X \$300 per hour = \$600
Dates being held for NB:	2.27.2025 4.30.2025 5.2.2025	Superintendent to determine needs.	TBD based on hourly rate for additional services.
Additional services	7.1.24 thru 6.30.25	Onsite PD for staff, observations, coaching of staff	\$300 per hour
		Total	Estimate \$9150

Dates are subject to change depending on staff availability.

Community Unit School District #16

600 N. Cedar, New Berlin, IL ph. 217-488-2040

Job Title: Information System Technician

Description: Independent Contractor

Goal: Maintain and Enhance the District's Website

Direct Supervisors: Technology Coordinator and Administrators

General Information System Technician Responsibilities:

The Website Manager will upload and post the most current information on the District's Web Page. This includes, but is not limited to, the following: photos, articles, front-page informational material, board policies, memorandum, meeting minutes, the District's event calendar, and the sporting events calendars. The Website Manager will assist staff with inserting and deleting information on the web page, as needed. Information will be provided by administrative staff.

Necessary Interpersonal Skills

1. Able to work well with adults
2. Attention to timing of District events and activities
3. Focus on keeping the web page current
4. Good communication skills
5. Good organizational skills
6. Positive Attitude
7. Good understanding of technology and web page software/design

Primary Job Components:

1. Uploading photos and articles to the Web Page
2. Monitoring the Web Page information and removing outdated articles
3. Maintaining the District Event Calendars
4. Assist staff with the uploading of information on individual web pages, as needed
5. Other responsibilities needed to maintain an accurate and up-to-date District Web Page

Community Unit School District #16

600 N. Cedar, New Berlin, IL ph. 217-488-2040

Website Services Agreement

This Website Services Agreement (Agreement) is entered into between New Berlin Community Unit School District No. 16, Sangamon County, Illinois (District) and Name: Koehler Tech Services, LLC, Wesley Koehler (Contractor) for the provision of the services as stated and the terms agreed upon herein.

--WITNESSTH--

WHEREAS, District desires to update and improve its website and overall presence on the world-wide-web via the Internet, and

WHEREAS, the Contractor desires to provide the needed web site services to the District for the term, at the rate, and upon the provisions set forth herein.

THEREFORE, in consideration of the mutual promises contained herein, and for other good and valuable consideration, it is agreed:

Term of the Agreement

The Term of this Agreement shall be for Three (3) years beginning on the 16th day of August, 2024, and ending on the 18th day of August, 2027.

Scope of Services

The Contractor will:

1. Upload photos and articles to the web page
2. Monitor web page information and delete outdated articles
3. Maintain the District Event Calendar on the web page
4. Assist staff with the uploading of information on the District's and their individual classroom web pages
5. Undertake all responsibilities needed to maintain an accurate and up-to-date District web page
6. Provide all hardware and software needed to complete the specific webpage responsibilities (all hardware and software must be inspected by the Technology Coordinator prior to use with the District's computer system.)

Community Unit School District #16

600 N. Cedar, New Berlin, IL ph. 217-488-2040

Compensation

The District will pay the Contractor each year of the contract Two Thousand Dollars One Hundred Dollars and No Cents (\$2100) in 12 monthly installments upon approval by the Board of Education, at its regular monthly business meetings. An Additional One Thousand Dollars and No Cents will be paid to contractor if, upon request by the Superintendent, the District Website is completely redesign to the satisfaction of the Superintendent.

Contractor shall not be entitled to participate in any of the District's employee benefits, including, without limitation, any health and medical insurance plans, life insurance plans, or retirement plans. The Contractor shall not be entitled to any remuneration, benefits, or expenses other than as specifically provided for in this Agreement.

The District shall not be liable for taxes, Worker's Compensation, unemployment insurance, employers' liability, employer's FICA, social security, withholding tax, or other taxes or withholding for or on behalf of the Contractor or any other person consulted or employed by the Contractor in performing services under this Agreement. All such costs shall be the Contractor's responsibility.

Independent Contractor Designation

The Contractor agrees to perform the services hereunder solely as an Independent Contractor. The parties to this Agreement recognize and hereby designate that this Agreement does not create any actual or apparent agency, partnership, franchise, or relationship of employer and employee between the parties. Further, the Contractor is not authorized to enter into or commit the District to any agreements, and shall not represent itself as the agent or legal representative of the District.

The Contractor, in accordance with his or her independent and professional judgment, shall construe nothing in this Agreement to interfere with or otherwise affect the rendering of services. The Contractor shall perform his or her services substantially in accordance with generally accepted practices and principles of the trade. This Agreement shall be subject to the rules and regulations of any and all organizations and associations to which the Contractor may from time to time belong and to the laws and regulations governing the practice of the Contractor's trade.

Work-for-Hire

The Contractor acknowledges that it has no right to or interest in its work or product resulting from the services performed hereunder, or any of the documents, reports, Memoranda or other items produced or created by the Contractor in connection with such services, nor any right to or interest in any copyright therein. The Contractor acknowledges that the services and the products thereof (hereinafter referred to as the "Materials") have been specially commissioned or ordered by the District as "works made-for-hire," and that the District is therefore to be deemed the author of and is the owner of all copyrights in and to such Materials.

In the event that such Materials, or any portion thereof, are for any reason deemed not to have been "works made-for-hire," the Contractor hereby assigns to the District any and all right, title, and interest Contractor may

Community Unit School District #16

600 N. Cedar, New Berlin, IL ph. 217-488-2040

have in and to such Materials, including all copyrights, all publishing rights, and all rights to use, reproduce, and otherwise exploit the Materials in any and all formats or media and all channels, whether now known of hereafter created. The Contractor agrees to execute such documents, as the District may from time to time deem necessary or desirable to evidence, establish, maintain, and protect the District's ownership of such Materials, and all other rights, title, and interest therein.

Confidentiality

In connection with the performance of services hereunder, the Contractor may be exposed to the District's confidential and proprietary information, whether or not so identified (including without limitation this Agreement). The Contractor hereby agrees that it will treat all such confidential and proprietary information in accordance with District policy and applicable statutes.

The Contractor shall not use the District's name in any advertising or promotional literature or publish any articles relating to the District, this Agreement, or the services, without the District's prior written consent.

Termination

Throughout the term of this Agreement, the Information System Technician shall be subject to discharge for just cause however the Board shall not arbitrarily or capriciously call for dismissal of the Information System Technician. This Agreement may be terminated at any time without cause, by either party upon 365 days written notice.

Income Tax Designation

In the event that the Internal Revenue Service should determine that the Contractor is, according to IRS guidelines, an employee subject to withholding and social security contributions, the Contractor acknowledges herein, that all payments to the Contractor are gross payments, and the Contractor is responsible for all income taxes and social security payments thereon.

Final Agreement

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. Only a further writing that is duly executed by both parties may modify this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

Superintendent of New Berlin
Community Unit School District #16

Contractor



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Educational Support Staff	Employment Status:	Full-time (FT)
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	If PT, No. of Hrs/Day:	
				ESP Position:	Paraprofessional - Individual Aide
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Jennifer Copeland	Certified Degree:	BA	Hourly/Daily Rate of Pay:	\$16.00/hr.
Location:	District	Step:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Placement:	Click or tap here to enter text.	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Alex Barry	Desired Beginning Date:	8/12/2024		
Position Supervisor:	Matthew Jokisch				
Action Requested by:	Matthew Jokisch	Date:	7/8/2024		

(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

Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Educational Support Staff	Employment Status:	Full-time (FT)
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Yearbook	If PT, No. of Hrs/Day:	
				ESP Position:	Paraprofessional - Special Education
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Bohrer, Miguel			Hourly/Daily Rate of Pay:	15.00
Location:	Senior High School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	0	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	L Loving	Desired Beginning Date:	7/11/2024		
Position Supervisor:	Hattie Llewellyn				
Action Requested by:	Hattie Llewellyn	Date:	7/11/2024		

(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

Chief Financial Officer:	Superintendent:
	Secretary

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

Miguel Bohrer
2608 Arlington Dr
Springfield, IL, 62704
(217) 891-4355
miguel@mtbohrer.com

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

Dear Mrs. Llewellyn,

I am excited to apply for the paraprofessional position at New Berlin High School. This would be a great experience for me as I am going back to school to earn a master's degree in education. This position would be beneficial as I learn how a school works and learn how to support students in their education.

I have a bachelor's degree in graphic design and have worked in customer support since graduating from Illinois State University in 2020. I am applying to attend Grand Canyon University online courses in the fall to earn my teaching degree and licensure.

As I worked in customer service I learned time management, social skills, team building, and communication and collaboration skills. I have learned how to manage the stressful conditions that can come with any job.

I am ready to embark on a new life path and being a paraprofessional at New Berlin High School would be the first step in helping me reach my goals. I want to learn how to support students and collaborate with teachers as I go back to school for education and become a teacher soon.

Sincerely,
Miguel Bohrer

Miguel Bohrer

Springfield, IL 62704
miguel@mtbohrer.com
+1 217 891 4355

Portfolio website:
mtbohrer.com

Work Experience

Customer Service Advocate

Health Care Service Corporation BCBSIL-Springfield, IL
February 2023 to June 2024

I was a mental health customer service advocate. I would take calls from clients and help answers questions about their benefits and/or claims.

Manager

AMC Theatres-Springfield, IL
August 2022 to November 2022

I was the manager over shift personnel, merchandise inventory, and the proper functioning of the movie equipment. On my management shift, I opened or closed the store, including opening or closing accounts.

Shift Supervisor

AMC Theatres-Springfield, IL
April 2022 to August 2022

I supervised and assisted in selling movie tickets, worked in the concession stand, and completed general janitorial duties. I did not leave AMC, I advanced to management.

Insurance Reviewer II

Express Employment Professionals-Springfield, IL
May 2022 to July 2022

I worked as an Insurance Reviewer II at Springfield Clinic through Express Employment Professionals. This was a temporary position.

Shift Lead

Walgreens-Springfield, IL
July 2020 to March 2022

I supervised other employees in daily tasks, as well as completed my own tasks. Those tasks included pharmacy technician, unloading freight, stocking merchandise, photography finishing, and cashier. I had scheduled times to open or close the store, including the responsibilities of closing registers and money deposits.

Bagger/Cashier

County Market-Springfield, IL
May 2016 to February 2019

I bagged groceries, collected carts, performed general janitorial duties, and was a cashier.

Stocker

Hobby Lobby-Springfield, IL
May 2015 to August 2015

I stocked merchandise.

Janitor

Pleasant Plains School District #8-Pleasant Plains, IL
May 2013 to August 2013

I performed general janitorial duties.

Freelance Graphic Designer

self-employed-Springfield, IL

Caricature Artist for Lincoln Land Community College Career Day 2017

Caricature Artist for Illinois Public Health "Take Your Child to Work Day" 2017

Freelance original DC Comics Flash splash page for Brad Blevins 2017

Advertisement Artist for Lincoln Land Theater Department's Spring Play 2018

Participated in "Into the Spider-Verse" contest and had work displayed on website for a year 2018

Freelance logo for Robert Bohrer "B lured" 2019

Freelance logo for Owls Nest Hair Studio 2020

Freelance custom designed Spider-man "Miles Morales" figure 2022

Education

Bachelor's degree in Graphic Design

Illinois State University - Normal, IL
August 2018 to May 2020

Associate Degree in Graphic Design

Lincoln Land Community College - Springfield, IL
August 2015 to May 2018

Skills

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Typography
- Adobe Creative Suite
- Cashiering
- Freight
- Photography
- Graphic design
- Theater

- Stocking
- Janitorial experience
- Supervising experience
- Shift management
- Pharmacy technician experience
- Customer service



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Hire	Employee Category:	Para	Employment Status:	full time
				If PT, No. of Hrs/Day:	
Certified Position:		Subject/Grade/Activity/Sport:	Title One Para	ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Richard King			Hourly/Daily Rate of Pay:	\$17
Location:	New Berlin Elementary	Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:		Annual Rate of Pay:	
Extra-curricular assignment:		Placement:	TBD	Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:		Desired Beginning Date:	August 2024		
Position Supervisor:	Jokisch			IEIN	
Action Requested by:	Jokisch	Date:	7-12-	Licensure	

(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			
Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Hire	Employee Category:	Permanent Sub	Employment Status:	full time
				If PT, No. of Hrs/Day:	
Certified Position:		Subject/Grade/Activity/Sport:	Permanent Sub	ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Brian Fox			Hourly/Daily Rate of Pay:	
Location:	New Berlin Elementary	Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:		Annual Rate of Pay:	
Extra-curricular assignment:		Placement:	TBD	Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:		Desired Beginning Date:	August 2024		
Position Supervisor:	Jokisch			IEIN	
Action Requested by:	Jokisch	Date:	7-15-24	Licensure	

(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			
Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	Employee Category:	Educational Support Staff	Employment Status:	Part-time (PT)
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	ESP Position:	Bus Monitor

NEW EMPLOYEE INFORMATION / PLACEMENT

Name:	Roderica Sandhaas	Certified Degree:	Choose an item.	Hourly/Daily Rate of Pay:	\$14.00
Location:	District	Step:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Placement:	Click or tap here to enter text.	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Click or tap here to enter text.	Desired Beginning Date:	8/1/2024		
Position Supervisor:	Seth Hill				
Action Requested by:	Seth Hill	Date:	7/16/2024		

(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

Chief Financial Officer:		Superintendent:	
President:		Secretary:	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Certified	Employment Status:	Part-time (PT)
Certified Position:	Choose an item.	Subject/Grade:	Click or tap here to enter text.	If PT, No. of Hrs/Day:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Earl Green	Certified Degree:	Choose an item.	Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	Junior High School	Step:	0	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Placement:	Click or tap here to enter text.	Annual Rate of Pay:	\$1,562.00
Extra-curricular assignment:	Assistant JH Baseball	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:		Desired Beginning Date:	August 5, 2024		
Position Supervisor:	Blake Lucas				
Action Requested by:	Blake Lucas	Date:	July 15, 2024		

(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

Chief Financial Officer:		Superintendent:	
President:		Secretary:	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates