

Big Hollow School District #38 Ingleside, IL 60041

REGULAR BOARD OF EDUCATION MEETING MINUTES

Monday, July 11, 2022

1. Call to Order and Roll Call:

The regular meeting of the Board of Education was called to order at 6:01 p.m. on Monday, July 11, 2022.

Roll Call:

The following member were in attendance: Bennett, Cernuska, Kueter, Lyons, Plescia

The following members were absent: Dollinger, Pedersen

The following administration was present: Gold

2. Motion to move to Closed Session:

A motion was made by Cernuska and seconded by Kueter to move to closed session at 6:02 pm
Motion carried.

Aye: All

Nay: None

3. Resume to Open Session:

Open session began at 6:30 pm.

The following members were in attendance: Bennett, Cernuska, Kueter, Lyons, Plescia

The following members were absent: Dollinger, Pedersen

The following administration were present: Gold, Cornwell, Biancalana, Hetrovicz, Janusz, McCulley

4. Pledge of Allegiance:

The Pledge of Allegiance was recited.

5. Added Items/Approval of the Agenda:

A motion was made by Kueter and seconded by Cernuska to approve the agenda as presented.
Motion carried.

Aye: All

Nay: None

6. Board Member "Code of Conduct" Review:

"I will prepare for, attend and actively participate in school board meetings."

7. Approve Consent Agenda Items:

A motion was made by Cernuska and seconded by Bennett to approve the consent agenda items as presented.

Motion carried.

Aye: Cernuska, Bennett, Kueter, Lyons, Plescia

Nay: None

8. Public Comments:

There were no public comments.

9. Superintendent's Report:

a. Curriculum & Instruction Update

Dr Hetrovicz, Director of Curriculum and Instruction, shared with the board a detailed presentation on the progress of initiatives relating to curriculum and instruction. Working towards grade level consistency, using the assessment data to better serve students, and prioritizing standards were some of the highlighted aspects.

b. School Improvement Planning

The building principals shared an exhibit with the board detailing their executive summaries for the 2021-2022 School Improvement Planning process that occurred in each building.

c. Budget Update

Mr. Gold shared the pre-audited end of the year expenditure, revenue, and fund balance summaries with the board. Although expenses were higher than typical, income also increased to help offset.

d. Energy Report

A summary of the energy costs from 2015-2022 was exhibited. The exhibit showed significant cost savings since the installation of the solar field.

e. Board Agreements

The Board reviewed the "Board Agreements" document that they created in August 2021.

f. Welcome Back Breakfast

Big Hollow will hold 3 days of teacher institute activities from Monday, August 22 through Wednesday, August 24, to kick off the 2022-2023 school year. The institute activities will begin at 8:00 am in the Middle School Multi-Purpose Room/Cafeteria on August 22nd. A breakfast will be provided by the Board of Education in conjunction with the Big Hollow Federation of Teachers.

g. Review of Superintendent evaluation timeline

The board reviewed and accepted the evaluation timeline detailed below.

- **June/July**
 - Superintendent creates goals which support the District goals, including indicators of success. Board approves these Superintendent goals. The Board and Superintendent agree on any additional expectations for which the Superintendent will be held accountable.
- **January**
 - The Board and Superintendent conduct a less-formal semi-annual evaluation to monitor progress to date.
- **March**
 - Superintendent provides the Board with a self-assessment of performance on each of the goals and expectations that had been agreed to.
 - Individual Board members and all Administrators complete the Superintendent evaluation forms. The forms are collected by the Board president.
- **April/May**
 - The Board meets in closed session to compile the results and complete the summative evaluation document.
 - The Board president meets with the Superintendent to present the final evaluation. A written summary of the evaluation is given to the Superintendent and a copy retained by the Board.
- **June**
 - The entire Board meets with the Superintendent so that he or she has the opportunity to hear all points of view.

10. Other Action Items:

a. June 2022 Employment Report

A motion was made by Plescia and seconded by Bennett to approve the June 2022 employment report with additions:

*Approve the employment of Francisco Serrano, Custodian, effective July 5, 2022.

*Approve the employment of Lindsey DeBello, Elementary Paraprofessional, effective August 22, 2022.

*Approve the employment of Melanie Simcoe, Elementary Paraprofessional, effective August 22, 2022.

*Approve the employment of Jean Losseau, Transportation Driver, effective August 1, 2022.

*Approve the employment of Vera Florov, Primary Paraprofessional, effective August 22, 2022.

*Approve FMLA for Maria Finn, 4th Grade Teacher, effective August 22, 2022 - November 18, 2022.

*Approve the personnel change for Kennedy Kiesgen from Summer School Teacher to 3rd Grade Resource Teacher, effective August 22, 2022.

*Approve the employment of Jessica Curtis, Elementary Paraprofessional, effective August 22, 2022.

*Approve the employment of Joaquin Ponce, Middle School Boys Soccer Coach, effective September 1, 2022.

*Approve the employment of Maria Barrera Sanchez, Transportation Driver, effective August 25, 2022.

Motion carried.

Aye: Plescia, Bennett, Cernuska, Lyons, Kueter

Nay: None

- b. Approve new health/dental/vision/life insurance rates as recommended
A motion made by Plescia and seconded by Bennett to accept the recommended new health/dental/vision/life insurance rates as presented.
Motion carried.

Aye: Plescia, Bennett, Lyons, Kueter, Cernuska

Nay: None

- c. Review Closed Session meeting minutes
A motion was made by Bennett and seconded by Kueter to accept the recommendation from Mr. Gold that current closed session minutes remain in closed status.
Motion carried.

Aye: All

Nay: None

11. Resignations Accepted:

*Accepted a resignation from Lindsay Brillion, MS Business Information Technology Teacher, Musical Choreographer and Speech and Acting Assistant Coach, effective June 14, 2022.

12. Informational Items:

- a. Freedom of Information Act (FOIA) Requests
FOIA requests for the month of June were exhibited. No comments or questions.
- b. Monthly Reports
The Monthly Administrator Report and Monthly Administrator Agenda for the month of June were presented to the board.
- c. The next regularly scheduled Board Meeting will take place on Monday, August 8, 2022.

13. Motion to move to Closed Session:

Not needed

14. Return to Open Session:

Not needed

15. Take any necessary action following closed session regarding minutes, employment of personnel, resignations, terminations or leaves of absence:

None

16. Adjournment:

A motion was made by Cernuska and seconded by Kueter to adjourn the meeting at 7:40 p.m.

Motion carried.

Aye: All

Nay: None

Board of Education President
Big Hollow School District #38

Board of Education Secretary
Big Hollow School District #38

	EDUCATION FUND (10)	OPER. & MAINT. FUND (20)	DEBT SVC FUND (30)	TRANS. FUND (40)	SS/MED/IMRF FUND (50/51)	CAPITAL PROJ FUND (60)	WORKING CASH FUND (70)	TORT FUND (80)	TOTAL ALL FUNDS
ASSETS									
Cash & Investments									
Imprest Fund	2,000	0	0	0	0	0	0	0	2,000
Cash in Bank BMO	0	0	0	0	0	0	0	0	0
*Cash in Bank Win Trust Land of Lakes Bank	1,826,548	760,134	1,871,406	285,323	213,840	1,012,944	716,704	-208,453	6,478,446
PMA Investment	2,418,199	822,531	1,415,174	496,546	201,524	1,011,776	753,949	17,146	7,136,845
PMA Savings Deposit Account	0	0	0	0	0	0	0	0	0
TOTAL CASH & INVESTMENTS	4,246,747	1,582,664	3,286,580	781,869	415,364	2,024,720	1,470,652	-191,307	13,617,291
Due From Education Fund	0	0	0	0	0	0	0	0	0
TOTAL ASSETS	4,246,747	1,582,664	3,286,580	781,869	415,364	2,024,720	1,470,652	-191,307	13,617,291
LIABILITIES									
Tax Anticipation Warrants Payable	0	0	0	0	0	0	0	0	0
Accounts Payable	143,639	-49,999	0	-37,786	-320	0	0	0	55,534
Due To Working Cash Fund	0	0	0	0	0	0	0	0	0
TOTAL LIABILITIES	143,639	-49,999	0	-37,786	-320	0	0	0	55,534
*YTD Revenue	868,535	102,092	333,867	241,722	84,250	737	6,911	14,055	1,652,168
Sale of Assets									0
YTD Expenditures	-1,499,011	-71,701	0	-437,926	-49,685	-2,250	0	-243,305	-2,303,879
YTD Excess/ (Deficiency)	-630,476	30,391	333,867	-196,204	34,564	-1,513	6,911	-229,250	-651,711
Beginning Fund Balance 07/01/22	5,020,863	1,502,275	2,952,714	940,287	381,120	2,026,233	1,463,742	37,943	14,325,175
Ending Fund Balance	4,390,386	1,532,665	3,286,580	744,082	415,684	2,024,720	1,470,652	-191,307	13,673,464
TOTAL LIABILITIES & FUND BAL.	4,246,747	1,582,664	3,286,580	781,869	415,364	2,024,720	1,470,652	-191,307	13,617,291

Date

Board of Education Secretary

Date

**Big Hollow District #38
Bank Balances
7/31/2022**

	Ledger/ Statement	Outstanding Deposits	Outstanding Checks	Adjusting Entry	Adjusted Balance
Education (10)	1,826,547.63				1,826,547.63
Building (20)	760,133.80				760,133.80
Bond & Interest (30)	1,871,406.19				1,871,406.19
Transportation (40)	285,322.97				285,322.97
IMRF/SS/MC Fund (50,51)	213,839.93				213,839.93
Capital Projects (60)	1,012,944.13				1,012,944.13
Working Cash (70)	716,703.69				716,703.69
Tort (80)	(208,452.69)				(208,452.69)
	<u>6,478,445.65</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,478,445.65</u>
Bank of the Ozarks	0.00				0.00
PMA Savings-11534-101	0.00				0.00
PMA Max Class General Fund	4,709,775.27				4,709,775.27
PMA Max Tax Anticipation Warrants	0.00				0.00
State Bank of the Lakes	1,940,397.77		171,727.39		1,768,670.38
Bancorp Bank	0.00				0.00
	<u>6,650,173.04</u>	<u>-</u>	<u>116,701.85</u>	<u>0.00</u>	<u>6,478,445.65</u>
			Variance		(0.00)

Education Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$9,430,400	\$667,650	\$667,650	\$8,762,750	7%	
State Sources	\$6,532,455	\$19,425	\$19,425	\$6,513,030	0%	
Federal Sources	\$1,500,577	\$181,460	\$181,460	\$1,319,117	12%	
Fees	\$15,500	\$0	\$0	\$15,500	0%	
Total Revenue	\$17,478,932	\$868,535	\$868,535	\$16,610,397	5%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$13,628,252	\$957,734	\$957,734	\$12,670,518	7%	
Benefits	\$1,674,660	\$113,420	\$113,420	\$1,561,240	7%	
Purchased Services	\$1,153,341	\$98,043	\$98,043	\$1,055,298	9%	
Supplies and Mat	\$1,326,472	\$61,663	\$61,663	\$1,264,809	5%	
Capital Outlay	\$308,000	\$163,503	\$163,503	\$144,497	0%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Non-Capital Equipment	\$0	\$0	\$0	\$0	0%	
Other Objects	\$1,353,274	\$104,649	\$104,649	\$1,248,625	8%	
Transfers	\$37,000	\$0	\$0	\$37,000	0%	
Total Expenses	\$19,480,999	\$1,499,011	\$1,499,011	\$17,981,988	8%	

Operations and Maintenance						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$1,427,000	\$102,092	\$102,092	\$1,324,908	7%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$50,000	\$0	\$0	\$50,000	0%	
Other Sources Sale of Land	\$0	\$0	\$0	\$0	0%	
Grant Maintenance	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$1,477,000	\$102,092	\$102,092	\$1,374,908	7%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$594,000	\$43,811	\$43,811	\$550,189	7%	
Benefits	\$60,815	\$5,059	\$5,059	\$55,756	8%	
Purchased Services	\$675,400	\$12,552	\$12,552	\$662,848	2%	
Supplies and Materials	\$485,500	\$10,279	\$10,279	\$475,221	2%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues, Fees, Tuition	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$1,815,715	\$71,701	\$71,701	\$1,744,014	4%	

Debt Service Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$5,092,000	\$333,867	\$333,867	\$4,758,133	7%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$5,092,000	\$333,867	\$333,867	\$4,758,133	7%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Purchased Services	\$1,000	\$0	\$0	\$1,000	0%	
Principal and Interest	\$0	\$0	\$0	\$0	0%	
Other Objects	\$5,201,327	\$0	\$0	\$5,201,327	0%	
Total Expenses	\$5,202,327	\$0	\$0	\$5,202,327	0%	

Transportation Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$690,792	\$63,843	\$63,843	\$626,949	9%	
State Sources	\$717,883	\$177,879	\$177,879	\$540,004	25%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$1,408,675	\$241,722	\$241,722	\$1,166,953	17%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$978,600	\$34,931	\$34,931	\$943,669	4%	
Benefits	\$31,100	\$625	\$625	\$30,475	2%	
Purchased Services	\$159,000	\$5,303	\$5,303	\$153,697	3%	
Supplies and Materials	\$203,500	\$144	\$144	\$203,356	0%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Other Objects	\$398,200	\$396,924	\$396,924	\$1,276	100%	
Total Expenses	\$1,770,400	\$437,926	\$437,926	\$1,332,474	25%	

IMRF/SS Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$572,800	\$84,250	\$84,250	\$488,550	15%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$572,800	\$84,250	\$84,250	\$488,550	15%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$0	\$0	\$0	\$0	0%	
Benefits	\$684,395	\$49,685	\$49,685	\$634,710	7%	
Purchased Services	\$0	\$0	\$0	\$0	0%	
Supplies and Mat	\$0	\$0	\$0	\$0	0%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues and Fees	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$684,395	\$49,685	\$49,685	\$634,710	7%	

Capital Projects						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$77,000	\$737	\$737	\$76,263	1%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$77,000	\$737	\$737	\$76,263	1%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$0	\$0	\$0	\$0	0%	
Benefits	\$0	\$0	\$0	\$0	0%	
Purchased Services	\$18,000	\$0	\$0	\$18,000	0%	
Supplies and Mat	\$0	\$0	\$0	\$0	0%	
Capital Outlay	\$135,000	\$2,250	\$2,250	\$132,750	2%	
Transfers	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$153,000	\$2,250	\$2,250	\$150,750	1%	

Working Cash Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$99,500	\$6,911	\$6,911	\$92,589	7%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$99,500	\$6,911	\$6,911	\$92,589	7%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$0	\$0	\$0	\$0	0%	
Benefits	\$0	\$0	\$0	\$0	0%	
Purchased Services	\$0	\$0	\$0	\$0	0%	
Supplies and Mat	\$0	\$0	\$0	\$0	0%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$0	\$0	\$0	\$0	0%	

Total All Funds						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$17,598,492	\$1,273,404	\$1,273,404	\$16,325,088	7%	
State Sources	\$7,250,338	\$197,304	\$197,304	\$7,053,034	3%	
Federal Sources	\$1,550,577	\$181,460	\$181,460	\$1,369,117	12%	
Other Sources Sale of Land	\$0	\$0	\$0	\$0	0%	
Fees	\$15,500	\$0	\$0	\$15,500	0%	
Maintenance Grant	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$26,414,907	\$1,652,168	\$1,652,168	\$24,762,739	6%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$15,200,852	\$1,036,475	\$1,036,475	\$14,164,377	7%	
Benefits	\$2,450,970	\$168,789	\$168,789	\$2,282,181	7%	
Purchased Services	\$2,253,741	\$359,203	\$359,203	\$1,894,538	16%	
Supplies and Mat	\$2,015,472	\$72,086	\$72,086	\$1,943,386	4%	
Capital Outlay	\$443,000	\$165,753	\$165,753	\$277,247	37%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Transfers	\$37,000	\$0	\$0	\$37,000	0%	
Other Objects	\$6,952,801	\$501,573	\$501,573	\$6,451,228	7%	
Total Expenses	\$29,353,836	\$2,303,879	\$2,303,879	\$27,049,957	8%	

**Big Hollow School District #38
Accounts Payable Approval Form for August 8, 2022**

<u>Fund</u>	<u>Fund #</u>	<u>Accounts Payable</u>
Education	10	759,400.62
O & M	20	31,496.82
Debt Service	30	
Transportation	40	409,508.96
IMRF/SS	50	49,685.48
Capitol Projects	60	2,250.00
Working Cash	70	
TORT	80	243,305.00
Fire Prev/Safety	90	
Totals		\$1,495,646.88

Board of Education Secretary _____ Date _____
Big Hollow School District #38

Board of Education President _____ Date _____
Big Hollow School District #38

CHECK DATE	CHECK NUMBER	VENDOR	TOTAL
7/7/2022	52097	Midwest Transit Equipment	\$396,924.00
7/7/2022	52088	CLIC	\$243,305.00
7/1/2022	52081	Teachers Retirement System	\$153,927.81
7/26/2022	52154	Nierman Landscape & Design	\$106,979.80
7/1/2022	52082	United States Treasury	\$66,622.87
7/12/2022	52114	United States Treasury	\$66,392.06
7/7/2022	52100	Play Illinois LLC	\$56,523.00
7/7/2022	52106	Skyward, Inc	\$36,959.20
7/26/2022	52141	AmeriNet	\$32,055.80
7/26/2022	52148	Hewlett-Packard Financial Services	\$26,568.44
7/7/2022	52093	HumanEx Ventures	\$24,400.00
7/1/2022	52079	Teacher's Health Insurance Security Fund	\$24,166.46
7/1/2022	52078	Illinois Dept Of Revenue	\$20,631.38
7/12/2022	52111	Illinois Dept Of Revenue	\$20,613.07
7/12/2022	52110	Ill Municipal Retirement Fund	\$20,528.58
7/7/2022	52108	St Benedict Technology Consortium	\$19,981.63
7/26/2022	52143	Connection's Day School	\$13,849.44
7/26/2022	52159	SEDOL	\$13,291.00
7/26/2022	52140	Amazon	\$12,983.77
7/7/2022	52095	IXL Learning	\$12,920.00
7/26/2022	52150	Lexia Learning Systems LLC	\$11,900.00
7/7/2022	52094	Illinois Association Of School Boards	\$11,208.00
7/7/2022	52109	Warehouse Direct Business Products & Srv	\$8,134.00
7/19/2022	52137	Specialty Fence	\$6,475.00
7/26/2022	52145	Frontline Technologies Group LLC	\$6,197.05
7/7/2022	52096	Kagan Publishing Inc	\$5,841.00
7/12/2022	52113	Teachers Retirement System	\$5,765.32
7/19/2022	52119	Amazon	\$5,722.07
7/26/2022	52160	Spectrum Center Inc	\$5,338.62
7/7/2022	52105	SEDOL	\$4,773.00
7/26/2022	52153	Mitel	\$4,648.66
7/19/2022	52131	PMA Leasing, INC	\$4,552.85
7/7/2022	52086	Amazon	\$4,551.85
7/26/2022	52163	Vista Learning, NFP	\$4,389.00
7/26/2022	52156	Safeway Transportation Serv	\$4,224.00
7/26/2022	52144	Connections Day School	\$3,991.80
7/19/2022	52136	WM Corporate Services, Inc	\$3,510.58
7/7/2022	52098	Mystery Science Inc	\$2,650.00
7/7/2022	52089	Edpuzzle, Inc.	\$2,450.00
7/26/2022	52155	Rossman Services LLC	\$2,250.00
7/7/2022	52092	Frontline Technologies Group LLC	\$2,082.70
7/1/2022	52083	Voya Institutional Trust Company	\$1,681.00
7/12/2022	52115	Voya Institutional Trust Company	\$1,681.00
7/26/2022	52146	Granite Telecommunications	\$1,598.41
7/7/2022	52101	Quill Corp	\$1,402.97
7/7/2022	52104	Securitas Electronic Security, Inc	\$1,266.48
7/19/2022	52122	Flinn Scientific Inc	\$1,159.21

Exhibit 3

7/19/2022	52124	Integrated Systems Corporation	\$1,056.00
7/19/2022	52132	Quadient Finance USA, Inc	\$1,000.00
7/12/2022	52112	Teacher's Health Insurance Security Fund	\$944.71
7/7/2022	52107	Smekens Education	\$924.00
7/1/2022	52084	Wisconsin Dept Of Revenue	\$803.07
7/12/2022	52116	Wisconsin Dept Of Revenue	\$803.07
7/7/2022	52087	C & S Fabrication Services	\$724.00
7/26/2022	52151	Menards	\$696.65
7/7/2022	52099	NCC - Peterson Products	\$682.11
7/19/2022	52125	IXL Learning	\$665.00
7/19/2022	52121	Erickson, Douglas	\$547.50
7/7/2022	52103	School Nurse Supply, Inc	\$520.95
7/19/2022	52123	Heinemann	\$390.00
7/19/2022	52129	NCC - Peterson Products	\$326.53
7/26/2022	52162	Thomson Reuters-West	\$316.00
7/7/2022	52090	Flinn Scientific Inc	\$295.52
7/26/2022	52147	Hernandez, Maria	\$275.00
7/26/2022	52142	Bezak, Jacqueline Jean	\$248.78
7/19/2022	52127	Kumpula, Sara	\$212.37
7/26/2022	52149	Illinois Principals Association	\$199.00
7/19/2022	52135	Smithereen Pest Management	\$198.00
7/26/2022	52138	Accurate Biometrics	\$172.50
7/19/2022	52128	McGraw-Hill School Education Holdings, LLC	\$150.97
7/19/2022	52126	K & M Printing	\$120.00
7/26/2022	52164	Wex Health, Inc	\$108.00
7/26/2022	52157	School Specialty	\$102.60
7/19/2022	52133	Raptor Technologies	\$100.00
7/26/2022	52161	Super Duper Publications	\$91.83
7/7/2022	52102	Ruden, Jodie Marie	\$91.73
7/26/2022	52152	Miller, Carrie	\$70.00
7/19/2022	52130	Nick, Jenessa	\$60.00
7/7/2022	52091	Fox Lake/Round Lake Area Rotary Club	\$50.00
7/26/2022	52158	School Specialty	\$44.09
7/19/2022	52120	Burdett, Julie	\$38.98
7/19/2022	52134	School Specialty	\$25.04

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/19/2022	52039	-3,237.50	Specialty Fence	CAPITAL PROJECTS/District/BU ILDING ACQUISITION, CONSTRUC/PROFESSIONA L AND TECHNICAL SER	SMPG-- 2022	
07/19/2022	52039	-3,237.50	Specialty Fence	O & M/District/OPERATION AND MAINTENANCE OF P/REPAIR AND MAINTENANCE SERVICE	SMPG 2022	-6,475.00
07/01/2022	52078	10.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/01/2022	52078	4,807.95	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/01/2022	52078	912.81	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
07/01/2022	52078	741.25	Illinois Dept Of Rev	TRANSPORTATION/Distr ict	Transportation - IL State With	
07/01/2022	52078	25.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/01/2022	52078	14,134.37	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	20,631.38
07/01/2022	52079	386.09	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52079	16.97	Teacher's Health Ins	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
07/01/2022	52079	518.85	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52079	22.80	Teacher's Health Ins	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
07/01/2022	52079	3,327.99	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52079	2,477.52	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52079	3,327.99	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52079	2,477.52	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52079	3,327.99	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52079	2,477.52	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/01/2022	52079	3,327.86	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52079	2,477.36	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	24,166.46
07/01/2022	52081	5,188.31	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52081	227.98	Teachers Retirement	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
07/01/2022	52081	334.34	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52081	14.69	Teachers Retirement	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
07/01/2022	52081	33,280.03	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52081	2,144.72	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52081	1,093.75	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52081	522.46	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52081	33,280.03	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52081	2,144.72	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52081	1,093.75	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52081	522.46	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52081	33,280.03	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52081	2,144.72	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52081	1,093.75	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52081	522.46	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/01/2022	52081	33,278.87	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/01/2022	52081	2,144.59	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
07/01/2022	52081	1,093.69	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
07/01/2022	52081	522.46	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	153,927.81
07/01/2022	52082	3,450.61	United States Treasu	EDUCATION/District	EDUCATION FICA	
07/01/2022	52082	1,273.61	United States Treasu	O & M/District	Building - FICA Withholding	
07/01/2022	52082	1,025.37	United States Treasu	TRANSPORTATION/Distr ict		
07/01/2022	52082	948.33	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/01/2022	52082	8,408.30	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/01/2022	52082	1,316.20	United States Treasu	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
07/01/2022	52082	670.42	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withhold	
07/01/2022	52082	1,553.15	United States Treasu	EDUCATION/District	EDUCATION Medicare Withiheld	
07/01/2022	52082	297.87	United States Treasu	O & M/District	Building- Medicare Withholding	
07/01/2022	52082	273.25	United States Treasu	TRANSPORTATION/Distr ict	Transportation-Medicare With	
07/01/2022	52082	5,749.59	United States Treasu	SOCIAL SECURITY/MEDICARE/Di strict	SS/Medicare - FICA Withholding	
07/01/2022	52082	2,124.27	United States Treasu	SOCIAL SECURITY/MEDICARE/Di strict	SS/Medicare-Medicare Withheld	
07/01/2022	52082	950.00	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/01/2022	52082	50.00	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/01/2022	52082	28,220.36	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/01/2022	52082	5,155.77	United States Treasu	EDUCATION/District	EDUCATION Medicare Withiheld	
07/01/2022	52082	5,155.77	United States Treasu	SOCIAL	SS/Medicare-Medicare Withheld	66,622.87

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				SECURITY/MEDICARE/District		
07/01/2022	52083	92.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
07/01/2022	52083	1,589.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	1,681.00
07/01/2022	52084	60.41	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
07/01/2022	52084	0.00	Wisconsin Dept Of Re	TRANSPORTATION/Distr	Transportation -WI State With	
07/01/2022	52084	742.66	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	803.07
07/07/2022	52086	290.59	Amazon	EDUCATION/MIDDLE/IMP	MS-- Impr of Inst. Supp/Mat	
				ROVEMENT OF		
				INSTRUCTION		
				SER/SUPPLIES		
07/07/2022	52086	57.71	Amazon	EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
				DLE-JUNIOR		
				HIGH/SUPPLIES		
07/07/2022	52086	93.51	Amazon	EDUCATION/MIDDLE/MID	MS--- ELA resources	
				DLE-JUNIOR		
				HIGH/TEXTBOOKS		
07/07/2022	52086	101.84	Amazon	EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
				DLE-JUNIOR		
				HIGH/SUPPLIES		
07/07/2022	52086	43.96	Amazon	EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
				/ELEMENTARY/SUPPLIES		
07/07/2022	52086	30.98	Amazon	EDUCATION/MIDDLE/MID	MS--- Science Supp/Mat	
				DLE-JUNIOR		
				HIGH/SUPPLIES		
07/07/2022	52086	117.27	Amazon	EDUCATION/MIDDLE/MID	MS--- Science Supp/Mat	
				DLE-JUNIOR		
				HIGH/SUPPLIES		
07/07/2022	52086	1,618.04	Amazon	EDUCATION/District/D	Tech--- Supp/Mat	
				ATA PROCESSING		
				SERVICES/SUPPLIES		
07/07/2022	52086	90.02	Amazon	EDUCATION/MIDDLE/MID	MS--- Soc. Studies Supp/Mat	
				DLE-JUNIOR		
				HIGH/SUPPLIES		
07/07/2022	52086	13.99	Amazon	EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
				DLE-JUNIOR		
				HIGH/SUPPLIES		
07/07/2022	52086	48.55	Amazon	EDUCATION/MIDDLE/MID	MS-- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/07/2022	52086	100.12	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS--- Band Supp/Mat	
07/07/2022	52086	713.39	Amazon	DLE-JUNIOR HIGH/SUPPLIES TRANSPORTATION/Distr ict/PUPIL	Trans--- Purchase Services	
07/07/2022	52086	97.96	Amazon	TRANSPORTATION SERVICES/PROFESSIONA L AND TECHNICAL SER EDUCATION/MIDDLE/MID	MS--- Science Supp/Mat	
07/07/2022	52086	106.06	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
07/07/2022	52086	84.60	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS--- Soc. Studies Supp/Mat	
07/07/2022	52086	93.94	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS--- Choir Supp/Mat	
07/07/2022	52086	35.94	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS--- Soc. Studies Supp/Mat	
07/07/2022	52086	359.63	Amazon	DLE-JUNIOR HIGH/SUPPLIES TRANSPORTATION/Distr ict/PUPIL	Trans--- Purchase Services	
07/07/2022	52086	96.67	Amazon	TRANSPORTATION SERVICES/PROFESSIONA L AND TECHNICAL SER EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/07/2022	52086	65.99	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/MIDDLE/MID	MS--- Science Supp/Mat	
07/07/2022	52086	181.59	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS--- PE Supp/Mat	
07/07/2022	52086	109.50	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS--- ELA resources	4,551.85

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/07/2022	52087	724.00	C & S Fabrication Se	DLE-JUNIOR HIGH/TEXTBOOKS O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	724.00
07/07/2022	52088	137,434.00	CLIC	TORT FUND/District/Proper ty/Workmans Comp Ins/PROFESSIONAL AND TECHNICAL SER	Workmans Compensation Ins	
07/07/2022	52088	105,871.00	CLIC	TORT FUND/District/Proper ty/Workmans Comp Ins/PROFESSIONAL AND TECHNICAL SER	CLIC Property Insurance	243,305.00
07/07/2022	52089	2,450.00	Edpuzzle, Inc.	EDUCATION/District/D ATA PROCESSING SERVICES/SOFTWARE	Tech--- Ed Puzzle	2,450.00
07/07/2022	52090	295.52	Flinn Scientific Inc	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Science Supp/Mat	295.52
07/07/2022	52091	50.00	Fox Lake/Round Lake	EDUCATION/District/O FFICE OF THE SUPERINTENDENT S/DUES & FEES	Supt--- Dues & Fees	50.00
07/07/2022	52092	2,082.70	Frontline Technologi	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- Applitrack	2,082.70
07/07/2022	52093	24,400.00	HumanEx Ventures	EDUCATION/District/P LANNING, RESEARCH, DEVELOPMEN/PROFESSIO NAL AND TECHNICAL SER	HUMANeX Services	24,400.00
07/07/2022	52094	6,291.00	Illinois Association	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- School Board Conf.	

<u>CHECK DATE</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ACCOUNT LEVEL DESCRIPTION</u>	<u>TOTAL</u>
07/07/2022	52094	4,917.00	Illinois Association	EDUCATION/District/BOARD OF EDUCATION SERVICES/DUES & FEES	Board---IASB Dues	11,208.00
07/07/2022	52095	12,920.00	IXL Learning	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SOFTWARE	MS-- Software (IXL)	12,920.00
07/07/2022	52096	5,841.00	Kagan Publishing Inc	EDUCATION/District/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr. of Instr--- Staff	5,841.00
07/07/2022	52097	9,332.00	Midwest Transit Equi	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/REDEMPTION OF PRINCIPAL	Bus Lease--Principal	
07/07/2022	52097	387,592.00	Midwest Transit Equi	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/REDEMPTION OF PRINCIPAL	Bus Lease--Principal	396,924.00
07/07/2022	52098	1,325.00	Mystery Science Inc	EDUCATION/PRIMARY/ELEMENTARY/SOFTWARE	Pri--- Software (Mystery Sci.)	
07/07/2022	52098	1,325.00	Mystery Science Inc	EDUCATION/ELEMENTARY/ELEMENTARY/SOFTWARE	Elem--- Software (Myst. Sci.)	2,650.00
07/07/2022	52099	682.11	NCC - Peterson Produ	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Custodial Supp/Mat	682.11
07/07/2022	52100	56,523.00	Play Illinois LLC	EDUCATION/MIDDLE/OPE RATION AND MAINTENANCE OF P/REPLACEMENT & NEW EQUIPMENT	Outdoor Fitness Const. 2022	56,523.00
07/07/2022	52101	19.16	Quill Corp	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Math Supp/Mat	
07/07/2022	52101	377.06	Quill Corp	EDUCATION/MIDDLE/MID	MS-- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/07/2022	52101	122.39	Quill Corp	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
07/07/2022	52101	842.99	Quill Corp	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	
07/07/2022	52101	41.37	Quill Corp	EMENTARY/SUPPLIES EDUCATION/MIDDLE/MID	MS--- PE Supp/Mat	1,402.97
07/07/2022	52102	91.73	Ruden, Jodie Marie	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS--- Science Supp/Mat	91.73
07/07/2022	52103	520.95	School Nurse Supply,	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/HEA	MS-- Nurse Supp/Mat	520.95
07/07/2022	52104	422.16	Securitas Electronic	LTH SERVICES/SUPPLIES O &	MS--- Security Svc	
07/07/2022	52104	422.16	Securitas Electronic	M/MIDDLE/SECURITY SERVICES/PROFESSIONA L AND TECHNICAL SER	Elem--- Security Svc	
07/07/2022	52104	422.16	Securitas Electronic	O & M/ELEMENTARY/SECURIT Y SERVICES/PROFESSIONA L AND TECHNICAL SER	Pri--- Security Svc	1,266.48
07/07/2022	52105	4,773.00	SEDOL	EDUCATION/SEDOL/Spec	SPED--- SEDOL Tuition	4,773.00
07/07/2022	52106	36,840.20	Skyward, Inc	ED/TuitionOtherDistri cts/Private Tuition EDUCATION/District/D	Tech--- Skyward Annual Fee	
07/07/2022	52106	119.00	Skyward, Inc	ATA PROCESSING SERVICES/DUES & FEES EDUCATION/District/D	Tech--- Skyward Annual Fee	36,959.20

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/07/2022	52107	278.00	Smekens Education	FEEES EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Elem-- Impr of Inst. (staff)	
07/07/2022	52107	169.00	Smekens Education	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (staff)	
07/07/2022	52107	169.00	Smekens Education	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (staff)	
07/07/2022	52107	139.00	Smekens Education	EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Elem-- Impr of Inst. (staff)	
07/07/2022	52107	169.00	Smekens Education	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (staff)	924.00
07/07/2022	52108	19,981.63	St Benedict Technolo	EDUCATION/District/D ATA PROCESSING SERVICES/OTHER PURCHASED SERVICES	Tech--- Suppt Svc (SBTC)	19,981.63
07/07/2022	52109	2,277.52	Warehouse Direct Bus	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
07/07/2022	52109	2,196.18	Warehouse Direct Bus	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/07/2022	52109	3,660.30	Warehouse Direct Bus	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	8,134.00
07/12/2022	52110	2,586.86	Ill Municipal Retire	EDUCATION/District/Benefit Accrual	EDUCATION IMRF Deduction	
07/12/2022	52110	948.30	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
07/12/2022	52110	744.22	Ill Municipal Retire	TRANSPORTATION/District/Benefit Accrual		
07/12/2022	52110	6,067.15	Ill Municipal Retire	IMRF/District/Benefit Accrual	IMRF - IMRF Withholding	
07/12/2022	52110	2,570.31	Ill Municipal Retire	EDUCATION/District/Benefit Accrual	EDUCATION IMRF Deduction	
07/12/2022	52110	1,023.18	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
07/12/2022	52110	617.84	Ill Municipal Retire	TRANSPORTATION/District/Benefit Accrual		
07/12/2022	52110	5,970.72	Ill Municipal Retire	IMRF/District/Benefit Accrual	IMRF - IMRF Withholding	20,528.58
07/12/2022	52111	25.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/12/2022	52111	14,134.37	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/12/2022	52111	10.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/12/2022	52111	4,788.76	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/12/2022	52111	991.45	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
07/12/2022	52111	663.49	Illinois Dept Of Rev	TRANSPORTATION/District	Transportation - IL State Withholding	20,613.07
07/12/2022	52112	386.09	Teacher's Health Ins	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
07/12/2022	52112	16.97	Teacher's Health Ins	TRANSPORTATION/District/Employee Deductions	Transportation-Insurance Withholding	
07/12/2022	52112	518.85	Teacher's Health Ins	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
07/12/2022	52112	22.80	Teacher's Health Ins	TRANSPORTATION/District/Employee Deductions	Transportation-Insurance Withholding	944.71

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/12/2022	52113	5,188.31	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/12/2022	52113	227.98	Teachers Retirement	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
07/12/2022	52113	334.34	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/12/2022	52113	14.69	Teachers Retirement	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	5,765.32
07/12/2022	52114	950.00	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/12/2022	52114	50.00	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/12/2022	52114	28,220.36	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/12/2022	52114	5,155.77	United States Treasu	EDUCATION/District	EDUCATION Medicare Withheld	
07/12/2022	52114	5,155.77	United States Treasu	SOCIAL SECURITY/MEDICARE/Di strict	SS/Medicare-Medicare Withheld	
07/12/2022	52114	3,427.82	United States Treasu	EDUCATION/District	EDUCATION FICA	
07/12/2022	52114	1,376.78	United States Treasu	O & M/District	Building - FICA Withholding	
07/12/2022	52114	854.50	United States Treasu	TRANSPORTATION/Distr ict		
07/12/2022	52114	948.33	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/12/2022	52114	8,381.95	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/12/2022	52114	1,364.94	United States Treasu	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
07/12/2022	52114	640.52	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withhold	
07/12/2022	52114	1,547.82	United States Treasu	EDUCATION/District	EDUCATION Medicare Withheld	
07/12/2022	52114	322.00	United States Treasu	O & M/District	Building- Medicare Withholding	
07/12/2022	52114	233.29	United States Treasu	TRANSPORTATION/Distr ict	Transportation-Medicare With	
07/12/2022	52114	5,659.10	United States Treasu	SOCIAL	SS/Medicare - FICA Withholding	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/12/2022	52114	2,103.11	United States Treasu	SECURITY/MEDICARE/District	SS/Medicare-Medicare Withheld	66,392.06
07/12/2022	52115	92.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
07/12/2022	52115	1,589.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	1,681.00
07/12/2022	52116	742.66	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
07/12/2022	52116	60.41	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
07/12/2022	52116	0.00	Wisconsin Dept Of Re	TRANSPORTATION/Distr	Transportation -WI State With	803.07
07/19/2022	52119	70.83	Amazon	EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/19/2022	52119	279.93	Amazon	EDUCATION/ELEMENTARY	Elem--- Music Supp/Mat	
07/19/2022	52119	100.76	Amazon	EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/19/2022	52119	75.37	Amazon	EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/19/2022	52119	47.71	Amazon	EDUCATION/ELEMENTARY	Elem--- Music Supp/Mat	
07/19/2022	52119	8.49	Amazon	EDUCATION/ELEMENTARY	Elem--- Music Supp/Mat	
07/19/2022	52119	13.96	Amazon	EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/19/2022	52119	31.99	Amazon	EDUCATION/ELEMENTARY	Elem--- Music Supp/Mat	
07/19/2022	52119	62.99	Amazon	EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/19/2022	52119	4.99	Amazon	EDUCATION/ELEMENTARY	Elem--- Music Supp/Mat	
07/19/2022	52119	27.10	Amazon	EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
07/19/2022	52119	96.16	Amazon	EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/19/2022	52119	23.39	Amazon	EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/19/2022	52119	39.98	Amazon	EDUCATION/ELEMENTARY	Elem--- Music Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/19/2022	52119	566.22	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem--- Art Supp/Mat	
07/19/2022	52119	35.94	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem--- Music Supp/Mat	
07/19/2022	52119	86.14	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/19/2022	52119	207.00	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem--- Music Supp/Mat	
07/19/2022	52119	215.97	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/19/2022	52119	90.82	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/19/2022	52119	299.94	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem--- Music Supp/Mat	
07/19/2022	52119	68.52	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/19/2022	52119	20.93	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
07/19/2022	52119	97.99	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/19/2022	52119	93.40	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/19/2022	52119	108.99	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/19/2022	52119	714.29	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/19/2022	52119	98.14	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/19/2022	52119	8.57	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Science Supp/Mat	
07/19/2022	52119	16.85	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/19/2022	52119	95.38	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/19/2022	52119	90.51	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/19/2022	52119	208.00	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/19/2022	52119	17.99	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/19/2022	52119	699.60	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Classroom spec request	
07/19/2022	52119	99.00	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/19/2022	52119	98.93	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/19/2022	52119	340.94	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Science Supp/Mat	
07/19/2022	52119	53.36	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Science Supp/Mat	
07/19/2022	52119	9.49	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/19/2022	52119	285.89	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/19/2022	52119	51.76	Amazon	EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/SUPPLIES	Dir of Curr/Inst Sup/Mat	
07/19/2022	52119	44.89	Amazon	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
07/19/2022	52119	12.97	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	5,722.07
07/19/2022	52120	38.98	Burdett, Julie	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	38.98
07/19/2022	52121	547.50	Erickson, Douglas	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	547.50
07/19/2022	52122	51.16	Flinn Scientific Inc	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Science Supp/Mat	
07/19/2022	52122	1,108.05	Flinn Scientific Inc	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- Science Supp/Mat	1,159.21

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/19/2022	52123	231.00	Heinemann	HIGH/SUPPLIES EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/SUPPLIES	Impr. of Instr--- Supplies/Mat	
07/19/2022	52123	159.00	Heinemann	EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Elem-- Impr of Inst. (admin)	390.00
07/19/2022	52124	1,056.00	Integrated Systems C	EDUCATION/District/O PERATIONS SERVICES/PROFESSIONA L AND TECHNICAL SER	Tech--- Purch Svc	1,056.00
07/19/2022	52125	665.00	IXL Learning	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SOFTWARE	MS-- Software (IXL)	665.00
07/19/2022	52126	120.00	K & M Printing	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	120.00
07/19/2022	52127	212.37	Kumpula, Sara	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	212.37
07/19/2022	52128	150.97	McGraw-Hill School E	EDUCATION/ELEMENTARY /ELEMENTARY/TEXTBOOK S	Elem-- Phonics Prgrm	150.97
07/19/2022	52129	326.53	NCC - Peterson Produ	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Custodial Supp/Mat	326.53
07/19/2022	52130	60.00	Nick, Jenessa	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- CDL Permits	60.00
07/19/2022	52131	575.85	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
07/19/2022	52131	700.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/19/2022	52131	865.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
07/19/2022	52131	1,865.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
07/19/2022	52131	547.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	4,552.85
07/19/2022	52132	1,000.00	Quadient Finance USA	EDUCATION/District/B OARD OF EDUCATION SERVICES/COMMUNICATI ON	Board-- Communication	1,000.00
07/19/2022	52133	100.00	Raptor Technologies	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	100.00
07/19/2022	52134	25.04	School Specialty	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	25.04
07/19/2022	52135	78.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	
07/19/2022	52135	60.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	
07/19/2022	52135	60.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	198.00
07/19/2022	52136	3,455.46	WM Corporate Service	O & M/District/CARE AND UPKEEP OF BUILDING SE/SANITATION SERVICES	Sanitation Services	
07/19/2022	52136	55.12	WM Corporate Service	TRANSPORTATION/Distr	Trans--- Garbage pickup	3,510.58

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/19/2022	52137	3,237.50	Specialty Fence	ict/PUPIL TRANSPORTATION SERVICES/SANITATION SERVICES	SMPG-- 2022	
07/19/2022	52137	3,237.50	Specialty Fence	CAPITAL PROJECTS/District/BU ILDING ACQUISITION, CONSTRUC/PROFESSIONA L AND TECHNICAL SER	SMPG 2022	6,475.00
07/26/2022	52138	172.50	Accurate Biometrics	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- Purch Svc	172.50
07/26/2022	52140	92.83	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
07/26/2022	52140	96.67	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/26/2022	52140	230.14	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/26/2022	52140	111.00	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/26/2022	52140	225.90	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/26/2022	52140	114.34	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
07/26/2022	52140	2,285.42	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Kindergarten Sup/Mat	
07/26/2022	52140	1,492.32	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Kindergarten Sup/Mat	
07/26/2022	52140	668.86	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Kindergarten Sup/Mat	
07/26/2022	52140	275.40	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/26/2022	52140	240.26	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Kindergarten Sup/Mat	
07/26/2022	52140	8.59	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/26/2022	52140	165.99	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Kindergarten Sup/Mat	
07/26/2022	52140	348.54	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
07/26/2022	52140	47.91	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Kindergarten Sup/Mat	
07/26/2022	52140	107.07	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
07/26/2022	52140	223.28	Amazon	O & M/District/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Dist--- O&M Repairs and Maint	
07/26/2022	52140	227.82	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
07/26/2022	52140	83.45	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
07/26/2022	52140	63.63	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/Workbook s	Elem--- Math Workbooks	
07/26/2022	52140	2,527.75	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Kindergarten Sup/Mat	
07/26/2022	52140	198.62	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/26/2022	52140	648.87	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Kindergarten Sup/Mat	
07/26/2022	52140	1,878.90	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/26/2022	52140	620.21	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Kindergarten Sup/Mat	12,983.77
07/26/2022	52141	32,055.80	AmeriNet	EDUCATION/District/D ATA PROCESSING SERVICES/DUES & FEES	Tech-- Access Pt. Renewal	32,055.80

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/26/2022	52142	248.78	Bezak, Jacqueline Je	EDUCATION/District/S SECRETARY/REGULAR SALARIES	SPED-- Secretary Salary	248.78
07/26/2022	52143	5,193.54	Connection's Day Sch	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
07/26/2022	52143	4,327.95	Connection's Day Sch	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
07/26/2022	52143	4,327.95	Connection's Day Sch	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	13,849.44
07/26/2022	52144	3,991.80	Connections Day Scho	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	3,991.80
07/26/2022	52145	6,197.05	Frontline Technologi	EDUCATION/District/B OARD OF EDUCATION SERVICES/COMMUNICATI ON	Board-- Frontline Sub-find	6,197.05
07/26/2022	52146	1,598.41	Granite Telecommunic	O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t	Phone Services (AT&T)	1,598.41
07/26/2022	52147	275.00	Hernandez, Maria	EDUCATION/District/T uition & Textbook Fees	Stdnt Fees--Txbk/Tuition/Othr	275.00
07/26/2022	52148	7,101.44	Hewlett-Packard Fina	EDUCATION/District/O PERATIONS	Tech--- Lease (2019)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/26/2022	52148	19,467.00	Hewlett-Packard Fina	SERVICES/RENTALS EDUCATION/District/O PERATIONS	Tech--- Lease (2019)	26,568.44
07/26/2022	52149	199.00	Illinois Principals	SERVICES/RENTALS EDUCATION/PRIMARY/IM PROVEMENT OF INSTRUCTION	Pri-- Impr of Inst. (admin)	199.00
07/26/2022	52150	11,900.00	Lexia Learning Syste	SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/District/S PECIAL	SPED--- Software (Lexia)	11,900.00
07/26/2022	52151	10.43	Menards	EDUCATION/SOFTWARE O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
07/26/2022	52151	18.96	Menards	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
07/26/2022	52151	127.54	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
07/26/2022	52151	78.60	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
07/26/2022	52151	26.20	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
07/26/2022	52151	121.15	Menards	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
07/26/2022	52151	61.36	Menards	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	
07/26/2022	52151	143.79	Menards	TRANSPORTATION/Distr	Trans--- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/26/2022	52151	76.70	Menards	ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
07/26/2022	52151	31.92	Menards	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	696.65
07/26/2022	52152	70.00	Miller, Carrie	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	70.00
07/26/2022	52153	4,648.66	Mitel	O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t	Phone Services (AT&T)	4,648.66
07/26/2022	52154	106,979.80	Nierman Landscape &	EDUCATION/MIDDLE/OPE RATION AND MAINTENANCE OF P/REPLACEMENT & NEW EQUIPMENT	Outdoor Learning Const 2022	106,979.80
07/26/2022	52155	2,250.00	Rossman Services LLC	CAPITAL PROJECTS/PRIMARY/BUI LDING ACQUISITION, CONSTRUC/REPLACEMENT & NEW EQUIPMENT	Pri-- Pod renovation 2022	2,250.00
07/26/2022	52156	4,224.00	Safeway Transportati	TRANSPORTATION/SEDOL /SpecED/PUPIL TRANSPORTATION SERVICES/PUPIL TRANSPORTATION	Trans--- SPED P/S Off Campus	4,224.00
07/26/2022	52157	102.60	School Specialty	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	102.60
07/26/2022	52158	44.09	School Specialty	EDUCATION/District/G RANTS/SUPPLIES	Title I--- Homeless Supp/Mat	44.09
07/26/2022	52159	1,591.00	SEDOL	EDUCATION/SEDOL/Spec	SPED--- SEDOL Tuition	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/26/2022	52159	11,700.00	SEDOL	ED/TuitionOtherDistri cts/Private Tuition SOCIAL	SEDOL IMRF Expense	13,291.00
07/26/2022	52160	5,338.62	Spectrum Center Inc	DOL/SpecED/PAYMENTS FOR SPECIAL EDUCATION/FEDERAL INSURANCE CONTRIBUTION	SPED--- Private School Tuition	5,338.62
07/26/2022	52161	91.83	Super Duper Publicat	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	Elem-- Supp/Mat	91.83
07/26/2022	52162	316.00	Thomson Reuters-West	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Board--- Residency Purch Svc	316.00
07/26/2022	52163	4,389.00	Vista Learning, NFP	BOARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER ATA PROCESSING	Tech--- Evaluwise	4,389.00
07/26/2022	52164	108.00	Wex Health, Inc	SERVICES/SOFTWARE EDUCATION/District/B OARD OF EDUCATION SERVICES/DUES & FEES	Board--Dues/Fee RevTrck & Bank	108.00
		1,495,646.88	Totals for checks			

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION	329,718.75	275.00	429,406.87	759,400.62
20	O & M	9,827.14	0.00	21,669.68	31,496.82
40	TRANSPORTATION	7,029.03	0.00	402,479.93	409,508.96
50	SOCIAL SECURITY/MEDICARE	25,947.61	0.00	11,700.00	37,647.61
51	IMRF	12,037.87	0.00	0.00	12,037.87
60	CAPITAL PROJECTS	0.00	0.00	2,250.00	2,250.00
80	TORT FUND	0.00	0.00	243,305.00	243,305.00
***	Fund Summary Totals ***	384,560.40	275.00	1,110,811.48	1,495,646.88

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

Big Hollow Student Activity Funds
Balance Sheet
As of August 2, 2022

	<u>Aug 2, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
State Bank Activity Bank Acct	
Girls on the Run	49.13
In & Out Account	1,204.76
National Junior Honor Society	3,614.83
Nature Center	2,616.70
Recycling Club	2,676.83
Student Council	8,429.66
Student Council Elementary	1,171.02
Sunshine Club - Elementary	-52.80
Sunshine Club - Primary	537.37
State Bank Activity Bank Acct - Other	-1,193.48
Total State Bank Activity Bank Acct	<u>19,054.02</u>
Total Checking/Savings	<u>19,054.02</u>
Total Current Assets	<u>19,054.02</u>
TOTAL ASSETS	<u>19,054.02</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	19,054.02
Total Equity	<u>19,054.02</u>
TOTAL LIABILITIES & EQUITY	<u>19,054.02</u>

Convenience Fund Report July 2022

Account	Beginning Balance	Debits	Credits	Ending Balance
Prek	1010.66			1010.66
KG	2074.18			2074.18
1st Grade	3378.50			3378.5
2nd Grade	542.45			542.45
3rd Grade	3949.58		20.00	3969.58
4th Grade	423.22			423.22
5th Grade	2269.67			2269.67
6th Grade	597.71			597.71
7th Grade	3207.51			3207.51
8th Grade	10668.62			10668.62
Art-P/E	0.00			0
Cheer	945.13			945.13
Computers-P	221.24			221.24
Computers-E	-0.49			-0.49
Concessions-Athletic	2203.95			2203.95
Concessions-PE	4016.26			4016.26
Graphics Arts	331.77			331.77
Lets Read to Grow	586.00			586
Library-P/E	32.00			32
Library-MS	679.12			679.12
Music-P/E	-39.71			-39.71
Noetic Math	59.50			59.5
PBIS-MS	2564.53			2564.53
PE-P	25.75			25.75
PE-E	-245.98			-245.98
Poms	517.47			517.47
Prime Time	2670.00			2670
Reading P/E	4355.65			4355.65
Respect	665.00			665
Special Ed	33.00			33
Sports Camps	318.00			318
STARS-P	1877.93			1877.93
STARS-E	8386.17			8386.17
STEM CLUB	317.28			317.28
Yearbook-M	409.30			409.3
Yearbook-P/E	779.94			779.94
In & Out Account	10013.21			10013.21
Total	69844.12	0.00	20.00	69864.12

**Big Hollow School District 38
Payroll Summary**

Date	Education	O&M	Transportation	IMRF/SS	Total
8-Jul-22	\$536,124.82	\$23,602.06	\$19,155.57	\$19,096.78	\$597,979.23
25-Jul-22	\$535,757.21	\$25,267.91	\$16,399.85	\$18,888.70	\$596,313.67
Grand Total	\$1,071,882.03	\$48,869.97	\$35,555.42	\$37,985.48	\$1,194,292.90

 Board of Education President
 Big Hollow School District 38
 Date

 Board of Education Secretary
 Big Hollow School District 38
 Date

Vendors Paid Over \$5000 2021-2022

Exhibit 6

Full Name	Purchases 2021
22Vets LLC	\$794,592.96
Alexander Leigh Center for Autism	\$18,373.60
All-Ways Transportation Services	\$21,371.00
Alpha Baking Co, Inc.	\$5,441.71
Alpha Prime Communications	\$11,500.00
Alpine Valley Resort Inc	\$14,190.00
Amazon	\$119,538.39
American Capital Financial Services	\$16,230.00
Amplify	\$79,090.82
Antioch School District 34	\$6,897.33
APCP Pizza Inc	\$7,310.00
Aperture Education, LLC	\$8,700.00
Apple, Inc	\$45,911.00
Arthur J Gallagher Risk Mgmt Servic	\$5,000.00
Big Hollow PTO	\$20,689.00
BrainPOP LLC	\$8,336.25
Brecht's Data Solutions, Inc	\$7,320.00
CFRB LLC	\$9,300.00
Chain O Lakes Transportation	\$22,775.00
CLIC	\$199,178.00
ComEd	\$76,882.00
Committee for Children	\$13,874.35
Communication Audit Services	\$25,500.00
Community Mechanical	\$19,295.50
Comprehensive Psychological Service	\$12,430.00
Computer Nationwide	\$105,169.95
Connection's Academy East	\$93,086.52
Connection's Day School	\$112,908.96
Connections Day School	\$6,653.00
Creative Flooring Concepts, Inc.	\$14,346.65
Data Recognition Corporation	\$25,701.35
Denise M Maifield	\$8,496.00
Discount School Supplies	\$11,758.54
Dyopath	\$8,400.00
Eder Casella & Co	\$18,525.00
Educational Leadership Solutions LL	\$20,900.00
Eileen Martin-Upton	\$55,725.35
Emeric Facility Services	\$189,463.00
Engler Callaway Baasten & Sraga, LL	\$13,595.50
Exceptional Learners Collaborative	\$24,864.98

FaciliServ, Inc.	\$8,489.00
First Educational Resources, LLC	\$57,424.00
Fox Lake School District	\$23,918.84
Frank Cooney Company	\$20,124.37
Frontline Technologies Group LLC	\$7,848.10
FSS Technologies, LLC	\$7,652.00
GHA Technologies Inc	\$452,361.18
Goalbook	\$5,000.00
Gopher	\$5,526.70
Gordon Food Service Inc	\$445,094.67
GR General Contracting LLC	\$6,625.00
Grade A Transportation Inc	\$15,500.00
Granite Telecommunications	\$18,959.44
Grant Township Highway Department	\$117,806.86
Heinemann	\$14,000.94
Hewlett-Packard Financial Services	\$64,306.30
Hodges, Loizzi, Eisenhammer, Rodick	\$24,231.92
Home Depot Credit Services	\$11,170.56
Hudson Energy Services LLC	\$21,324.50
Huemann Water Conditioning	\$6,510.35
HumanEx Ventures	\$41,400.00
IASA Illinois Association Of School	\$5,098.00
IFSI	\$22,580.00
Ill Municipal Retirement Fund	\$296,196.90
Illinois Association Of School Boar	\$16,384.00
Illinois Dept Of Revenue	\$538,283.95
Illinois MTSS Network	\$18,987.50
Imagine Learning, Inc	\$219,600.00
Innersync Studio, LTD	\$11,654.20
Integrated Systems Corporation	\$10,771.20
IXL Learning	\$15,331.00
Jessica M. Oladapo	\$25,115.00
Judith Wilson	\$12,112.50
K & M Printing	\$14,658.63
Lake County Dept of Public Works	\$19,523.70
Lake County Educational Service Ctr	\$11,137.50
Lake County Federation Of Teachers	\$122,846.40
Lakeshore Lighting LLC	\$10,200.00
Learning A-Z	\$5,676.25
Learning Without Tears	\$60,389.83
Legat Architects	\$13,775.00

Lexia Learning Systems LLC	\$13,900.00
Libertyville School District #70	\$9,516.95
Lit N Glow Electric Inc	\$8,009.00
Margaret Michelle Marienthal	\$5,900.00
McGraw Hill LLC	\$7,723.10
McGraw-Hill School Education Holdin	\$6,057.79
Media Leaders, LLC	\$15,000.00
Megan Carroll	\$41,806.25
Megan L Carroll	\$28,754.25
Melissa Lynn Strand	\$7,167.00
Menards	\$14,965.80
Midland Paper	\$15,338.40
Midwest Transit Equipment	\$12,961.26
Mitel	\$47,218.34
NCC - Peterson Products	\$99,219.58
Net56	\$16,800.00
Newsela, Inc	\$11,400.00
Nicor Gas	\$62,375.20
Nierman Landscape & Design	\$28,022.46
Northwest Suburban Special Educatio	\$109,922.00
NWEA	\$31,000.00
One Stone Apparel	\$5,991.65
Onyx Asset Services Group LLC	\$51,319.60
Otus, LLC	\$12,810.00
PAHCS II/Northwestern Occ Health	\$5,510.00
Paridad Education Consutling	\$6,400.00
PMA Leasing, INC	\$74,175.12
Pro-Ed, Inc	\$5,085.30
Project Lead the Way	\$8,723.25
Quadient Finance USA, Inc	\$7,188.38
Quill Corp	\$5,249.84
Rabine Mechanical	\$40,150.90
Ray Chevrolet	\$6,066.44
ReadyRefresh by Nestle	\$5,576.80
Renaissance Learning, Inc	\$7,849.94
Riverside Insights	\$14,104.61
Riverside Technologies Inc	\$53,900.00
Safeway Transportation Serv	\$16,192.00
Santander Leasing LLC	\$324,934.00
Savvas Learning Company	\$37,013.63
Scharm Floor Coverings	\$24,700.50

School Specialty	\$14,463.92
Schoolwide Inc	\$48,372.31
Schuring & Schuring, Inc	\$61,278.50
SEDOL	\$624,616.67
SeeSaw	\$10,450.00
Sheraton Grand Chicago, Accounting	\$5,067.76
Skyward, Inc	\$41,804.94
Special Education Services	\$34,119.36
Specialty Fence	\$12,950.00
Specialty Floors, Inc	\$5,490.00
Spectrum Center Inc	\$79,250.88
Speech Path Specialists	\$105,781.00
St Benedict Technology Consortium	\$51,173.00
State Bank Of The Lakes	\$131,378.00
Teacher's Health Insurance Security	\$180,282.90
Teachers Retirement System	\$1,082,475.88
Teaching Strategies LLC	\$74,030.40
Teaching Strategies, LLC	\$13,103.00
Techstar America Corporations	\$63,424.79
The Math Learning Center	\$5,112.25
Topline Transportation	\$29,200.00
United States Treasury	\$1,760,476.99
Upland Construction & Maintenance L	\$109,823.00
Venette Irene Biancalana	\$7,972.67
Vivacity Tech PBC	\$6,719.55
Voya Institutional Trust Company	\$8,589.00
Wisconsin Dept Of Revenue	\$23,288.74
WM Corporate Services, Inc	\$38,317.21

BHSD38 Citizens' Advisory Council Members 2021-2022

NAME	REPRESENTING
Michael Abraham	Parent At-Large
Therese Adams	Primary School Parent
Alexis Aguilar	Parent At-Large
Amanda Bilbrey	Elementary School Parent
Theresa Buschick	Elementary School Parent
Holly Duncan-Byrd	Parent At-Large
Ashley Conklin	Primary School Parent
Bennie Conyers	Primary School Parent
Grace Cruz	Middle School Parent
Stephanie Daniele	Middle School Parent
Tim Dempsey	Elementary School Parent
Emily Dupree	Primary School Parent
Mike Eisenmenger	Parent At-Large
Erik Fries	Middle School Parent
Karen Gatica	Elementary School Parent
Jess Gorrill	Elementary School Parent
Laura Grimes	Middle School Parent
Kristy Kempf	Middle School Parent
Caitlin Layton	Parent At-Large

BHSD38 Citizens' Advisory Council Members 2021-2022

Erin Lessner	Parent At-Large
Lindsay Levine	Middle School Parent
Kristen Livermore	Middle School Parent
Kristie Longino	Elementary School Parent
Amy Luxon	Primary School Parent
Susie Mac Kinnon	Elementary School Parent
Jennifer McSherry	Middle School Parent
Jared Mitchell	Parent At-Large
Mitzi Mitchell	Parent At-Large
Cassie Ortega	Primary School Parent
Jacqui Park	Elementary School Parent
Jon Pfisterer	Elementary School Parent
Chris Plescia	Middle School Parent
Lorie Robanske	Elementary School Parent
Farah Silverberg	Middle School Parent
Nathan Silvers	Middle School Parent
Jason Thomas	Parent At-Large



www.bighollow.us

Big Hollow District Office 26051 W. Nippersink Rd. Ingleside, IL 60041 Phone (847) 740-1490 Fax (847) 740-9172	Big Hollow Primary School (EC-1) 33335 N. Fish Lake Rd. Ingleside, IL 60041 Phone (847) 740-5320 Fax (847) 740-3490	Big Hollow Elementary (2-4) 33315 N. Fish Lake Rd. Ingleside, IL 60041 Phone (847) 740-5321 Fax (847) 740-3795	Big Hollow Middle School (5-8) 26051 W. Nippersink Rd. Ingleside, IL 60041 Phone (847) 740-5322 Fax (847) 740-9021
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Schedule of Citizen’s Advisory Council Meetings

2022-2023 School Year

<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday, September 19, 2022	6:00 p.m.- 8:00 p.m.	Big Hollow Middle School Cafeteria
Monday, October 24, 2022	6:00 p.m.- 8:00 p.m.	Big Hollow Middle School Cafeteria
Monday, January 23, 2023	6:00 p.m.- 8:00 p.m.	Big Hollow Middle School Cafeteria
Monday, February 27, 2023	6:00 p.m.- 8:00 p.m.	Big Hollow Middle School Cafeteria

Big Hollow School District 38

Citizen Advisory Council Objectives for SY 22-23

<u>Objectives</u>	<u>Timeline</u>	<u>Status</u>
Review student enrollments	September 19, 2022	
Review of Assessment Calendar	September 19, 2022	
Strategic Plan update	September 19, 2022	
Review of School Improvement Plans	October 24, 2022	
Update on Big Hollow District 38 financial status	October 24, 2022	
BHSD Data presentation (MAP, IAR, School Report Card)	October 24, 2022	
Technology Update	February 27, 2023	

***Items will be added to this list of objectives as the school year progresses**



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Mr. Robert Gold, Superintendent

Big Hollow District Office
26051 W. Nippersink Rd.
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Fax 847-740-9172

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Fax 847-740-3795

Big Hollow Middle School (5-8)
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Ingleside, IL 60041
Phone 847-740-5322
Fax 847-740-9021

School Board Accounting Procedures and Definition of Terms

FUND

The school district's accounting records, budget and financial report are organized and reported on a fund basis. A fund is established for specific activities and objectives and is operated in accordance with laws, regulations, restrictions or other designated purposes. Each fund is a separate and independent accounting entity with its own assets, liabilities and fund balance.

The following account codes/definitions are provided in the Illinois Program Accounting Manual and are used to designate the nine major funds:

- 10** Educational
- 20** Operations & Maintenance
- 30** Debt Service
- 40** Transportation
- 50** Municipal Retirement/Social Security
- 60** Capital Projects
- 70** Working Cash
- 80** Tort Immunity/Judgment
- 90** Fire Prevention & Safety

Educational Fund (10)

The most varied and the largest volume of transactions will be recorded in this fund. Includes cost of instructional salaries, administration, materials, supplies and equipment. Can also include the salaries of custodian and maintenance personnel.

Operations and Maintenance Fund (20)

All costs of maintaining, improving or repairing school buildings and property, renting buildings and property for school buildings.

Debt Service Fund (30)

Bonds are generally issued to finance the construction of buildings, but may also be issued for other purposes. The bond payments and interest are paid from this fund.

Transportation Fund (40)

All costs for transporting students: Bus driver salaries, fuel, buses, insurance for buses.

Municipal Retirement/Social Security Fund (50)

The district portion for the Illinois Municipal Retirement, Social Security and Medicare payments are made from this fund.

Capital Projects Fund (60)

All of the proceeds of each construction bond issue excluding life safety bonds are deposited into this fund to pay all construction expenses of building additions and capital improvements.

Working Cash Fund (70)

Funds deposited into this fund may be loaned to any fund for which taxes are levied.

Tort Immunity/Judgment Fund (80)

Funds to pay for insurance costs, some attorney fees and judgments against the school district.

Fire Prevention and Safety Fund (90)

Funds deposited into this fund are for fire prevention, safety, energy conservation and school security purposes.

Expenditures

Expenditures are charges estimated to be incurred during the fiscal year. The school district will need to consider fund, function and object classifications when determining expenditures.

Functions:

- **Instruction** - 1000 Series Account Number
The teaching of pupils or the interaction between teacher and pupils.
- **Support Service** - 2000 Series Account Number
Services which provide administrative, technical, and logistical support to facilitate and enhance instruction.
- **Community Services** - 3000 Series Account Number

Services provided by the district for the community as a whole or some segment of the community.

• **Non-programmed Charges** - 4000 Series Account Number

Payments to other districts/joint agreements.

• **Debt Services** - 5000 Series Account Number

Payments for specific debt service activities.

• **Provision for Contingencies** - 6000 Series Account Number

Not an account for recording entries, but the number would be used in the budget as a means of identifying contingency provisions.

Objects:

• **Salaries** - 100 Object Number

Gross salary for personal services rendered while on the payroll of the district.

• **Employee Benefits** - 200 Object Number

Fringe benefits paid by the district on behalf of the employee.

• **Purchased Services** - 300 Object Number

Amounts paid for personal services rendered by personnel who are not district employees, and other services which the district may purchase.

• **Supplies and Materials** - 400 Object Number

Amounts paid for material items of an expendable nature.

• **Capital Outlay** - 500 Object Number

Amounts paid for the acquisition of fixed assets or additions to fixed assets.

• **Other Objects** - 600 Object Number

Amounts for goods and services not otherwise classified above.

• **Transfers** - 700 Object Number

This object does not represent an expenditure: rather, it shows that funds have been transferred in some manner.

• **Tuition** - 800 Object Number

Amounts to reimburse other educational agencies for services rendered to students residing within the district boundaries.

District Type:

- School District
- Joint Agreement

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

Exhibit 11

Tentative Budget: Draft 8/5/22

SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FOR
July 1, 2022 - June 30, 2023

Accounting Basis:

Cash

Unbalanced budget; however, a Deficit Reduction Plan is not required at this time.

Date of Amended Budget:

(MM/DD/YY)

District Name:

Big Hollow SD 38

District RCDT No:

34-049-0380-02

If your FY2022 AFR states that you need to do a deficit reduction plan and your FY2023 budget is balanced, please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of Big Hollow SD 38, County of Lake, State of Illinois, for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023.

WHEREAS the Board of Education of Big Hollow SD 38, County of Lake, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the ____ day of _____, 20____, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

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

Section 1: That the fiscal year of this school district be and the same hereby is fixed and declared to be beginning July 1, 2022 and ending June 30, 2023.

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

ADOPTION OF BUDGET

The budget shall be approved and signed below by members of the School Board. Adopted this ____ day of _____, 20____ by a roll call vote of ____ Yeas, and ____ Nays, to wit:

** MEMBERS VOTING YEA:	** MEMBERS VOTING NAY:

* Based on the 23 Illinois Administrative Code-Part 100 and inconformity with Section 17-1 of the School Code.
 ** Type in the members who voted "YEA" nor "NAY". Actual school board member signatures are not required for electronic submission.
 (1) A certified copy of this document must be filed with the county clerk within 30 days of adoption as required by Section 18-50 of the Property Tax Code (35 ILCS 200/18-50).
 (2) Districts are required to submit the adopted/amended budget electronically to ISBE within 30 days of adoption or by October 30, whichever comes first. Budgets are submitted to School Finance Report (SFR): <https://sec1.isbe.net/attachmgr/default.aspx>
 Please type the member signatures before submitting to ISBE. We do not accept PDF copies.

BUDGET SUMMARY

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
3	ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds) ¹ as of July 1, 2022		5,020,863	1,502,275	2,952,714	940,287	308,204	2,026,233	1,463,742	37,943	0	
4	RECEIPTS/REVENUES (without Student Activity Funds)											
5	LOCAL SOURCES	1000	9,445,900	1,427,000	5,092,000	690,792	572,800	77,000	99,500	209,000	0	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
7	STATE SOURCES	3000	7,057,264	0	0	732,883	0	0	0	0	0	
8	FEDERAL SOURCES	4000	1,500,577	50,000	0	0	0	0	0	0	0	
9	Total Direct Receipts/Revenues ⁸		18,003,741	1,477,000	5,092,000	1,423,675	572,800	77,000	99,500	209,000	0	
10	Receipts/Revenues for "On Behalf" Payments ²	3998										
11	Total Receipts/Revenues		18,003,741	1,477,000	5,092,000	1,423,675	572,800	77,000	99,500	209,000	0	
12	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)											
13	INSTRUCTION	1000	12,359,473				243,400				0	
14	SUPPORT SERVICES	2000	6,584,006	1,742,715		1,770,400	415,945	145,000			247,000	0
15	COMMUNITY SERVICES	3000	4,420	0		0	50				0	
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	653,500	75,000	0	0	25,000	0			0	0
17	DEBT SERVICES	5000	0	0	5,202,327	0	0				0	0
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0			0	0
19	Total Direct Disbursements/Expenditures ⁹		19,601,399	1,817,715	5,202,327	1,770,400	684,395	145,000			247,000	0
20	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0			0	0
21	Total Disbursements/Expenditures		19,601,399	1,817,715	5,202,327	1,770,400	684,395	145,000			247,000	0
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(1,597,658)	(340,715)	(110,327)	(346,725)	(111,595)	(68,000)	99,500	(38,000)	0	
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)											
25	PERMANENT TRANSFER FROM VARIOUS FUNDS											
26	Abolishment the Working Cash Fund ¹⁶	7110										
27	Abatement of the Working Cash Fund ¹⁶	7110										
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130										
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3a} Proceeds to Debt Service Fund	7170			0							
34	SALE OF BONDS (7200)											
35	Principal on Bonds Sold ⁴	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets ⁵	7300										
39	Transfer to Debt Service to Pay Principal on GASB 87 Leases	7400			0							
40	Transfer to Debt Service to Pay Interest on GASB 87 Leases	7500			0							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						0				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990										
46	Total Other Sources of Funds ⁸		0	0	0	0	0	0	0	0	0	0

BUDGET SUMMARY

1	A	B	C	D	E	F	G	H	I	J	K	L
	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
47	OTHER USES OF FUNDS (8000)											
49	TRANSFER TO VARIOUS OTHER FUNDS (8100)											
50	Abolishment or Abatement of the Working Cash Fund ¹⁶	8110							0			
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130										
53	Transfer of Interest ⁶	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150										
55	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	8160										
56	Transfer of Excess Accumulated Fire Prev & Safety Bond ^{3a} and Int Proceeds to Debt Service Fund	8170										
57	Taxes Pledged to Pay Principal on GASB 87 Leases	8410										
58	Grants/Reimbursements Pledged to Pay Principal on GASB 87 Leases	8420										
59	Other Revenues Pledged to Pay Principal on GASB 87 Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on GASB 87 Leases	8440										
61	Taxes Pledged to Pay Interest on GASB 87 Leases	8510										
62	Grants/Reimbursements Pledged to Pay Interest on GASB 87 Leases	8520										
63	Other Revenues Pledged to Pay Interest on GASB 87 Leases	8530										
64	Fund Balance Transfers Pledged to Pay Interest on GASB 87 Leases	8540										
65	Taxes Pledged to Pay Principal on Revenue Bonds	8610										
66	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620										
67	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630										
68	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640										
69	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
70	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
71	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
72	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
73	Taxes Transferred to Pay for Capital Projects	8810										
74	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
75	Other Revenues Pledged to Pay for Capital Projects	8830										
76	Fund Balance Transfers Pledged to Pay for Capital Projects	8840										
77	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
78	Other Uses Not Classified Elsewhere	8990										
79	Total Other Uses of Funds ⁹		0	0	0	0	0	0	0	0	0	0
80	Total Other Sources/Uses of Fund		0	0	0	0	0	0	0	0	0	0
81	ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2023		3,423,205	1,161,560	2,842,387	593,562	196,609	1,958,233	1,563,242	(57)	0	
82												
83	Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2022		19,054									
84	RECEIPTS/REVENUES (For Student Activity Funds)											
85	Total Student Activity Direct Receipts/Revenues (Local Sources)	1799	0									
86	DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)											
87	Total Student Activity Direct Disbursements/Expenditures	1999	0									
88	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		0									
89	Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2023		19,054									
90												

BUDGET SUMMARY

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
91	Total ESTIMATED BEGINNING FUND BALANCE (All Sources Including Student Activity Funds) as of July 1, 2022		5,039,917	1,502,275	2,952,714	940,287	308,204	2,026,233	1,463,742	37,943	0	
92	RECEIPTS/REVENUES (All Sources with Student Activity Funds)											
93	LOCAL SOURCES	1000	9,445,900	1,427,000	5,092,000	690,792	572,800	77,000	99,500	209,000	0	
94	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
95	STATE SOURCES	3000	7,057,264	0	0	732,883	0	0	0	0	0	
96	FEDERAL SOURCES	4000	1,500,577	50,000	0	0	0	0	0	0	0	
97	Total Direct Receipts/Revenues ⁸		18,003,741	1,477,000	5,092,000	1,423,675	572,800	77,000	99,500	209,000	0	
98	Receipts/Revenues for "On Behalf" Payments ²	3998	0	0	0	0	0	0		0	0	
99	Total Receipts/Revenues		18,003,741	1,477,000	5,092,000	1,423,675	572,800	77,000	99,500	209,000	0	
100	DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
101	INSTRUCTION	1000	12,359,473				243,400			0		
102	SUPPORT SERVICES	2000	6,584,006	1,742,715		1,770,400	415,945	145,000		247,000	0	
103	COMMUNITY SERVICES	3000	4,420	0		0	50			0		
104	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	653,500	75,000	0	0	25,000	0		0	0	
105	DEBT SERVICES	5000	0	0	5,202,327	0	0			0	0	
106	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
107	Total Direct Disbursements/Expenditures ⁹		19,601,399	1,817,715	5,202,327	1,770,400	684,395	145,000		247,000	0	
108	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
109	Total Disbursements/Expenditures		19,601,399	1,817,715	5,202,327	1,770,400	684,395	145,000		247,000	0	
110	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(1,597,658)	(340,715)	(110,327)	(346,725)	(111,595)	(68,000)	99,500	(38,000)	0	
111	OTHER SOURCES/USES OF FUNDS											
112	OTHER SOURCES OF FUNDS (7000)											
113	Total Other Sources of Funds ⁸		0	0	0	0	0	0	0	0	0	
114	OTHER USES OF FUNDS (8000)											
116	Total Other Uses of Funds ⁹		0	0	0	0	0	0	0	0	0	
117	Total Other Sources/Uses of Fund		0	0	0	0	0	0	0	0	0	
118	ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2023		3,442,259	1,161,560	2,842,387	593,562	196,609	1,958,233	1,563,242	(57)	0	
119												
120	SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)											
121			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
122	Description	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	Total By Object
123	Object Name											
124	Salaries	100	13,641,252	594,000		978,600		0		0	0	15,213,852
125	Employee Benefits	200	1,713,510	60,815		31,100	684,395	0		0	0	2,489,820
126	Purchased Services	300	1,163,891	675,400	1,000	159,000		10,000		247,000	0	2,256,291
127	Supplies & Materials	400	1,384,472	487,500		203,500		0		0	0	2,075,472
128	Capital Outlay	500	308,000	0		0		135,000		0	0	443,000
129	Other Objects	600	1,353,274	0	5,201,327	398,200	0	0		0	0	6,952,801
130	Non-Capitalized Equipment	700	37,000	0		0		0		0	0	37,000
131	Termination Benefits	800	0	0		0				0		0
132	Total Expenditures		19,601,399	1,817,715	5,202,327	1,770,400	684,395	145,000		247,000	0	29,468,236

SUMMARY OF CASH TRANSACTIONS

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	BEGINNING CASH BALANCE ON HAND (without Student Activity Funds)⁷ as of July 1, 2022		5,020,863	1,502,275	2,952,714	940,287	308,204	2,026,233	1,463,742	37,943	0
4	Total Direct Receipts & Other Sources⁸		18,003,741	1,477,000	5,092,000	1,423,675	572,800	77,000	99,500	209,000	0
5	OTHER RECEIPTS										
6	Interfund Loans Payable (Loans from Other Funds)	411									
7	Interfund Loans Receivable (Repayment of Loans)	141									
8	Notes and Warrants Payable	433									
9	Other Current Assets	199									
10	Total Other Receipts		0	0	0	0	0	0	0	0	0
11	Total Direct Receipts, Other Sources, & Other Receipts		18,003,741	1,477,000	5,092,000	1,423,675	572,800	77,000	99,500	209,000	0
12	Total Amount Available		23,024,604	2,979,275	8,044,714	2,363,962	881,004	2,103,233	1,563,242	246,943	0
13	Total Direct Disbursements & Other Uses⁹		19,601,399	1,817,715	5,202,327	1,770,400	684,395	145,000	0	247,000	0
14	OTHER DISBURSEMENTS										
15	Interfund Loans Receivable (Loans to Other Funds) ¹⁰	141									
16	Interfund Loans Payable (Repayment of Loans)	411									
17	Notes and Warrants Payable	433									
18	Other Current Liabilities	499									
19	Total Other Disbursements		0	0	0	0	0	0	0	0	0
20	Total Direct Disbursements, Other Uses, & Other Disbursements		19,601,399	1,817,715	5,202,327	1,770,400	684,395	145,000	0	247,000	0
21	ENDING CASH BALANCE ON HAND (without Student Activity Funds)⁷ as of June 30, 2023		3,423,205	1,161,560	2,842,387	593,562	196,609	1,958,233	1,563,242	(57)	0
22											
23	Activity Funds BEGINNING CASH BALANCE ON HAND⁷ as of July 1, 2022										
24	Total Direct Receipts & Other Sources⁸		0								
25	Total Amount Available		0								
26	Total Direct Disbursements & Other Uses⁹		0								
27	Activity funds ENDING CASH BALANCE ON HAND⁷ as of June 30, 2023		0								
28											
29	Total BEGINNING CASH BALANCE ON HAND (with Student Activity Funds)⁷ as of July 1, 2022		5,020,863	1,502,275	2,952,714	940,287	308,204	2,026,233	1,463,742	37,943	0
30	Total Direct Receipts & Other Sources⁸		18,003,741	1,477,000	5,092,000	1,423,675	572,800	77,000	99,500	209,000	0
31	Total Other Receipts		0	0	0	0	0	0	0	0	0
32	Total Direct Receipts, Other Sources, & Other Receipts		18,003,741	1,477,000	5,092,000	1,423,675	572,800	77,000	99,500	209,000	0
33	Total Amount Available		23,024,604	2,979,275	8,044,714	2,363,962	881,004	2,103,233	1,563,242	246,943	0
34	Total Direct Disbursements & Other Uses⁹		19,601,399	1,817,715	5,202,327	1,770,400	684,395	145,000	0	247,000	0
35	Total Other Disbursements		0	0	0	0	0	0	0	0	0
36	Total Direct Disbursements, Other Uses, & Other Disbursements		19,601,399	1,817,715	5,202,327	1,770,400	684,395	145,000	0	247,000	0
37	Total ENDING CASH BALANCE ON HAND (with Student Activity Funds)⁷ as of June 30, 2023		3,423,205	1,161,560	2,842,387	593,562	196,609	1,958,233	1,563,242	(57)	0

	B	C	D	E	F	G	H	I	J	K	L
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)										
4	AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY	1100									
5	Designated Purposes Levies ¹¹ (1110-1120)	-	8,400,000	1,410,000	5,090,000	655,000	169,000		98,000	209,000	
6	Leasing Purposes Levy ¹²	1130									
7	Special Education Purposes Levy	1140	97,000								
8	FICA and Medicare Only Levies	1150					300,000				
9	Area Vocational Construction Purposes Levy	1160									
10	Summer School Purposes Levy	1170									
11	Other Tax Levies (Describe & Itemize)	1190					23,400				
12	Total Ad Valorem Taxes Levied by District		8,497,000	1,410,000	5,090,000	655,000	492,400	0	98,000	209,000	0
13	PAYMENTS IN LIEU OF TAXES	1200									
14	Mobile Home Privilege Tax	1210									
15	Payments from Local Housing Authority	1220									
16	Corporate Personal Property Replacement Taxes ¹³	1230	200,000				80,000				
17	Other Payments in Lieu of Taxes (Describe & Itemize)	1290									
18	Total Payments in Lieu of Taxes		200,000	0	0	0	80,000	0	0	0	0
19	TUITION	1300									
20	Regular Tuition from Pupils or Parents (In State)	1311	60,000								
21	Regular Tuition from Other Districts (In State)	1312									
22	Regular Tuition from Other Sources (In State)	1313									
23	Regular Tuition from Other Sources (Out of State)	1314									
24	Summer School Tuition from Pupils or Parents (In State)	1321									
25	Summer School Tuition from Other Districts (In State)	1322									
26	Summer School Tuition from Other Sources (In State)	1323									
27	Summer School Tuition from Other Sources (Out of State)	1324									
28	CTE Tuition from Pupils or Parents (In State)	1331									
29	CTE Tuition from Other Districts (In State)	1332									
30	CTE Tuition from Other Sources (In State)	1333									
31	CTE Tuition from Other Sources (Out of State)	1334									
32	Special Education Tuition from Pupils or Parents (In State)	1341									
33	Special Education Tuition from Other Districts (In State)	1342									
34	Special Education Tuition from Other Sources (In State)	1343									
35	Special Education Tuition from Other Sources (Out of State)	1344									
36	Adult Tuition from Pupils or Parents (In State)	1351									
37	Adult Tuition from Other Districts (In State)	1352									
38	Adult Tuition from Other Sources (In State)	1353									
39	Adult Tuition from Other Sources (Out of State)	1354									
40	Total Tuition		60,000								
41	TRANSPORTATION FEES	1400									
42	Regular Transportation Fees from Pupils or Parents (In State)	1411									
43	Regular Transportation Fees from Other Districts (In State)	1412				5,000					
44	Regular Transportation Fees from Other Sources (In State)	1413				10,000					
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415				500					
46	Regular Transportation Fees from Other Sources (Out of State)	1416									
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421									
48	Summer School Transportation Fees from Other Districts (In State)	1422									
49	Summer School Transportation Fees from Other Sources (In State)	1423									
50	Summer School Transportation Fees from Other Sources (Out of State)	1424									
51	CTE Transportation Fees from Pupils or Parents (In State)	1431									
52	CTE Transportation Fees from Other Districts (In State)	1432									
53	CTE Transportation Fees from Other Sources (In State)	1433									
54	CTE Transportation Fees from Other Sources (Out of State)	1434									

ESTIMATED RECEIPTS/REVENUES

1	B	C	D	E	F	G	H	I	J	K	L
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441									
56	Special Education Transportation Fees from Other Districts (In State)	1442									
57	Special Education Transportation Fees from Other Sources (In State)	1443									
58	Special Education Transportation Fees from Other Sources (Out of State)	1444									
59	Adult Transportation Fees from Pupils or Parents (In State)	1451									
60	Adult Transportation Fees from Other Districts (In State)	1452									
61	Adult Transportation Fees from Other Sources (In State)	1453									
62	Adult Transportation Fees from Other Sources (Out of State)	1454									
63	Total Transportation Fees					15,500					
64	EARNINGS ON INVESTMENTS	1500									
65	Interest on Investments	1510	3,000	2,000	2,000	1,000	400	2,000	1,500		
66	Gain or Loss on Sale of Investments	1520									
67	Total Earnings on Investments		3,000	2,000	2,000	1,000	400	2,000	1,500	0	0
68	FOOD SERVICE	1600									
69	Sales to Pupils - Lunch	1611	330,000								
70	Sales to Pupils - Breakfast	1612									
71	Sales to Pupils - A la Carte	1613									
72	Sales to Pupils - Other (Describe & Itemize)	1614									
73	Sales to Adults	1620		2,000							
74	Other Food Service (Describe & Itemize)	1690		36,000							
75	Total Food Service		368,000								
76	DISTRICT/SCHOOL ACTIVITY INCOME	1700									
77	Admissions - Athletic	1711									
78	Admissions - Other	1719									
79	Fees	1720	85,500								
80	Book Store Sales	1730	10,400								
81	Other District/School Activity Revenue (Describe & Itemize)	1790									
82	Student Activity Fund Revenues	1799									
83	Total District/School Activity Income (without Student Activity Funds 1799)		95,900	0							
84	Total District/School Activity Income (with Student Activity Funds 1799)		95,900								
85	TEXTBOOK INCOME	1800									
86	Textbook Rentals - Regular Textbooks	1811	200,000								
87	Textbook Rentals - Summer School Textbooks	1812	9,000								
88	Textbook Rentals - Adult/Continuing Education Textbooks	1813									
89	Textbook Rentals - Other (Describe & Itemize)	1819									
90	Textbook Sales - Regular Textbooks	1821									
91	Textbook Sales - Summer School	1822									
92	Textbook Sales - Adult/Continuing Education	1823									
93	Textbook Sales - Other (Describe & Itemize)	1829									
94	Other Textbook Income (Describe & Itemize)	1890									
95	Total Textbooks		209,000								

	B	C	D	E	F	G	H	I	J	K	L
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
96	OTHER REVENUE FROM LOCAL SOURCES	1900									
97	Rentals	1910		15,000							
98	Contributions and Donations from Private Sources	1920									
99	Impact Fees from Municipal or County Governments	1930						75,000			
100	Services Provided Other Districts	1940									
101	Refund of Prior Years' Expenditures	1950									
102	Payments of Surplus Moneys from TIF Districts	1960									
103	Drivers' Education Fees	1970									
104	Proceeds from Vendors' Contracts	1980	0	0	0	0	0	0	0	0	0
105	School Facility Occupation Tax Proceeds	1983									
106	Payment from Other Districts	1991									
107	Sale of Vocational Projects	1992									
108	Other Local Fees (Describe & Itemize)	1993									
109	Other Local Revenues (Describe & Itemize)	1999	13,000			19,292					
110	Total Other Revenue from Local Sources		13,000	15,000	0	19,292	0	75,000	0	0	0
111	Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)	1000	9,445,900	1,427,000	5,092,000	690,792	572,800	77,000	99,500	209,000	0
112	Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)		9,445,900								
113	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)										
114	Flow-Through Revenue from State Sources	2100									
115	Flow-Through Revenue from Federal Sources	2200									
116	Other Flow-Through Revenue (Describe & Itemize)	2300									
117	Total Flow-Through Receipts/Revenues From One District to Another District	2000	0	0		0	0				
118	RECEIPTS/REVENUES FROM STATE SOURCES (3000)										
119	UNRESTRICTED GRANTS-IN-AID (3001-3099)										
120	Evidence Based Funding Formula (Section 18-8.15)	3001	6,974,809								
121	Reorganization Incentives (Accounts 3005-3021)	3005									
122	Fast Growth District Grants	3030									
123	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099									
124	Total Unrestricted Grants-In-Aid		6,974,809	0	0	0	0	0		0	0
125	RESTRICTED GRANTS-IN-AID (3100-3900)										
126	SPECIAL EDUCATION										
127	Special Education - Private Facility Tuition	3100	60,755								
128	Special Education - Funding for Children Requiring Sp Ed Services	3105									
129	Special Education - Personnel	3110									
130	Special Education - Orphanage - Individual	3120	5,000								
131	Special Education - Orphanage - Summer Individual	3130									
132	Special Education - Summer School	3145									
133	Special Education - Other (Describe & Itemize)	3199	4,000								
134	Total Special Education		69,755	0		0					
135	CAREER AND TECHNICAL EDUCATION (CTE)										
136	CTE - Technical Education - Tech Prep	3200									
137	CTE - Secondary Program Improvement (CTEI)	3220									
138	CTE - WECEP	3225									
139	CTE - Agriculture Education	3235									
140	CTE - Instructor Practicum	3240									
141	CTE - Student Organizations	3270									
142	CTE - Other (Describe & Itemize)	3299									
143	Total Career and Technical Education		0	0			0				

	B	C	D	E	F	G	H	I	J	K	L
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
144	BILINGUAL EDUCATION										
145	Bilingual Education - Downstate - TPI and TBE	3305									
146	Bilingual Education - Downstate - Transitional Bilingual Education	3310									
147	Total Bilingual Education		0				0				
148	State Free Lunch & Breakfast	3360	10,000								
149	School Breakfast Initiative	3365									
150	Driver Education	3370									
151	Adult Education (from ICCB)	3410									
152	Adult Education - Other (Describe & Itemize)	3499									
153	TRANSPORTATION										
154	Transportation - Regular and Vocational	3500				398,106					
155	Transportation - Special Education	3510				334,777					
156	Transportation - Other (Describe & Itemize)	3599									
157	Total Transportation		0	0		732,883	0				
158	Learning Improvement - Change Grants	3610									
159	Scientific Literacy	3660									
160	Truant Alternative/Optional Education	3695									
161	Early Childhood - Block Grant	3705									
162	Chicago General Education Block Grant	3766									
163	Chicago Educational Services Block Grant	3767									
164	School Safety & Educational Improvement Block Grant	3775									
165	Technology - Technology for Success	3780									
166	State Charter Schools	3815									
167	Extended Learning Opportunities - Summer Bridges	3825									
168	Infrastructure Improvements - Planning/Construction	3920									
169	School Infrastructure - Maintenance Projects	3925									
170	Other Restricted Revenue from State Sources (Describe & Itemize)	3999	2,700								
171	Total Restricted Grants-In-Aid		82,455	0	0	732,883	0	0	0	0	0
172	Total Receipts/Revenues from State Sources	3000	7,057,264	0	0	732,883	0	0	0	0	0
173	RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)										
174	UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)										
175	Federal Impact Aid	4001									
176	Other Unrestricted Grants-In-Aid Received from Fed. Govt. (Describe & Itemize)	4009									
177	Total Unrestricted Grants-In-Aid Received Directly from Fed Govt		0	0	0	0	0	0	0	0	0
178	RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)										
179	Head Start	4045									
180	Construction (Impact Aid)	4050									
181	MAGNET	4060									
182	Other Restricted Grants-In-Aid Received from Fed. Govt. (Describe & Itemize)	4090									
183	Total Restricted Grants-In-Aid Received Directly from Federal Govt.		0	0		0	0	0			0
184	RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)										
185	TITLE V										
186	Title V - Flexibility and Accountability	4100									
187	Title V - SEA Projects	4105									
188	Title V - Rural Education Initiative (REI)	4107									
189	Title V - Other (Describe & Itemize)	4199									
190	Total Title V		0	0		0	0				

ESTIMATED RECEIPTS/REVENUES

1	B	C	D	E	F	G	H	I	J	K	L
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
191	FOOD SERVICE										
192	Breakfast Start-Up Expansion	4200									
193	National School Lunch Program	4210	325,000								
194	Special Milk Program	4215									
195	School Breakfast Program	4220	60,000								
196	Summer Food Service Admin/Program	4225									
197	Child and Adult Care Food Program	4226									
198	Fresh Fruit and Vegetables	4240									
199	Food Service - Other (Describe & Itemize)	4299									
200	Total Food Service		385,000				0				
201	TITLE I										
202	Title I - Low Income	4300	191,000								
203	Title I - Low Income - Neglected, Private	4305									
204	Title I - Migrant Education	4340									
205	Title I - Other (Describe & Itemize)	4399									
206	Total Title I		191,000	0		0	0				
207	TITLE IV										
208	Title IV - Student Support & Academic Enrichment Grant	4400									
209	Title IV - 21st Century	4421									
210	Title IV - Other (Describe & Itemize)	4499									
211	Total Title IV		0	0		0	0				
212	FEDERAL - SPECIAL EDUCATION										
213	Federal Special Education - Preschool Flow-Through	4600	5,000								
214	Federal Special Education - Preschool Discretionary	4605									
215	Federal Special Education - IDEA Flow Through	4620	301,495								
216	Federal Special Education - IDEA Room & Board	4625									
217	Federal Special Education - IDEA Discretionary	4630									
218	Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
219	Total Federal Special Education		306,495	0		0	0				
220	CTE - PERKINS										
221	CTE - Perkins-Title III E Tech Prep	4770									
222	CTE - Other (Describe & Itemize)	4799									
223	Total CTE - Perkins		0	0			0				
224	Federal - Adult Education	4810									
225	ARRA - General State Aid - Education Stabilization	4850									
226	ARRA - Title I - Low Income	4851									
227	ARRA - Title I - Neglected, Private	4852									
228	ARRA - Title I - Delinquent, Private	4853									
229	ARRA - Title I - School Improvement (Part A)	4854									
230	ARRA - Title I - School Improvement (Section 1003g)	4855									
231	ARRA - IDEA - Part B - Preschool	4856									
232	ARRA - IDEA - Part B - Flow-Through	4857									
233	ARRA - Title IID - Technology - Formula	4860									
234	ARRA - Title IID - Technology - Competitive	4861									
235	ARRA - McKinney - Vento Homeless Education	4862									
236	ARRA - Child Nutrition Equipment Assistance	4863									
237	Impact Aid Formula Grants	4864									
238	Impact Aid Competitive Grants	4865									
239	Qualified Zone Academy Bond Tax Credits	4866									
240	Qualified School Construction Bond Credits	4867									
241	Build America Bond Tax Credits	4868									
242	Build America Bond Interest Reimbursement	4869									
243	ARRA - General State Aid - Other Government Services Stabilization	4870									

ESTIMATED RECEIPTS/REVENUES

1	B	C	D	E	F	G	H	I	J	K	L
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
244	Other ARRA Funds - II	4871									
245	Other ARRA Funds - III	4872									
246	Other ARRA Funds - IV	4873									
247	Other ARRA Funds - V	4874									
248	ARRA - Early Childhood	4875									
249	Other ARRA Funds - VII	4876									
250	Other ARRA Funds - VIII	4877									
251	Other ARRA Funds - IX	4878									
252	Other ARRA Funds - X	4879									
253	Other ARRA Funds - Ed Job Fund Program	4880									
254	Total Stimulus Programs		0	0	0	0	0	0		0	0
255	Race to the Top Program	4901									
256	Race to the Top - Preschool Expansion Grant	4902									
257	Title III - Instruction for English Learners & Immigrant Students	4905									
258	Title III - English Language Acquisition	4909	25,000								
259	McKinney Education for Homeless Children	4920									
260	Title II - Eisenhower - Professional Development Formula	4930									
261	Title II - Teacher Quality	4932									
262	Federal Charter Schools	4960									
263	State Assessment Grants	4981									
264	Grant for State Assessments and Related Activities	4982									
265	Medicaid Matching Funds - Administrative Outreach	4991	20,000								
266	Medicaid Matching Funds - Fee-For-Service Program	4992	20,000								
267	Other Restricted Grants Received from Fed. Govt. thru State <i>(Describe & Itemize)</i>	4998	553,082	50,000							
268	Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State		1,500,577	50,000	0	0	0	0		0	0
269	TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES	4000	1,500,577	50,000	0	0	0	0	0	0	0
270	TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)		18,003,741	1,477,000	5,092,000	1,423,675	572,800	77,000	99,500	209,000	0
271	TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)		18,003,741								

	B	C	D	E	F	G	H	I	J	K	L
1	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
3	10 - EDUCATIONAL FUND (ED)										
4	INSTRUCTION (ED)	1000									
5	Regular Programs	1100	7,033,700	784,320	10,300	493,600	68,000	4,250	0	0	8,394,170
6	Tuition Payment to Charter Schools	1115									0
7	Pre-K Programs	1125									0
8	Special Education Programs (Functions 1200 - 1220)	1200	1,961,613	205,945	11,000	141,750					2,320,308
9	Special Education Programs Pre-K	1225	215,350	28,400							243,750
10	Remedial and Supplemental Programs K-12	1250	21,834	2,500	30,000	76,550		9,299			140,183
11	Remedial and Supplemental Programs Pre-K	1275									0
12	Adult/Continuing Education Programs	1300									0
13	CTE Programs	1400									0
14	Interscholastic Programs	1500	170,620	3,290	10,350	33,500		10,025			227,785
15	Summer School Programs	1600	108,480	1,585		4,172					114,237
16	Gifted Programs	1650									0
17	Driver's Education Programs	1700									0
18	Bilingual Programs	1800	349,420	64,020	100	5,500					419,040
19	Truant Alternative & Optional Programs	1900	0	0	0	0	0	0	0	0	0
20	Pre-K Programs - Private Tuition	1910									0
21	Regular K-12 Programs Private Tuition	1911									0
22	Special Education Programs K-12 Private Tuition	1912						500,000			500,000
23	Special Education Programs Pre-K Tuition	1913									0
24	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
25	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
26	Adult/Continuing Education Programs Private Tuition	1916									0
27	CTE Programs Private Tuition	1917									0
28	Interscholastic Programs Private Tuition	1918									0
29	Summer School Programs Private Tuition	1919									0
30	Gifted Programs Private Tuition	1920									0
31	Bilingual Programs Private Tuition	1921									0
32	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
33	Student Activity Fund Expenditures	1999									0
34	Total Instruction¹⁴ (Without Student Activity Funds 1999)	1000	9,861,017	1,090,060	61,750	755,072	68,000	523,574	0	0	12,359,473
35	Total Instruction¹⁴ (With Student Activity Funds 1999)	1000	9,861,017	1,090,060	61,750	755,072	68,000	523,574	0	0	12,359,473
36	SUPPORT SERVICES (ED)	2000									
37	Support Services - Pupil	2100									
38	Attendance & Social Work Services	2110	406,300	37,525							443,825
39	Guidance Services	2120									0
40	Health Services	2130	157,000	14,500	191,200	5,200					367,900
41	Psychological Services	2140	172,000	2,705	125,000						299,705
42	Speech Pathology & Audiology Services	2150	289,235	28,555	19,500	2,500		1,000			340,790
43	Other Support Services - Pupils (Describe & Itemize)	2190	160,500	9,450	50,000						219,950
44	Total Support Services - Pupil	2100	1,185,035	92,735	385,700	7,700	0	1,000	0	0	1,672,170
45	Support Services - Instructional Staff	2200									
46	Improvement of Instruction Services	2210			170,741	10,700					181,441
47	Educational Media Services	2220	92,000	15,800	500	17,800		400			126,500
48	Assessment & Testing	2230			26,000						26,000
49	Total Support Services - Instructional Staff	2200	92,000	15,800	197,241	28,500	0	400	0	0	333,941
50	Support Services - General Administration	2300									
51	Board of Education Services	2310			152,850	19,300		37,000			209,150
52	Executive Administration Services	2320	322,000	94,430	7,100	18,000		3,100			444,630
53	Special Area Administration Services	2330	84,000	20,100				1,400			105,500
54	Tort Immunity Services	2361, 2365	0	0	0	0	0	0	0	0	0
55	Total Support Services - General Administration	2300	406,000	114,530	159,950	37,300	0	41,500	0	0	759,280

	B	C	D	E	F	G	H	I	J	K	L
1	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
56	Support Services - School Administration	2400									
57	Office of the Principal Services	2410	1,062,500	237,225	6,500	15,500		3,500			1,325,225
58	Other Support Services - School Administration <i>(Describe & Itemize)</i>	2490									0
59	Total Support Services - School Administration	2400	1,062,500	237,225	6,500	15,500	0	3,500	0	0	1,325,225
60	Support Services - Business	2500									
61	Direction of Business Support Services	2510									0
62	Fiscal Services	2520	300,000	22,250	30,000	2,900		2,000			357,150
63	Operation & Maintenance of Plant Services	2540			132,000		240,000	2,000			374,000
64	Pupil Transportation Services	2550									0
65	Food Services	2560	327,700	37,740	11,500	421,500		1,500			799,940
66	Internal Services	2570									0
67	Total Support Services - Business	2500	627,700	59,990	173,500	424,400	240,000	5,500	0	0	1,531,090
68	Support Services - Central	2600									
69	Direction of Central Support Services	2610	344,000	94,125	650	4,200		700			443,675
70	Planning, Research, Development & Evaluation Services	2620			26,000						26,000
71	Information Services	2630	59,500	8,625							68,125
72	Staff Services	2640									0
73	Data Processing Services	2660			149,100	111,300		127,100	37,000		424,500
74	Total Support Services - Central	2600	403,500	102,750	175,750	115,500	0	127,800	37,000	0	962,300
75	Other Support Services - Misc. <i>(Describe & Itemize)</i>	2900									0
76	Total Support Services	2000	3,776,735	623,030	1,098,641	628,900	240,000	179,700	37,000	0	6,584,006
77	COMMUNITY SERVICES (ED)	3000	3,500	420		500					4,420
78	PAYMENTS TO OTHER DIST & GOVT UNITS (ED)	4000									
79	Payments to Other Dist & Govt Units (In-State)	4100									
80	Payments for Regular Programs	4110									0
81	Payments for Special Education Programs	4120			3,500						3,500
82	Payments for Adult/Continuing Education Programs	4130									0
83	Payments for CTE Programs	4140									0
84	Payments for Community College Programs	4170									0
85	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
86	Total Payments to Other Dist & Govt Units (In-State)	4100			3,500			0			3,500
87	Payments for Regular Programs - Tuition	4210									0
88	Payments for Special Education Programs - Tuition	4220						650,000			650,000
89	Payments for Adult/Continuing Education Programs - Tuition	4230									0
90	Payments for CTE Programs - Tuition	4240									0
91	Payments for Community College Programs - Tuition	4270									0
92	Payments for Other Programs - Tuition	4280									0
93	Other Payments to In-State Govt Units - Tuition <i>(Describe & Itemize)</i>	4290									0
94	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						650,000			650,000
95	Payments for Regular Programs - Transfers	4310									0
96	Payments for Special Education Programs - Transfers	4320									0
97	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
98	Payments for CTE Programs - Transfers	4340									0
99	Payments for Community College Program - Transfers	4370									0
100	Payments for Other Programs - Transfers	4380									0
101	Other Payments to In-State Govt Units - Transfers <i>(Describe & Itemize)</i>	4390									0
102	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
103	Payments to Other Dist & Govt Units (Out of State)	4400									0
104	Total Payments to Other Dist & Govt Units	4000			3,500			650,000			653,500

	B	C	D	E	F	G	H	I	J	K	L
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
105	DEBT SERVICE (ED)	5000									
106	Debt Service - Interest on Short-Term Debt	5100									
107	Tax Anticipation Warrants	5110									0
108	Tax Anticipation Notes	5120									0
109	Corporate Personal Property Repl Tax Anticipated Notes	5130									0
110	State Aid Anticipation Certificates	5140									0
111	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
112	Total Debt Service - Interest on Short-Term Debt	5100						0			0
113	Debt Service - Interest on Long-Term Debt	5200									0
114	Total Debt Service	5000						0			0
115	PROVISION FOR CONTINGENCIES (ED)	6000									0
116	Total Direct Disbursements/Expenditures (without Student Activity Funds (1999))		13,641,252	1,713,510	1,163,891	1,384,472	308,000	1,353,274	37,000	0	19,601,399
117	Total Direct Disbursements/Expenditures (with Student Activity Funds (1999))		13,641,252	1,713,510	1,163,891	1,384,472	308,000	1,353,274	37,000	0	19,601,399
118	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (without Student Activity Funds 1999)										(1,597,658)
119	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (with Student Activity Funds 1999)										(1,597,658)
120											
121	20 - OPERATIONS AND MAINTENANCE FUND (O&M)										
122	SUPPORT SERVICES (O&M)	2000									
123	Support Services - Pupil	2100									
124	Other Support Services - Pupils <i>(Describe & Itemize)</i>	2190									0
125	Support Services - Business	2500									
126	Direction of Business Support Services	2510									0
127	Facilities Acquisition & Construction Services	2530									0
128	Operation & Maintenance of Plant Services	2540	594,000	60,815	600,400	487,500					1,742,715
129	Pupil Transportation Services	2550									0
130	Food Services	2560									0
131	Total Support Services - Business	2500	594,000	60,815	600,400	487,500	0	0	0	0	1,742,715
132	Other Support Services - Misc. <i>(Describe & Itemize)</i>	2900									0
133	Total Support Services	2000	594,000	60,815	600,400	487,500	0	0	0	0	1,742,715
134	COMMUNITY SERVICES (O&M)	3000									0
135	PAYMENTS TO OTHER DIST & GOVT UNITS (O&M)	4000									
136	Payments to Other Dist & Govt Units (In-State)	4100									
137	Payments for Regular Programs	4110									0
138	Payments for Special Education Programs	4120			75,000						75,000
139	Payments for CTE Program	4140									0
140	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
141	Total Payments to Other Dist & Govt Units (In-State)	4100			75,000			0			75,000
142	Payments to Other Dist & Govt Units (Out of State) ¹⁴	4400									0
143	Total Payments to Other Dist & Govt Unit	4000			75,000			0			75,000
144	DEBT SERVICE (O&M)	5000									
145	Debt Service - Interest on Short-Term Debt	5100									
146	Tax Anticipation Warrants	5110									0
147	Tax Anticipation Notes	5120									0
148	Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
149	State Aid Anticipation Certificates	5140									0
150	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
151	Total Debt Service - Interest on Short-Term Debt	5100						0			0
152	Debt Service - Interest on Long-Term Debt	5200									0
153	Total Debt Service	5000						0			0
154	PROVISION FOR CONTINGENCIES (O&M)	6000									0
155	Total Direct Disbursements/Expenditures		594,000	60,815	675,400	487,500	0	0	0	0	1,817,715
156	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(340,715)
157											

	B	C	D	E	F	G	H	I	J	K	L
1	Description: Enter Whole Numbers Only	Func #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
158	30 - DEBT SERVICE FUND (DS)										
159	PAYMENTS TO OTHER DIST & GOVT UNITS (DS)	4000									
160	Payments to Other Dist & Govt Units (In-State)	4100									
161	Payments for Regular Programs	4110									0
162	Payments for Special Education Programs	4120									0
163	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
164	Total Payments to Other Dist & Govt Units (In-State)	4000						0			0
165	DEBT SERVICE (DS)	5000									
166	Debt Service - Interest on Short-Term Debt	5100									
167	Tax Anticipation Warrants	5110									0
168	Tax Anticipation Notes	5120									0
169	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
170	State Aid Anticipation Certificates	5140									0
171	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
172	Total Debt Service - Interest On Short-Term Debt	5100						0			0
173	Debt Service - Interest on Long-Term Debt	5200						3,437,177			3,437,177
174	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) <i>(Describe & Itemize)</i>	5300						1,764,150			1,764,150
175	Debt Service - Other <i>(Describe & Itemize)</i>	5400			1,000						1,000
176	Total Debt Service	5000			1,000			5,201,327			5,202,327
177	PROVISION FOR CONTINGENCIES (DS)	6000									0
178	Total Direct Disbursements/Expenditures				1,000			5,201,327			5,202,327
179	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(110,327)
180											
181	40 - TRANSPORTATION FUND (TR)										
182	SUPPORT SERVICES (TR)	2000									
183	Support Services - Pupils	2100									
184	Other Support Services - Pupils <i>(Describe & Itemize)</i>	2190									0
185	Support Services - Business										
186	Pupil Transportation Services	2550	978,600	31,100	159,000	203,500		398,200			1,770,400
187	Other Support Services - Business <i>(Describe & Itemize)</i>	2900									0
188	Total Support Services	2000	978,600	31,100	159,000	203,500	0	398,200	0	0	1,770,400
189	COMMUNITY SERVICES (TR)	3000									0
190	PAYMENTS TO OTHER DIST & GOVT UNITS (TR)	4000									
191	Payments to Other Dist & Govt Units (In-State)	4100									
192	Payments for Regular Program	4110									0
193	Payments for Special Education Programs	4120									0
194	Payments for Adult/Continuing Education Programs	4130									0
195	Payments for CTE Programs	4140									0
196	Payments for Community College Programs	4170									0
197	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
198	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
199	Payments to Other Dist & Govt Units (Out-of-State) <i>(Describe & Itemize)</i>	4400									0
200	Total Payments to Other Dist & Govt Units	4000			0			0			0
201	DEBT SERVICE (TR)	5000									
202	Debt Service - Interest on Short-Term Debt	5100									
203	Tax Anticipation Warrants	5110									0
204	Tax Anticipation Notes	5120									0
205	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
206	State Aid Anticipation Certificates	5140									0
207	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
208	Total Debt Service - Interest On Short-Term Debt	5100						0			0
209	Debt Service - Interest on Long-Term Debt	5200									0

	B	C	D	E	F	G	H	I	J	K	L
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
210	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300									0
211	Debt Service - Other (Describe & Itemize)	5400									0
212	Total Debt Service	5000						0			0
213	PROVISION FOR CONTINGENCIES (TR)	6000									0
214	Total Direct Disbursements/Expenditures		978,600	31,100	159,000	203,500	0	398,200	0	0	1,770,400
215	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(346,725)
216											
217	50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)										
218	INSTRUCTION (MR/SS)	1000									
219	Regular Program	1100		110,750							110,750
220	Pre-K Programs	1125									0
221	Special Education Programs (Functions 1200-1220)	1200		113,110							113,110
222	Special Education Programs Pre-K	1225		3,000							3,000
223	Remedial and Supplemental Programs K-12	1250		2,850							2,850
224	Remedial and Supplemental Programs Pre-K	1275									0
225	Adult/Continuing Education Programs	1300									0
226	CTE Programs	1400									0
227	Interscholastic Programs	1500		4,140							4,140
228	Summer School Programs	1600		3,175							3,175
229	Gifted Programs	1650									0
230	Driver's Education Programs	1700									0
231	Bilingual Programs	1800		6,375							6,375
232	Truant Alternative & Optional Programs	1900									0
233	Total Instruction	1000		243,400							243,400
234	SUPPORT SERVICES (MR/SS)	2000									
235	Support Services - Pupil	2100									
236	Attendance & Social Work Services	2110		5,400							5,400
237	Guidance Services	2120									0
238	Health Services	2130		14,000							14,000
239	Psychological Services	2140		2,800							2,800
240	Speech Pathology & Audiology Services	2150		4,325							4,325
241	Other Support Services - Pupils (Describe & Itemize)	2190		15,200							15,200
242	Total Support Services - Pupil	2100		41,725							41,725
243	Support Services - Instructional Staff	2200									
244	Improvement of Instruction Services	2210									0
245	Educational Media Services	2220		14,020							14,020
246	Assessment & Testing	2230									0
247	Total Support Services - Instructional Staff	2200		14,020							14,020
248	Support Services - General Administration	2300									
249	Board of Education Services	2310									0
250	Executive Administration Services	2320		5,200							5,200
251	Special Area Administrative Services	2330		1,300							1,300
252	Claims Paid from Self Insurance Fund	2361									0
253	Risk Management and Claims Services Payments	2365									0
254	Total Support Services - General Administration	2300		6,500							6,500
255	Support Services - School Administration	2400									
256	Office of the Principal Services	2410		48,000							48,000
257	Other Support Services - School Administration (Describe & Itemize)	2490									0
258	Total Support Services - School Administration	2400		48,000							48,000

1	B	C	D	E	F	G	H	I	J	K	L
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
259	Support Services - Business	2500									
260	Direction of Business Support Services	2510									0
261	Fiscal Services	2520		42,500							42,500
262	Facilities Acquisition & Construction Services	2530									0
263	Operation & Maintenance of Plant Service	2540		60,300							60,300
264	Pupil Transportation Services	2550		132,325							132,325
265	Food Services	2560		48,125							48,125
266	Internal Services	2570									0
267	Total Support Services - Business	2500		283,250							283,250
268	Support Services - Central	2600									
269	Direction of Central Support Services	2610		6,850							6,850
270	Planning, Research, Development & Evaluation Services	2620									0
271	Information Services	2630		15,600							15,600
272	Staff Services	2640									0
273	Data Processing Services	2660									0
274	Total Support Services - Central	2600		22,450							22,450
275	Other Support Services - Misc. (Describe & Itemize)	2900									0
276	Total Support Services	2000		415,945							415,945
277	COMMUNITY SERVICES (MR/SS)	3000		50							50
278	PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)	4000									
279	Payments for Regular Programs	4110									0
280	Payments for Special Education Programs	4120		25,000							25,000
281	Payments for CTE Programs	4140									0
282	Total Payments to Other Dist & Govt Units	4000		25,000							25,000
283	DEBT SERVICE (MR/SS)	5000									
284	Debt Service - Interest on Short-Term Debt	5100									
285	Tax Anticipation Warrants	5110									0
286	Tax Anticipation Notes	5120									0
287	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
288	State Aid Anticipation Certificates	5140									0
289	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
290	Total Debt Service	5000						0			0
291	PROVISION FOR CONTINGENCIES (MR/SS)	6000									0
292	Total Direct Disbursements/Expenditures			684,395				0			684,395
293	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(111,595)
294											
295	60 - CAPITAL PROJECTS (CP)										
296	SUPPORT SERVICES (CP)	2000									
297	Support Services - Business										
298	Facilities Acquisition & Construction Services	2530			10,000		135,000				145,000
299	Other Support Services - Business (Describe & Itemize)	2900									0
300	Total Support Services	2000	0	0	10,000	0	135,000	0	0		145,000
301	PAYMENTS TO OTHER DIST & GOVT UNITS (CP)	4000									
302	Payments to Other Dist & Govt Units (In-State)	4100									
303	Payments to Regular Programs	4110									0
304	Payment for Special Education Programs	4120									0
305	Payment for CTE Programs	4140									0
306	Payments to Other Govt Units - Programs (In-State) (Describe & Itemize)	4190									0
307	Total Payments to Other Districts & Govt Units	4000			0			0			0
308	PROVISION FOR CONTINGENCIES (CP)	6000									0
309	Total Direct Disbursements/Expenditures		0	0	10,000	0	135,000	0	0		145,000
310	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(68,000)
311											
312	70 WORKING CASH FUND (WC)										
313											
314	80 - TORT FUND (TF)										

	B	C	D	E	F	G	H	I	J	K	L
1	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
315	INSTRUCTION (TF)	1000									
316	Regular Programs	1100	0	0	0	0	0	0	0	0	0
317	Tuition Payment to Charter Schools	1115									0
318	Pre-K Programs	1125									0
319	Special Education Programs (Functions 1200 - 1220)	1200									0
320	Special Education Programs Pre-K	1225									0
321	Remedial and Supplemental Programs K-12	1250									0
322	Remedial and Supplemental Programs Pre-K	1275									0
323	Adult/Continuing Education Programs	1300									0
324	CTE Programs	1400									0
325	Interscholastic Programs	1500									0
326	Summer School Programs	1600									0
327	Gifted Programs	1650									0
328	Driver's Education Programs	1700									0
329	Bilingual Programs	1800									0
330	Truant Alternative & Optional Programs	1900	0	0	0	0	0	0	0	0	0
331	Pre-K Programs - Private Tuition	1910									0
332	Regular K-12 Programs Private Tuition	1911									0
333	Special Education Programs K-12 Private Tuition	1912									0
334	Special Education Programs Pre-K Tuition	1913									0
335	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
336	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
337	Adult/Continuing Education Programs Private Tuition	1916									0
338	CTE Programs Private Tuition	1917									0
339	Interscholastic Programs Private Tuition	1918									0
340	Summer School Programs Private Tuition	1919									0
341	Gifted Programs Private Tuition	1920									0
342	Bilingual Programs Private Tuition	1921									0
343	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
344	Total Instruction¹⁴	1000	0	0	0	0	0	0	0	0	0
345	SUPPORT SERVICES (TF)	2000									
346	Support Services - Pupil	2100									
347	Attendance & Social Work Services	2110									0
348	Guidance Services	2120									0
349	Health Services	2130									0
350	Psychological Services	2140									0
351	Speech Pathology & Audiology Services	2150									0
352	Other Support Services - Pupils (Describe & Itemize)	2190									0
353	Total Support Services - Pupil	2100	0	0	0	0	0	0	0	0	0
354	Support Services - Instructional Staff	2200									
355	Improvement of Instruction Services	2210									0
356	Educational Media Services	2220									0
357	Assessment & Testing	2230									0
358	Total Support Services - Instructional Staff	2200	0	0	0	0	0	0	0	0	0
359	Support Services - General Administration	2300									
360	Board of Education Services	2310									0
361	Executive Administration Services	2320									0
362	Special Area Administration Services	2330									0
363	Claims Paid from Self Insurance Fund	2361									0
364	Risk Management and Claims Services Payments	2365			247,000						247,000
365	Total Support Services - General Administration	2300	0	0	247,000	0	0	0	0	0	247,000

1	B	C	D	E	F	G	H	I	J	K	L
2	Description: Enter Whole Numbers Only	Func#	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
366	Support Services - School Administration	2400									
367	Office of the Principal Services	2410									0
368	Other Support Services - School Administration <i>(Describe & Itemize)</i>	2490									0
369	Total Support Services - School Administration	2400	0	0	0	0	0	0	0	0	0
370	Support Services - Business	2500									
371	Direction of Business Support Services	2510									0
372	Fiscal Services	2520									0
373	Facilities Acquisition & Construction Services	2530									0
374	Operation & Maintenance of Plant Services	2540									0
375	Pupil Transportation Services	2550									0
376	Food Services	2560									0
377	Internal Services	2570									0
378	Total Support Services - Business	2500	0	0	0	0	0	0	0	0	0
379	Support Services - Central	2600									
380	Direction of Central Support Services	2610									0
381	Planning, Research, Development & Evaluation Services	2620									0
382	Information Services	2630									0
383	Staff Services	2640									0
384	Data Processing Services	2660									0
385	Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
386	Other Support Services - Misc. <i>(Describe & Itemize)</i>	2900									0
387	Total Support Services	2000	0	0	247,000	0	0	0	0	0	247,000
388	COMMUNITY SERVICES (TF)	3000									0
389	PAYMENTS TO OTHER DIST & GOVT UNITS (TF)	4000									
390	Payments to Other Dist & Govt Units (In-State)	4100									
391	Payments for Regular Programs	4110									0
392	Payments for Special Education Programs	4120									0
393	Payments for Adult/Continuing Education Programs	4130									0
394	Payments for CTE Programs	4140									0
395	Payments for Community College Programs	4170									0
396	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
397	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
398	Payments for Regular Programs - Tuition	4210									0
399	Payments for Special Education Programs - Tuition	4220									0
400	Payments for Adult/Continuing Education Programs - Tuition	4230									0
401	Payments for CTE Programs - Tuition	4240									0
402	Payments for Community College Programs - Tuition	4270									0
403	Payments for Other Programs - Tuition	4280									0
404	Other Payments to In-State Govt Units - Tuition <i>(Describe & Itemize)</i>	4290									0
405	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
406	Payments for Regular Programs - Transfers	4310									0
407	Payments for Special Education Programs - Transfers	4320									0
408	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
409	Payments for CTE Programs - Transfers	4340									0
410	Payments for Community College Program - Transfers	4370									0
411	Payments for Other Programs - Transfers	4380									0
412	Other Payments to In-State Govt Units - Transfers <i>(Describe & Itemize)</i>	4390									0
413	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
414	Payments to Other Dist & Govt Units (Out of State)	4400									0
415	Total Payments to Other Dist & Govt Units	4000			0			0			0
416	DEBT SERVICE (TF)	5000									
417	Debt Service - Interest on Short-Term Debt										
418	Tax Anticipation Warrants	5110									0
419	Tax Anticipation Notes	5120									0
420	Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
421	State Aid Anticipation Certificates	5140									0
422	Other Interest or Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
423	Debt Service - Interest on Long-Term Debt	5200									0

ESTIMATED DISBURSEMENTS/EXPENDITURES

	B	C	D	E	F	G	H	I	J	K	L
1	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
424	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300									0
425	Debt Service - Other (Describe & Itemize)	5400									0
426	Total Debt Service	5000			0			0			0

1	B	C	D	E	F	G	H	I	J	K	L
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
427	PROVISION FOR CONTINGENCIES (TF)	6000									0
428	Total Direct Disbursements/Expenditures		0	0	247,000	0	0	0	0	0	247,000
429	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(38,000)
431	90 - FIRE PREVENTION & SAFETY FUND (FP&S)										
432	SUPPORT SERVICES (FP&S)	2000									
433	Support Services - Business	2500									
434	Facilities Acquisition & Construction Services	2530									0
435	Operation & Maintenance of Plant Service	2540									0
436	Total Support Services - Business	2500	0	0	0	0	0	0	0		0
437	Other Support Services - Misc. (Describe & Itemize)	2900									0
438	Total Support Services	2000	0	0	0	0	0	0	0		0
439	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S)	4000									
440	Payments to Regular Programs	4110									0
441	Payments to Special Education Programs	4120									0
442	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
443	Total Payments to Other Districts & Govt Units (FPS)	4000						0			0
444	DEBT SERVICE (FP&S)	5000									
445	Debt Service - Interest on Short-Term Debt	5100									
446	Tax Anticipation Warrants	5110									0
447	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
448	Total Debt Service - Interest on Short-Term Debt	5100						0			0
449	Debt Service - Interest on Long-Term Debt	5200									0
450	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300									0
451	Total Debt Service	5000						0			0
452	PROVISIONS FOR CONTINGENCIES (FP&S)	6000									0
453	Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0		0
454	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0

This page is provided for detailed itemizations as requested within the body of the Report.

Please enter notes in "Source of Revenue/Use of Expense" column for the below line items. If page does not list specific revenues/expenditures, no itemization notes are required.

Fund-Account Number		Source of Revenue/Use of Expense	Amount
Estimated Revenues			
50-1190	Other Tax Levies		\$23,400
10-1690	Other Food Service		\$36,000
10-1999	Other Local Revenues		\$13,000
40-1999	Other Local Revenues		\$19,292
10-3199	Special Education - Other		\$4,000
10-3999	Other Restricted Revenue from State Sources		\$2,700
10-4998	Other Restricted Grants Received from Fed. Govt. thru State		\$553,082
20-4998	Other Restricted Grants Received from Fed. Govt. thru State		\$50,000
Estimated Expenditures			
10-2190	Other Support Services - Pupils		\$219,950
30-5300	Debt Service - Payments of Principal on Long-Term Debt		\$1,764,150
30-5400	Debt Service - Other		\$1,000
50-2190	Other Support Services - Pupils		\$15,200

	A	B	C	D	E	F	G
1	DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only (School Districts Only)						
2		Description	EDUCATIONAL FUND (10)	OPERATIONS & MAINTENANCE FUND (20)	TRANSPORTATION FUND (40)	WORKING CASH FUND (70)	TOTAL
3		Direct Revenues	18,003,741	1,477,000	1,423,675	99,500	21,003,916
4		Direct Expenditures	19,601,399	1,817,715	1,770,400		23,189,514
5		Difference	(1,597,658)	(340,715)	(346,725)	99,500	(2,185,598)
6		Estimated Fund Balance - June 30, 2023	3,423,205	1,161,560	593,562	1,563,242	6,741,569
7	Unbalanced budget; however, a Deficit Reduction Plan is not required at this time.						
8	<p><i>A deficit reduction plan is required if the local board of education adopts (or amends) the 2022-2023 school district budget in which the "operating funds" listed above result in direct revenues (line 9, BudgetSum 2-4) being less than direct expenditures (line 19, BudgetSum 2-4) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81, BudgetSum 2-4).</i></p>						
9	<p>Note: The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.</p>						
11	<p>Per School Code (105 ILCS 5/17-1) - If the Deficit AFR Summary Information tab from the 2021-2022 Annual Financial Report (AFR) reflects a deficit as defined above, then the school district shall adopt and submit a deficit reduction plan (found here on page 23-27) to ISBE within 30 days after acceptance of the AFR.</p>						
13	<p>The deficit reduction plan, if required, is developed using ISBE guidelines and format.</p>						
14							
15							

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	C	D	E	F	G	H	I	J	K	L
1	*School Districts Only		DEFICIT REDUCTION PLAN					ESTIMATED BUDGET				
2			ESTIMATED BUDGET					ESTIMATED BUDGET				
3	34049038002		FY2022-2023					FY2023-2024				
4	<i>District Number</i>											
5	Big Hollow SD 38											
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		5,020,863	1,502,275	940,287	1,463,742	8,927,167	3,423,205	1,161,560	593,562	1,563,242	6,741,569
8	RECEIPTS/REVENUES		Acct #									
9	LOCAL SOURCES		1000	9,445,900	1,427,000	690,792	99,500	11,663,192				0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT		2000	0	0	0	0	0				0
11	STATE SOURCES		3000	7,057,264	0	732,883	0	7,790,147				0
12	FEDERAL SOURCES		4000	1,500,577	50,000	0	0	1,550,577				0
13	Total Receipts/Revenues			18,003,741	1,477,000	1,423,675	99,500	21,003,916	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES		Funct #									
15	INSTRUCTION		1000	12,359,473				12,359,473				0
16	SUPPORT SERVICES		2000	6,584,006	1,742,715	1,770,400		10,097,121				0
17	COMMUNITY SERVICES		3000	4,420	0	0		4,420				0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS		4000	653,500	75,000	0		728,500				0
19	DEBT SERVICES		5000	0	0	0		0				0
20	PROVISION FOR CONTINGENCIES		6000	0	0	0		0				0
21	Total Disbursements/Expenditures			19,601,399	1,817,715	1,770,400		23,189,514	0	0	0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures			(1,597,658)	(340,715)	(346,725)	99,500	(2,185,598)	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)			0	0	0	0	0				0
25	OTHER USES OF FUNDS (8000)			0	0	0	0	0				0
26	TOTAL OTHER SOURCES/USES OF FUNDS			0	0	0	0	0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE			3,423,205	1,161,560	593,562	1,563,242	6,741,569	3,423,205	1,161,560	593,562	1,563,242

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	M	N	O	P	Q	R	S	T	U	V
1	*School Districts Only		ESTIMATED BUDGET FY2024-2025					ESTIMATED BUDGET FY2025-2026				
2												
3	34049038002											
4	<i>District Number</i>											
5	Big Hollow SD 38											
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		3,423,205	1,161,560	593,562	1,563,242	6,741,569	3,423,205	1,161,560	593,562	1,563,242	6,741,569
8	RECEIPTS/REVENUES	Acct #										
9	LOCAL SOURCES	1000					0					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0					0
11	STATE SOURCES	3000					0					0
12	FEDERAL SOURCES	4000					0					0
13	Total Receipts/Revenues		0	0	0	0	0	0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #										
15	INSTRUCTION	1000					0					0
16	SUPPORT SERVICES	2000					0					0
17	COMMUNITY SERVICES	3000					0					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0					0
19	DEBT SERVICES	5000					0					0
20	PROVISION FOR CONTINGENCIES	6000					0					0
21	Total Disbursements/Expenditures		0	0	0		0	0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0	0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)							0				
25	OTHER USES OF FUNDS (8000)							0				
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0	0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		3,423,205	1,161,560	593,562	1,563,242	6,741,569	3,423,205	1,161,560	593,562	1,563,242	6,741,569

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	W	X	Y	Z
1	*School Districts Only		SUMMARY BUDGET ADDENDUM - DEFICIT REDUCTION PLAN ESTIMATED BUDGET Date of Adoption: <input type="text"/> (Enter as MM/DD/YY)			
2						
3	34049038002					
4	District Number					
5	Big Hollow SD 38					
6	District Name		FY2022-2023	FY2023-2024	FY2024-2025	FY2025-2026
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		8,927,167	6,741,569	6,741,569	6,741,569
8	RECEIPTS/REVENUES	Acct #				
9	LOCAL SOURCES	1000	11,663,192	0	0	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0
11	STATE SOURCES	3000	7,790,147	0	0	0
12	FEDERAL SOURCES	4000	1,550,577	0	0	0
13	Total Receipts/Revenues		21,003,916	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #				
15	INSTRUCTION	1000	12,359,473	0	0	0
16	SUPPORT SERVICES	2000	10,097,121	0	0	0
17	COMMUNITY SERVICES	3000	4,420	0	0	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	728,500	0	0	0
19	DEBT SERVICES	5000	0	0	0	0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0	0
21	Total Disbursements/Expenditures		23,189,514	0	0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		(2,185,598)	0	0	0
23	OTHER SOURCES/USES OF FUNDS					
24	OTHER SOURCES OF FUNDS (7000)		0	0	0	0
25	OTHER USES OF FUNDS (8000)		0	0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		6,741,569	6,741,569	6,741,569	6,741,569

Deficit Reduction Plan-Background/Assumptions (School Districts Only)
Fiscal Year 2022-2023
through Fiscal Year 2025-2026

Big Hollow SD 38 34049038002

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

1. Background and Narrative of Budget Reductions:

2. Assumptions Used in the Deficit Reduction Plan:

- EBF and Estimated New Tier Funding:

- Equal Assessed Valuation and Tax Rates:

- Employee Salaries and Benefits:

- Short- and Long-Term Borrowing:

- Educational Impact:

- Other Assumptions:

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

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS (School Districts Only)

(For Local Use Only)

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

The worksheet is intended for use during the budgeting process to estimate the district's percent increase of FY2023 budgeted expenditures over actual FY2022 expenditures. Budget information is copied to this page. Insert the prior year estimated actual expenditures to compute the estimated percentage increase (decrease).

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

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

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

School District Name: Big Hollow SD 38
RCDT Number: 34-049-0380-02

Description	Funct. No.	Estimated Actual Expenditures, Fiscal Year 2022				Budgeted Expenditures, Fiscal Year 2023			
		(10) Educational Fund	(20) Operations & Maintenance Fund	(80) Tort Fund	Total	(10) Educational Fund	(20) Operations & Maintenance Fund	(80) Tort Fund	Total
1. Executive Administration Services	2320				0	444,630		0	444,630
2. Special Area Administration Services	2330				0	105,500		0	105,500
3. Other Support Services - School Administration	2490				0	0		0	0
4. Direction of Business Support Services	2510				0	0	0	0	0
5. Internal Services	2570				0	0		0	0
6. Direction of Central Support Services	2610				0	443,675		0	443,675
7. Deduct - Early Retirement or other pension obligations required by state law and included above.					0				0
8. Totals		0	0	0	0	993,805	0	0	993,805
9. Estimated Percent Increase (Decrease) for FY2023 (Budgeted) over FY2022 (Actual)									Enter Actual Data

REPORTING OF PUBLIC VENDOR CONTRACTS OF \$1,000 OR MORE (School Districts Only)

*In accordance with the School Code, Section 10-20.21, all school districts are required to file a report listing 'vendor contracts' as an attachment to their budget. In this context, the term "vendor contracts" refers to "all contracts and agreements that pertain to goods and services that were intended to generate additional revenue and other remunerations for the school district in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services. **The report is to list information regarding such contracts for the fiscal year immediately preceding the fiscal year of the budget.** All such contracts executed on or after July 1, 2007 must be approved by the school board.*

[See: School Code, Section 10-20.21 - Contracts](#)

If more rows are required, select a cell above where you'd like additional rows. Then click "Add Rows" button to the right and enter number of desired rows. Rows will generate beneath the selected cell.

Name of Vendor	Product or Service Provided	Net Revenue	Non-Monetary Remuneration	Purpose of Proceeds	Distribution Method and Recipient of Non-Monetary Remunerations Distributed

Reference Description

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

The proceeds from the sale of school sites, buildings, or other real estate shall be used first to pay the principal and interest on any outstanding bonds on the property being sold, and after all such bonds have been retired, the remaining proceeds from the sale next shall be used by the school board to meet any urgent district needs as determined under Sections 2-3.12 and 17-2.11 of the School Code. Once these issues have been addressed, any remaining proceeds may be used for any other authorized purpose and for deposit into any district fund.
- 6 The School Code, Section 10-22.44 prohibits the transfer of interest earned on the investment of "any funds for purposes of Illinois Municipal Retirement under the Pension Code." This prohibition does not include funds for Social Security and Medicare-only purposes. For additional requirements on interest earnings, see 23 Illinois Administrative Code, Part 100, Section 100.50.
- 7 Cash plus investments must be greater than or equal to zero.
- 8 For cash basis budgets, this total will equal the Budget Summary - Total Direct Receipts/Revenues (Line 9) plus Total Other Sources of Funds (Line 46).
- 9 For cash basis budgets, this total will equal the Budget Summary - Total Direct Disbursements/Expenditures (Line 19) plus Total Other Uses of Funds (Line 79).
- 10 Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).
- 11 Include revenue accounts 1110 through 1115, 1117,1118 & 1120.
- 12 The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.
- 13 Corporate personal property replacement tax revenue must be first applied to the Municipal Retirement/Social Security Fund to replace tax revenue lost due to the abolition of the corporate personal property tax (30 ILCS 115/12). This provision does not apply to taxes levied for Medicare-Only purposes.
- 14 Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.
- 15 Payment towards the retirement of lease/purchase agreements or bonded/other indebtedness (principal only) otherwise reported within the fund - e.g.: alternate revenue bonds. (Describe & Itemize)
- 16 Only abolishment of Working Cash Fund must transfer its funds directly to the Educational Fund upon adoption of a resolution and at the close of the current school Year (see 105 ILCS 5/20-8 for further explanation)
Only abatement of working cash fund can transfer its funds to any fund in most need of money
(see 105 ILCS 5/20-10 for further explanation)

CHECK FOR ERRORS	
This worksheet checks various cells to assure that selected items are in balance.	
Out-of-balance conditions are marked here with an error message.	
<i>Once all errors are corrected: Windows users, click "Save Budget for ISBE" button to the right. Mac users, click File > Save As. Once saved, submit to ISBE.</i>	
Budget Item References	Message
Are all errors corrected?	Please correct errors below
1. Deficit Reduction Plan (DefReductPlan 23-27 tab)	
Is Deficit Reduction Plan Required? (Joint Agreements do not complete Deficit Reduction Plan.)	Deficit Reduction Plan is not required
If required, is Deficit Reduction Plan completed? (DefReductPlan 23-27 tab)	
2. Cover Page (Cover tab)	
District Name must be selected from drop-down. (Cell H13) (Do not type full district name manually.)	OK
Accounting Basis must be selected on Cover sheet.	OK
Dates (Day, Month, Year) must be input on Cover sheet.	ERROR - INPUT DATE(S)
Board Names must be typed on Cover sheet.	ERROR - TYPE BOARD NAMES
3. Budget Summary: Other Sources (BudgetSum 2-4 tab - Acct 7000) must equal Other Uses (BudgetSum 2-4 tab - Acct 8000).	
Estimated Beginning Fund Balance July, 1 2022 for all Funds (Cells C3 - K3) (Line must have a number or zero. Do not leave blank.)	OK
Estimated Activity Fund Beginning Fund Balance July, 1 2022 (Cell C83) (Cell must have a number or zero. Do not leave blank.)	OK
Transfer Among Funds (Funds 10, 20, 40 - Acct 7130 - Cells C29, D29, F29), must equal (Funds 10, 20 & 40 - Acct 8130 - Cells C52, D52, F52).	OK
Transfer of Interest (Funds 10 thru 90 - Acct 7140 - Cells C30:K30), must equal (Funds 10 thru 60, & 80 - Acct 8140 - Cells C53:H53, J53).	OK
Transfer to Debt Service to Pay Principal on GASB 87 Leases (Fund 30 - Acct 7400 - Cell E39) must equal (Funds 10, 20 & 60 - Acct 8400 Cells C57:H60).	OK
Transfer to Debt Service to Pay Interest on GASB 87 Leases (Fund 30 - Acct 7500 - Cell E40) must equal (Funds 10, 20 & 60 - Acct 8500 - Cells C61:H64).	OK
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds (Fund 30 - Acct 7600 - Cell E41) must equal (Funds 10 & 20 - Acct 8600 - Cells C65:D68).	OK
Transfer to Debt Service to Pay Interest on Revenue Bonds (Fund 30 - Acct 7700 - Cell E42) must equal (Funds 10 & 20 - Acct 8700 - Cells C69:D72).	OK
Transfer to Capital Projects Fund (Fund 60 - Acct 7800 - Cell H43) must equal (Fund 10 & 20, Acct 8800 - Cells C73:D76).	OK
4. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2022 (CashSum 5 tab, All Funds) cannot be negative.	
Educational (Fund 10 - Cell C3)	OK
Operations & Maintenance (Fund 20 - Cell D3)	OK
Debt Service (Fund 30 - Cell E3)	OK
Transportation (Fund 40 - Cell F3)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G3)	OK
Capital Projects (Fund 60 - Cell H3)	OK
Working Cash (Fund 70 - Cell I3)	OK
Tort (Fund 80 - Cell J3)	OK
Fire Prevention & Safety (Fund 90 - Cell K3)	OK
Activity Funds (Cell C23)	ERROR - ENTER AMOUNTS. IF ZERO, ENTER NUMBER 0
5. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2023 (CashSum 5 tab - All Funds) cannot be negative.	
Educational (Fund 10 - Cell C21)	OK
Operations & Maintenance (Fund 20 - Cell D21)	OK
Debt Service (Fund 30 - Cell E21)	OK
Transportation (Fund 40 - Cell F21)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G21)	OK
Capital Projects (Fund 60 - Cell H21)	OK
Working Cash (Fund 70 - Cell I21)	OK
Tort (Fund 80 - Cell J21)	CHECK ERROR - NEGATIVE END BALANCE
Fire Prevention & Safety (Fund 90 - Cell K21)	OK
6. Summary of Cash Transactions: Other Receipts (CashSum 5 tab) must equal Other Disbursements (CashSum 5 tab).	
Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C6:H6, J6:K6) must equal Interfund Loans Receivable (Funds 10:20, 40, 70 - Acct 141 - Cells C15:D15, F15, I15).	OK
Interfund Loans Receivable (Funds 10, 20, 40, 70 - Acct 141 - Cells C7:D7, F7, I7) must equal Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C16:H16, J16, K16).	OK
7. Estimated Revenue (EstRev 6-11 tab)	
Amounts must be input for revenue.	OK
8. Estimated Expenditures (EstExp 12-20 tab)	
Amounts must be input for expenditures.	OK
9. Itemization Notes: Revenues/Expenditures reported that require note on Itemize 21 tab.	
Include brief note(s) describing revenue source/expenditure use.	ERROR - INPUT NOTE(S) ON ITEMIZATION 21 TAB

End of Balancing

July 2022 Employment Report

Approve the employment of Mandi Otte, Elementary Lunch Monitor, effective August 22, 2022.

Approve the employment of Megan McArthur, Transportation Driver, effective August 25, 2022.

Approve the employment of Felicia Ramon, Paraprofessional, effective August 22, 2022.

Approve the employment of Kathryn Graf, Transportation Driver and Lunch Monitor, effective August 25, 2022.

Approve the employment of Sherri Bulow, Paraprofessional, effective August 22, 2022.

Approve the employment of Maria Barrera Sanchez, Lunch Monitor, effective August 25, 2022.

Approve the employment of Erin Van Ryswyk, Paraprofessional, effective August 22, 2022.

Approve the employment of Allen Ostrowski, 5-8 PE/Health Teacher, effective August 22, 2022.

Approve the agreement between Speech Path Specialists. Ltd. and Big Hollow School District 38 for Therapy Staffing, effective August 15, 2022.

Approve the personnel change for Kimberly Bella Mampe, from Substitute Health Aide to Safety Paraprofessional, effective August 25, 2022.

Approve the employment of Andrew Bernsee, Safety Paraprofessional, effective August 25, 2022.

Approve the personnel change for Lisa Swiderski, from Substitute to Safety Paraprofessional, effective August 25, 2022.

Approve the Intergovernmental Agreement between ELC and Big Hollow School District 38 effective July 28, 2022.

Approve the employment of Rachel Ford, Middle School PE Teacher, effective August 22, 2022.

Approve the personnel change for Noren Hernandez from Substitute to Middle School Computer Science Teacher, effective August 22, 2022, pending certification.

Approve FMLA for Kristina Vanderwerff, Elementary School Social Worker, effective approximately December 22, 2022 - April 10, 2023.

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Mandi Otte



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor: **Yes**

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **Elementary** Grade/Area: **Grades 2-4**

Start Date: **August 22, 2022** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Donna Krzyzanowski** Title: **Retired Banker**

Name: **Heather Tellez** Title: **Office Manager**

BA BA+15 MA MA+15 MA+30

Years Credited **0** Step

BudgetCode

Total Years Experience **0** Salary/Hourly Rate **\$12.49** (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Megan L McArthur



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Yes Other:

Building: **Elementary Grade/Area: k-8**

Start Date: **8/9/2022** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Tony Greco** Title: **Flight Instructor**

Name: Title:

BA BA+15 MA MA+15 MA+30

Years Credited Step

BudgetCode

Total Years Experience **0** Salary/Hourly Rate **22.00** (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Felicia Ramon



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: **Yes** Secretary: Substitute:

Technology: Transportation: Other:

Building: **Primary** Grade/Area: **am-K pm-PreK**

Start Date: **8/22/2022** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Janie Metzger** Title: **Principal**

Name: **Deb Monroe** Title: **Principal**

BA BA+15 MA MA+15 MA+30

Years Credited **4** Step **5**

BudgetCode

Total Years Experience **4** Salary/Hourly Rate **\$16.95** (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Kathryn Graf



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor: **Yes**

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **Elementary** Grade/Area: **Grades 2-4**

Start Date: **August 25, 2022** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Mark Buckley** Title: **Director**

Name: **Wes Snow** Title: **Pawn Broker**

BA BA+15 MA MA+15 MA+30

Years Credited **0** Step **1**

BudgetCode

Total Years Experience Salary/Hourly Rate **\$12.49** (may be adjusted if circumstances require)

Comments:

Elementary Lunch monitor:

Jackie Laske called references when a recommendation was made for this candidate as one of our bus drivers.

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Sherri Bulow



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select -- Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: **Yes** Secretary: Substitute:

Technology: Transportation: Other:

Building: **primary** Grade/Area: **first grade**

Start Date: **8-22-2022** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Michelle Krueger** Title: **employer**

Name: **Judy Bell** Title: **friend**

BA BA+15 MA MA+15 MA+30

Years Credited **4** Step **5**

BudgetCode

Total Years Experience **5** Salary/Hourly Rate **\$16.95** (may be adjusted if circumstances require)

Comments:

1st grade paraprofessional

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Maria Barrera Sanchez



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor: **Yes**

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **BMHS** Grade/Area: **5-8**

Start Date: **08-25-22** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: Title:

Name: Title:

BA BA+15 MA MA+15 MA+30

Years Credited Step

BudgetCode

Total Years Experience **0** Salary/Hourly Rate (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Erin Van Ryswyk



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: **Yes** Secretary: Substitute:

Technology: Transportation: Other:

Building: **primary** Grade/Area: **kindergarten**

Start Date: **8/22/2022** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Angel Dolbler** Title: **supervisor**

Name: **Lisa Romero** Title: **teacher**

BA BA+15 MA MA+15 MA+30

Years Credited **1** Step **2**

BudgetCode

Total Years Experience **1** Salary/Hourly Rate **\$16.09** (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Allen Ostrowski



ASSIGNMENT

CERTIFIED: Administrator: Teacher: **Yes** If Teacher Please select ~ Gen Ed: **Yes** SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **BHMS** Grade/Area: **5-8 PE/Health**

Start Date: **08-21-22** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Mary Olson** Title: **K-8 PE & School Wellness Facilitator, supervisor**

Name: **Natasha Pierce** Title: **Assistant Principal, supervisor**

BA Yes BA+15 MA MA+15 MA+30

Years Credited **3** Step **4**

BudgetCode

10-3-1120-1100

Total Years Experience **3** Salary/Hourly Rate **\$46,896** (may be adjusted if circumstances require)

Comments:

ESL Endorsement

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

Speech Path Specialists, Ltd.

Speech Path Specialists, Ltd.

Therapy Staffing Agreement

THIS AGREEMENT is made this day of July 7, 2022, by and between Speech Path Specialists, Ltd., 1636 Mulberry Drive, Lake Villa, IL 60046, (hereinafter called SPS) and Big Hollow School District #38, 26501 W. Nippersink, Road, Ingleside, IL 60041, (hereinafter called District).

WHEREAS, District requires certain professional health care services and SPS desires to provide such professional health care services to the District.

NOW THEREFORE, in consideration of the mutual promises and benefits contained herein and other good and valuable consideration, the parties agree as follows:

- 1. Responsibilities of SPS.** SPS agrees to place the following qualified individual; Elizabeth Cintron, or other equally qualified individual, in the District who can perform the 'Services' requested by the District. 'Services' include school psychology services.

SPS provides equal employment opportunities to all employees and applicants for employment without regard to sex, race, color, creed, national origin, marital status, familial status, or physical or mental disability, according to applicable state and federal laws. SPS, in its sole and absolute discretion, shall hire, employ, and terminate its employees, as it deems appropriate. SPS shall maintain all payroll records, as it deems necessary and shall withhold and pay all federal and state withholding taxes as appropriate. Also, SPS will maintain professional liability in the amount of no less than one million dollars (\$1,000,000) individual and three million dollars (\$3,000,000) aggregate.

- 2. Hours of Service.** The number of hours of Services to be performed and the specific days and hours, which the services shall be performed, are subject to the mutual agreement of the District and SPS – 1.0 FTE / 37.5 hours per week. Any alteration of an individual's regular work schedule by the District will require the District pay for the originally agreed upon hours or reschedule the hours.
- 3. License.** SPS shall possess the necessary license to practice therapy as required by the State of Illinois.
- 4. Responsibilities of the District.** The District shall be responsible for the reimbursement of mileage for travel between facilities by individuals of SPS. The District shall be responsible for providing the necessary office space, equipment,

supplies, and related support required for the proper performance of the Services requested by the District. In addition, the District shall provide and shall notify SPS of the location of universal precaution personal protective equipment required by the Occupational Safety and Health Administrators regulations applicable to occupational exposure to blood or other potentially infectious materials.

5. **Duties of SPS.** SPS shall provide services to the District upon appropriate referral. SPS shall provide assistance in the development of a plan of treatment, if requested, and shall make recommendations for continued treatment as necessary. SPS shall record information as is normally recorded regarding the Services provided to each client. Such recorded information shall become a part of the District's record.
6. **Payment.** The District shall pay SPS for each individual according to the agreed upon hourly sum of \$79.00 (average reimbursement 7.5 hours per day) for speech/language therapy services between SPS and the District. The District shall reimburse SPS for mileage of travel between facilities at \$0.585 per mile. Payment shall be made by the District directly to SPS. SPS shall not be considered to be an employee of the District. The District agrees to pay a late charge consisting of 5.0 % per month on any amount, which remains unpaid beyond thirty (30) days from the date of receipt of any invoice.
7. **Indemnification.** Each party (the "Indemnifying Party") shall hold harmless, indemnify and defend the other party (the "Indemnified Party"), the Indemnified Party's agents and employees against any and all claims, causes or action, injuries and damages including, but not limited to, personal injury and property damage, caused by an act or omission on the part of the Indemnifying Party, its agents, contractors or employees, related in any manner to the Agreement, except to the extent the same is caused by the negligent acts of the Indemnified Party. This indemnity shall include all costs and disbursements, including without limitation court costs and reasonable attorney's fees, and shall survive the expiration or earlier termination of the Agreement. Notwithstanding the foregoing, SPS shall not be liable for any claims arising out of unauthorized use of the therapy department or equipment by agents, employees, residents or visitors when SPS's personnel are not on the premises.
8. **Non-Solicitation.** If Elizabeth Cintron for a period of one year after the termination of this Agreement, obtains full-time employment, part-time employment, and/or provides any services to District, as a speech/language therapist, either due to a breach of this Agreement or on or after the termination of this Agreement; District hereby agrees and acknowledges paying SPS liquidated damages in the amount of ten thousand dollars (\$10,000.00).
9. **Term and Termination.** This Agreement shall continue in effect for the period of August 15, 2022 through the end of the 2022 – 2023 calendar school year.

10. **Miscellaneous:**

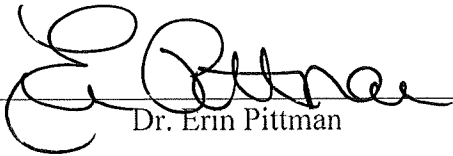
- A. It is expressly agreed that this Agreement and any and all confirmation letters issued in furtherance hereof embody the sole and entire understanding of the parties concerning its subject matter and that no other agreement or understanding, oral or otherwise, concerning its subject matter exists between the parties at the time of the execution of this Agreement. None of the provisions of this Agreement may be waived, changed or altered except by a written instrument signed by both parties.
- B. This Agreement is made under, and shall be governed, construed and interpreted by, and in accordance with the laws of the State of Illinois. The parties hereto agree that any litigation concerning the subject matter of this Agreement shall be litigated exclusively in applicable Illinois federal or state courts of proper jurisdiction and venue. Both parties agree to submit to such jurisdiction and venue for all purposes hereunder. Notwithstanding the foregoing, SPS, at its sole option, may seek to enforce this Agreement in any jurisdiction and venue.
- C. Section headings are for the convenient reference of the parties and shall not affect the meaning of interpretation of this Agreement.
- D. SPS shall not be responsible for the failure or delay in providing, or continuing to provide, any Service through SPS to the District pursuant to this Agreement if such failure or delay is due to labor disputes, strikes, fires, riots, war, acts of God or any other acts, causes or occurrences beyond SPS's control.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above. This contract shall supersede any prior written or oral agreements between the District and SPS. This contract may be automatically renewed on an annual basis.

By:  Date: July 7, 2022
Chet E. Caruth, MA CCC/SLP L

Title: President

Provider: Speech Path Specialists, Ltd.
1636 Mulberry Drive
Lake Villa, IL 60046

By:  Date: 7/12/22
Dr. Erin Pittman

Title: Director of Student Services

District: Big Hollow Schol District #38
26051 W. Nippersink Road
Ingleside, IL 60041

BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form

Employee Name
Kimberly Mampe



New Position: Para-Safety

Replacement For:

Building: Middle School

Current Position: Health Aide Substitute

Date Change is Effective: 08/22/2022
meeting)

Board Approval Date (if needed): (To be completed by District Secretary after board

Certified Position

BA BA+15 MA MA+15 MA+30 Doc:

Years Credited 4 Step 5

Salary: \$16.95/HR

Full or Part Time: Full

Years Credited: 4

Sick: 9 Vacation: N/A Personal: 2

Budget Code:

Employee Signature:

Date:

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Andrew Bernsee



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: **Yes** Secretary: Substitute:

Technology: Transportation: Other:

Building: **BHMS Grade/Area: 5-8 / Safety**

Start Date: **08/25/22** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Amy Weaver** Title: **Supervisor**

Name: Title:

BA **Yes** BA+15 MA MA+15 MA+30

Years Credited **6** Step **7**

BudgetCode

Total Years Experience **8** Salary/Hourly Rate **\$19.11** (may be adjusted if circumstances require)

Comments:

Certified Para

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

**BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form**

Employee Name
Lisa Swiderski



New P osition: **Para-Safety**

Replacement For:

Building: **Middle School**

Current Position: **Substitute Teacher**

Date Change is Effective: **08/22/2022**
meeting)

Board Approval Date (if needed): (To be completed by District Secretary after board

Certified Position

BA BA+15 MA MA+15 MA+30 Doc:

Years Credited **7 Step 8**

Salary: **\$19.45/HR**

Full or Part Time: **Full**

Years Credited: **7**

Sick: **9** Vacation: **N/A** Personal: **2**

Budget Code:

Employee Signature:

Date:



BHSD38 JOB DESCRIPTION

PARAPROFESSIONAL-Safety

Position Title: Paraprofessional- Safety

Department: Student Services

Licensure: N/A

Classification: Non-Certified

Qualifications: Must be 21 or older, have H.S. Diploma or GED and experience working with young adults and/or prior security experience, but will train the right candidates. Must have reliable transportation and operational phone at all times to receive school notifications, i.E. school closings and emergency notifications.

Reports To: Building Principal

Supervisory Responsibilities: N/A

Duties and Responsibilities:

1. Monitoring school hallways and grounds by cameras or rounds.
2. Continuously circulate the hallways, check restrooms, secure doors, ensure students are in assigned areas, and be proactive in encouraging positive student behavior.
3. Ensure students are complying with the Students Code of Conduct.
4. Holding students accountable for their actions.
5. Respond to calls in your assigned areas.
6. Help students in distress by calling for assistance or by escorting students to the office.
7. Keeping logs of restroom and door checks.
8. Reporting/checking out any suspicious activity on school grounds.
9. Writing detailed reports when requested.
10. Working crosswalks and directing traffic.
11. Other duties as assigned by the supervisor.

Required Skills and Abilities:

1. Effective written and oral communication skills.
2. Crisis Prevention Institute Trained or willingness to be trained.
3. CPR/First Aid certified or willingness to be trained.

- 4. Assisting students, parents, and staff in a positive manner.
- 5. Ability to de-escalate intense situations.
- 6. Ability to follow written and verbal directions.
- 7. Problem solving skills.
- 8. Ability to handle and maintain confidential information of students and other sensitive District information.
- 9. Ability to learn new posts and areas.

Physical Demands and Work Environment:

- 1. While performing job duties, the guard will regularly walk in excess of 7 miles a day. Will have to work outside periodically during all types of weather. The noise levels will range from quiet to very loud depending on the area. The guard is responsible for the safety and well-being of students/staff and will be expected to observe and report to prevent or stop disruptions/fights.

Term of Employment

This will be a 7 hour per day position for the Primary and Elementary schools, and 7.25 hours per day for the Middle School. You will be required to work 178 days which includes all student attendance days, and 4 Institute Days.

*The number of work days listed does not include paid holidays.

Evaluation

Performance of this job will be evaluated by their Supervisor.,

Employee: _____

Date: _____

Signature: _____

Date: _____

Approved by: _____

Signature: _____

Date: _____

**INTERGOVERNMENTAL AGREEMENT
BETWEEN ELC AND BIG HOLLOW SCHOOL DISTRICT 38**

THIS AGREEMENT by and between the Governing Board of the Exceptional Learners' Collaborative, Lake County, Illinois (hereinafter "ELC") and the Board of Education of Big Hollow School District 38, Lake County, Illinois (hereinafter "District") (collectively, the "Parties") is made and entered into this 28th day of July, 2022.

WHEREAS, the Illinois Constitution and the *Illinois Intergovernmental Cooperation Act* encourage and permit cooperation between units of local government; and

WHEREAS, both ELC and the District are units of local government as defined in the *Illinois Intergovernmental Cooperation Act*; and

WHEREAS, ELC and the District have determined that it is in the best interests of the Parties to contract with each other for ELC to provide special education and related services to the District's students;

NOW, THEREFORE, in consideration of the mutual promises hereafter set forth, the Parties agree as follows:

1. Purchase and Provision of Services

The District shall purchase services from ELC during the 2022-2023 school year. The ELC will provide Physical Therapy services. In exchange for the services provided by ELC under this Agreement, the District shall pay an annual cost of approximately \$28,307.10. Services will be billed to the District on a monthly basis and shall be paid within thirty (30) days of receipt of the monthly invoice.

2. Implementation of IEPs

ELC shall provide special education and related services to the District's students in accordance with each particular student's IEP. If, at any time, ELC is unable to implement a District student's IEP, ELC shall promptly notify the District, and may initiate a termination of this Agreement in accordance with Paragraph 3.

3. Termination/Renewal of Agreement

This Agreement may be terminated by either Party upon the provision of thirty (30) days prior written notice to the other Party. Unless terminated earlier by either Party, this Agreement shall terminate by June 30, 2023. The District shall pay ELC for all services provided hereunder prior to the effective date of any such termination. The term of this Agreement may be renewed or extended by written agreement signed by the Superintendent or designee for ELC and the Superintendent or designee for the District.

4. Student Records and Confidentiality

ELC shall maintain records and reports utilized hereunder in accordance with the policies of ELC and shall furnish such documents that may be reasonably required by the District relating to any District students. ELC and the District both acknowledge and agree that their officers, employees, agents, contractors, licensees, volunteers, or invitees shall also comply with any

applicable policies regarding the confidentiality of such information, as well as all federal and state laws and regulations including, without limitation, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act ("HITECH"), the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, et seq.; 34 CFR Part 99 ("FERPA"); the Illinois Personal Information Protection Act, 815 ILCS 530, et seq., the Illinois School Student Records Act, 105 ILCS 10/1, et seq., the Illinois Student Online Personal Protection Act, 105 ILCS 85/1, et seq.

5. Relationship of the Parties

ELC and the District acknowledge and agree that they are independent contractors, and that this Agreement does not create an employer-employee relationship, partnership, joint venture, agency, or any other such relationship.

6. Good Faith and Dispute Resolution

In the event of any dispute or controversy arising out of or relating to this Agreement, the Parties agree to exercise their best efforts to resolve the dispute as soon as possible. The Parties shall, without delay, continue to perform their respective obligations under this Agreement which are not affected by the dispute. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' Superintendents, the Parties may later agree to mediate and/or arbitrate the dispute on terms that are mutually agreeable to the Parties.

7. Amendments

This Agreement may be modified or amended only by a written agreement executed by the Parties.

8. Applicable Law

This Agreement shall be construed in accordance with the laws of the State of Illinois. Venue for any action arising hereunder shall vest exclusively within the Circuit Court of Lake County, Illinois.

9. Complete Understanding

This Agreement sets forth all of the promises, agreements, conditions, and understandings between the Parties relative to the subject matter hereof, and there are no promises, agreements, or undertakings, either oral or written, express or implied, between them other than as herein set forth.

10. Indemnification

Each Party shall indemnify, defend, and hold the other harmless against any and all liabilities, claims, causes of action, damages, costs, expenses and fees, including attorney fees, that a Party incurs arising out of or occurring in connection with the negligent, reckless, or intentional misconduct of the other in connection with this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the date below.

**BOARD OF EDUCATION
EXCEPTIONAL LEARNERS' COLLABORATIVE
LAKE COUNTY, ILLINOIS**

**BOARD OF EDUCATION
BIG HOLLOW DISTRICT 38,
LAKE COUNTY, ILLINOIS**

By: _____
President

By: _____
President

Date: _____

Date: _____

ATTEST:

ATTEST:

By: _____
Secretary

By: _____
Secretary

Date: _____

Date: _____

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Rachel Ford



ASSIGNMENT

CERTIFIED: Administrator: Teacher: Yes If Teacher Please select ~ Gen Ed: Yes SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: BHMS Grade/Area: 5-8 PE/Health

Start Date: 08/22/22 BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: John Beerbower Title: PE Asst. Division Chair

Name: Kyle Hobson Title: Associate Principal

BA Yes BA+15 MA MA+15 MA+30

Years Credited 1 Step 2

BudgetCode

10e300-1120-1100

Total Years Experience 1 Salary/Hourly Rate 44204 (may be adjusted if circumstances require)

Comments:

PE teacher at BHMS

Technology:

User ID: (firstlast) Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:

**BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form**

Employee Name
Noren Hernandez



New Position: **Computer Science Teacher 5-8**

Replacement For: **Lindsey Brillion**

Building: **Middle School**

Current Position: **Substitute**

Date Change is Effective: **08/22/2022**
meeting)

Board Approval Date (if needed): (To be completed by District Secretary after board

Certified Position

BA Yes BA+15 MA MA+15 MA+30 Doc:

Years Credited **0** Step **1**

Salary: **\$42,917**

Full or Part Time: **Full**

Years Credited: **0**

Sick: Vacation: Personal:

Budget Code:
10e300-1120-1100
Pending
Certification
Employee Signature:

Date:



Morley, Melissa <melissamorley@bighollow.us>

maternity leave request for SY2022-2023

1 message

Vanderwerff, Kristina <kristinavanderwerff@bighollow.us>

Tue, Aug 2, 2022 at 4:31 PM

To: Board of Education <boardofed@bighollow.us>

Cc: Bob Gold <bobgold@bighollow.us>, "Morley, Melissa" <melissamorley@bighollow.us>, "Truss, Jennifer" <jennifertruss@bighollow.us>, "Berg, Jennifer" <jenniferberg@bighollow.us>, Martha Huizar <marthahuizar@bighollow.us>, Vinni Biancalana <vinnibiancalana@bighollow.us>, "Pittman, Erin" <erinpittman@bighollow.us>, Sophia Rogalevich <sophiarogalevich@bighollow.us>

Dear Big Hollow Board,

I am writing to inform you that I am, currently, pregnant. I am requesting a 12 week maternity leave. My due date is January 9, 2023. I am anticipating starting my leave on December 22, 2022 and returning on April 10, 2023 bearing any unforeseen circumstances. Thank you so much.

--

Sincerely,

Kristina Vanderwerff, MSW, LCSW*(she/her/hers)*

School Social Worker

Big Hollow Elementary

Phone Extension: 4113

bhelementaryandprimarysupportservices.weebly.com

If you or your student are feeling overwhelmed, hopeless, thinking about self-injury, and/or suicidal.... please call one of the following hotlines for support:

1) National Suicide Prevention Lifeline (available 24/7): 800-273-8255

2) National Hopeline Network (available 24/7): 800- 784-2433

If you are in immediate danger, please log off the computer and call 911 for immediate assistance.

If you are seeking outside resources for mental health, food insecurity, housing, ect., please call 211 or go to <https://211lakecounty.org/>

This message is considered CONFIDENTIAL communication. Its content and all attachments may be confidential or legally protected by privilege. Do not share any information from this communication unless you have received permission from the sender. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of the information contained in or attached to this message is strictly prohibited. Please notify the sender of the delivery error by replying to this message, and then delete it from your system.

**BIG HOLLOW SCHOOL DISTRICT #38
PARENT/STUDENT HANDBOOK
2022-2023**



MISSION STATEMENT

TO EDUCATE, EMPOWER AND ENGAGE ALL LEARNERS.

VISION STATEMENT

ONE DISTRICT - ONE COMMUNITY. GROWING CONFIDENT, CREATIVE AND CONSCIENTIOUS LEARNERS.

This publication is designed to be a skeletal document. This handbook contains information, some of which is a summary of board policies and school district rules governing the district. These policies are available to the public at the district office. The rules, regulations and policies contained in this document can be changed throughout the school year.

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SCHOOL HOURS

Pre-Kindergarten Morning Program
9:00 a.m.-11:30 a.m.

Pre-Kindergarten Afternoon Program
12:30 p.m.-3:00 p.m.

Big Hollow Primary School
8:45 a.m.-3:30 p.m.
(Early Release 1:30pm)

Big Hollow Elementary School
8:45 a.m.-3:30 p.m.
(Early Release 1:30pm)

Big Hollow Middle School
7:40 a.m.-2:45 p.m.
(Early Release 12:45pm)

Belonging Statement:

Big Hollow School District 38 is committed to being a school community where everyone belongs as demonstrated by being an inviting environment that actively promotes equitable policy, is respectful of all people and embraces diversity. We will be held accountable to each other by fostering accessibility and valuing all Partners in Education for their unique experiences and backgrounds.

Partners in Education- Partners in Education (PIE) includes all people who are critical in the educational experience of our students. This includes, but is not limited to, families, students, teachers, support staff, and administrators.

Students Rights

Every student has:

- The right to learn.
- Be taught in a safe environment.
- Be treated justly, courteously, and fairly by other students and staff.
- The right to bring complaints or concerns to the principal or staff.
- Be informed of any disciplinary decision.

Student Responsibilities

Every student should:

- Observe the rights of others.
- Be responsible for working their best.
- Be an active member of the learning community.
- Be thoughtful, compassionate, empathetic in interactions with others.
- Stand up when things are being done that are not right.

Staff Responsibilities

- Build rapport with other partners in education and seek out opportunities to learn and grow.
- Be active members in a collaborative environments recognizing all methods of communication, verbal and nonverbal
- Being an active listener, seeking to understand and acknowledge rather than respond and react
- Cocrete solutions with Partners in Education
- Staff will acknowledge their own deep culture and that it impacts their perceptions of their students; staff are responsible for suspending judgment in order to give space for the reality of the individuals they are working with

Family and Caregiver Responsibilities

- Be a supportive member of the school community
- Build rapport with other partners in education and collaborate, being open to opportunities to learn and grow.
- Contribute and build alliances with all partners in education as it pertains to the learning community and the student body
- Take an active role as a partner in education to support students

District Responsibilities

- Creating a positive school culture, improving behavior and developing appropriate student discipline practices are top district priorities. All district staff shall teach, enforce, advocate, communicate and model all aspects of school and district PBIS plans by playing an active supportive role in assisting schools in the successful implementation of and ongoing compliance with this policy by:
 - Ensuring alignment and ongoing training of all district offices, programs, policies and initiatives with MTSS.
 - Regularly identify, develop, maintain and coach prevention and intervention activities consistent with our tiers of support.
 - Analyze data, monitor, and evaluate school practices in order to address situations where practices need to be strengthened.
 - Broaden the adoption and implementation of consistent alternatives to suspension and expulsion districtwide by ensuring that all site administrators participate in mandatory PBIS district training, coaching, and the use of uniform documents for the purposes of data collection.
 - Regularly oversee schools' efforts to maintain relationships with outside community partners.
 - Address Student needs in selecting appropriate placement options for the small percentage of students who do not respond to intensive interventions and who are not receiving an appropriate education on a comprehensive school campus. BHSD #38 will use systematic data analysis as one indicator of the need for a more supportive and/or individualized environment.

STUDENT BEHAVIORAL EXPECTATIONS

Every student, preschool through adult, has the right to be educated in a safe, respectful and welcoming environment. The school environment should be characterized by positive interpersonal relationships among students and between students and staff. To that end, the district has adopted and implemented a school wide *MTSS program (Multiple Tiers System of Support)*.

MTSS is based on research that indicates that the most effective intervention and support systems use proactive strategies designed to prevent discipline problems. Before consequences are given, students must first be supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. This research also shows that there is a strong link between a positive school climate and academic success for all students when students clearly understand behavioral expectations.

Each school will develop and annually revise a plan that will include: teaching positive school rules; implementing a social emotional skills development and enhancement program; positively reinforcing appropriate student behavior; using effective classroom management;

providing early intervention and support strategies for misconduct; and appropriate use of logical and meaningful consequences including the use of restorative practices. Exhibit 13

REASONABLE CONSEQUENCES

The District will make every reasonable effort to correct student misbehavior through school-based resources at the lowest possible level, and to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior. The vast majority of disciplinary issues should be addressed at the classroom level by teachers. In all instances, school discipline should be reasonable, timely, fair, age-appropriate, and should match the severity of the student's misbehavior.

When choosing consequences for students' misbehavior, teachers, administrators, and staff must consider the following factors:

- Age, health, and disability or special education status of student;
- Appropriateness of student's academic placement;
- Student's prior conduct or record of behavior;
- Student's attitude;
- Student's willingness to repair the harm;
- Seriousness of the offense and harm caused;
- Impact on the overall school community.

INTERVENTIONS

Interventions are a part of the MTSS plan and can include a variety of interventions. There are three types of intervention strategies that are available to teachers and administrators: Administrative, Restorative, and Skill-based/Therapeutic.

- Administrative Strategies are statutory, rule-based, or contract-based interventions done "to" the offender, such as detention or suspension.
- Restorative Strategies are problem solving interventions done "with" the offender. They focus on the harm caused and how it will be repaired. Examples may include:
 - Family group conferencing
 - Victim-offender mediation
 - Classroom peace circles
 - Restorative Circles
- Therapeutic/Resource Strategies are done "by" the offender and require intrinsic motivational behavior change. Such interventions include:
 - Mental health counseling
 - Social Academic Instructional Groups (SAIG)
 - Informal mentoring and behavior coaching
 - Behavior Intervention Plans (BIP)

DEFINITIONS

As defined in Federal codes and State Education codes, and in alignment with Administrative and Board policies at Big Hollow School District #38:

Absence/Tuancy	Board Policy
Physical Contact/Physical Aggression	Willfully using force or violence upon another except in self-defense.
Defiance/ Insubordination/ Noncompliance/Disruption	Conduct and/or behavior that is disruptive to the orderly educational procedure of the school.
Technology Violation	Inappropriate use of technology.
Fighting	Engaging in or threatening an act which causes or might cause harm to another person; mutual combat between two people.
Bullying, Cyberbullying & Harassment	(Board Policy 7:180)
Abusive/ Inappropriate Language/Profanity	Conduct and/or language that is disruptive to the orderly educational procedure of the school.
Harassment	(Board Policy 7:180)
Inappropriate Location/Out of Bounds Area	Leaving campus without proper authorization.
Forgery/Theft/Plagiarism	Taking or attempting to take property that does not belong to you, or knowingly being in possession of stolen property.
Property Damage/Vandalism	Destroying or mutilating property or materials belonging to the school, school personnel or other persons.
Lying/Cheating	Dishonesty on a test or school related assignment.
Inappropriate Display of Affection	Vulgarity or acts which are considered obscene.
Use/Possession of Tobacco	The possession or use of tobacco or nicotine products on school property.
Extortion/Robbery	The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.
Gambling	Participating in games of chance for the purpose of exchanging money or something of value.
Sexual Assault	Committing or attempting to commit an act of sexual battery, rape, statutory rape, lewd and lascivious conduct, molestation, etc.

Use/Possession of Drugs	The use, possession or sale of a controlled substance, or otherwise furnished to another person, a controlled substance or the selling of other substances or materials and representing such substances or material as a controlled substance.
Use/Possession of Weapons	The possession, use or sale of any object that might be used to inflict bodily injury to another person.
Use/Possession of Combustibles	The use, possession, or sale of explosive devices.
Use/Possession of Alcohol	The use, possession or sale of an alcoholic beverage
Gang Affiliation Display	Intentionally engaging in behavior (writings, hand signals, intimidation, "stare down", etc.) or wearing attire or symbols that signify gang affiliation or membership.
Hate Crimes	Actions committed because of the victim's race, color, religion, nationality, country of origin, ancestry, disability, or sexual orientation.
Hazing	Any method of initiation into a student organization or group that causes or may cause physical harm or personal degradation or disgrace resulting in physical or mental harm to a student.
Bomb Threat/False Alarm	Deliberately pulling or setting off a school fire alarm or making a threat to the school via bomb or explosive device.
Arson	Starting or setting a fire on school campus.

ACTIONS TO BE TAKEN

For behavioral errors not included below, the administrator or designee will utilize one or more of the following measures depending on the behavior: 1) reteach the expected behavior with multiple examples, teach where the problems are occurring, give frequent practice opportunities; 2) provide useful and immediate corrections when behavior errors take place; 3) provide positive feedback when behavior expectations are met; 4) prevent problem behavior by increasing supervision, restricting student privileges; 5) parent/caregiver contact; 6) allow students to restore the environment and relationships that were affected by his or her behavior in the form of restorative practices or community service; 7) refer students for a Problem Solving Team meeting at the specific school site.

RELATIONSHIP BETWEEN PROBLEM AREA AND DISCIPLINE ACTION

The following charts indicate in general the types of disciplinary action that apply in each problem area in each school. Each infraction shows a minimum and maximum action suggested, as well as a suggested action for the first occurrence and one for repeated occurrences. School officials may want to consider the school records of students before action is taken. If a student has continually and repeatedly been involved in problem areas, the disciplinary action may result in the maximum action listed. Students should not feel they will automatically receive the maximum action if they have previously been involved in problem areas. Aggravated incidents may result in the maximum discipline action without going through the progressive discipline action.

PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Arson	Minimum	May include: Reteach, loss of privileges, formal consequence, community service, counseling, contacting fire marshal	Formal reprimand, community service
	Maximum	Formal reprimand, police report, in-school suspension, out-of-school suspension, expulsion	In-school suspension, out-of-school suspension, police report, expulsion
Battery on School Staff	Mandatory	May include: Reteach, loss of privileges, formal consequence, community service, counseling, formal reprimand, police report, in-school suspension, out-of-school suspension, expulsion	Suspension, expulsion, police report
Bullying (incl. Cyberbullying)	Minimum	May include: Reteach, loss of privileges, formal consequence, community service, counseling, contacting parents or guardians	Formal conference, no contact contract, formal reprimand
	Maximum	Detention, no contact contract, formal reprimand, police report, in-school suspension, out-of-school suspension, expulsion	In-school suspension, out-of-school suspension, expulsion
Bus Conduct	Minimum	Reteach, informal consequence, loss of privileges, community service, restorative practices	Loss of bus privileges, formal conference, community service
	Maximum	Loss of bus privileges, formal conference, in-school suspension, out-of-school suspension, formal reprimand	In-school suspension, suspension, formal reprimand
Campus—Leaving without Authorization	Minimum	Reteach, informal consequence, loss of privileges	Community service, detention
	Maximum	Detention, formal conference	In-school suspension, out-of-school suspension
Cheating	Minimum	Reteach, informal consequence, loss of privileges, restorative practices	Detention, informal/formal conference, community service
	Maximum	Formal conference, failing grade, detention	In-school suspension, out-of-school suspension, failing grade
Defiance	Minimum	Reteach, informal consequence, loss of privileges, restorative practices, community service	Detention, Time out of class, informal/formal conference

	Maximum	Formal conference, detention, in-school suspension, out-of-school suspension	Formal reprimand, in-school suspension, out-of-school suspension, expulsion
Destruction of Property	Minimum	Reteach, informal consequence, loss of privileges, restorative practices, community service	Formal conference, community service
	Maximum	In-school suspension, out-of-school suspension, police report, parent liability	In-school suspension, out-of-school suspension, expulsion, police report
Drugs/Alcohol, Paraphernalia	Minimum	Formal conference, detention, drug and alcohol counseling (referral)	In-school suspension, out-of-school suspension
	Maximum	In-school suspension, out-of-school suspension, formal reprimand, expulsion, police report	Expulsion, police report
Electronic Devices, Disruptive Use	Minimum	Reteach, informal consequence, loss of privileges, restorative practices	Informal/Formal conference, Confiscation
	Maximum	Confiscation	Confiscation (with parent/caregiver pick up), In-school suspension
Explosive Devices, Bomb Threat	Mandatory	Reteach, formal conference, restorative practices, in-school suspension, out-of-school suspension, formal reprimand, expulsion, police report	In-school suspension, out-of-school suspension, formal reprimand, expulsion, police report
Extortion/Robbery	Minimum	Reteach, informal consequence, loss of privileges, restorative practices	Community service, loss of privileges
	Maximum	Detention, formal conference, in-school suspension, out-of-school suspension, police report	In-school suspension, out-of-school suspension, expulsion, police report
Fighting, Assault, Threats	Minimum	Reteach, informal consequence, loss of privileges, restorative practices, community service	Informal/Formal conference, restorative practices
	Maximum	Detention, no contact contract, in-school suspension, out-of-school suspension, expulsion, police report	In-school suspension, out-of-school suspension, expulsion, police report
Fire Alarm—Deliberate False	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Loss of privileges, community service
	Maximum	Formal conference, In-school suspension, out-of-school suspension, fire marshal, police report	In-school suspension, out-of-school suspension, expulsion, police report
Forgery	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Formal conference, detention
	Maximum	Detention, in-school suspension, out-of-school suspension	In-school suspension, out-of-school suspension, police report
Gambling	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Loss of privileges, community service, formal conference

	Maximum	In-school suspension, out-of-school suspension	In-school suspension, out-of-school suspension
Gang Behavior/Attire	Minimum	Reteach, informal conference, counseling referral	Formal conference with parent, conference with school safety officer, counseling referral
	Maximum	Conference with school safety officer, in-school suspension, out-of-school suspension, expulsion, police report	In-school suspension, out-of-school suspension, expulsion, police report
Harassment, Intimidation	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Formal conference, community service
	Maximum	Detention, in-school suspension, out-of-school suspension, expulsion	In-school suspension, out-of-school suspension, expulsion, police report
Hazing	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Formal conference, community service
	Maximum	Detention, in-school out-of-school suspension, out-of-school suspension, expulsion	In-school suspension, out-of-school suspension, expulsion, police report
Profanity/Obscene Acts/Verbal Abuse	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Formal conference, community service
	Maximum	Detention, in-school suspension, out-of-school suspension, expulsion	In-school suspension, out-of-school suspension, expulsion, police report
Sexual Assault	Mandatory	In-school suspension, out-of-school suspension, police report	In-school suspension, out-of-school suspension, expulsion, police report
Sexual Battery	Mandatory	In-school suspension, out-of-school suspension, police report	In-school suspension, out-of-school suspension, expulsion, police report
Sexual Harassment	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Out-of-school suspension, police report
	Maximum	Detention, in-school suspension, out-of-school suspension, expulsion, police report	Out-of-school suspension, expulsion, police report
Smoking/Tobacco Products	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Reteach, in-school suspension, out-of-school suspension
	Maximum	Detention, in-school suspension, out-of-school suspension	Out-of-school suspension, police report
Theft/Possession of Stolen Property/Burglary	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service, detention	Formal conference, community service, restorative practices
	Maximum	Detention, in-school suspension, out-of-school suspension, police report	In-school suspension, out-of-school suspension, expulsion, police report

Weapons/Injurious Objects/Replica Firearms	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service, detention	In-school suspension, out-of-school suspension, expulsion, police report
	Maximum	Detention, in-school suspension, out-of-school suspension, expulsion, police report	In-school suspension, out-of-school suspension, expulsion, police report

DEFINITIONS

Loss of Privileges - If someone abuses a previously earned privilege, that privilege can be revoked. The student can earn it back by successfully engaging in the behavior under supervision, or by meeting prearranged criteria for reinstatement of the privilege. Any activity or event that is a scheduled part of the school day (e.g. recess, lunch) is not considered a privilege.

Informal Conference - A school official (teacher, administrator or counselor) will meet with the student for instruction & guidance providing re-teaching and corrective feedback. This may offer the student an opportunity to have an understanding of, and be motivated to change, his or her behavior. A student so involved is more likely to become re-engaged in the process of learning.

Formal Conference - A formal conference is held between the student, parent, and one or more school officials. During this conference, the student must agree to correct his/her behavior. Parent(s) may be notified by telephone, personal contact, letter or certified letter. A conference may also be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned.

Community Service - A student may perform community service on school grounds during non-school hours. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs.

Restorative Practices - Gives students who commit infractions in school an opportunity to understand how their behavior affects others in the school community, including students, teachers and parents/caregivers, and directly involves them in a process to repair the harm caused. Students may participate in “circles,” “peer mediations,” or other “conferences” to allow affected parties to come together in a safe environment to explore how everyone has been affected by an offense and, when possible, to decide how to repair the harm.

Problem Solving Team (PST) - A formal process involving a team of school site personnel, parent/caregiver, and students (when appropriate) to develop collaboratively strategies to assist students who have learning and/or behavioral challenges at school. The goal of the PST is to design a team action plan for student improvement.

Behavior Contracts - An effective contract is one in which clearly states what the behavioral goals are for the student, positive consequences (rewards) he or she can earn for demonstrating these behaviors, and negative consequences that will follow when those behaviors are not demonstrated.

Behavior Support Plans - A Student experiencing “serious” behavior challenges may benefit from a Behavior Support Plan (BSP) developed through the PST. Students who receive special education services whose behavior impedes learning may also require a BSP through the IEP team. A Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) may also be required. The law also requires additional procedures and considerations for suspensions and expulsions of students with disabilities

Recess Restriction/Time Out - A student's recess time may be restricted (kept in supervised classroom, benching, sitting in office, etc.). The student shall be given adequate time to use the restroom and get a drink or eat lunch.

Detention - Assignment of a student to a supervised detention schedule. Such detention shall not occur during the minimum lunch or recess period, and may be imposed for up to one hour at the maximum after the close of the school day. A student who is transported by school bus shall be detained only until the time when the bus departs. School personnel must give the parent/student 24-hour advance notice. Same-day after-school detentions must receive prior parent/caregiver approval.

Alternatives to Suspension - Consequences identified as appropriate responses to misconduct that provide a student with an opportunity to learn skills necessary to avoid future misconduct may include re-teaching expected behavior, practicing the expected behavior, community service, or restorative practices (among others). *ALTERNATIVES TO SUSPENSION; MUST BE USED TO ADDRESS PROBLEMS OF TRUANCY, TARDINESS, AND/OR OTHER ATTENDANCE-RELATED ISSUES.

Suspension from Extracurricular or Co-Curricular Activities – Extracurricular activities occur outside of the academic day. Co-curricular activities may be within or outside of the academic day and are built into the curriculum. It may be determined that a student may not participate in an extra-curricular activity (e.g. athletics) or a co-curricular activity (e.g. field trips, Outdoor Ed) if they have shown unsafe or other behavior that would indicate that they may harm themselves or others.

Classroom Suspension - A student may be suspended from one class for no longer than the balance of the day plus the following day and must remain on campus under appropriate supervision. The teacher shall, as soon as possible, ask the parent/caregiver to attend a conference with the teacher, at which the school administrator, school counselor, or school psychologist may also be present. If the student has committed an obscene act, engaged in habitual profanity or vulgarity, or has disrupted school activities or otherwise defied the valid authority of school officials, the teacher may require that the parent attend a portion of the school day in his or her child’s classroom. The teacher MUST provide the student with sufficient and relevant classroom work in order to keep the student engaged in learning. None of the following measures are required to be preceded by any other disciplinary measures:

Exclusionary Measure	Conditions of Implementation
<p><u>In-School Suspension:</u> Part or all of a school day(s) spent in the office.</p>	<ol style="list-style-type: none"> 1. The student is responsible for all classroom assignments. Assignments for the day(s) of suspension will be provided, when possible, by the teachers to be completed during the suspension. 2. The student may be asked to complete a reflection to prevent the infraction from occurring again. 3. This will count as a day of attendance. 4. Students may be prohibited/ineligible to attend extra-curricular events of any kind during the week of suspension and on the day of. 5. A phone or in person conference will be held with the family to discuss the behavior and outline strategies for prevention of future infractions. 6. A copy of the suspension notice will be sent home and one will be kept in the student’s disciplinary file.
<p><u>Out-of-School Suspension:</u> Removal from school for a period of 10 days or fewer for serious misconduct.</p>	<ol style="list-style-type: none"> 1. The student is not permitted on or near School grounds for the duration of the Suspension. 2. Any student that receives an Out-of-School Suspension during the week of an extra-curricular event will be unable to attend the extra-curricular event, including, but not limited to, dances. 3. The student will also receive a loss of privileges to participate in extracurricular activities for the duration of the Out-of-School Suspension. 4. School work will be furnished upon the student’s return. Students are expected to ask for the work they have missed. The number of days suspended is the number of days to make up work. Students who receive an Out-of-School Suspension longer than 4 days will be provided with appropriate support services by the District if they are available at that time.

<p>Expulsion: The removal from the school environment in cases of gross misconduct, no more than two years.</p>	<ol style="list-style-type: none"> 1. A conference will be held with the parent(s)/guardian(s), student, and Administrator to discuss the incident. 2. Notification will be sent to the parent(s)/guardian(s) informing them of the time and date for their appearance before the School Board. 3. An Expulsion requires formal action by the School Board in accordance with due process requirements. 	<p>Exhibit 13</p>
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YOUR RIGHTS--DUE PROCESS

All students are entitled fair treatment when facing suspension and expulsion and are afforded due process rights under the law. When a student is suspended from school the parent or guardian will be notified in writing. At the time of suspension, a school employee will also make a reasonable effort to contact parents or guardians either in person or by telephone. While school officials are not required to meet with parents or guardians in person, we find it helpful to work collaboratively to support student behavior and welcome parental involvement. All questions, challenges or objections to suspensions may be addressed directly to the school-site principal.

STUDENT DRESS AND APPEARANCE

Our schools continuously work to ensure that students receive instruction in a place where safety, respect, and responsibility are the main focus. In preparing our students for the responsibilities they will have in college, the workplace, and beyond, we ask families to support our efforts holding students to basic standards of professionalism in school. School staff will address individual students on an as-needed basis. The following expectations apply to all school activities:

1. Shoes are to be worn at all times.
2. Students are permitted to wear religious head coverings throughout the school environment.
3. Vulgar, profane, or suggestive writing and/or symbols on clothing is not acceptable.
4. Undergarments should not be visible.
5. Dress should be socially appropriate and in accordance with the maturity level of the students.

In all cases, a school administrator will make final determination as to appropriateness of dress. If a student is determined to be wearing clothing of unacceptable nature, the student may be provided alternative clothing to wear while in school.

STUDENT HARASSMENT

Information regarding Student Harassment can be found in Board Policy 7:20. To view the Board Policy manual, please visit <https://www.bighollow.us/board-of-education/policy-manual>

STUDENT RIGHTS AND RESPONSIBILITIES (Board Policy 7:130)

Information regarding Student Rights and Responsibilities can be found in Board Policy 7:130. To view the Board Policy manual, please visit <https://www.bighollow.us/board-of-education/policy-manual>

Expressions of Concern

Students have both the right and responsibility to express school-related concerns and

grievances to staff members or the Principal. These concerns must be expressed in a manner which is not slanderous, obscene, likely to disrupt class work, or cause substantial disorder to the learning environment of the school. Expression of these concerns may be made in writing or in person to a staff member or the Principal.

Due Process

Prior to a suspension from school, a student has the right to a conference with the Principal. During this conference the student will be informed of the complaint against him/her and given an opportunity to respond.

If a student receives an out-of-school suspension, the parents/legal guardians have the right to appeal the suspension to the Superintendent and School Board.

Student Expectations

In Big Hollow School District #38, students are proactively taught the following expectations. Students who fail to meet expectations are addressed within the Positive Behavior Intervention Support (PBIS) framework.

Big Hollow Primary School Behavior Matrix

December, 2019

	Hallway	Bathroom	Classroom	Assemblies	Café	Bus	Field Trip	Recess	When you feel upset
Safety	<ul style="list-style-type: none"> • Hands to side/back • Stay in line • Walking feet 	<ul style="list-style-type: none"> • Walk • Wait your turn 	<ul style="list-style-type: none"> • Keep your hands and feet to yourself • Sit correctly • Walking feet 	<ul style="list-style-type: none"> • Sit cross-cross • Hands in lap 	<ul style="list-style-type: none"> • Stay seated • Walk • Hands, feet and objects to yourself 	<ul style="list-style-type: none"> • Sit down facing forward • Keep hands, feet, and objects to yourself • Quiet voice 	<ul style="list-style-type: none"> • Keep your hands and feet to yourself • Stay with adult in charge 	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Sit properly on equipment • Climb up ladders and down slides 	<ul style="list-style-type: none"> • Use calm corner or quiet space • Talk to adult if you need help • Keep your hands and body to yourself
Take Responsibility	<ul style="list-style-type: none"> • Eyes and feet forward • Walk on right side of the colored tiles 	<ul style="list-style-type: none"> • Flush the toilet • Wash your hands with soap • Leave the restroom clean 	<ul style="list-style-type: none"> • Do your work • Follow directions • Do your best 	<ul style="list-style-type: none"> • Follow directions 	<ul style="list-style-type: none"> • Follow directions • Eat your own lunch • Clean up 	<ul style="list-style-type: none"> • Follow directions • Report problems to the bus driver 	<ul style="list-style-type: none"> • Follow directions 	<ul style="list-style-type: none"> • Follow directions • Line up when the whistle blows • Use equipment correctly 	<ul style="list-style-type: none"> • Choose a coping strategy (eg. belly breaths) • Walk away or talk it out • Talk to adult and/or complete a think sheet
Respect	<ul style="list-style-type: none"> • Silent • Wave hello 	<ul style="list-style-type: none"> • Quiet voice • Respect privacy 	<ul style="list-style-type: none"> • Be kind • Use good manners • Whole body listening 	<ul style="list-style-type: none"> • Whole body listening • Respond to signals for attention 	<ul style="list-style-type: none"> • Use good manners • Quiet voice • Listen while others are talking 	<ul style="list-style-type: none"> • Use good manners • Be kind 	<ul style="list-style-type: none"> • Whole body listening • Quiet voice 	<ul style="list-style-type: none"> • Use rock, paper, scissors to problem solve • Walk away or talk it out • Be kind and include everyone 	<ul style="list-style-type: none"> • Body still • Voice quiet • Name your feeling

Big Hollow Elementary School Behavior Matrix

	Hallway	Bathroom	Classroom	Assemblies	Café	Bus	Field Trip	Recess	When you feel upset (angry, frustrated, sad, etc.)
Safety	<ul style="list-style-type: none"> Hands to side/back (hands under control) Face forward Stay in line 	<ul style="list-style-type: none"> Walk Wait patiently 	<ul style="list-style-type: none"> Keep your hands and feet to yourself Four on the floor Walking feet 	<ul style="list-style-type: none"> Sit cross-cross Hands in lap 	<ul style="list-style-type: none"> Stay seated Walk 	<ul style="list-style-type: none"> Sit down facing forward Keep hands, feet, and objects to yourself Quiet voice 	<ul style="list-style-type: none"> Hands to yourself Listen to directions 	<ul style="list-style-type: none"> Keep hands and feet to yourself Walk around moving things Sit properly on equipment Climb up ladders and down slides 	<ul style="list-style-type: none"> Keep your hands and feet to yourself Ask staff before using or going to a quiet place
Take Responsibility	<ul style="list-style-type: none"> Stop at the stop sign Follow the arrows Only one square between students Right side of the colored tiles 	<ul style="list-style-type: none"> Flush the toilet Wash your hands with soap Take your turn in a timely manner Leave the restroom clean 	<ul style="list-style-type: none"> Complete and return all work Appropriate responses Put things away where they belong Clean up after yourself Follow directions right away Give your best effort 	<ul style="list-style-type: none"> Make smart choices Be a good example for others Appropriate responses 	<ul style="list-style-type: none"> Follow directions Eat your own lunch Clean up 	<ul style="list-style-type: none"> Follow directions Report problems to the bus driver 	<ul style="list-style-type: none"> Follow directions 	<ul style="list-style-type: none"> Clean up Use equipment properly Follow directions quickly 	<ul style="list-style-type: none"> Follow directions Choose and use a coping strategy without disrupting others Talk to an adult about how you are feeling and ask for help if you need it STOP name your feeling, and take a belly breath
Respect	<ul style="list-style-type: none"> Respect decorations Silent Wave hello 	<ul style="list-style-type: none"> Only go in your designated bathroom Respect privacy Quiet voice 	<ul style="list-style-type: none"> Listen while others are talking Be kind Respect adults and each other 	<ul style="list-style-type: none"> Whole body listening 	<ul style="list-style-type: none"> Use manners Quiet voice Respect adults and each other 	<ul style="list-style-type: none"> Use appropriate and peaceful language Be kind 	<ul style="list-style-type: none"> Respect adults and each other Whole body listening Quiet voice 	<ul style="list-style-type: none"> Use rock, paper, scissors to problem solve Walk away or talk it out Invite others to join your game Use manners 	<ul style="list-style-type: none"> Use appropriate language and a quiet voice Use kind words to yourself and others

PBIS Expectations Matrix

Big Hollow Middle School

	Classrooms	Technology	Public Areas (Hallways, Bathrooms, Cafeteria, Playground)	Arrival/Dismissal and Buses	Assemblies	Continuum of Support (Adults)
Safety Using self-control and making good choices	<ul style="list-style-type: none"> Follow directions Maintain appropriate volume Report unsafe conditions 	<ul style="list-style-type: none"> Avoid sharing or publishing last names, address, phone number, or other identifying information online Report unsafe conditions 	<ul style="list-style-type: none"> Remain aware of your surroundings (Walk on the right, clean up after yourself and others)- Keep voices at conversational level Utilize equipment for intended purpose Report unsafe conditions Follow directions and be aware of your surroundings 	<ul style="list-style-type: none"> Follow directions Enter and exit safely and promptly Remain seated on bus Keep voices at conversational level Report unsafe conditions 	<ul style="list-style-type: none"> Follow directions Remain silent unless otherwise prompted Report unsafe conditions 	<ul style="list-style-type: none"> Actively monitor student behavior in all areas of school, including online Keep students in line of sight Be on duty on time & ready to give full attention to students
Respect Treating yourself and others properly	<ul style="list-style-type: none"> Actively listen to adults and peers Keep body and objects to yourself Think before speaking Respect others' ideas and opinions Set personal boundaries and respect others' boundaries 	<ul style="list-style-type: none"> Think before posting Bring cell phone only to classes in which they are permitted Use the device that is assigned to you Log into the devices using your own username and password 	<ul style="list-style-type: none"> Maintain a clean environment Keep body and objects to yourself Honor others' privacy Think before speaking Set personal boundaries and respect others' boundaries 	<ul style="list-style-type: none"> Actively listen Keep body and objects to yourself Think before speaking Set personal boundaries and respect others' boundaries 	<ul style="list-style-type: none"> Actively listen Be supportive of those presenting Enter and exit at appropriate times Keep body and objects to yourself 	<ul style="list-style-type: none"> Model the behavior wanted from students Use positive tone & language when interacting with staff and students Verbally praise & acknowledge positive student behavior Correct students calmly & privately Discuss student matters privately with appropriate staff & with the intention of problem-solving Discreetly discuss staff concerns with involved staff member(s)
Responsibility Knowing what to do and doing it	<ul style="list-style-type: none"> Be on time Bring all materials to each class Try your best Manage time using school agenda Use problem-solving skills to address academic and social issues 	<ul style="list-style-type: none"> Use all classroom devices carefully Report damage to teacher immediately Use personal and school devices for assigned purposes Use problem-solving skills to address academic and social issues 	<ul style="list-style-type: none"> Keep personal belongings in locker or on your person Use buffers for appropriate purposes Use problem-solving skills to address social issues 	<ul style="list-style-type: none"> Be on time Take care of belongings Use problem-solving skills to address social issues 	<ul style="list-style-type: none"> Be on time Attempt to participate when prompted 	<ul style="list-style-type: none"> Interact with & correct all students in the building (not just your own) Enforce BH student expectations at all times Use pro-corrections before all transitions Interact students how to use materials and technology in class appropriately

TEEN DATING VIOLENCE PROHIBITED (Board Policy 7:185)

Information regarding Teen Dating Violence can be found in Board Policy 7:185. To view the Board Policy manual, please visit

<https://www.bighollow.us/board-of-education/policy-manual>

Making a Complaint/Enforcement

Students are encouraged to report claims or incidents of teen dating violence to the Non-discrimination Coordinator, Building Principal, or Assistant Building Principal. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

DISCIPLINE AND CONDUCT**BULLYING, INTIMIDATION, AND HARASSMENT** (Board Policy 7:180)

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Managers:

Mr. Robert Gold

Superintendent

26051 W. Nippersink Rd.

Ingleside IL 60041

Mrs. Christine Arndt
Assistant Superintendent
26051 W. Nippersink Rd.
Ingleside IL 60041
847-740-1490

MISCONDUCT BY STUDENTS WITH DISABILITIES (Board Policy 7:230)

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability *as determined by an Individualized Education Plan Committee*.

SEARCH AND SEIZURE (Board Policy 7:140)

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

Making a Complaint/Enforcement

Students are encouraged to report claims or incidents of teen dating violence to the Non-discrimination Coordinator, Building Principal, or Assistant Building Principal. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

FEES AND PARTICIPATION

Students whose registration fees are not paid by the established deadline are not eligible to participate in extra-curricular activities.

Students whose extra-curricular activity participation fees are not paid by the established deadline are not eligible to continue to participate in the activity until the fees are paid.

Before a student may participate in future extra-curricular activity (including in future years), his/her previous Registration Fees and Extra-Curricular Activity Fees must be paid in full, even if he/she was dropped from the activity due to non-payment. Extra-Curricular Fees are non-refundable.

This does not apply to any instructional programs or families that have fee waivers.

ATHLETIC/EXTRA-CURRICULAR ELIGIBILITY

Grades

- A student must be passing (***D or above***) all classes to participate in practice or games.
- If a student has a grade below a C, teachers and coaches will work together to offer opportunities for students to make up the learning. Students who show initiative in improving their proficiency may be determined eligible even if their average falls below a C.
- Teachers will be responsible for updating grades weekly by Fridays via Skyward to let coaches know the eligibility of students.
- Coaches are responsible for letting athletes, managers, statisticians, and parents know about ineligible students no later than 8:00 p.m. Saturday before the week of ineligibility. If the coach cannot reach the parents by phone, then the coach will document the call, and if possible, will leave a voice message. Students are ineligible from Monday through Sunday of the following week. Students will not be ineligible if the coach has not attempted to call the parents.
- Ineligible students/athletes may be present at practice, but they may only participate in half of the practice. The other half of practice is used for class work, or to receive extra help from teachers after school or during study hall.
- Students are also welcome to utilize the homework club to complete assignments and get help from teachers.
- Athletes, managers, and statisticians will not be allowed to attend home and away games during the week they are ineligible. The purpose of this rule is for the ineligible student to focus on improving their grades. If an ineligible student attends a game, they will receive a one game suspension. If a student athlete is academically ineligible for three (consecutive or nonconsecutive) weeks, they will be removed from the team.

Behavior

All school expectations in the student handbook apply. Students should conduct themselves in a Safe, Responsible, and Respectful manner at all times. Continual

behavior that is inappropriate or disruptive will result in disciplinary action by the coach or leader ranging from lack of playing time/participation to removal from the team/club. A student may not use or be in possession of tobacco products, alcohol, or illegal drugs at any time. Student suspension from a given percentage of the season up to the full year may apply.

Excused Absences from Practice

A student must submit a signed note from the parent/guardian stating the reason for the missed practice. This note must be given to the coach either before, or on the next day following the absence(s) in order for it to be an excused absence.

Unexcused Absences from Practice

A student athlete, manager, or statistician that has a detention or suspension will not be allowed at practices or games during that time period. Students who miss practice without a signed note from the parent stating the reason for the absence is one unexcused absence. In-school-suspension counts as 2 unexcused absences and an out-of-school suspension counts as 3 unexcused absences. Four unexcused absences will result in removal from the team.

Excused and unexcused absences may result in practice and game playing time adjustments.

EXTRA-CURRICULAR ACTIVITIES (Board Policy 7:300)

Student participation in school-sponsored extra-curricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board Policy 6:190, Extra-Curricular and Co-Curricular Activities.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The Pre-Participation Physical Examination Form, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's Concussion Policy 7:305, Student Athlete Concussions and Head Injuries.
7. Student registration fees must be paid by the established deadline.
8. Student extra-curricular activity participation fees must be paid by the established deadline.

EXTRA-CURRICULAR GUIDELINES

Extra-curricular activities include: after school activities, dances, and clubs. Compliance with the student discipline policy is expected. Disciplinary consequences which are in effect during the regular school day will be issued. In addition, the following rules will apply:

1. Students who receive a detention, an in-school, or out-of-school suspension will not be able to attend any after school activities on the day of the detention/suspension.
2. In order to participate in school activities, students must be in attendance, or checked into the school office no later than 11:40 a.m. on the day of the activity. Special requests may be honored by contacting the administration.
3. Students must be supervised by a teacher, parent, or activity sponsor in order to remain after school.
4. Students who are staying after school must report directly to the area in which the event is to be held. Students will not be permitted to go in classrooms or locker areas. Coats, books, and other materials which will be taken home, must be brought to the activity. Loitering on the school grounds or in the building is not permitted.
5. If a student should choose to leave an event held within the school building before the activity has ended and the student's parents are not present to provide proper supervision, they will be notified to pick up their child.

Student Participation

1. Students represent their school and their community on and off the playing field at home and away. They are to display good sportsmanship and exemplary behavior.
2. Student academic eligibility evaluations will be sent to the appropriate teachers on Thursday. The coach/sponsor will contact the parent about any unsatisfactory reports.
3. The use of drugs, alcohol, or tobacco by any student will result in immediate removal from the activity and/or loss of eligibility for a period of time determined by the sponsor and principal. Disciplinary consequences will also apply.
4. Students cannot attend a practice or participate in any contest the day a detention, in-school suspension, or out-of-school suspension has been served.

Rules Specific to Athletic Participation

1. Each student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The Pre-Participation Physical Examination Form, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness. Physicals are valid for one year from the date they are given.
2. A permission slip to participate in the specific sport or activity signed by the student's parent/guardian is required.
3. On the day of an athletic contest, each participating student must attend school for at least one-half day. Students must be in attendance, or checked into the school office no later than 11:40 a.m. on the day of the activity. Special requests may be honored by contacting the administration.
4. Students must dress and participate in physical education classes in order to take part in after-school sports. (Exception: Unless a student is absent during his/her scheduled physical education class.)
5. Athletes are expected to attend all practices and games. Unexcused absences may result in suspension from the squad for a minimum of one game. Other disciplinary action will be left to the discretion of the coach.

6. Team members are responsible for any equipment issued to them while participating in athletics. Failure to return equipment in acceptable condition will result in replacement of damaged or lost articles by the students or their parents.
7. Failure to comply with any of the above-stated rules may result in athletic ineligibility or dismissal from the team.

The supervising teacher, coach, or sponsor may, at any time deemed necessary, remove a student for disciplinary reasons. It is necessary, however, that administration be informed of any situation that is occurring which could be detrimental to the school or athletic program.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

ATTENDANCE, PROMOTION, AND GRADUATION

ACCELERATED PLACEMENT

The Big Hollow School District 38 Board of Education believes that all students across the achievement spectrum should be challenged and supported to develop their potential. For some students needing a higher level of instruction, this can best be achieved by affording them access to curricula and learning environments more commonly provided to older students. This policy describes the process that shall be used for evaluating students for possible accelerated placement and identifying students who should be granted early admission to kindergarten or first grade, accelerated in one or more individual subject areas, or promoted to a higher grade level than their same-age peers. The policy shall be applied equitably and systematically to all students referred for acceleration regardless of race, ethnicity, gender, religion, sexual orientation, disability, gifted and talented status, twice/multiple exceptionality, English language proficiency, or socioeconomic background. Key components of the Model Acceleration Policy that are required by the Illinois Accelerated Placement Act, Public Act 100-0421 have been included in this policy. A full copy of the policy can be viewed on the District website at:

<https://www.bighollow.us/board-of-education/policy-manual>

ATTENDANCE GUIDELINES

Absences

Students that regularly attend school have a greater opportunity for educational growth and success. While some absences from school are legitimate and necessary, excessive absences from school for any reason will be addressed by administration.

All students receive maximum academic benefits when they attend school on a daily basis for the scheduled length of the instructional day. The State of Illinois has determined the minimum amount of daily full instructional time to be:

- Half-day Kindergarten: two hours
- Full-day Kindergarten-Grade 1: four hours
- Grades 2-8: five hours

Students are credited for a half-day of attendance based on the following daily instructional time:

- Half-day Kindergarten: a minimum of one hour
- Full-day Kindergarten and Grade 1: a minimum of two hours
- Grades 2-8: a minimum of two-and-one half hours

Absences and tardies may be excused or unexcused depending on specific individual circumstances.

The following measures will take place to ensure continuous communication with families regarding student attendance and to promote access to the supports necessary to assist in the prevention of chronic truancy. The following applies to the accumulation of both excused and/or unexcused absences, but excludes medically excused absences.

3 days consecutive absences	<ul style="list-style-type: none"> ● A doctor’s note will be required upon the student’s return to excuse the absences
1-4 days absent	<ul style="list-style-type: none"> ● Contact from school personnel, including but not limited to office staff, teachers, and administration
5 or more days absent	<ul style="list-style-type: none"> ● A letter sent to the family informing them of the district’s attendance policies and procedures ● Home visits from school personnel
10 days absent	<ul style="list-style-type: none"> ● Maximum allowed per school year ● An additional letter informing families that a doctor’s note will be required for any additional absence ● Further absences may result in a letter also being sent to the Truancy Officer at the Regional Superintendent’s office notifying them of possible chronic truancy. A contact will be made to the student and the parent(s)/guardian(s) by the Truancy Office.

Please note:

1. Pre-arranged absences count toward the student's ten (10) days.
2. Administration may excuse an absence(s) over the allowed ten (10) days for students with a documented chronic medical illness, for example: epilepsy, leukemia, diabetes, etc. A parent/guardian should submit a doctor's note to the school nurse at registration if there is a preexisting condition indicating the nature of the chronic illness and how it may affect a student's school attendance. The parent is encouraged to submit the request to share information form between the school and doctor. If a diagnosis is made during the school year, the parent/guardian needs to submit a doctor's note to the school nurse following the diagnosis. A doctor's note will be accepted after the ten (10) days, and the days excused, if the physician specializing in the medical condition specifically states the number of days that the patient needs to remain at home due to the illness, but does not require making a doctor's visit. For each incident that the student is absent beyond the ten (10) days, it may be required that the parent notify the specializing physician and have him/her fax the school stating the absence was due to the medical condition. If a chronic illness is diagnosed during the school year, students are required to continue to follow the policy of having five (5) school days upon their return to school to present a doctor's note to the Attendance Secretary for the absence(s) to be considered Doctor's Excused, even if there is a "chronic illness" that has caused the absence.

ALL ABSENCES WILL COUNT TOWARD THE TEN DAYS EXCEPT THE FOLLOWING:

1. Doctor's excuse (when seen and documented by a licensed physician)
2. Funeral of close friend or relative
3. Court appearance.

Illness or Injury: PLEASE KEEP YOUR CHILD HOME IF he/she has a fever, vomiting, diarrhea, unexplained rash or red eyes the night before or the morning of school. Diarrhea is defined as 3 loose stools in 24 hours or a change in bowel habit. A fever is defined as a temperature of 100°F. Most fevers subside in the morning, but go up again during the day. Your child can return to school when he/she has been symptom free for 24 hours without the use of fever reducing medication. If your child will be absent from school, you need to call the attendance line (847-740-1490) by 9 a.m. This is a 24-hour line so you can call anytime--even during the night if necessary.

Call-In Attendance Procedures

It is the responsibility of the parents/guardians to ensure that their child is in school. If absence is due to any communicable disease, please notify the school.

- Parent/guardians must call their child's school to report their child absent by 7:40 a.m. for Middle School students. The Middle School's number is 847-740-5322 and by 8:45 a.m. for Primary and Elementary School students. The Primary School telephone number is 847-740-5320; the Elementary School number is 847-740-5321. There is a 24-hour voice mail system for your use in reporting absences.
- There is also the option of reporting your child's absence using Skyward. Here is a

- link to a short video that will explain this process: [60 second attendance video](#) **Exhibit 13**
- If you do not report your child's absence, the school must make a reasonable attempt to contact the parent/guardian to confirm the child's absence.

When a child is late for school, that student is considered tardy. The tardy student and parent must stop at the office, be signed in by the parent/guardian, and get a pass before going to class.

Chronic Truancy

District #38 considers a student to be a chronic truant when he/she is absent without valid causes for 5% or more of the previous 180 regular attendance days, per Section 26-2a of the Illinois School Code.

In keeping with Section 26-12 of the Illinois School Code, District #38 will take no punitive action, such as out-of-school suspensions, expulsion, or court action against chronic truants for such truancy unless Resources and Support Services have been offered to the student and parent/guardian.

If chronic truancy persists after support services and other resources are made available, the school district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Release Time for Religious Instruction/Observance (Board Policy 7:80) A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

Requests for Homework Due to Absence Related to Illness

Parents may request homework when they notify the school office their child will be absent. The request for homework must be made before 8:45 a.m. on the day of the absence. The homework will be available in the school office. The Middle School Office is open until 3:00 p.m. The Primary/Elementary Offices are open until 4:00 p.m. Homework will not be sent home with other children. Under general circumstances, students will be given one day to make up homework for every day missed as long as the absence is not immediately preceding the end of the grading period.

Vacations

Per the Illinois School code, removing a child from school for the purpose of taking a family vacation is not a "valid cause" for absence. Therefore, teachers will not be responsible for preparing assignments prior to the vacation and all make-up work must be completed within five (5) school days of the student's return.

DROP-OFF/PARKING - END OF DAY PICKUP

Each school has locations available for school visitor parking.

Middle School:

Those dropping off students may do so beginning at 7:20 a.m.

- When approaching the curb in the circle drop off area, please stay tight to the school side curb.
- Please stop to drop your student off ONLY between the front entrance and the activity entrance.
- Please do not drop off your child(ren) in any other area as this will compromise their safety and disrupt the flow of traffic.

In addition, please sign your child in if he/she is arriving to school after 7:40 a.m.

Primary/Elementary Schools:

Those dropping off students may do so beginning at 8:35 a.m.

- Drive slowly!
- Enter through the Fish Lake Road entrance (near the bus lot)
- Follow to the back of the school. Parents dropping off ONLY primary students should stay to the right as you pass the bus lot. Parents dropping off both elementary and primary students should stay to the left as you pass the bus lot.
- Wait in the drop off lane until it is safe to pull forward.
- Once your vehicle is alongside the curb at the appropriate school, a staff member will assist your child as they exit the vehicle.
- Please do not drop off your child(ren) in any other area as this will compromise their safety and disrupt the flow of traffic.
- Parents are asked not to leave their vehicles while in the drop-off lane.

Primary/Elementary End of Day Pick-Up

In order to ensure that our buses are able to leave on time, we ask that if you are picking up your child from school that you must notify the school office by 2:15pm. You can call earlier in the day, or even, days ahead of time. It is also very helpful to send your child's teacher a note in the agenda or an email.

If you have an emergency situation occur after 2:15pm, please notify the office and an exception will be made.

EMERGENCY CLOSING OF SCHOOLS/LATE START

Emergency school closing information will be sent using Skylert School Messenger via email and/or phone once a decision has been made. It will also be posted on the District website: www.bighollow.us

Special education students transported to out-of-district schools will not be transported on the days District #38 schools are closed.

Late Start means that school will start two hours later than normal. Expect school buses to arrive at your student's bus stop two hours later than their regularly scheduled time. Early

Childhood AM will not attend. Early Childhood PM will begin at their regularly scheduled time. Dismissal will occur at the regular time.

Students not taking the bus should arrive to school no sooner than two hours after their normal start time. The buildings will not be open and staff will not be available until this time. Middle School drop-off will be at 9:20 a.m. Primary and Elementary drop-off will be at 10:30 a.m.

DELAYED START TIMES

Grade Level/Building	Normal Start Time	Delayed Start Time
Early Childhood AM	9:00 a.m.	Will not attend
Early Childhood PM	12:30 p.m.	12:30 p.m.
Primary School (K-1st)	8:45 a.m.	10:45 a.m.
Elementary School (2nd-4th)	8:45 a.m.	10:45 a.m.
Middle School (5th-8th)	7:40 a.m.	9:40 a.m.

END OF YEAR ACTIVITIES

There are a number of “end of school year activities” that are considered a privilege and not a right. As the year progresses, we want to ensure that all students are putting forth their best effort. Students must perform both academically and behaviorally in order to participate in activities such as academic field trips, end of year field trips, class picnics and “reward” days.

EIGHTH GRADE END OF THE YEAR REQUIREMENTS

Eighth grade activities (dance, breakfast, ceremony) are privileges offered to students who have a cumulative passing average in three out of the four core subjects (reading/language arts, math, science, and social studies) and maintain a good behavioral record for the entire school year as indicated by the following: bus suspensions, in-school suspensions, out-of-school suspensions, referrals, etc. Students at risk of losing any privileges associated with the end of year ceremonies will begin *trimester* check-ins at the end of first *trimester*. Final decisions will be made by a team comprised of teachers and administrators. Failure to meet these expectations could result in exclusion from 8th grade end of the year activities.

GRADING AND PROMOTION (Board Policy 6:280)

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois Assessment of Readiness (IAR) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. Every teacher shall maintain an evaluation record for each student in the teacher’s classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student’s final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,

- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system was used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

GRADING SCALE-MIDDLE SCHOOL

The following grading scale will be used for all Big Hollow Middle School courses:

100% - 90% A
 89% - 80% B
 79% - 70% C
 69% - 60% D
 59% - 0% F

HOMELESS CHILDREN (Board Policy 6:140)

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 Ill. 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 which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

Whenever a child and his/her parent(s)/guardian(s) who initially share the housing of another person due to loss of housing, economic hardship, or similar hardship continue to share the housing, the Liaison of Homeless Children (Mrs. Christine Arndt, 847-740-1490) shall, after 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

HONOR ROLL-MIDDLE SCHOOL

At the end of each *twelve*-week *trimester* students have the opportunity to qualify for Honor Roll or High Honor Roll by meeting the following criteria:

- High Honors: All A's for the *trimester* (4.0 Grade Point Average)
- Honors: Any combination of A's and B's for the *trimester* (3.00 or higher Grade Point Average)
- Honorable Mention: Any combination of A's, B's and one C

SIGN-IN/SIGN-OUT PROCEDURES

A parent/guardian is required to write a note if his/her child needs to leave school early. The note should state the time, date, and reason. It is mandatory that a parent/guardian come into the office to sign out his/her student if it is deemed necessary to leave school early. If anyone other than the authorized parent/guardian is to sign a student out, please

inform the office. These precautions are taken to ensure the safety of our students. **Exhibit 13**
Individuals may be required to show a picture ID when picking up a student.

STUDENT PERFORMANCE AND ASSESSMENT

Report Cards

All students in grades K-8 are issued report cards three times a year, following each trimester grading period. All report cards are posted electronically and are available via Skyward Family Access. Parents may opt to receive a paper copy as well. Report cards will not be made available to students or parents/guardians before the designated distribution. Grades are available at all times on Skyward Family Access for grades 5-8.

You are encouraged to communicate with your child's teacher if you have a concern. A note, e-mail or phone call can usually handle ordinary situations and simple questions. The teacher will schedule a parent conference if necessary. Parent conferences must be arranged at a mutually agreeable time. Regular conferences are held *once* each school year.

Parents are welcome to observe a class. Please make an appointment with your child's teacher prior to the visit. All people entering the building must present a valid driver's license or State ID to receive a visitor's badge.

Assessments

All students in grades K-8 will be administered a set of screening/benchmark assessments in the Fall, Winter, and Spring of each school year to align with State mandates and national performance levels. Screener/benchmark assessments assist with the determination of students that may benefit from additional support in tandem with the core instruction. Screening students three times per year provides the opportunity to proactively address instructional concerns to readily support student progress and reduce increasing gaps in learning. MAP testing is currently administered at least two times per year to all students in grades K-8.

Students will also be administered yearly grade level state assessments. The *State Standardized Assessments typically take place in the spring*) grades 3-8.

STUDENT PLACEMENT

The school may implement formal or informal testing and information from the student's cumulative record, parent(s) and former teacher(s) as deemed necessary to determine appropriate grade level placement.

Parent Requests

The District will not accept requests for specific teachers. If you have twins or multiples, you must request in writing *before March 17th* if you would like them together or in separate classes.

STUDENT TRANSFERS (Board Policy 7:50)

Transferring In

A student seeking admission to a District school must meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law.

If a transferring-in student was suspended or expelled from any Illinois public school, he or she shall not attend class until having served the entire period of such disciplinary action.

The building principal or designee shall make the class or grade level assignment with input from other appropriate personnel when needed, and may accept or reject the transferring school's recommendations.

The District will request the records from the transferring school. If the student is transferring from an Illinois public school, an Illinois State Board of Education Student Transfer Form must be included in the student record and must state that the student is "in good standing" in order to attend a District school.

Transferring Out

Parents/guardians of a student transferring from the District should complete a Notification of Student Withdrawal Form with the building office, pay outstanding fees or fines, sign a release form, and return all school-owned property.

The building principal shall complete an Illinois State Board of Education Student Transfer Form for any student transferring to an Illinois school. Within 10 days of receiving a Records Request from the transferred to school, the office will send the completed Student Transfer Form indicating the student's status and the student's school records. If a transferring student was suspended or expelled, and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, any school student records required to be transferred shall include the date and duration of the suspension or expulsion.

GENERAL INFORMATION AND NOTIFICATIONS

BIRTHDAYS AND CLASS TREATS

Big Hollow Schools recognize that birthdays are important celebrations to young children. Each grade level team may decide how best to celebrate birthdays in ways that do not detract from instructional time. However, it is not permissible to bring edible treats to celebrate birthdays. Parents of students in grades EC-4 who wish to honor their child's birthday may do so in one of two ways: (a) a book, game or other similar item could be donated to the classroom in their child's honor, or (b) pencils, erasers, stickers, and similar items could be distributed to students if parents choose.

BUILDING AND GROUNDS

Pest Management

It is the policy of Big Hollow School District #38 to implement and practice Integrated Pest Management (IPM) procedures to control pests in school buildings and minimize the exposure of students, faculty, and staff to pesticides. Pests can pose hazards to human health, damage property, and disrupt learning. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people. State law requires public schools to practice IPM. The Integrated Pest Management program at District #38 will include the following:

1. Regular monitoring to identify pest problems.
2. Preference for the use of non-chemical control methods to address pest problems.
3. When necessary, use of the least-hazardous chemical controls after non-chemical control methods have been applied.
4. Preventative actions to reduce future pest problems.

Pesticides

It is the policy of Big Hollow School District #38 to reduce potential exposure to pesticides in the school environment. Exposure to pesticides can pose a health risk to students, staff, and others, which can be minimized by practicing IPM. Regularly scheduled applications of pesticides are not permitted under the IPM policy.

Contractors

Any contractor hired by the school district to provide pest control or other similar services must comply with the district's IPM and notification policy.

Notification

Big Hollow District #38 maintains a registry of parents/guardians of students and employees who have registered to receive written notification prior to the application of pesticides to grounds or property. Prior notice is not required if there is imminent threat to health or property.

CLOSED CAMPUS POLICY

In order to maintain maximum safety and accountability of students, the school district site is a closed campus. Once a student arrives on school grounds, he/she may not leave without permission. Students are also expected to remain on campus after school until properly picked up or the parent has notified the school district of appropriate alternative arrangements. Once a student (walker) leaves the building from an after school activity, he/she may not return to the building.

CONVICTED SEX OFFENDER

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender:

1. Is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (a) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (b) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (c) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the superintendent, or his/her designee who is a certified employee, shall supervise a child sex offender whenever the offender is on school district property.

ENGLISH LANGUAGE LEARNERS (Board Policy 6:160)

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet.

Parents/guardians of English Language Learners will be given an opportunity to provide input to the program, and will be provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact Bilingual/ELL Director, Michelle Hetrovicz at 847-740-5321.

Information regarding Student Harassment can be found in Board Policy 6:160. To view the Board Policy manual, please visit

<https://www.bighollow.us/board-of-education/policy-manual>

EQUAL EDUCATION OPPORTUNITIES (Board Policy 7:10)

Information regarding Equal Educational Opportunities can be found in Board Policy 7:10. To view the Board Policy manual, please visit

<https://www.bighollow.us/board-of-education/policy-manual>

Non-discrimination Coordinators:

Mr. Robert Gold

Superintendent

26051 W. Nippersink Rd.

Ingleside IL 60041

847-740-1490

Mrs. Christine Arndt

Assistant Superintendent

26051 W. Nippersink Rd.

Ingleside IL 60041

847-740-1490

FIELD TRIPS (Board Policy 6:240)

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent/guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;

5. Other reasons as determined by the school.
All non-participating students shall be provided an alternative experience.

Field Trip Regulations for Chaperones:

1. Be on time.
2. The first responsibility is to care for assigned students.
3. Ask the teacher if there is anyone in your group with medical concerns.
4. Review with the teacher what to do if a student gets lost.
5. Take periodic head counts of your assigned group.
6. Do not purchase gifts, food, or drinks for students without prior approval of the classroom teacher.
7. Position yourself so there is appropriate supervision at the front, middle, or back of the bus. This is to keep control of all students on the bus, not just your group. An adult should sit in the backseat of the bus.
8. Do not repeat things you may hear or witness that should remain confidential. If you are not sure, check with the teacher.
9. No gum, candy, or drinks are allowed.
10. Eating is allowed at specified times.
11. Siblings and younger children are not allowed on field trips.

Information regarding Field Trips can be found in Board Policy 6:240. To view the Board Policy manual, please visit

<https://www.bighollow.us/board-of-education/policy-manual>

FLOWER/BALLOON DELIVERIES TO STUDENTS

Students are not allowed to carry flowers, balloons, etc. around with them during the school day. If flowers are delivered in glass containers, they cannot be carried on the bus. Balloons also cannot be carried on the bus. Arrangements need to be made to have them picked up by an adult after school.

HALLWAY PASSES-MIDDLE SCHOOL

No student is allowed in the hallway during class time without a pass. A pass will be issued to students by the classroom teacher. Students are to go DIRECTLY to the place they have been assigned. Students who fail to report to the designated area on the pass within a reasonable length of time may have the privilege of using a hall pass denied and be marked tardy.

HOME TO SCHOOL COMMUNICATIONS

When you have a question, problem or concern, please follow the link sequence below:

LINK #1: Contact the Teacher, Bus Driver, or other Employee closest to the situation.

LINK #2: Contact the Building Assistant Principal.

LINK #3: Contact the Building Principal.

LINK #4: Contact the Superintendent.

LINK #5: Contact the Board of Education.

In working together for the best interest of the children, it is important that the lines of communication between home and school be kept open. Teachers communicate with

parents through a variety of means including e-mails, phone calls and websites. Information from school can also be found in the virtual backpack.

Telephones

To provide better communication, teachers have a telephone in their classroom. Messages are not retrieved until after school hours. Please do not leave messages for students on classroom phones. Children are not allowed to use the telephones without the classroom teacher's permission.

Parent Involvement

As partners in educating children, parent involvement is essential. We encourage participation in the PTO and your child's school activities. Please contact your child's teacher if you would like to volunteer in the classroom, library or computer lab. We ask that siblings not accompany parents when they assist in the classroom or at school parties.

HOMEWORK CLUB-MIDDLE SCHOOL

There will be Homework Club after school for any 5th, 6th, 7th or 8th graders who would like extra time to work with a teacher. Homework Club will run after school from 2:45-4:15. Students must arrange a ride home or have permission to walk home. Homework Club will be in the Library and students will have a teacher supervising them. Homework Club requires a signed permission slip.

HOMEWORK PRACTICES-PRIMARY SCHOOL

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, and develop good work habits. Homework includes reading every night as we help each student develop the habit of being a lifelong reader. In the primary grades, the homework is for families and their children to spend time together with books.

To clarify:

Extending the lesson - for example, if a child heard a story at school about sharks and this sparks an interest, they could extend the lesson by reading about sharks at home with their family.

Practicing skills - teachers will share sight words, spelling patterns, and story elements with families. A parent can then practice some of those skills with their child at home. For example, when reading a story with your child, you can ask your child to look for sight words in the story.

Good work habits - parents can help their child by setting aside time every night to read together. This will reinforce the habit of nightly homework.

HOMEWORK POLICY-MIDDLE SCHOOL

Students may receive homework each day from one or more academic classes. Students are expected to turn in their homework on the date it is due. Homework turned in after the due date will receive a grade reduction based on each teacher's respective Homework Policy. Teachers will make their expectations clear to students and parents at the beginning of the school year.

HOT LUNCH/BREAKFAST PROGRAM

Big Hollow provides a daily hot lunch program for all full day students. The price includes milk. Milk can also be purchased separately.

Students will not be able to purchase milk if there is a negative \$5.00 balance in their account.

Applications for Free/Reduced meals are available on Big Hollow's website at www.bighollow.us and in the school office. Income standards are based on Federal criteria distributed by the Illinois State Board of Education. Eligibility for Free/Reduced Lunch must be established each school year.

Monthly menus are posted on the school website, District app, and are available in the school office. The menu may be changed if conditions make it necessary. In keeping with the State Mandated Wellness Policy, and in the best interest of our children, parents/guardians who send lunch to school are encouraged to provide a nutritious meal for their child.

Students are not permitted to bring food or beverages out of the cafeteria. Students should not bring more food than can be consumed during their lunch period. Gum chewing is prohibited.

LOCKERS-MIDDLE SCHOOL

Students are responsible for the care of their assigned locker. Students whose lockers are damaged by others must report the problem to the school office immediately.

Any person caught tampering with, opening, or removing items from any locker other than his or her own will face disciplinary action.

All hallway lockers are equipped with a lock and 5th-8th grade students are issued a lock for their gym locker. Only school issued locks may be used. *Students must not tell anyone their private combination.* The following locker guidelines should be followed:

1. Never leave your locker without making sure you have locked it.
2. Big Hollow Middle School is not responsible for any lost or stolen items from lockers. Students should not share locker combinations with friends.
3. Students are not permitted to share lockers, except under special circumstances.
4. All belongings are to be kept in a neat and orderly manner.
5. The school district has the right to inspect any locker for just cause.
6. Lockers cannot be decorated for birthdays, etc. by other students at any time.

LOST ITEMS

Any lost or misplaced textbooks, library books, or other instructional items issued to, or signed out, by a student must be replaced at cost by the student. It is the student's responsibility to make sure that the assigned items are returned to the issuing teacher or library in the same condition as when they were received.

A "lost and found" area is maintained in each building. Clothing, books and other personal items are kept in the lost and found. Valuables such as glasses, purses, wallets,

jewelry, watches and keys will be kept in the building office. We urge parents to clearly label student items. After a reasonable period of time, unclaimed personal items will be donated to local charities.

MAKE-UP WORK-MIDDLE SCHOOL

Students who are absent are responsible for contacting the teachers of the classes missed and determining what assignments are to be made up along with the time limit for having them completed. You may call 847-740-5322 extension 5000 to request a list of missed assignments for the day(s) your child is ill before 9:00 a.m. and they will be ready to be picked-up at the office 2:45-3:00 p.m. Work missed while absent and not turned in by the date required by the class teacher. Don't forget you can check the website for homework at www.bighollow.us, Middle School, then Teacher Websites and Contacts.

MESSAGES TO STUDENTS

Students who are ill, or must call home, will use the school phone at the discretion of the staff including the school nurse. Students wishing to make phone calls for other reasons (forgotten lunch, books, homework, must stay after-school, etc.) will be required to use a school phone. In order to minimize classroom interruptions, personal messages to students from parent(s)/guardians(s) must be deemed an emergency by the building principal prior to any message being delivered. To preserve the learning environment non-school issued electronic device use at school is strongly discouraged.

NOTICE TO PARENTS OF STUDENTS WHO ARE DEAF, HARD OF HEARING, BLIND OR VISUALLY IMPAIRED

School districts are required to provide written notice to parents of children who are deaf, hard of hearing, blind or visually impaired of the existence and services of the Illinois School of the Deaf and the Illinois School for the Visually Impaired.

PARENT NOTIFICATION

An electronic notification system, Skylert School Messenger, is utilized by the District. Information will be emailed to parents using email addresses provided during registration and Skyward Family Access. Information may be specific to certain buildings or could be district-wide.

PARENT/TEACHER COMMUNICATION

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child.

Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be informed in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the State, the Federal Government and the District.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extra-curricular time.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The District will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Mrs. Christine Arndt at 847-740-1490.

The state's resources on parental involvement can be located at <https://www2.illinois.gov/education/parents>. The website provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

PARENT-TEACHER ORGANIZATION (PTO)

The Big Hollow Parent-Teacher Organization is a 501(c)3 charity designed to work together with Big Hollow School District #38 teachers, staff, parents, students, and community members. They provide educational, social, and cultural experiences for the students through various events, activities, and fundraisers. Each year, Big Hollow PTO provides funds and grants for teachers and staff to purchase additional teaching aids, books, technology enhancements, and extended classroom experiences to enliven and enrich Big Hollow students.

Meetings are held once a month during the school year in the Middle School Staff Lounge. You may access all of Big Hollow's PTO information at www.bighollow.us, then use the Parent tab to select PTO. Once on the PTO page, you may sign up to receive their newsletter under the Parent Information tab.

PARENT VOLUNTEERS

Parent Volunteers and Visitors are a very important aspect of Big Hollow Schools. Big Hollow invites and encourages parents to be an active part of their student's education. Through volunteering, the adult members of the family become an extension of the school's faculty and staff, and an integral part of daily life at Big Hollow. Parents are welcomed and encouraged to volunteer. Please fill out a [Parent/Volunteer Agreement Form](#) and return it to your student's school.

There are numerous volunteer and visitor opportunities available throughout the school year including but not limited to: classroom parties, field trips, mystery readers, field days, and helping the teacher. To discuss your child with the teacher, please make an appointment.

Parent Volunteers and Visitors agree to:

- Sign in and out at each office
- Promptly report to and remain in assigned location (in the event of an emergency, it is essential that all visitors are accounted for at all times)
- Follow the Big Hollow dress code
- Refrain from cell phone usage so your child knows that you are truly present when volunteering in the school
- If you take a picture at Big Hollow, you must have permission from all adults photographed and parent permission from all students photographed before posting on social media
- Use respectful, encouraging, and appropriate language
- Respect the privacy of all students and staff
- Understand that some volunteer and visitor activities may or may not be appropriate for younger siblings to attend
- Keep observations, experiences and information confidential
- Parent Volunteer Agreement

Understand that volunteering at Big Hollow School is a privilege. The school's Principal reserves the right to deny or remove any volunteer violating confidentiality or any District policy. Parent Volunteers and Visitors agree not to divulge information about any student or family to any person outside the school setting.

PERSONAL PROPERTY

Whenever possible, personal property should be marked with permanent ink or by using a label. Coats, jackets, notebooks, gym shoes and physical education outfits are to be marked with the student's name. Lost or misplaced articles are more likely to be returned to the proper person if they are clearly marked.

The school district does not have insurance coverage for lost or stolen items.

RECESS

Students in grades K-8 who have recess will be sent outside, weather permitting, unless they provide a doctor's note. Should your child's physician require that your child be excused from any school activity (P.E., band, music, etc.), a note is required from your physician.

RESPONSE TO INTERVENTION (RtI)

RtI is a problem-solving process designed to provide high quality interventions that are matched to student needs as well as monitor student progress on a frequent basis. Screening assessments are given three times per year to the student population. The data generated from the screening measures along with student performance within the general educational setting is utilized to make decisions regarding the student's educational program and needs.

To request a copy of the *NOTICE OF PROCEDURAL SAFEGUARDS FOR PARENTS/GUARDIANS OF STUDENTS WITH DISABILITIES*, please contact the Special Education Director, Dr. Erin Pittman at 847-740-1490.

SEX OFFENDER AND VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police website at: <http://www.isp.state.il.us/cmvo/>.

STUDENT RECORDS (Board Policy 7:340)

Information regarding Student Records can be found in Board Policy 7:340. To view the Board Policy manual, please visit <https://www.bighollow.us/board-of-education/policy-manual>

Permanent Record

The student Permanent Record consists of the following:

- Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents;
- Academic transcript, including grades, class rank, graduation date and grade level achieved, the unique student identifier assigned and used by the Student Information System(SIS);
- Attendance record;
- Health record;
- Record of release of permanent record information; and

If not maintained in the temporary record, may also consist of:

- Honors and awards received; and
- Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

Temporary Record

The student Temporary Record consists of the following:

- A record of release of temporary record information;
- Scores received on the State assessment tests administered in the elementary grade levels (Kindergarten-8th Grade);

- The completed home language survey form;
- Information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction;
- Information provided under Section 8.6 of the *Abused and Neglected Child Reporting Act* [325 ILCS 5/8.6], as required by Section 2(f) of the Act; ● Any biometric information that is collected by the school;
- Health-related information;
- Accident Reports;
- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews;
- Elementary and secondary achievement level test results;
- Participation in extra-curricular activities, including any offices held in school-sponsored clubs or organizations;
- Honors and awards received;
- Teacher anecdotal records;
- Other disciplinary information;
- Special education records;
- Records associated with plans developed under section 504 of the Rehabilitation Act of 1973; and
- Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student.

TITLE I

Each year in the first *trimester* of the school year, the school holds a meeting for all Parents/Guardians of students who are served in the Title I program.

At the meeting, the school will discuss parental involvement and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for them to be fully involved in the educational process.

VIRTUAL BACKPACKS

Parents should reference the district website at www.bighollow.us for information regarding their child's education and events. In an effort to reduce the consumption of paper, forms, newsletters, flyers, and other information is available under the Virtual Backpack tab.

VISITING OUR SCHOOLS

All exterior doors are locked during the school day. The main entrance doors allow public access to the building only through authorization from the office. All visitors are required to check in at the main office. Each visitor will be required to provide state issued identification and statement of purpose of visit. The district will utilize software to search sex offender databases before visitors are allowed in the buildings. All approved visitors

will receive a visitor's badge. The visitor's badge must be worn and visible at all times during the school visit. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself/herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for criminal trespass and/or disruptive behavior.

Guest students are generally not approved; a request of this nature must be directed to the building principal.

Please be aware the schools utilize video surveillance equipment. Students, staff and visitors will be recorded both inside and outside of our facilities.

You are encouraged to make an appointment with your child's teacher if you have a concern. A note, e-mail or a phone call can usually handle ordinary situations and simple questions. The teacher will be happy to schedule a parent conference if necessary. Parent conferences must be arranged ahead of time. Parents are always welcome to observe a class. Please make an appointment with your child's teacher prior to the visitation.

VISITORS CONDUCT ON SCHOOL PROPERTY (Board Policy 8:30) Information regarding Visitors Conduct on School Property can be found in Board Policy 8:30. To view the Board Policy manual, please visit <https://www.bighollow.us/board-of-education/policy-manual>

HEALTH AND SAFETY

ACCIDENT-ILLNESS

In the case of an accident or injury, school personnel may provide assistance and attempt to contact a parent/guardian or emergency designee. When we are unable to make contact, a rescue squad may be called.

When a child is ill at school, we will attempt to contact a parent/guardian and/or emergency person listed on Skyward Family Access. It is imperative that you keep emergency contact information in Skyward Family Access accurate and up-to-date during the school year. If you are unable to update the information, please contact your school office. Children will not be sent home on the bus if they are ill.

PLEASE KEEP YOUR CHILD HOME IF he/she has a fever, vomiting, diarrhea, unexplained rash or red eyes the night before or the morning of school. Diarrhea is defined as 3 loose stools in 24 hours or a change in bowel habit. A fever is defined as a temperature of 100°F. Most fevers subside in the morning, but go up again during the day. Your child can return to school when he/she has been symptom free for 24 hours without the use of fever reducing medication.

ADMINISTERING MEDICATION (Board Policy 7:270)

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Non-prescription medication including aspirin, Tylenol, cold preparations, throat lozenges and topical ointments, will be allowed for a maximum of two days with a parent/guardian signature. Longer administration time will require the signature of a licensed prescriber. The procedures for any medication are as follows:

1. Medication must be brought to the school in the original container and taken immediately to the nurse's office where it will be stored in a locked cabinet. Prescription medication shall display:
 - a. Child's Name/Prescription Number/Medication
 - b. Name/Dosage/Date/Refill
 - c. Licensed Prescriber's Name
2. Non-prescription medications shall be brought in the original container with the child's name affixed to the container.
3. Changes in prescription medication will only be made when a note from a prescribing physician has been received. The prescription container stating the proper dosage must be sent to school.
4. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school related function other than as provided for in this procedure.
5. The parent/guardian will be responsible for picking up any unused medication. Medications not picked up by the end of the school year will be discarded.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

CARE OF STUDENTS WITH *MANAGED MEDICAL NEEDS* If your child has *medical condition, such as asthma or diabetes*, and requires assistance with managing this while at school and school functions, a Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Care Plan.

For further information, please contact the school nurse.

EMERGENCY/SAFETY DRILL PROCEDURES AND CONDUCT (Board Policy 4:170)

Safety drills will occur at times established by the School Board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather and shelter-in-place drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the Administration. Drills will not be preceded by a warning to the students.

Evacuation Drill

In the event of a fire in the school and/or the presence of smoke, we practice exiting our school buildings in a safe, orderly, timely fashion accounting for all students and adults. One of the three fire drills is done in conjunction with the Fox Lake Fire Department.

Severe Weather Drill

In the event of severe weather related to a possible tornado, extremely high winds, dangerous thunderstorm activity, or large hail we practice moving all children and adults to designated safe areas in the school.

Law Enforcement Drill (dangerous intruder)

In the event of a dangerous intruder(s) or another dangerous event within the building, we follow ALICE training guidelines. This drill is now required by law and must be done in conjunction with law enforcement (Lake County Sheriff's Department).

Soft Lock Down

During a Soft Lock Down no one is allowed in or out of the buildings. Adults are directed to lock interior doors, but there is business as usual inside all classrooms.

Bus Evacuation

This drill simulates the need to exit the bus out the back door. Students and supervisors practice safety getting out of the bus using the emergency exit door.

FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable Federal statutes, State statutes, Federal regulations and State rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our School District also may be able to appropriately meet a student's needs through other means.

HEAD LICE

According to the National Association of School Nurses, students should not lose access to their education for head lice, which is considered a nuisance rather than a communicable disease.

Big Hollow School District, therefore, will inform the families of children who have head lice the day it is found. Families will be offered instructions on how to treat the lice and should return to school the next day after treatment. Students who have been identified with lice will be checked again after 7 calendar days to determine if treatment was successful.

HOME AND HOSPITAL INSTRUCTION (Board Policy 6:150)

Information regarding Home and Hospital Instruction can be found in Board Policy 6:150. To view the Board Policy manual, please visit <https://www.bighollow.us/board-of-education/policy-manual>

IMMUNIZATIONS, HEALTH, EYE AND DENTAL EXAMINATION REQUIREMENTS (Board Policy 7:100)

Information regarding Immunizations, Health, Eye and Dental Examination requirements can be found in Board Policy 7:100. To view the Board Policy manual, please visit <https://www.bighollow.us/board-of-education/policy-manual>

MEDICAL ALERT

The school nurse, classroom teachers, and office should be made aware of any outstanding medical conditions, prescription medications, or changes in any existing conditions which your child has. These conditions may include, but are not limited to: allergies, heart condition, epilepsy, asthma, diabetes, ADHD, etc.

PHYSICAL EXAMS OR SCREENINGS (Board Policy 7:15)

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. The above does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
3. Is otherwise authorized by Board policy.

REPORTING COMMUNICABLE DISEASES

When calling the school to report your child’s absence due to illness, please inform us of any diagnosed communicable disease or condition such as, but not limited to: chicken pox, strep throat, impetigo, or pink eye. The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student’s doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

SEXUAL ABUSE EDUCATION (Erin’s Law)

The Illinois State Board of Education requires schools to inform students on how to recognize behaviors of abduction and abuse, including sexual abuse. Illinois State Law (Erin’s Law) requires that all public schools implement a prevention-oriented child sexual abuse program. Students will learn age appropriate techniques to keep themselves safe and to speak up. These lessons will be discussed in individual classrooms. Parents will be given the opportunity to sign a waiver to exempt their child from the lesson.

STUDENT SAFETY

Backpacks

Backpacks, or any bag that is used to carry books, are to be kept in the student’s lockers or cubbies. Students are not allowed to bring them when switching classes. Students are permitted to visit their lockers/cubbies between classes.

Aerosol Sprays

Due to the potential danger of aerosol sprays, (hair spray, deodorant, breath spray, bug spray, sunscreen, etc.) they are forbidden on school property, at school events, extra-curricular activities, and on school busses. The use or possession of aerosol containers will result in an immediate consequence.

Bicycle Regulations

All student bike riders are required to provide the office a signed parental permission slip.

Students without a permission form on file must bring a dated note, signed by the parent, stating where the child is biking to and how long this should be in effect. Please observe the following rules:

1. Students may ride their bicycles to and from school if operated in a safe manner. When leaving school grounds, bike riders must wait until all school busses have departed.
2. Park bike at bike rack and lock securely.
3. Students are not to be near the bicycle rack during the day except for arriving or leaving the school grounds.
4. Students must leave the school grounds immediately after retrieving their bicycle from the rack.
5. Students who violate these rules will not be permitted to ride a bicycle to and from school.

Skateboards

Skateboards are not allowed on school property. School property includes school buildings, parking lots, playgrounds and school buses. Students violating this policy will be subject to disciplinary measures.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION (Board Policy 7:290)

Education regarding suicide, self-harm, and depression are central to their prevention. Schools will provide age appropriate instruction on identifying, reporting, and preventing situations to reduce the risk posed to themselves and peers.

Information regarding Suicide and Depression Awareness and Prevention can be found in Board Policy 7:290. To view the Board Policy manual, please visit <https://www.bighollow.us/board-of-education/policy-manual>

VISION AND HEARING SCREENING

All Kindergarten students will be Vision and Hearing screened. Special Education students will also be screened yearly for possible vision and hearing difficulties. Your child is not required to undergo the Vision Screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months. The schedule for Vision and Hearing Screening is:

Kindergarten: Vision and Hearing

Grade 1: Hearing

Grade 2: Vision and Hearing

Grade 3: Hearing

Grade 8: Vision

Vision screening is not a substitute for a complete eye evaluation by a licensed doctor.

INTERNET, TECHNOLOGY, AND PUBLICATIONS

ACCESS TO ELECTRONIC NETWORKS (Board Policy 6:235)

Computer Access

The District offers a computer program for grades 1-8. Each building is equipped with a computer lab. Students have time for weekly computer activities.

Student Accounts and Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Personal Electronic Devices

Parents who wish to allow their students to use a personally owned electronic device within the Big Hollow School District #38 learning environment must agree to the following:

1. Students shall take full responsibility for their personal device. BHSD shall not be liable for the loss, damage, misuse or theft of any personally owned device brought to school.
2. Students are responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using the device.
4. Personal electronic devices will only be utilized when students have been given permission by school staff.
5. Students must comply with any request of a staff member to shut down the computer/device or close the screen.
6. Current virus protection is recommended on devices that utilize the guest wireless network. The district does not provide virus protection.

Internet Use

Each student and parent must sign a usage agreement of the rules and policies for using the Internet at school and using the computers. Any student violating the policies of Internet usage will not be allowed to use the school computers and may be subject to disciplinary action. All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures on the Authorization Form included in the registration packet are legally binding and indicate the party has read the terms and conditions carefully and understands their significance.

Terms and Conditions

Acceptable Use/Access to the District's internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.

Privileges

The use of the District's internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The principal will make the initial determination regarding whether or not a user has violated this authorization and will make a recommendation to whether access is to be denied, revoked, or suspended at any time.

Unacceptable Use

The user is responsible for his/her actions and activities involving the network. Examples of unacceptable uses include, but are not limited to:

1. Posting pictures or videos of themselves, classmates, or staff taken on school property or at school activities. Inappropriate activities could result in loss of internet privileges. School property includes school buildings, buses and while representing our school at school activities.
2. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulations.
3. Using the name of school or its logo, or any other representative symbol in an unauthorized manner (i.e., the creation of a website or webpage (s) on an off-site server or network).
4. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
5. Downloading copyrighted material for other than personal use.
6. Using the network for private financial or commercial gain.
7. Gaining unauthorized access to resources or entities.
8. Invading the privacy of individuals.
9. Using another user's account or password.
10. Posting material authored or created by another without his/her consent.
11. Posting anonymous messages.
12. Using the network for commercial or private advertising.
13. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing,

or illegal material.

14. Using the network while access privileges are suspended or revoked.

Network Etiquette

The user is expected to abide by generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Being abusive in messages sent to others is unacceptable.
2. Use appropriate language. Swearing, using vulgarities or any other inappropriate language is unacceptable.
3. Revealing the personal address or telephone numbers of students or colleagues is unacceptable.
4. Electronic mail (e-mail) is not private. Personnel who operate the system have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. The network is to be used in a way as not to disrupt its use by others.
6. All communications and information accessible via the network should be considered private property.

No Warranties

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages; this includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or user errors or omissions. Use of any information obtained via the internet is at the user's risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the district for any losses, costs or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any breach of this authorization.

Security

Network security is a high priority. If the user identifies a security problem on the Internet, it must be reported immediately to the building principal. The problem is not to be demonstrated to other users. The users account and password are to be kept confidential. The account of another user may not be used without written permission from that individual, and the approval of the principal. Attempts to log on to the Internet as a System Administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges

The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per minute surcharges, and/or equipment or line costs.

ELECTRONIC DEVICES/CELL PHONES

The District is not responsible for the theft, loss, damage, or charges incurred while such electronic communication devices are on school property or during school-related activities and functions, unless directed by the district personnel to utilize personal devices for specific purposes.

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences.

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the

device to school for the remainder of the school year. The student will also face consequences for insubordination.

4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student’s parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

CYBER SECURITY

No student shall attempt to defeat the cybersecurity measures taken by the district to protect its network or connected electronic systems or disciplinary action shall be taken.

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS ACCESSED OR DISTRIBUTED

ON-CAMPUS (Board Policy 7:310) For purposes of this section and the following section, a *publication* includes, without limitation: (a) written or electronic print material, and (b) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.). Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in Kindergarten through Eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing “on-campus” includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and

misconduct and may be disciplined for: (a) accessing or distributing forbidden material, or (b) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

NON-SCHOOL SPONSORED PUBLICATIONS ACCESSED OR DISTRIBUTED OFF-CAMPUS (Board Policy 7:310)

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing publications that cause: (a) substantial disruption or a foreseeable risk of substantial disruption to school operations, or (b) interferes with the rights of other students or staff members.

STUDENT PRIVACY PROTECTION (Board Policy 7:15)

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must receive prior Board approval. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This section applies to every survey: (a) that is created by a person or entity other than a District official, staff member, or student, (b) regardless of whether the student answering the questions can be identified, and (c) regardless of the subject matter of the questions.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or

2. Refuse to allow their child or ward to participate in the activity described above.
The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

All surveys must receive prior Board approval.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

REGISTRATION

EMERGENCY CONTACT INFORMATION

Please keep your contact information up-to-date using Skyward Family Access. You may contact the school office to have your phone numbers updated if needed. It is crucial that the school office is able to contact you, or another adult designated by you, in the event of an illness or emergency.

FEES

All students will be annually assessed a registration fee which shall be established and approved by the Board of Education.

A Fee Waiver Form must be completed each year to qualify for a fee reduction or waiver. Fee Waiver Forms may be obtained from the school building office or through the District website. The Fee Waiver Form is in addition to the Free/Reduced Lunch Application. Completed forms shall be submitted by the parents or guardians to the school building office within two weeks after requesting the form.

The business office shall be responsible for processing requests for waivers of school fees. Should a request be denied, the parents will be notified within 14 days. The decision shall state the reason for the denial and shall inform the parents of their right of appeal, including the process and timelines for that action.

An appeal must be filed with the Superintendent within 14 days of receiving a denial. The Superintendent shall inform parents of his decision within 30 days. If the appeal is denied, the Superintendent shall mail a copy of his decision to the parent, including the reason(s) for the denial.

PROOF OF RESIDENCY REQUIREMENT

New students and students who have a change of address will be required to prove residency. Existing students may be asked to show proof of residency as part of the

registration process or if their residency is questionable. All students enrolled in Big Hollow District #38 must be legal residents of the District. Legal residency within the District requires that a student and his/her parent/legal guardian must be residing within the District's boundaries. Establishing a residence within the district with the primary intent to enroll the child(ren) in the education program does not constitute residency for enrollment in the school program nor does ownership of property within the District constitute residency for enrollment in the school program.

Registration of a student who is not a legal resident is illegal. Students who are found to be illegally registered will be immediately removed from all educational programs. The person(s) who were responsible for illegally enrolling the student(s) are liable for tuition charges covering the period of illegal enrollment. The District will pursue payment through available legal resources.

Registration cannot proceed until residency has been verified. To verify proof of residence within the geographic boundaries of Big Hollow School District #38 for new students, acceptable documentation must include at least one item from Category 1 and at least two items from Category 2. However, if there is reason to believe a student's residency is in question, further documentation may be requested.

If the student is not residing with the parents, the responsible adult must complete the Certification of Legal Responsibility form. If you are residing with a family member and all forms of legal residency are in their names, the district resident must complete a Property Owner Verification form. It will also be necessary for the district resident to provide the above listed proofs of residency.

REGISTRATION

Registration for returning students and new incoming students for the fall is held in the spring of each year by using the Student Registration link on the Big Hollow website.

Illinois law requires children to be five years old by September 1st to be eligible for Kindergarten.

New students entering the district during the school year may be registered at any time by using the Student Registration link on the Big Hollow website.

In order to complete the online registration portion, a parent/legal guardian will need to present a Certified copy of the child's Birth Certificate and the required Proof of Residency documents to the school office.

Proof of Residency Documents-Category 1 (One item required from the following):

For Homeowners:

- Current Property Tax Bill
- Current Mortgage Papers
- Original Closing Papers or Occupancy Permit

For Rental Property Residents:

- Original Signed and Dated Lease indicating the parent/guardian's name, length of lease, and a copy of the cancelled check or receipt of the most recent rent payment
- Landlord Verification (if lease is not available)

- Current Renters Insurance Policy

Proof of Residency Documents-Category 2 (two items required from the following):

- Driver's License
- Electric Bill (current within 60 days)
- Gas Bill (current within 60 days)
- Water Bill (current within 60 days)
- Homeowners or Renters' Insurance

SPECIAL EDUCATION

ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES (Board Policy 8:70) Information regarding Accommodation for Individuals with Disabilities can be found in Board Policy 8:70. To view the Board Policy manual, please visit <https://www.bighollow.us/board-of-education/policy-manual>

Complaint Managers:

Mr. Bob Gold

Superintendent

26051 W. Nippersink Rd.

Ingleside, IL 60041

847-740-1490

Mrs. Christine Arndt

Assistant Superintendent

26051 W. Nippersink Rd.

Ingleside, IL 60041

847-740-1490

EDUCATION OF CHILDREN WITH DISABILITIES (Board Policy 6:120)

Information regarding Education of Children with Disabilities can be found in Board Policy 6:120. To view the Board Policy manual, please visit

<https://www.bighollow.us/board-of-education/policy-manual>

TRANSPORTATION

BUS CONDUCT (Board Policy 7:220)

The following bus rules are designed for student safety. Bus drivers must be able to pay attention to their driving. It is important that the riders do not distract the bus driver and be courteous to fellow pupils and the bus driver. All school bus riders, while in transit, are under the jurisdiction of the school bus driver. Riding the school bus is a privilege, not a right. Therefore, it is the responsibility of every student to comply with behavior and safety standards on the bus and at all bus stops. Bus drivers will stop only at designated bus stops.

1. Arrive at your assigned bus stop at least five (5) minutes prior to the scheduled bus departure time.
2. While waiting for the bus, stay off the road and be visible to the bus driver.
3. Do not approach the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is moving. Always stay in your assigned seat. Quiet talking with a seat partner is allowed.
5. No singing or chanting is allowed.
6. Obey the bus driver's directions.
7. Remain in the bus if there is a road emergency and follow the driver's instructions.
8. Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows.
9. Students must be silent when coming to a railroad-crossing stop.
10. Help keep the bus safe and clean at all times. Eating, drinking, and gum chewing are not allowed on the bus.
11. Animals are not allowed on the bus.
12. Skateboards are not allowed on the bus.
13. Glass jars, bottles, or other breakable items are not allowed on the bus, unless properly protected inside a backpack and then only with permission.
14. Technology on the bus must be used safely, without disrupting the driver. Inappropriate use of technology would result in the school following Board Policy 7:15, Student Privacy Protection, and Board Policy 7:310, Non-School Sponsored Publications Accessed or Distributed Off-Campus.
15. Bus aisles must be clear at all times.
16. Bullying, teasing, rough housing or any other inappropriate behaviors are prohibited.
17. Observe safety precautions when exiting the bus. When it is necessary to cross a road, proceed to a point at least 10 feet in front of the bus on the right shoulder of the road where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
18. Never run back to the bus, even if you dropped or forgot something.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student behavior as defined in Board Policy, 7:190, Student Behavior.
2. Willful injury or threat of injury to a bus driver or to another rider.

3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

Discipline Procedure

In most cases the bus driver will first address a discipline problem directly with the student. If the problem is not resolved the bus driver will submit a written bus referral to the school principal. Except for cases of gross disobedience, consequences for misbehavior on the school bus will be progressive in nature.

STUDENT TRANSPORTATION (Board Policy 4:110)

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a serious safety hazard due to either (a) vehicular traffic or rail crossing or (b) a course or pattern of criminal activity, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care

students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act. Exhibit 13

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

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

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

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (a) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (b) is bearing one or more students. The following guidelines have been adopted:

1. Students are allowed two routes to school and/or two routes from school. Students must be picked up from one location and dropped off at one location. The AM location may be different from the PM location.
2. Students are assigned to a specific stop and route. Students must use their assigned stop every day. The number of students assigned to each stop is planned when the routes are developed to avoid overcrowding on the routes.
3. Kindergarten students must be put on and taken off the bus by a parent/guardian or responsible individual authorized by the parent/guardian. If you are unable to be at the stop to take your child off the bus, we need to know who is authorized by you to meet your child.
4. If an emergency situation should arise, any change to your child's bus route needs to be approved through the school office. A note must be submitted to the school office stating the reason for the special request. The district is not able to accommodate requests to ride a different bus for events such as birthday parties, scout meetings, play time, school projects or dental/doctor appointments.

If you have any questions about bus transportation guidelines, please contact the Transportation Manager at 847-740-1490.

Board of Education Administrator Report

August 8, 2022

1. Good Things Happening for Kids:

Student schedules are going through the QC process before they are finalized and prepped to be mailed home - M

Welcome postcards ordered and prepared for mailing mid August - P, E

Building tours will be offered following construction- P

Building tours will be offered mid August-E

Kindergarten Camp scheduled for August 17 - P

Get to know your PTO event scheduled for afternoon of August 17 for incoming Kindergarten families - P

EL Summer school offered in July - P, E, M

Preparing Principal's Kindness Challenge for upcoming school year - P, E

Ordering Student Birthday lunch gifts - E

Fifth Grade Transition Camp scheduled for August 17- M

Supply Drop-off-August 18th, 10-7 - M

2. Good Things Happening for Staff:

[July communication from BH Principals](#)- P, E, M

OTUS training offered- August 1 - P, E, M

Patio PD, an optional book study hosted by teaching staff, is happening at the middle school-M

Kindergarten Camp scheduled for August 17 - P

Staff have volunteered to continue curriculum work this summer - P, E, M

Staff lounge, workroom, book room and fourth grade storage closets cleaned and organized-E

Staff gathering off campus for back-to-school kick-off - M

Planning for Building Leadership Team Retreat-E, M

Classroom management book study books ordered for new teachers-E

Mentoring program has begun with new teachers-E

New Teacher Orientation - August 8, 9 & 10 - P, E, M

New Teacher Orientation-August 15th-E

New Teacher Orientation-August 15th-M

3. General Information to Share:

Dual Language Parent information meeting - July 27 - P

Development of 2022-2023 School Improvement Plans are underway

Recruitment and recommended hires continue for staff positions

Buildings are being cleaned and prepared for student return in August

Classroom & office construction in A pod continues - P

Front office, conference room and IT room carpeted and painted-E

Plans being created for Institute days on August 22, 23, 24

STEM lab is being completed-E
Meet & Greet for students PreK - grade 4 will be held on Tuesday, August 23 from 4-6 pm
PTO Back to School Bash - August 26
Primary Curriculum Night - September 15 from 6-7:30 pm
Elementary Curriculum Night- September 8, from 6-7:30 pm
ELL Curriculum Night - September 22
MS Supply Dropoff - August 18, from 10am-7 pm
MS Curriculum Nights - August 30 from 6-7:30 pm (5 & 6), September 1 from 6-7:30 pm

July 11, 2022

1. Good Things Happening for Kids:

Student schedules are going through the QC process before they are finalized and prepped to be mailed home - M
Main schedule & class lists completed and distributed to staff.-P, E
Welcome postcards ordered and prepared for mailing in August-P, E
Getting to Know You sessions provided for incoming kindergarten students and families- P
Building tours will be offered following construction- P
Building tours will be offered mid August-E
Kindergarten Camp scheduled for August 17 - P
Get to know your PTO event scheduled for afternoon of August 17 for incoming Kindergarten families - P
Summer school offered and implemented in June - P, E, M
EL Summer school will be offered in July - P,E,M
Preparing Principal's Kindness Challenge for upcoming school year - P, E
Ordering Student Birthday lunch gifts - E
Fifth Grade Transition Camp scheduled for August 17- M

2. Good Things Happening for Staff:

[June communication from BH Principals](#)- P, E,M
Classroom schedules completed with input from teaching staff. All distributed to staff prior to end of school year.-P, E
Schedules completed with input from teaching staff. Minor modifications occurring throughout the summer- M
Patio PD, an optional book study hosted by teaching staff, is happening at the middle school-M
Kindergarten Camp scheduled for August 17 - P
Staff have volunteered to continue curriculum work this summer - P,E,M
Staff lounge, workroom, book room and fourth grade storage closets cleaned and organized-E
Planning for Building Leadership Team Retreat-E
Classroom management book study books ordered for new teachers-E
Mentoring program has begun with new teachers-E
New Teacher Orientation - August 8, 9 & 10 - P, E, M
New Teacher Orientation-August 9th-E

3. General Information to Share:

Development of 2022-2023 School Improvement Plans are underway- P,E,M

Recruitment and recommended hires continue for staff positions-P, E, M

Buildings are being cleaned and prepared for student return in August-P, E, M

Classroom & office construction in A pod continues - P

Front office, conference room and IT room carpeted and painted-E

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Primary Curriculum Night - September 15 from 6-7:30 pm

Elementary Curriculum Night- September 8, from 6-7:30 pm

ELL Curriculum Night - September 22

MS Supply Dropoff - August 18, from 10am-7 pm

MS Curriculum Nights - August 30 from 6-7:30 pm (5 & 6), September 1 from 6-7:30 pm