

**ILLINOIS STATE BOARD OF EDUCATION SCHOOL BUSINESS SERVICES  
SCHOOL DISTRICT REORGANIZATION  
FY 2024 FEASIBILITY STUDY – PROCEDURES**

Feasibility studies are a tool to be used by school districts that want to investigate the advantages and/or disadvantages of reorganization options. Feasibility studies will be approved for funding on a first-come, first-served basis, determined by the receipt of the signed feasibility study agreement. **Each feasibility study must contain specified performance items and a final conclusion and/or recommendation on the reorganization options for the districts involved in the study. Studies lacking required components will not be approved for payment.**

**PROCEDURES**

The procedures for requesting funds to conduct a school district reorganization feasibility study during fiscal year 2024 are:

1. Interested school districts shall negotiate a proposed agreement to secure the services of a consultant to conduct a reorganization feasibility study. The agreement must contain, but not be limited to:
  - a) Start and end dates of study
  - b) Consultant name/firm, with name of lead consultant, as applicable
  - c) Total cost of study
  - d) Performance Items of the study, including but not limited to:
    - 1) Transportation
      - Current system of districts
      - Current transportation equipment
      - Issues in combining systems
        - Increase or decrease to mileage and/or routing due to reorganization
        - Increase or decrease to transportation costs
        - Additional equipment needed due to reorganization
      - Contracting vs. district-owned systems, if applicable
    - 2) Facilities
      - Condition, capacity, and usage percentage of current facilities
      - Facility changes due to reorganization
        - Capacity needs at reorganization and through five-year enrollment projection (See Item 5.)
        - Percentage of buildings utilized
        - Building closure
        - Necessity of new construction
      - Health/Life Safety needs
    - 3) Curriculum
      - Current class/course offerings
      - Strengths and/or limitations of current curriculum
      - Potential enhancements to curriculum after reorganization
        - Advanced Placement
        - Career Tech

- Foreign Language
- Fine Arts
- Other
- Classroom technology – Current and needed after reorganization
- 4) Finance
  - Five-year financial projection (using ISBE-provided format)
    - Local, state, and federal revenue sources
    - Reorganization incentives
    - Salaries and benefits
    - Fund balances
  - Expected budget savings/economies of scale
  - Tax Rates – Current, estimated, and effect on each community
  - Equalized Assessed Valuation (EAV) trends and projections
  - Debt
    - Current short- and long-term debt of districts
    - Combined short- and long-term debt
    - Estimated debt needed after reorganization
  - Comparison of Financial Profile for all districts
- 5) Enrollment
  - Past enrollment trends
  - Current enrollment
  - Five-year enrollment projections
- 6) Staffing
  - Student/teacher ratios
  - Current and minimal projected staff numbers for administration, teaching, and support staff
  - Estimated class sizes after reorganization (elementary, middle school/junior high, high school)
- 7) Academic Testing and Demographics
  - Comparison of testing results per latest School Report Card
  - Comparisons of racial/ethnic diversity, low-income students, student mobility, chronic truant students, graduation rates, student attendance, students with disabilities, and English learners per latest School Report Card
  - Other, as needed
- 8) Extracurricular Activities
  - Current athletic and non-athletic activities offered by district
  - Potential enhancements to extracurricular activities due to reorganization
- 9) Conclusion
  - Recommendation on the feasibility of the reorganization of districts
  - If reorganization is recommended, include recommended type of reorganization
  - If reorganization is not recommended, include areas for district consideration

2. The school board of each district involved must approve a resolution to initiate the feasibility study. The superintendent of each district must sign the feasibility study

agreement. The school districts shall submit the completed agreement form and signed board resolutions to the regional superintendent (Regional Office of Education [ROE]) or the executive director of the Intermediate Service Center (ISC). In the event the reorganization under study involves more than one region, the documents would be submitted to the ROE/ISC having jurisdiction over the district with the greatest amount of EAV for approval, with copies and notice of submission to the responsible ROE/ISC posted simultaneously to other affected ROEs.

3. ROE/ISC reviews the agreement form for approval or denial.
  - a) If approved, the ROE/ISC signs the agreement form and submits the agreement and board resolutions to the ISBE Department of School Business Services (SBS).
  - b) If denied, the ROE/ISC returns agreement to the school districts with a letter of explanation.
4. SBS reviews the agreement form for approval or denial. If approved, SBS will set the state allotment amount. The state allotment amount for FY 2024 studies will be the cost of the study, up to a maximum of \$15,125. The state allotment amount for FY 2024 studies involving a duplicative district(s) will be the cost of the study, up to a maximum of \$7,563.
  - a) If approved, SBS notifies the ROE/ISC of the approval and the state allotment amount. A signed copy of the agreement form will be returned for ROE/ISC records.
  - b) If denied, SBS notifies ROE/ISC of denial and returns agreement for further work or clarification.
5. ROE/ISC notifies school districts of the approval of the agreement and the state allotment amount for work on the study to be initiated.
6. At conclusion of the study, but no later than May 31, 2024, the school districts or consultant shall submit an electronic copy of the final study to the ROE/ISC and SBS. The school districts or consultant shall also submit a completed Payment Approval form to the ROE/ISC.
7. ROE/ISC reviews, verifies, and approves or denies the study for preliminary approval of payment no later than June 30, 2024.
  - a) If approved by the ROE/ISC, the ROE/ISC signs the payment form and submits to SBS.
  - b) If denied by the ROE/ISC, the ROE/ISC provides written notification to school districts and SBS with explanation of denial; if needed, the study should be returned to the feasibility consultant for further work or clarification.
8. SBS reviews, verifies, and approves or denies the study for final approval of payment.
  - a) Any study that does not strictly comply with all performance items listed above will be initially denied for payment and returned to the consultant(s) for further work or clarification and resubmission.

- b) If an initially submitted or resubmitted study is approved as containing all required elements, SBS notifies the ISBE Department of Funding and Disbursements to voucher the appropriate funds for release to the ROE/ISC. The Illinois Comptroller's Office will make the payment of the appropriate funds.
  - c) SBS notifies the ROE/ISC and the school districts of the final study approval and payment voucher or of the final study disapproval and denial of payment, as applicable.
  - d) If a study is resubmitted to SBS with corrections and subsequently approved for payment, the consultant(s) shall submit the final, revised version of the study to the school districts and ROE/ISC.
9. When funds are received from the comptroller, ROE/ISC forwards the payment to the consultant or school district(s) per the signed agreement.

In order to receive the reorganization feasibility study funds, all initial studies must be completed and submitted electronically to the ROE/ISC and SBS by May 31, 2024. The ROE/ISC must approve or deny the study no later than June 30, 2024. Any study in need of correction or clarification must have the corrections and/or clarifications completed and submitted to SBS by July 31, 2024, or payment is forfeited.

**A final conclusion and/or recommendation on reorganization options for the districts involved must be included in the study. Studies lacking required components will not be approved for payment.**