

BOARD MEMO – ACTION ITEM



PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

*Providing Foundations Together,
Cultivating Individual Growth*

To: Board of Education

From: Cody Martzluf, Superintendent

Date: Tuesday, July 21, 2026

RE: Reschedule September Board Meeting Date

Recommendation: Approval of Resolution to Reschedule the September Regular Meeting Date.

Background:

- I recommend that the Board of Education reschedule its regular September board meeting from Tuesday, September 15, 2026, to Tuesday, September 22, 2026.
- This recommendation is being made to accommodate the statutory timeline associated with the district's annual budget adoption process.
- Illinois law requires that the district's budget be prepared in tentative form and made available for public inspection for at least 30 days before the Board takes final action to adopt the budget.
- By moving the September board meeting one week later, the district will have adequate time to complete the tentative budget, place it on public display for the required inspection period, and remain fully compliant with all legal requirements.
- Adjusting the meeting date will also provide additional time to incorporate any necessary revisions following the Finance Committee's review and the Board's discussion of the tentative budget at the August meeting. This ensures that the Board has the benefit of reviewing the most accurate and complete budget information before taking final action.
- Rescheduling the September meeting will help ensure compliance with state law while allowing the administration sufficient time to prepare a thorough and accurate budget for the Board's consideration.
- I recommend that the Board approve changing the September regular meeting date from September 15, 2026, to September 22, 2026.

RESOLUTION

RESCHEDULING THE SEPTEMBER 2026 REGULAR MEETING OF THE BOARD OF EDUCATION

WHEREAS, the Board of Education of Putnam County CUSD 535, Putnam, LaSalle, and Marshall Counties, Illinois, previously established and approved its schedule of regular meeting dates for the 2026 calendar year; and

WHEREAS, the Board's regular meeting for the month of September is currently scheduled to take place on Tuesday, September 15, 2026 at 6:30 p.m.; and

WHEREAS, the Board has determined that it is in the best interest of the School District to reschedule said meeting due to the necessity of adjusting budget timelines to allow for the budget to be prepared in "tentative form" and placed on display for public inspection for at least 30 days prior to final action;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Putnam County CUSD 535, Putnam, LaSalle, and Marshall Counties, Illinois as follows:

Section 1. The regular meeting of the Board of Education previously scheduled for Tuesday, September 15, 2026 at 6:30 p.m. is hereby rescheduled.

Section 2. The rescheduled regular meeting of the Board of Education shall be held on Tuesday, September 22, 2026 at 6:30 p.m. The meeting will be held at the Putnam County CUSD #535 Primary School, Library, 400 E Silverspoon Ave., Granville, IL 61326.

Section 3. The Superintendent, or a designated representative, is hereby authorized and directed to provide public notice of this rescheduled meeting date and post the corresponding meeting agenda at least forty-eight (48) hours prior to the rescheduled meeting, in strict compliance with the Illinois Open Meetings Act (5 ILCS 120/1 et seq.).

Section 4. This Resolution shall be in full force and effect immediately upon its passage.

Passed by a roll call yea and nay vote at a regular meeting of the Board of Education held in Granville, Illinois on July 21, 2026.

President, Board of Education

Secretary, Board of Education