

PUTNAM COUNTY CUSD #535  
BOARD OF EDUCATION MEETING AGENDA  
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER  
November 21, 2016  
6:00 PM

“WHERE ALL STUDENTS WILL LEARN AND SUCCEED AND ALL MEANS **ALL**”

**DISTRICT GOALS:**

Demonstrate increased academic achievement for all students.  
Improve communications among all stakeholders in the Putnam County School District and communities.  
Maintain strong fiscal responsibility in the Putnam County School District.

I. CALL TO ORDER	
II. PLEDGE OF ALLEGIANCE	
III. ROLL CALL	
IV. ADJUSTMENTS TO THE AGENDA	
V. AUDIENCE PARTICIPATION/HEARING OF DELEGATIONS	
A. Tom Peffer, Gorenz and Associates	3
VI. CORRESPONDENCE	
VII. CONSENT AGENDA	
A. Approve October 17, 2016 Regular and Executive Session Minutes.	14
B. Approve District Bills	18
C. Approve Financial Reports	38
D. Approve Treasurer's Report	104
VIII. REPORTS, UPDATES AND INFORMATIONAL ITEMS	
A. Principals' Reports	106
B. Superintendent's Report	
1. State Funding	131
2. Investment Update	132
3. Transportation Update	133
4. School Report Card	134
C. Committee Reports (none)	
IX. OLD BUSINESS	
A. Resolution to transfer DS funds to WC fund (action)	136
X. NEW BUSINESS	
A. FOIA requests (none)	

B. First reading of PRESS Plus Issue 93, October 2016	137
C. First reading of Disciplinary Reentry Policy for student handbook	265
D. Approve tentative tax levy (action)	266
E. Set Truth in Taxation Hearing for December 19, 2016 (action)	
XI. EXECUTIVE SESSION FOR THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DISTRICT.	268
XII. ACTION ITEMS FOLLOWING EXECUTIVE SESSION	
A. Hires (action)	
XIII. ADJOURNMENT	

# Putnam County Community Unit School District No. 535

June 30, 2016

	June 30, 2014	June 30, 2015	June 30, 2016
Total Fund Equity (All Funds)	28,984,995	28,665,325	28,827,754
Less: Fixed Assets	(19,861,992)	(19,722,842)	(20,440,699)
Trust and Agency Funds	(54,373)	(54,104)	(53,861)
IMRF/Social Security Fund	(350,584)	(348,598)	(393,286)
Fire Prevention & Safety Fund	(382,791)	(438,166)	(58,956)
Tort Fund	(56,220)	(75,033)	(113,354)
Net Equity in Operating Funds	8,279,035	8,026,582	7,767,598
Less: Construction Commitments	(79,034)	(369,435)	(191,898)
Unpaid Teachers' Contracts	(555,024)	(831,507)	(517,246)
Funds Restricted for Special Purposes	(185,344)	(136,585)	(104,077)
Unencumbered Equity - Operating Funds Only	7,459,633	6,689,055	6,954,377

<b>Educational Fund</b>	Actual	Budget	Percent
Total Revenues and Other Sources*	7,528,566	8,068,656	93.31%
Total Expenditures and Other Uses*	7,824,561	8,633,107	90.63%

<b>Operations &amp; Maintenance Fund</b>	Actual	Budget	Percent
Total Revenues and Other Sources	601,574	600,614	100.16%
Total Expenditures and Other Uses	1,243,465	1,494,250	83.22%

<b>Transportation Fund</b>	Actual	Budget	Percent
Total Revenues and Other Sources	1,013,338	976,543	103.77%
Total Expenditures and Other Uses	899,682	965,894	93.15%

	June 30, 2014	June 30, 2015	June 30, 2016
Financial Profile Score	4.00	3.65	3.65
Financial Profile Designation	Financial Recognition	Financial Recognition	Financial Recognition
Financial Recognition	3.54 - 4.00		
Financial Review	3.08 - 3.53		
Financial Early Warning	2.62 - 3.07		
Financial Watch	1.00 - 2.61		

\*Excludes On-Behalf Payments

**Putnam County Community Unit School District No. 535**

*Schedule of Cash Revenue Received*

*and Cash Expenditures Disbursed*

*Educational, Operations and Maintenance,*

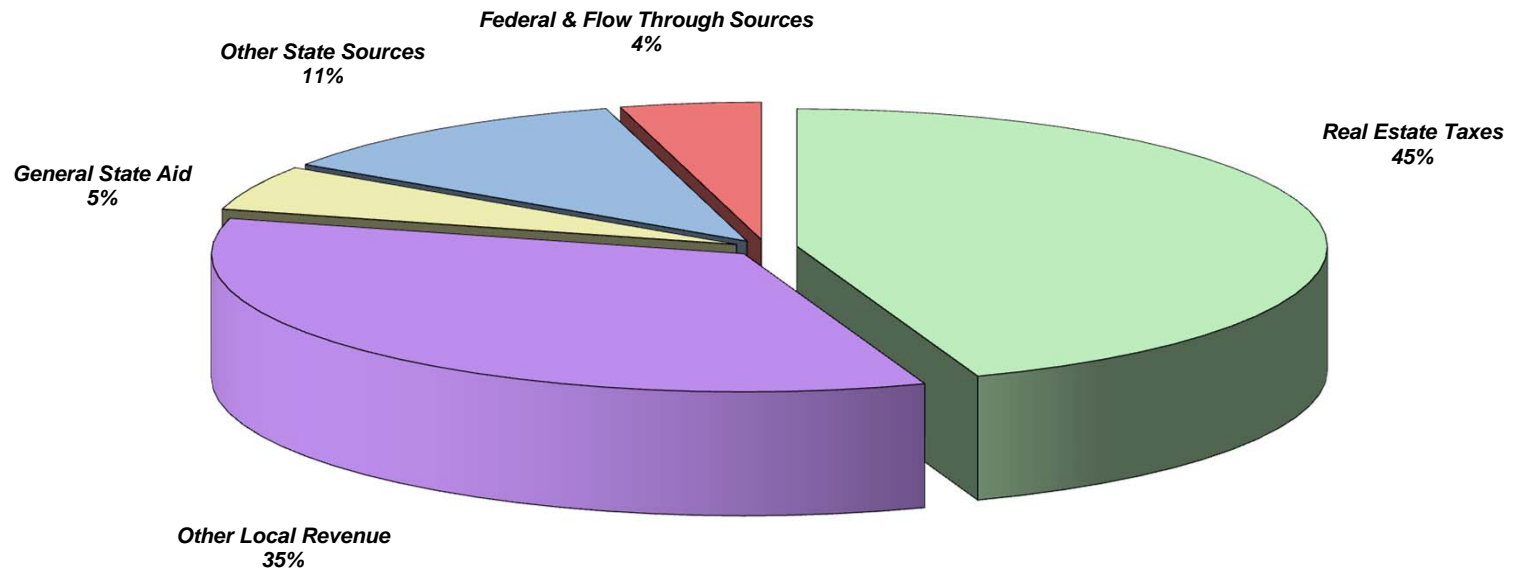
*Transportation, and Working Cash Funds*

**For The Fiscal Years Ended June 30, 2014, 2015 and 2016**

	FY '14	FY '15	FY '16	FY '15 to FY '16
Cash Revenue Received				
From Local Sources:				
Taxes	4,041,356	4,128,318	4,098,059	(30,259)
Other	3,126,571	3,386,783	3,189,997	(196,786)
From State Sources:				
General State Aid	509,069	486,264	485,495	(769)
Other	1,213,247	857,618	1,041,946	184,328
From Federal Sources:	373,287	404,793	393,227	(11,566)
Total Cash Received				
(Excluding Transfers)	<u>9,263,530</u>	<u>9,263,776</u>	<u>9,208,724</u>	<u>(55,052)</u>
Cash Expenditures Disbursed:				
Instruction:				
Regular Programs	3,159,344	3,266,632	3,244,232	(22,400)
Pre-K Programs	155,691	165,244	175,315	10,071
Special Education Programs	1,280,982	1,379,300	1,352,010	(27,290)
Educationally Deprived/Remedial Programs	120,706	97,246	116,277	19,031
CTE Programs	219,056	221,277	232,114	10,837
Interscholastic Programs	258,247	219,304	208,767	(10,537)
Summer School Programs	13,346	16,331	18,451	2,120
Private Tuition	0	0	155,852	155,852
Driver's Education Programs	16,673	13,981	15,028	1,047
Total Instruction	<u>5,224,045</u>	<u>5,379,315</u>	<u>5,518,046</u>	<u>138,731</u>
Support Services:				
Pupils	328,894	334,369	336,741	2,372
Instructional Staff	340,085	306,895	323,146	16,251
General Administration	247,146	234,327	269,988	35,661
School Administration	596,363	656,096	691,116	35,020
Business:				
Educational Fund	477,629	491,002	505,201	14,199
Operations & Maintenance Fund	916,631	1,027,928	1,243,465	215,537
Transportation Fund	850,869	920,432	899,682	(20,750)
Central	11,940	4,658	13,947	9,289
Total Support Services	<u>3,769,557</u>	<u>3,975,707</u>	<u>4,283,286</u>	<u>307,579</u>
Payments to Other Governmental Units	<u>114,287</u>	<u>161,207</u>	<u>166,376</u>	<u>5,169</u>
Total Cash Expenditures				
(Excluding Transfers)	<u>9,107,889</u>	<u>9,516,229</u>	<u>9,967,708</u>	<u>451,479</u>
Excess Cash Revenue Received				
(Cash Expenditures Disbursed)				
(Excluding Transfers)	<u>155,641</u>	<u>(252,453)</u>	<u>(758,984)</u>	<u>(506,531)</u>

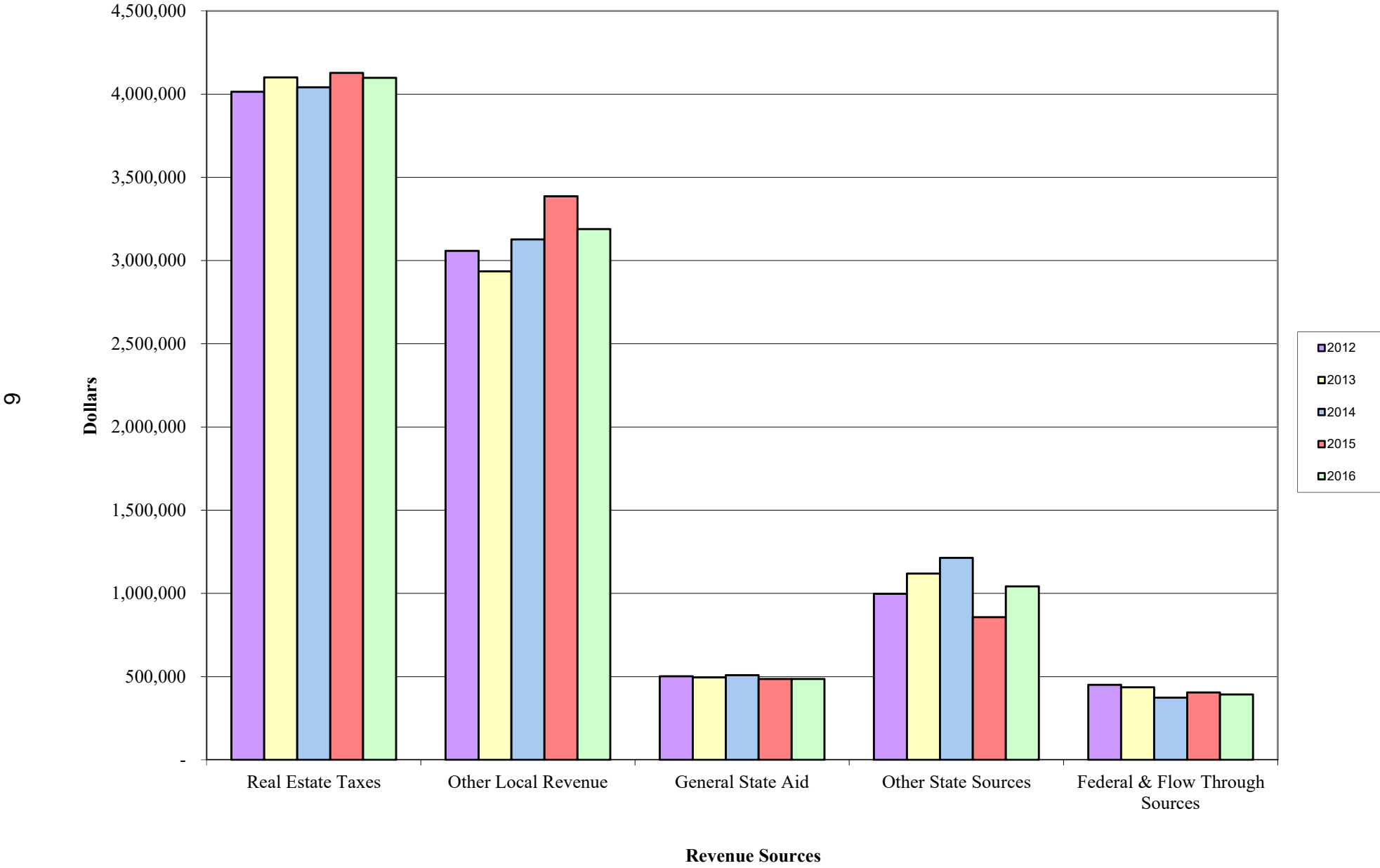
# Putnam County Community Unit School District No. 535

## 2016 Operating Revenues



# Putnam County Community Unit School District No. 535

## Operating Revenues



**Putnam County Community Unit School District No. 535**

**Operational Funds**

**(Educational, Operations and Maintenance, and Transportation)**

**Disbursement Analysis By Object**

**For The Fiscal Years Ended June 30, 2015 and 2016**

**Educational Fund**

	FY '15		FY '16	
Salaries and Benefits	6,204,074	81.9%	6,445,078	82.3%
Purchased Services	307,011	4.1%	313,215	4.0%
Supplies and Materials	720,838	9.5%	702,001	9.0%
Capital Outlay	44,200	0.6%	36,190	0.5%
Tuition & Other Objects	291,746	3.9%	328,077	4.2%
<b>Total</b>	<b>7,567,869</b>	<b>100.0%</b>	<b>7,824,561</b>	<b>100.0%</b>

**Operations & Maintenance Fund**

	FY '15		FY '16	
Salaries and Benefits	373,867	36.4%	371,340	29.9%
Purchased Services	313,761	30.5%	190,592	15.3%
Supplies and Materials	271,528	26.4%	283,061	22.8%
Capital Outlay	68,736	6.7%	398,432	32.0%
Other Objects	36	0.0%	40	0.0%
<b>Total</b>	<b>1,027,928</b>	<b>100.0%</b>	<b>1,243,465</b>	<b>100.0%</b>

**Transportation Fund**

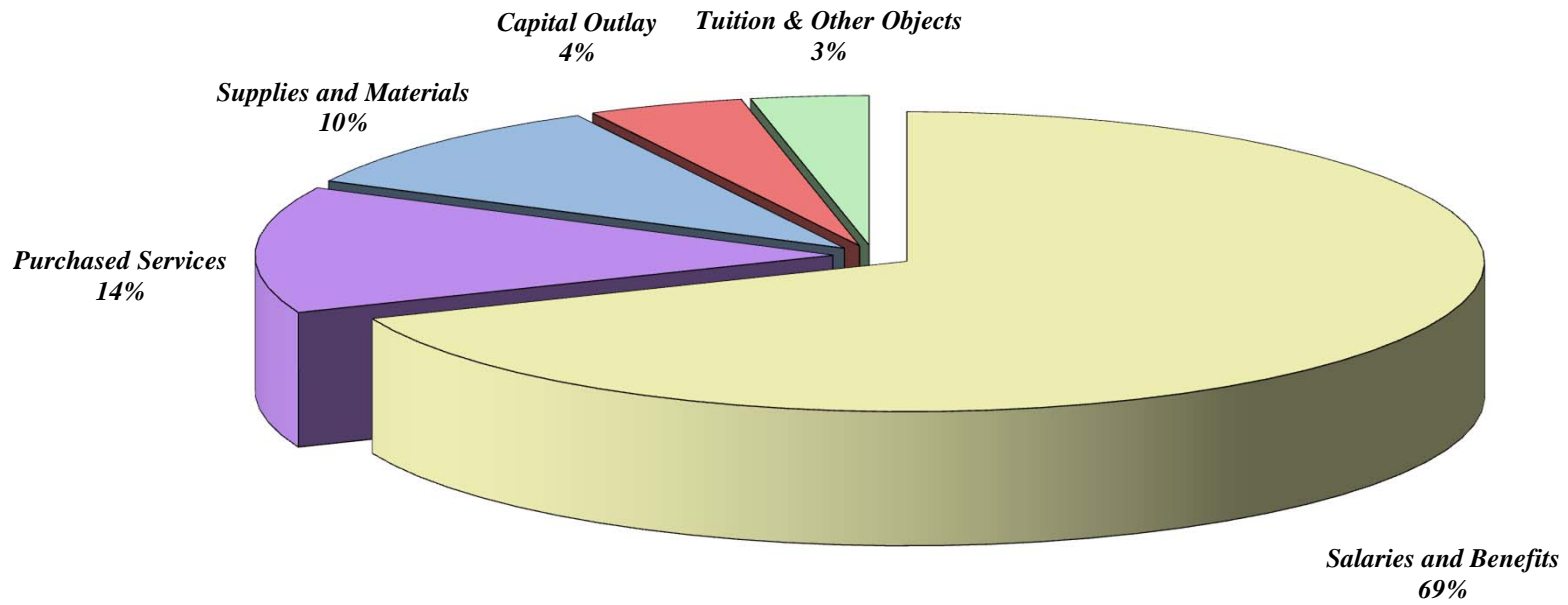
	FY '15		FY '16	
Salaries and Benefits	31,830	3.5%	37,928	4.2%
Purchased Services	882,820	95.9%	857,658	95.3%
Supplies and Materials	5,782	0.6%	4,096	0.5%
<b>Total</b>	<b>920,432</b>	<b>100.0%</b>	<b>899,682</b>	<b>100.0%</b>

**Total Operating Funds**

	FY '15		FY '16	
Salaries and Benefits	6,609,771	69.4%	6,854,346	68.7%
Purchased Services	1,503,592	15.8%	1,361,465	13.7%
Supplies and Materials	998,148	10.5%	989,158	9.9%
Capital Outlay	112,936	1.2%	434,622	4.4%
Tuition & Other Objects	291,782	3.1%	328,117	3.3%
<b>Total</b>	<b>9,516,229</b>	<b>100.0%</b>	<b>9,967,708</b>	<b>100.0%</b>

# Putnam County Community Unit School District No. 535

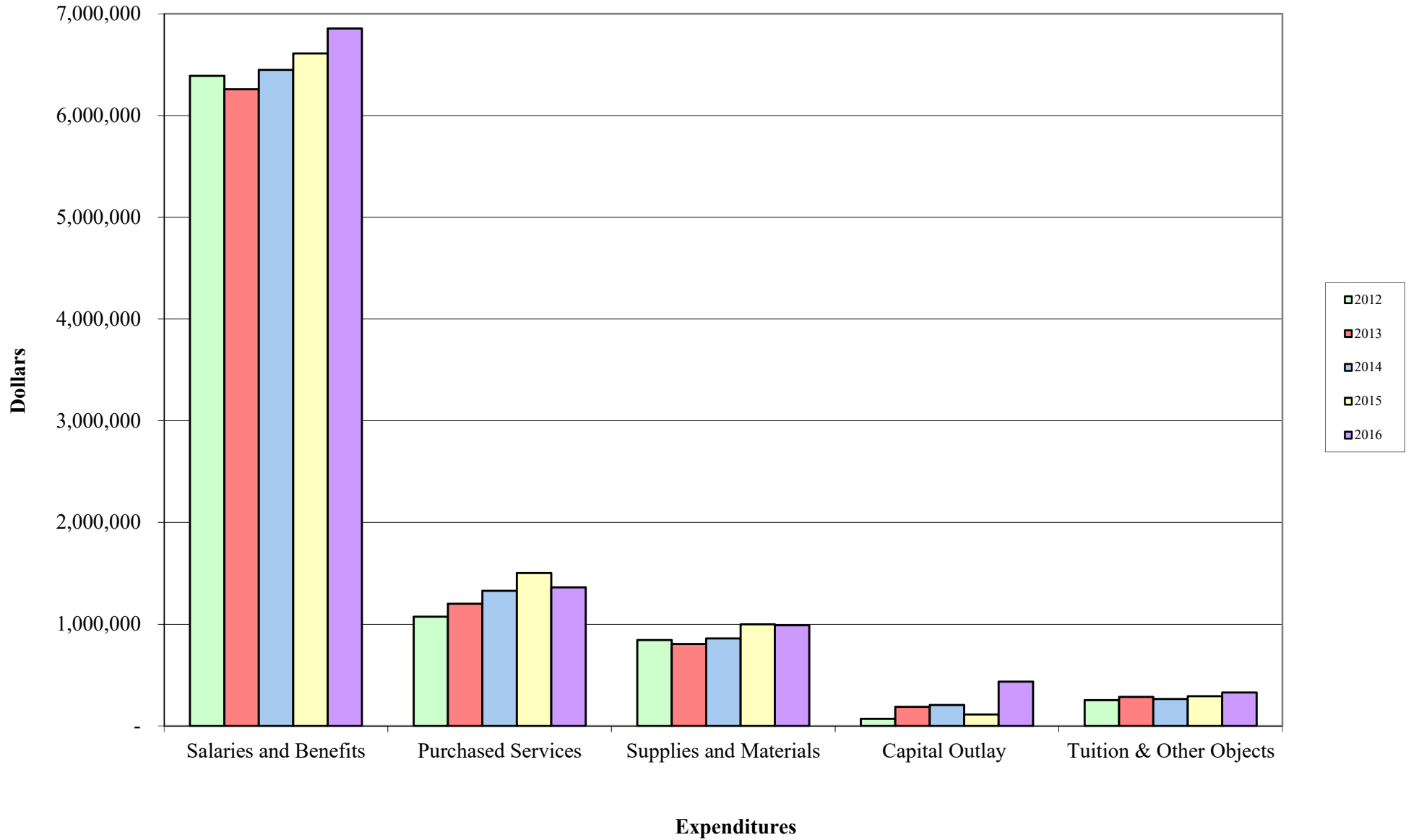
## 2016 Operating Expenditures



# Putnam County Community Unit School District No. 535

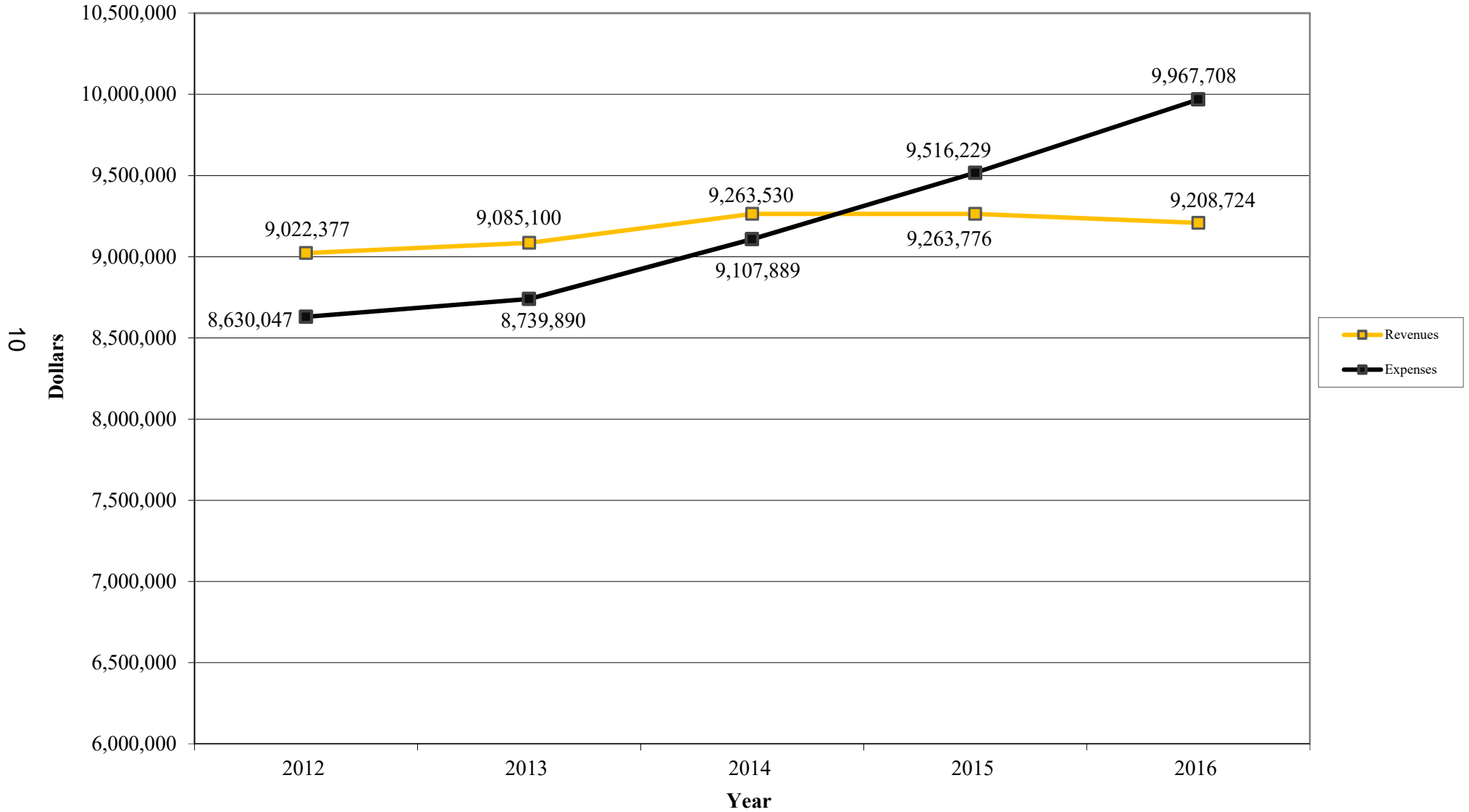
## Operating Expenses

6

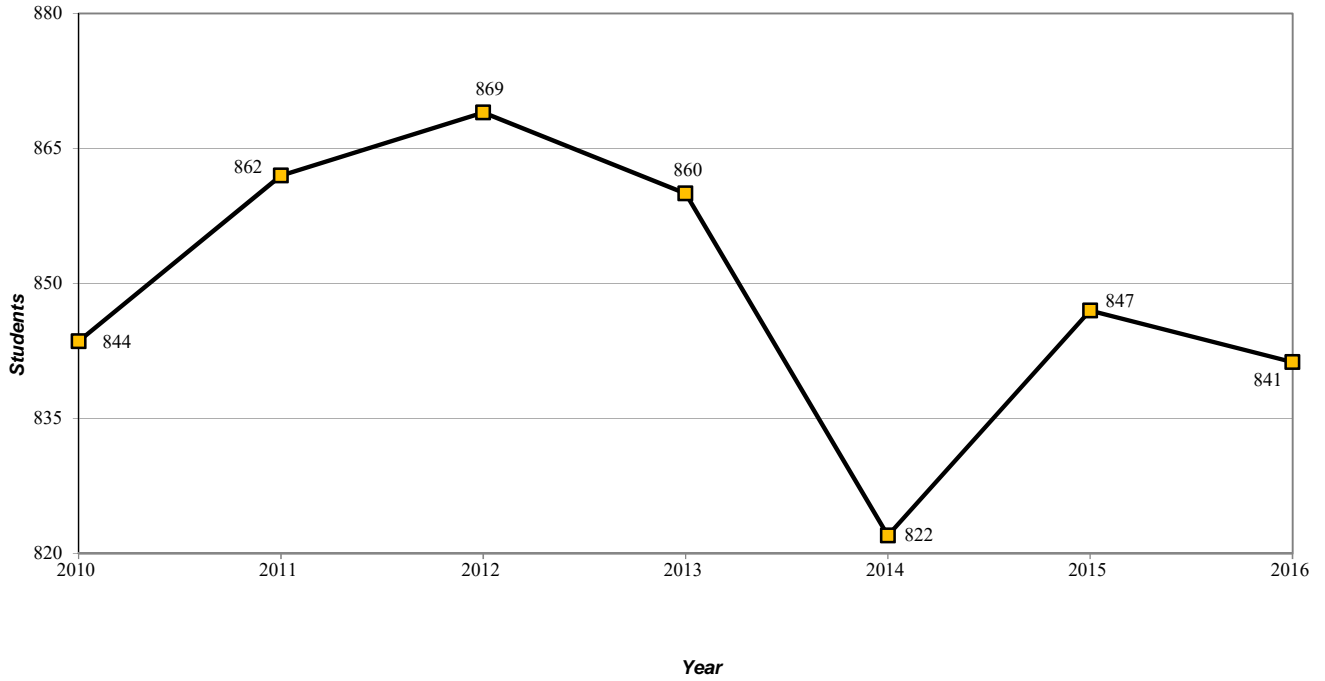


# Putnam County Community Unit School District No. 535

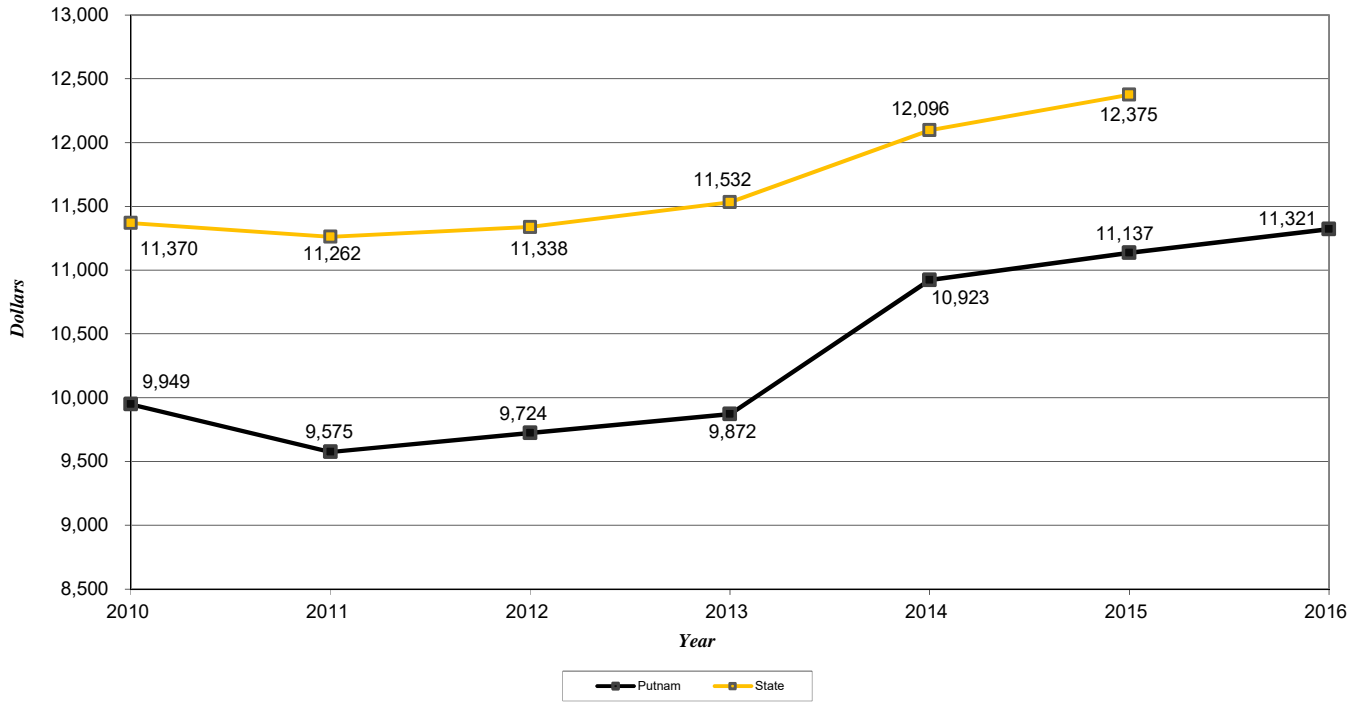
## Revenue and Expense Not Including Other Sources and Uses Comparison



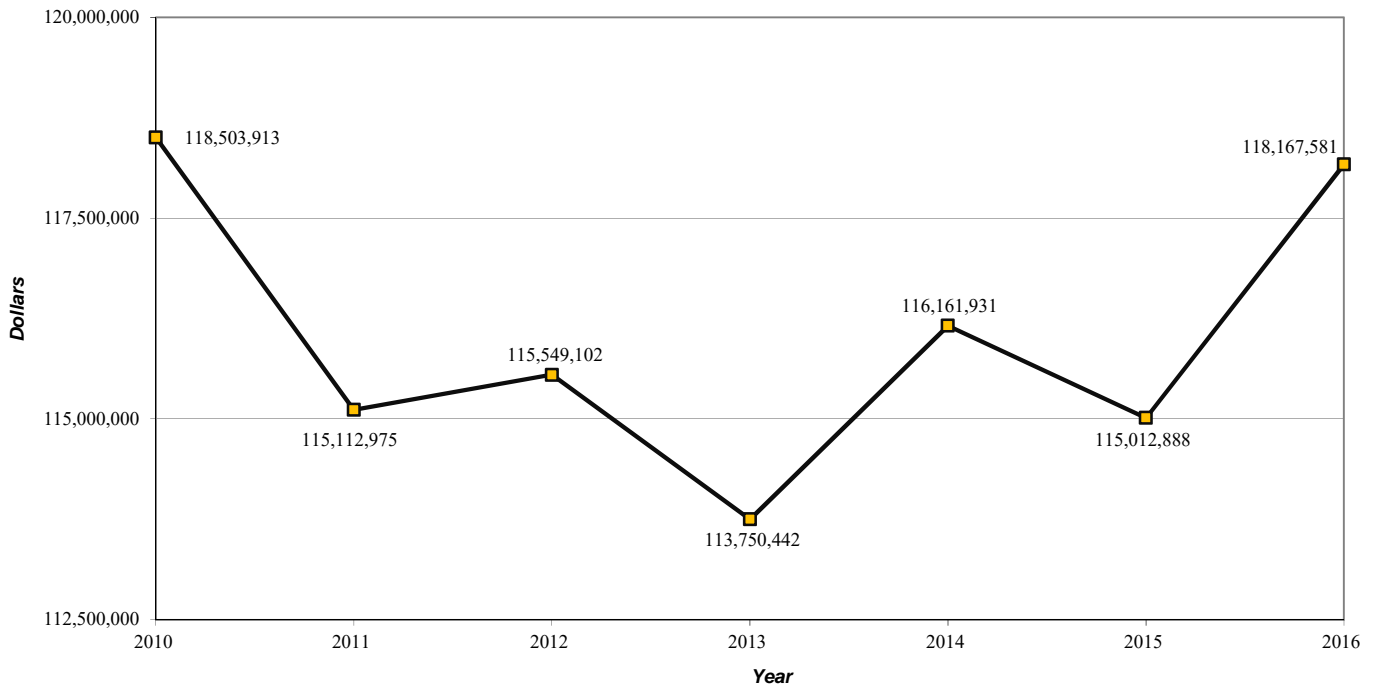
**Putnam County Community Unit School District No. 535**  
Average Daily Attendance



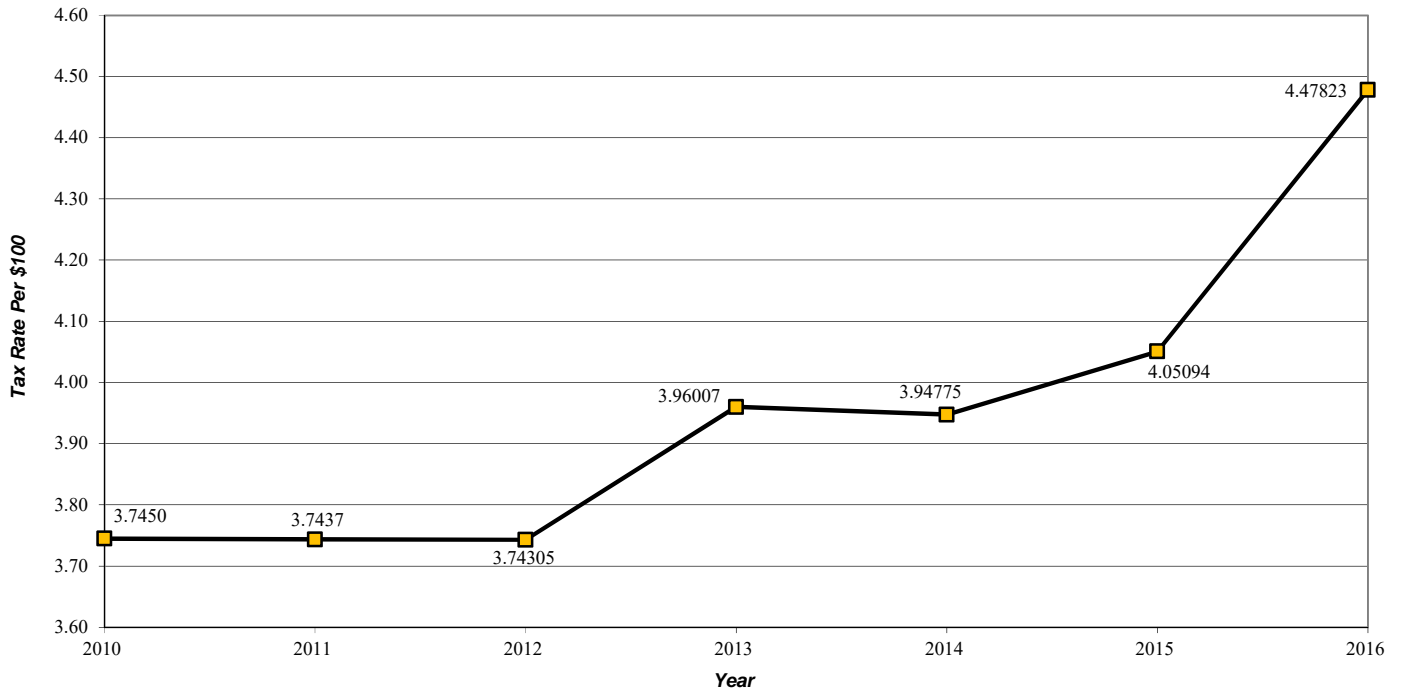
**Putnam County Community Unit School District No. 535**  
Comparative Cost Per Pupil



**Putnam County Community Unit School District No. 535**  
**Assessed Value**

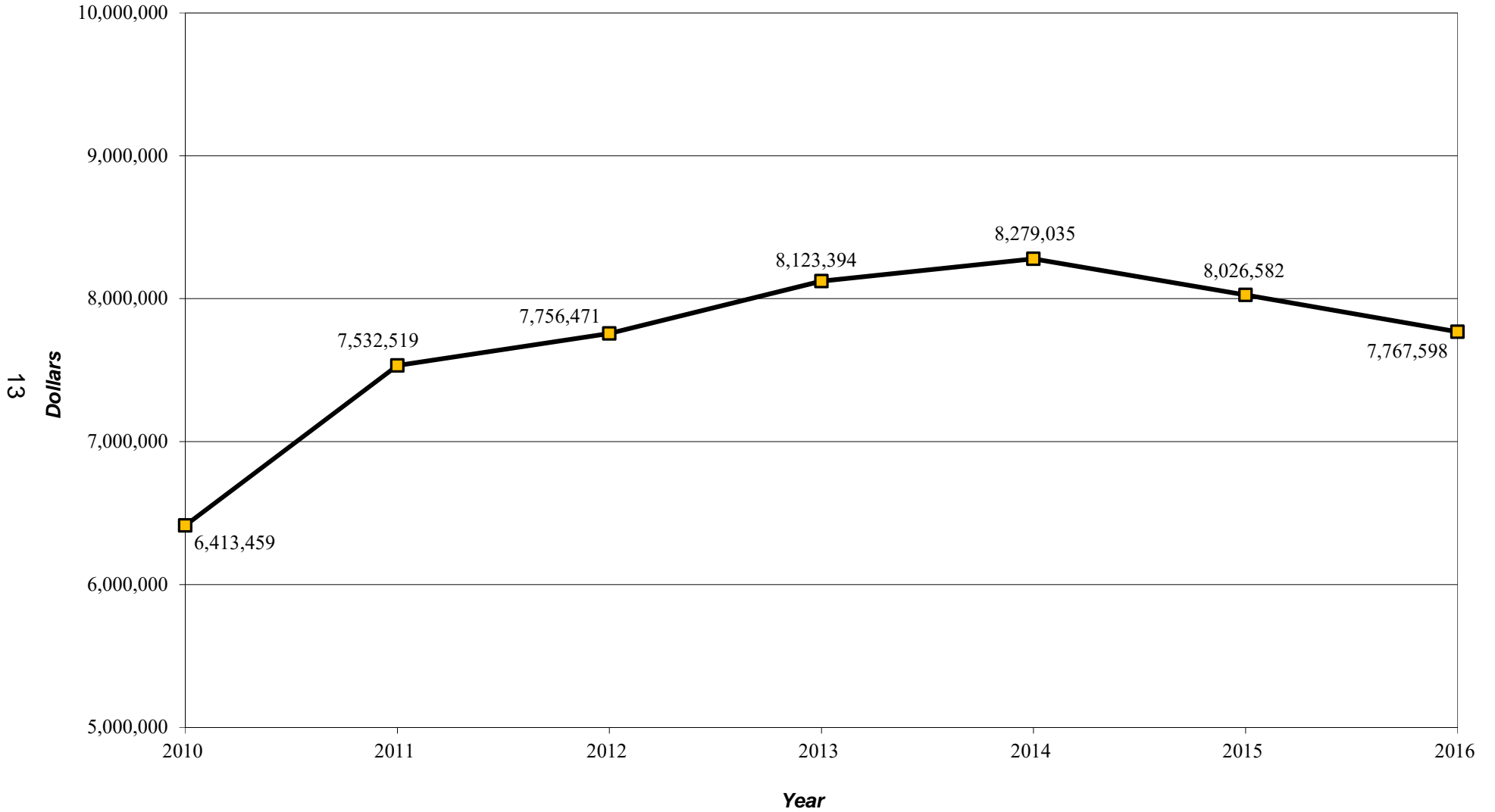


**Putnam County Community Unit School District No. 535**  
**Tax Rate**



# ***Putnam County Community Unit School District No. 535***

## ***Operating Fund Balance***



Putnam County Community Unit School District #535  
400 E Silverspoon Ave  
Granville, Illinois 61326

Board of Education  
Regular Meeting  
6:30 p.m., October 17, 2016  
Media Center Putnam County Primary School

President Mrs. Nauman called the meeting to order at 6:32 p.m. CALL TO ORDER

The meeting continued with the Pledge of Allegiance. PLEDGE OF ALLEGIANCE

The following members were present to answer roll call: Mr. Gibson, Mrs. Gilbert, Ms. Glenn, Mrs. Nauman, and Mrs. Popurella. Mr. Copeland and Mrs. Shore were absent. ROLL CALL

None. ADJUSTMENTS TO THE AGENDA

There was no audience participation. AUDIENCE PARTICIPATION/ HEARING OF DELEGATIONS

One item of correspondence was presented to the board. CORRESPONDENCE

Some discussion occurred regarding the October bills; Mrs. Popurella moved and Mr. Gibson seconded the motion to approve the Consent Agenda: Regular and Executive session minutes of September 19, 2016 as well as the Budget Hearing minutes of September 19, 2016; Treasurer's Report for the month of September, Financial Reports for the month of September, and bills for October 2016. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion carried. CONSENT AGENDA

The principals' reports are posted on BoardBook. PRINCIPALS' REPORTS

State funding: Total owed to district as of 9/30/16: \$214,005.04 SUPERINTENDENT REPORT

Investment update: No report.

Transportation update: Mr. Carlson reported that the main issues currently occurring are pockets of poor student bus behavior. Mr. Carlson has directed the principals to conduct a bus behavior review session within each building.

Enrollment projections: The projections show declining enrollment.

No Committee Reports. BOARD REPORTS

Mr. Carlson explained the need for a transfer of funds from working cash to debt service to cover the budget deficit in the debt service fund due to scheduled payment of bonds. Ms. Glenn moved and Mrs. Gilbert seconded the motion to permanently transfer \$75,291 from working cash to debt service for the purpose of amending the 2016-2017 budget. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion carried. 2016-2017 BUDGET/RESOLUTION W/C TO DS FUND

PUTNAM COUNTY BOARD OF EDUCATION

October 17, 2016

Page 2

Mrs. Gilbert moved and Mrs. Popurella seconded the motion to approve PRESS Plus Issue 92. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion carried.

PRESS PLUS ISSUE  
92

There were no FOIA requests.

FOIA REQUESTS

Mr. Gibson moved and Mrs. Popurella seconded the motion to approve Angie Fay as a FOIA officer. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion carried.

APPOINT FOIA  
OFFICER

Midland School District approached A.D. Carlson last year regarding participation in the wrestling co-op. Mr. Carlson reported that including Midland in the co-op will not only increase the number of participants but will decrease our financial responsibilities. Mrs. Gilbert moved and Mrs. Popurella seconded the motion to approve the 2016-2018 regional wrestling co-op. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion carried.

APPROVE 2016-2018  
REGIONAL  
WRESTLING CO-OP

At 7:05 p.m. Mr. Gibson moved and Ms. Glenn seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion carried.

EXECUTIVE  
SESSION

At 7:32 p.m. Mr. Gibson moved and Ms. Glenn seconded the motion to return to open session. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion carried.

Ms. Glenn moved and Mrs. Nauman seconded the motion to approve the hiring of Abby Milus as 7<sup>th</sup> grade volleyball coach. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion carried.

PERSONNEL

Mr. Gibson moved and Mrs. Gilbert seconded the motion to accept, with regret, the resignation of Amy Carboni as JV volleyball coach. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye; Motion carried.

PUTNAM COUNTY BOARD OF EDUCATION

October 17, 2016

Page 3

At 7:35 p.m. Mrs. Popurella moved and Mr. Gibson seconded the motion to adjourn. All ADJOURN  
ayes, motion carried.

Respectfully submitted.  
Ann Lamboley, Board Secretary

APPROVED _____	_____
BOARD PRESIDENT	DATE
_____	_____
BOARD SECRETARY	DATE

Putnam County Community Unit School District No. 535  
Granville, Illinois 61326  
EXECUTIVE SESSION MINUTES  
October 17, 2016

CALL TO  
ORDER

President Mrs. Nauman called the meeting to order at 6:32 p.m.

ROLL CALL

The following members were present to answer roll call: Mr. Gibson, Mrs. Gilbert, Ms. Glenn, Mrs. Nauman, and Mrs. Popurella. Mr. Copeland and Mrs. Shore were absent.

EXECUTIVE  
SESSION

At 7:05 p.m. Mr. Gibson moved and Ms. Glenn seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion carried.

ITEMS  
DISCUSSED

- I. Hires:
  - a. Abby Milus, 7<sup>th</sup> grade volleyball coach
- II. Resignations accepted with regret:
  - a. Amy Carboni, JV volleyball coach

At 7:32 p.m. Mr. Gibson moved and Ms. Glenn seconded the motion to return to open session. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.

Respectfully submitted,  
Ann Lambole, Board secretary

BOARD PRESIDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

BOARD SECRETARY: \_\_\_\_\_

DATE: \_\_\_\_\_

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>8 TO 18 MEDIA INC</b>						
		SUBSCRIP WEBSITE/ATHLETIC SCHEDULING		1,121	450.00	10-1113-470-2
					\$450.00	
<b>AFLAC</b>						
		AFLAC-AFTER		999	11.71	10-481
		AFLAC-PRE TAX		97	102.57	10-481
		AFLAC-PRE TAX		97	10.79	20-481
		AFLAC-AFTER		999	11.71	10-481
		AFLAC-PRE TAX		97	102.02	10-481
		AFLAC-PRE TAX		97	0.55	40-481
		AFLAC-PRE TAX		97	10.79	20-481
					\$250.14	
<b>AMAZON</b>						
		SENSORY STUDENT SUPPLIES		1,121	160.34	10-1111-410-5
					\$160.34	
<b>AMEREN ILLINOIS</b>						
		H S- ELECTRIC SERVICE		1,121	40.01	20-2542-466-2
		JR HI-ELECTRICAL SERVICE		1,121	41.83	20-2542-466-3
		ELEMENTARY-NATURAL GAS		1,121	109.25	20-2542-465-4
		JR HI-NATURAL GAS		1,121	116.89	20-2542-465-3
		H S-NATURAL GAS SERVICE		1,121	158.91	20-2542-465-2
		ELEMENTARY-ELECTRIC SERVI		1,121	1,929.82	20-2542-466-4
		PRIMARY-ELECTRIC SERVIC		1,121	4,653.08	20-2542-466-5
		JR HI-ELECTRICAL SERVICE		1,121	3,706.32	20-2542-466-3
		H S- ELECTRIC SERVICE		1,121	5,287.91	20-2542-466-2
		JR HI-ELECTRICAL SERVICE		1,121	127.51	20-2542-466-3
		H S-NATURAL GAS SERVICE		1,121	1,189.26	20-2542-465-2
					\$17,360.79	
<b>AMERICAN CENTRAL INSURANCE S</b>						
		HEALTH CARE EXP FLEX PLAN		999	460.67	10-481
		DEP DAYCARE EXP FLEX PLAN		999	208.33	10-481
		ADMIN FEES RENEW POLICY		1,121	45.00	10-2310-640-6
		DEP DAYCARE EXP FLEX PLAN		999	208.33	10-481
		HEALTH CARE EXP FLEX PLAN		999	560.67	10-481
					\$1,483.00	
<b>APPERSON</b>						
		GRADE MASTER ANSWERS		1,121	500.53	10-1113-410-2
					\$500.53	
<b>ARAMARK</b>						
		ALL SCHOOL SERVICES		1,121	190.53	20-2542-321-1
		ALL SCHOOL SERVICES		1,121	139.23	20-2542-321-1
		ALL SCHOOL SERVICES		1,121	139.23	20-2542-321-1
		ALL SCHOOL SERVICES		1,121	39.83	20-2542-321-1
		ALL SCHOOL SERVICES		1,121	119.08	20-2542-321-1
		ALL SCHOOL SERVICES		1,121	183.20	20-2542-321-1
		ALL SCHOOL SERVICES		1,121	119.08	20-2542-321-1
		ALL SCHOOL SERVICES		1,121	234.50	20-2542-321-1

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		ALL SCHOOL SERVICES		1,121	40.30	20-2542-321-1
		ALL SCHOOL SERVICES		1,121	190.53	20-2542-321-1
					\$1,395.51	
<b>ASSURANT EMPLOYEE BENEFITS (I</b>						
		DENTAL CERT S		98	153.30	10-481
		DENTAL CERT S		98	0.06	80-481
		DENTAL BP CRT S		98	285.55	10-481
		DENTAL BP CRT S		98	0.11	80-481
		DENTAL CRT F		98	336.95	10-481
		DENTAL CRT F		98	0.19	80-481
		DENTAL BP CRT F		98	625.87	10-481
		DENTAL BP CRT F		98	0.35	80-481
		DENTAL CERT S+		98	142.22	10-481
		DENT BP CRT S+		98	264.16	10-481
		DENT ADM BP F		98	160.56	10-481
		DENT ADM BP S		98	16.26	10-481
		DENT ADMIN E+S		98	31.26	10-481
		DENT NC FAMILY		98	78.76	10-481
		DENT NC BP FAM		98	79.74	10-481
		DENT NC S+ 1		98	19.90	10-481
		DENT NC S+ 1		98	10.94	20-481
		DENT BP NC S+ 1		98	10.16	10-481
		DENT BP NC S+ 1		98	20.32	20-481
		DENT NC SINGLE		98	79.52	10-481
		DENT NC SINGLE		98	28.40	20-481
		DENT NC BP SIN		98	148.12	10-481
		DENT NC BP SIN		98	52.90	20-481
		DENT NC SINGLE		98	27.98	20-481
		DENT NC BP SIN		98	52.12	20-481
		DENTAL CRT F		98	0.19	80-481
		DENTAL BP CRT F		98	0.34	80-481
		DENT NC FAMILY		98	78.76	10-481
		DENT NC BP FAM		98	79.74	10-481
		DENTAL CERT S+		98	0.05	40-481
		DENT BP CRT S+		98	0.10	40-481
		DENT NC SINGLE		98	79.94	10-481
		DENT NC BP SIN		98	148.90	10-481
		DENTAL CERT S		98	152.88	10-481
		DENTAL BP CRT S		98	284.76	10-481
		DENTAL CERT S+		98	142.17	10-481
		DENT BP CRT S+		98	264.06	10-481
		DENTAL CERT S		98	0.42	40-481
		DENTAL BP CRT S		98	0.80	40-481
		DENTAL CRT F		98	336.95	10-481
		DENTAL BP CRT F		98	625.88	10-481
		DENT NC S+ 1		98	10.94	20-481
		DENT BP NC S+ 1		98	20.32	20-481
		DENT ADM BP F		98	160.56	10-481

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		DENT ADM BP S		98	16.26	10-481
		DENTAL CERT S		98	0.06	80-481
		DENTAL BP CRT S		98	0.10	80-481
		DENT NC S+ 1		98	19.90	10-481
		DENT BP NC S+ 1		98	10.16	10-481
		DENT ADMIN E+S		98	31.26	10-481
					\$5,091.20	
<b>ASSURANT EMPLOYEE BENEFITS (I</b>						
		LIFE ADM BP		98	21.00	10-481
		LIFE CERT		98	79.33	10-481
		LIFE CERT		98	0.02	80-481
		LIFE CERT BP		98	147.31	10-481
		LIFE CERT BP		98	0.06	80-481
		LIFE NC		98	20.36	10-481
		LIFE NC		98	4.20	20-481
		LIFE NC		98	0.28	80-481
		LIFE NC BP		98	37.81	10-481
		LIFE NC BP		98	7.80	20-481
		LIFE NC BP		98	0.52	80-481
		LIFE NC		98	4.15	20-481
		LIFE NC BP		98	7.70	20-481
		LIFE CERT		98	0.02	80-481
		LIFE CERT		98	79.15	10-481
		LIFE CERT		98	0.18	40-481
		LIFE CERT BP		98	0.06	80-481
		LIFE CERT BP		98	146.94	10-481
		LIFE CERT BP		98	0.37	40-481
		LIFE NC		98	23.21	10-481
		LIFE NC BP		98	43.12	10-481
		LIFE ADM BP		98	21.00	10-481
		LIFE NC		98	0.28	80-481
		LIFE NC BP		98	0.51	80-481
					\$645.38	
<b>ASSURANT EMPLOYEE BENEFITS (I</b>						
		VISION EMP		98	164.88	10-481
		VISION EMP		98	13.02	20-481
		VISION EMP		98	0.04	80-481
		VISION E+S		98	104.16	10-481
		VISION E+C		98	28.55	10-481
		VISION E+C		98	9.55	20-481
		VISION E+C		98	0.10	80-481
		VISION FAMILY		98	166.68	10-481
		VISION E+C		98	28.56	10-481
		VISION EMP		98	12.70	20-481
		VISION E+C		98	0.09	80-481
		VISION EMP		98	164.98	10-481
		VISION E+S		98	104.08	10-481
		VISION E+S		98	0.08	40-481

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		VISION FAMILY		98	166.68	10-481
		VISION E+C		98	9.55	20-481
		VISION EMP		98	0.22	40-481
		VISION EMP		98	0.04	80-481
					<u>\$973.96</u>	
<b>ASSURANT EMPLOYEE BENEFITS (</b>						
		LIFE VOL		25	91.05	10-481
		LIFE VOL		14	139.89	10-481
		LIFE VOL		14	0.04	40-481
					<u>\$230.98</u>	
<b>BAELE, BRANDY</b>						
		SW TRAVEL PCPS/PCES/HOME VISITS		1,121	71.82	10-2110-332-1
		HOMELESS LIAISON TRAINING		1,121	37.62	10-2110-332-1
					<u>\$109.44</u>	
<b>BALESTRI, COURTNEY</b>						
		OCT 16-18 IPA CONFERENCE		1,121	161.06	10-2410-332-1
					<u>\$161.06</u>	
<b>BATTERIES &amp; THINGS</b>						
		BATTERY FOR HIGH SCHOOL		1,121	40.06	20-2542-410-2
					<u>\$40.06</u>	
<b>BECKER'S SCHOOL SUPPLIES</b>						
		TIMEOUTS/SENSORY		1,121	216.94	10-2410-410-5
					<u>\$216.94</u>	
<b>BLACKBOARD INC.</b>						
		2015-2016 RENEWAL OF BLACKBOARD		1,121	2,335.00	10-1113-470-1
					<u>\$2,335.00</u>	
<b>BOZARTH, ADAM</b>						
		TRAVEL BETWEEN SCHOOLS		1,121	213.18	10-2226-332-1
		TECH-TRAVEL		1,121	220.02	10-2226-332-1
					<u>\$433.20</u>	
<b>BUREAU COUNTY REPUBLICAN</b>						
		INFO SERV-ADVERTISING STATEMENT OF AFFAI		1,121	314.00	10-2630-350-1
					<u>\$314.00</u>	
<b>CARBONI, AMY</b>						
		IL READING CONFERENCE		1,121	114.17	10-1250-332-36
		TARPS VIP SUPPLIES		1,121	7.99	10-1112-410-3
					<u>\$122.16</u>	
<b>CCTV SECURITY PROS LLC</b>						
		SECURITY CAMERAS AT HIGH SCHOOL		1,121	535.96	20-2542-410-2
					<u>\$535.96</u>	
<b>CENTERPOINT ENERGY SERVICES I</b>						
		H S-NATURAL GAS SERVICE		1,121	40.04	20-2542-465-2
		PRIMARY NATURAL GAS		1,121	221.76	20-2542-465-5
		ELEMENTARY-NATURAL GAS		1,121	33.88	20-2542-465-4
		JR HI-NATURAL GAS		1,121	55.44	20-2542-465-3
					<u>\$351.12</u>	

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>CENTRAL RESTAURANT PRODUCTS</b>						
		KITCHEN LAB FURNITURE/CART/SHELVING		1,121	1,659.68	10-1113-412-2
					<u>\$1,659.68</u>	
<b>CES</b>						
		REPLACE DUCT SENSOR/HOSE LINE REROUTED		1,121	691.41	20-2542-323-5
		FIRE ALARM TEST/INSPECTION		1,121	680.00	80-2540-319-7
					<u>\$1,371.41</u>	
<b>CHILDRENS HOME ASSOC OF ILLIN</b>						
		LIGHTEDWAY/PEORIA		1,121	4,068.74	10-1912-670-1
					<u>\$4,068.74</u>	
<b>COMTECH HOLDINGS INC</b>						
		BOILER MAINTENANCE - HENNEPIN		1,121	1,995.00	20-2542-323-4
		LEAKING WATER PUMP REPAIR/LABOR		1,121	472.00	20-2542-323-5
		FAULTY SMOKE ALARM REPAIR/LABOR		1,121	526.62	20-2542-323-5
		ADJUST HEAT VALUE TO MATCH ACTUATOR		1,121	253.50	20-2542-323-5
					<u>\$3,247.12</u>	
<b>COSGROVE DISTRIBUTORS</b>						
		CHIPS TO COMPLETE LUNCH MENU		1,121	75.50	10-2560-410-4
		HENN-CAFE FOOD		1,121	2.27	10-2560-410-4
					<u>\$77.77</u>	
<b>CROSS, RONDA</b>						
		OTTAWA/HENNEPIN MEETINGS/IPA MEETING		1,121	69.54	10-2410-332-1
					<u>\$69.54</u>	
<b>CULLIGAN TRI CO SALES</b>						
		SOFTENER SALT SWANEY SCHOOL		1,121	92.75	20-2542-321-1
		SOFTENER SALT HENNEPIN		1,121	106.00	20-2542-321-1
					<u>\$198.75</u>	
<b>DAVIS, ANNETTE E</b>						
		COORDINATE MEDIA SERVICES		1,121	72.79	10-2220-332-1
		ISLMA CONFERENCE		1,121	296.49	10-1110-332-42
		SERVICES FOR THE DEAF PCHS/PCJH		1,121	72.79	10-1207-332-1
					<u>\$442.07</u>	
<b>DE LAGE LANDEN PUBLIC FINANCE</b>						
		SUP COPY MACHINE		1,121	549.64	10-2320-323-1
		HEN R/M/COPIERS		1,121	549.64	10-1110-323-4
		PRIMARY R/M /COPIER		1,121	549.64	10-1111-323-5
		JH R/M/COPIER		1,121	549.64	10-1112-323-3
		HS R/M / COPIER		1,121	549.64	10-1113-323-2
					<u>\$2,748.20</u>	
<b>DELTA INDUSTRIES INC</b>						
		COMPRESSOR INSPECTION/SERVICE/LABOR/SU		1,121	973.39	20-2542-410-1
					<u>\$973.39</u>	
<b>DISCOUNT SCHOOL SUPPLY</b>						
		PRESCHOOL ART SUPPLIES		1,121	273.40	10-1125-412-1
					<u>\$273.40</u>	
<b>EDENS, MICHELLE</b>						

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		HOBBO LOBBY /CRAFTS ECE		1,121	67.87	10-1125-412-1
		HOME VISITS/PRESCHOOL SUPPLIES		1,121	57.57	10-1125-336-1
					<u>\$125.44</u>	
<b>ENGLAND, KIMBERLY</b>						
		HS TO JUNIOR HIGH		1,121	85.50	10-1113-332-2
		JR HIGH TO HIGH SCHOOL		1,121	85.50	10-1112-332-3
					<u>\$171.00</u>	
<b>EPES SOFTWARE</b>						
		ACCTING SOFTWARE FOR ACTIVITY ACCT		1,121	126.00	10-2410-410-2
					<u>\$126.00</u>	
<b>FAY, ANGELA</b>						
		SDS PAYROLL CONFERENCE		1,121	151.33	10-2520-332-1
		IMRF UPDATE SEMINAR		1,121	67.26	10-2520-332-1
					<u>\$218.59</u>	
<b>FICEK ELECTRIC &amp; COMM</b>						
		PHONE UPGRADE TO IP OFFICE - PRIMARY/HS		1,121	8,846.00	10-1110-540-1
		WIRELESS HEADSETS		1,121	620.00	10-2320-410-1
		PROGRAM CHANGES TO XPORTAL		1,121	125.00	10-1110-540-1
		FIRE PANEL CIRCUIT - TESTING/TECHNICIAN		1,121	117.50	20-2542-410-4
					<u>\$9,708.50</u>	
<b>FRANK COONEY COMPANY</b>						
		HOKKI STOOLS RED		1,121	386.00	10-1250-410-36
		HOKKI STOOLS BLUE		1,121	386.00	10-1111-410-5
					<u>\$772.00</u>	
<b>FRONTIER</b>						
		H S - TELEPHONE SERVICE		1,121	192.12	20-2542-340-2
		ELEM-TELEPHONE		1,121	132.94	20-2542-340-4
		H S - TELEPHONE SERVICE		1,121	87.82	20-2542-340-2
					<u>\$412.88</u>	
<b>GETZ FIRE EQUIPMENT CO</b>						
		NEW CABINET BY FUEL/SUPPLIES TO BE IN COM		1,121	205.55	20-2542-410-2
					<u>\$205.55</u>	
<b>GOSLIN, VANESSA</b>						
		HS TO JUNIOR HIGH		1,121	182.40	10-1113-332-2
		ART EDUC CONFERENCE 2016		1,121	131.16	10-1113-332-2
					<u>\$313.56</u>	
<b>GRAINGER</b>						
		HIGH SCHOOL-BLDG SUPPLIE		1,121	23.65	20-2542-410-2
		ELEMENTARY-BLDG SUPPLIES		1,121	23.65	20-2542-410-4
		PRIMARY BLDG SUPPLY		1,121	23.65	20-2542-410-5
		JR HI-BUILDING SUPPLIES		1,121	23.65	20-2542-410-3
		HIGH SCHOOL-BLDG SUPPLIE		1,121	11.99	20-2542-410-2
					<u>\$106.59</u>	
<b>GRAPHIC ELECTRONICS</b>						
		SERVICE AWARDS		1,121	24.50	10-2310-410-6
		22 SPORTSMANSHIP AWARDS		1,121	99.00	10-1501-410-2

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		25 YEAR AWARD M URNIKIS		1,121	47.00	10-2310-410-6
					<u>\$170.50</u>	
<b>GRASSERS</b>						
		HS SERVICE CALL FREEZER REPAIR		1,121	89.00	20-2542-323-2
		FILTERS/PLUG REPLACEMENT		1,121	23.67	20-2542-323-3
		JR HI-BUILDING SUPPLIES		1,121	10.98	20-2542-410-3
		INSTALLED BOILER AND REMOVED WATER METE		1,121	1,050.00	20-2543-323-4
					<u>\$1,173.65</u>	
<b>GRIZZLY INDUSTRIAL</b>						
		IND ARTS-SUPPLIES		1,121	16.56	10-1402-410-2
					<u>\$16.56</u>	
<b>GUISTI ELECTRIC LLC</b>						
		INSTALL ELECTRIC BASKETBALL HOOPS HS		1,121	3,495.00	20-2543-322-3
					<u>\$3,495.00</u>	
<b>HAL LEONARD</b>						
		MUSIC EXPRESS SUBSCRIPTION AND AUDIO CD		1,121	215.00	10-2210-410-1
					<u>\$215.00</u>	
<b>HARTMAN, CONNIE JO</b>						
		OCTOBER TRAVEL PCJH/HENNEPIN		1,121	222.30	10-1112-332-3
					<u>\$222.30</u>	
<b>HATTON, NICOLE</b>						
		FOOD SANITATION COURSE		1,121	125.00	10-2560-332-2
					<u>\$125.00</u>	
<b>HAVE FUN TEACHING</b>						
		COMMON CORE WORKBOOKS		1,121	204.00	10-1110-420-4
					<u>\$204.00</u>	
<b>HEALTH CARE SERVICE CORPORAT</b>						
		HLTH CRT S		98	1,170.36	10-481
		HLTH CRT S		98	0.32	80-481
		HLTH BP CRT S		98	9,813.45	10-481
		HLTH BP CRT S		98	2.65	80-481
		HLTH CRT F		98	2,228.95	10-481
		HLTH BP CRT F		98	2,368.15	10-481
		HLTH CRT E + S		98	1,643.52	10-481
		HLTH BP CRTE+S		98	2,341.80	10-481
		HLTH BP ADM S		98	296.93	10-481
		HLTH NC F		98	445.79	10-481
		HLTH BP NC F		98	473.63	10-481
		HLTH NC S		98	727.72	10-481
		HLTH NC S		98	158.20	20-481
		HLTH BP NC S		98	6,101.90	10-481
		HLTH BP NC S		98	1,326.50	20-481
		HLTH BP EMP+C		98	278.90	10-481
		HLTH BP EMP+C		98	348.63	20-481
		HLTH BP EMP+C		98	69.73	80-481
		HLTH E + C		98	1,740.53	10-481
		HLTH E + C		98	2.04	80-481

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		HLTH BP E + C		98	3,467.49	10-481
		HLTH BP E + C		98	3.49	80-481
		HLTH E + C		98	162.80	10-481
		HLTH E + C		98	203.50	20-481
		HLTH E + C		98	40.70	80-481
		HLTH ADM BP F		98	2,758.26	10-481
		HLTH ADMIN E+S		98	664.22	10-481
		HLTH NC S		98	155.88	20-481
		HLTH BP NC S		98	1,307.05	20-481
		HLTH E + C		98	2.01	80-481
		HLTH BP E + C		98	3.45	80-481
		HLTH NC F		98	445.79	10-481
		HLTH BP NC F		98	473.63	10-481
		HLTH NC S		98	730.04	10-481
		HLTH BP NC S		98	6,121.35	10-481
		HLTH CRT S		98	1,168.12	10-481
		HLTH BP CRT S		98	9,794.63	10-481
		HLTH E + C		98	1,738.71	10-481
		HLTH BP E + C		98	2,782.42	10-481
		HLTH E + C		98	1.85	40-481
		HLTH BP E + C		98	3.17	40-481
		HLTH CRT F		98	2,451.85	10-481
		HLTH BP CRT F		98	2,368.15	10-481
		HLTH CRT E + S		98	1,643.52	10-481
		HLTH BP CRTE+S		98	2,341.80	10-481
		HLTH E + C		98	203.50	20-481
		HLTH BP EMP+C		98	348.63	20-481
		HLTH CRT S		98	2.25	40-481
		HLTH BP CRT S		98	18.84	40-481
		HLTH ADM BP F		98	2,758.26	10-481
		HLTH BP ADM S		98	296.93	10-481
		HLTH E + C		98	163.35	10-481
		HLTH E + C		98	40.15	80-481
		HLTH BP EMP+C		98	279.85	10-481
		HLTH BP EMP+C		98	68.78	80-481
		HLTH CRT S		98	0.31	80-481
		HLTH BP CRT S		98	2.63	80-481
		HLTH ADMIN E+S		98	664.22	10-481
					<u>\$77,221.28</u>	
<b>HEGGEN, JOHN</b>		BUS DRIVER DRUG TEST/EXAM		1,121	94.00	40-2550-322-1
		REIMBURSEMENT FOR GAS / BUS		1,121	90.35	40-2550-411-1
					<u>\$184.35</u>	
<b>HENNEPIN BLDG IMPREST</b>		HENN-CAFE FOOD		1,121	25.01	10-2560-410-4
					<u>\$25.01</u>	
<b>HENNEPIN BOAT STORE LLC.</b>		SIGN FOR GAS TANKS HS - PER AUDIT NEEDED		1,121	45.00	20-2543-410-2

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$45.00</u>	
<b>HENNEPIN FOOD MART</b>						
		PCEF GRANT - STARVED ROCK PC JR HIGH		1,121	760.91	10-2310-411-6
		BOARD SUPPLIES AMERICAN EDUCATION WEEK		1,121	1,125.00	10-2310-410-6
		HENN-CAFE FOOD		1,121	25.01	10-2560-410-4
					<u>\$1,910.92</u>	
<b>HENNEPIN WATER DISTRICT</b>						
		OCTOBER		1,121	194.48	20-2542-322-4
		OCTOBER		1,121	100.17	20-2542-322-4
		SEPTEMBER		1,121	61.91	20-2542-322-4
		SEPTEMBER		1,121	157.79	20-2542-322-4
					<u>\$514.35</u>	
<b>HIGH SCHOOL IMPREST</b>						
		IMPREST GOLF/PANTERA/CROSS COUNTRY		1,121	1,685.00	10-1501-640-2
		MUSIC FESTIVAL		1,121	40.00	10-1115-640-1
		BASEBALL UMPIRES		1,121	970.00	10-1501-319-2
		CONFERENCE		1,121	60.00	10-1113-332-2
		PARA MEETING BFST		1,121	90.22	10-2320-410-1
		DRIVERS ED CONFERENCE		1,121	55.00	10-1113-332-2
		PRINC OFFICE-POSTAGE		1,121	22.02	10-2410-341-1
		HS OFFICE - SUPPLIES		1,121	352.60	10-2410-410-2
					<u>\$3,274.84</u>	
<b>HILLMANN PEDIATRIC THERAPY</b>						
		CONTRACTED SERVICES OCTOBER		1,121	8,118.54	10-1204-319-1
					<u>\$8,118.54</u>	
<b>HINCKLEY SPRING WATER CO</b>						
		BOARD SUPPLIES		1,121	73.66	10-2310-410-6
					<u>\$73.66</u>	
<b>HOLOCKER, SUSAN</b>						
		COOKS WORKSHOP		1,121	33.97	10-1112-332-3
					<u>\$33.97</u>	
<b>I D E S (ACCT 08059410)</b>						
		REIMBURSABLE QUARTER		1,121	2,939.50	80-2363-232-7
		UZELLA/BACON		1,121	4,910.50	80-2363-380-7
					<u>\$7,850.00</u>	
<b>IDEAL ENVIROMENTAL</b>						
		ASBESTOS TRAINING COURSE		1,121	195.00	20-2542-332-7
					<u>\$195.00</u>	
<b>IL ASSO OF SCHOOL BOARDS</b>						
		BOARDBOOK SUBSCRIPTION		1,121	2,000.00	10-2310-640-6
		PRESS PLUS MEMBER SUBSCRIPTION		1,121	1,600.00	10-2310-640-6
					<u>\$3,600.00</u>	
<b>IL OIL MARKETING EQUIPMENT, INC</b>						
		PREVENTATIVE MAINT HS GAS PUMPS		1,121	375.00	20-2542-323-2
					<u>\$375.00</u>	
<b>IL STATE POLICE</b>						

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		BACKGROUND CHECKS		1,121	119.00	10-2310-640-6
		BACKGROUND CHECKS		1,121	54.00	10-2310-640-6
					<u>\$173.00</u>	
<b>IL VALLEY CELLULAR</b>		CELL PHONES		1,121	328.18	20-2542-321-1
					<u>\$328.18</u>	
<b>IL VALLEY LOCK AND KEY</b>		KEYS - HIGH SCHOOL		1,121	73.50	20-2542-323-2
					<u>\$73.50</u>	
<b>IL VIRTUAL SCHOOL</b>		M BROOKER ADVANCED CLASS		1,121	225.00	10-1113-470-1
		M BROOKER ADVANCED CLASS		1,121	225.00	10-1113-470-1
		HA - CREDIT RECOVERY		1,121	170.00	10-1113-470-1
					<u>\$620.00</u>	
<b>JOHANNES BUS SERVICE INC.</b>		CONTRACT SERVICE-AV		1,121	4,194.72	40-2550-327-1
		CONTRACT-EX CURRIC		1,121	6,160.51	40-2550-328-1
		CONTRACT ECE ROUTES		1,121	10,582.56	40-2550-331-1
		REGULAR ROUTES		1,121	43,508.88	40-2550-325-1
		CONTRACT SERVICE-SP ED R		1,121	17,388.71	40-2550-326-1
					<u>\$81,835.38</u>	
<b>JUNIOR HIGH IMPREST</b>		JH ATHL OFFICIALS		1,121	240.00	10-1501-319-3
		JR HI-DUES/FEES MR. WALKER		1,121	60.00	10-1112-640-3
					<u>\$300.00</u>	
<b>KOHL WHOLESALE</b>		HS BREAKFAST		1,121	492.98	10-2560-410-1-2
		HIGH SCHOOL- FOOD		1,121	4,471.19	10-2560-410-2
		H S-CAFE MISC SUPPLIES		1,121	190.37	10-2560-490-2
		JH BREAKFAST		1,121	700.07	10-2560-410
		JR HI-CAFE MISC SUPPLIES		1,121	64.25	10-2560-490-3
		PRIMARY BREAKFAST		1,121	631.22	10-2560-410-1-5
		PRIMARY MISC SUPPLY		1,121	108.99	10-2560-490-5
		HEN BREAKFAST		1,121	749.06	10-2560-410-1-4
		HENN-CAFE FOOD		1,121	30.70	10-2560-410-4
		HENN ELEM-CAFE MISC SUPP		1,121	3,231.29	10-2560-490-4
		ECE FOOD SUPP		1,121	419.95	10-1125-411-1
		JR HI-CAFE FOOD		1,121	2,852.26	10-2560-410-3
		PRIMARY CAFE FOOD		1,121	2,573.35	10-2560-410-5
					<u>\$16,515.68</u>	
<b>KOOLMASTER CO, INC</b>		REPLACE WEST SIDE DOOR OF HS - BROKEN		1,121	336.05	20-2542-323-2
					<u>\$336.05</u>	
<b>LAKESHORE</b>		RTI MATERIALS ALPHABET GAMES		1,121	201.20	10-1125-410-1
					<u>\$201.20</u>	

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>LAMBOLEY, ANN P</b>						
		IMRF/ROBBINS SCHWARTZ CONFERENCES		1,121	205.18	10-2520-332-1
					<u>\$205.18</u>	
<b>LENKAITIS, JESSICA</b>						
		BUILDING MINDS COGNITIVE		1,121	510.00	10-2210-320-1
					<u>\$510.00</u>	
<b>LETTERKRAFT PRINTERS</b>						
		PC COASTERS/EDUC WEEK/PRINCIPAL DAY		1,121	399.20	10-2320-410-1
		TUMBLERS/PRINCIPAL DAY AND EDUC WEEK		1,121	995.51	10-2320-410-1
		PRESENTATION FOLDERS PC		1,121	1,197.94	10-2320-410-1
					<u>\$2,592.65</u>	
<b>LIBERTY MUTUAL INSURANCE</b>						
		POLICY CHANGE FEE		1,121	120.00	80-2364-380-7
					<u>\$120.00</u>	
<b>LIGHTED WAY ASSOCIATION I</b>						
		LIGHTED WAY 2 STUDENTS		1,121	7,563.60	10-1912-670-1
					<u>\$7,563.60</u>	
<b>LOCKER ROOM</b>						
		EASTON EQUIPMENT BAGS HS		1,121	104.85	10-1501-410-2
		PE UNIFORMS PRESALE		1,121	180.00	10-1113-497-8
		JR HI-ATHLETIC SUPPLIES		1,121	194.25	10-1501-410-3
		JR HI-ATHLETIC SUPPLIES		1,121	299.66	10-1501-410-3
		HS SCHOLASTIC BOWL SHIRTS		1,121	532.00	10-1540-410-2
					<u>\$1,310.76</u>	
<b>LOUIS, WENDY</b>						
		PAES GIFT CARDS		1,121	200.00	10-2320-410-1
					<u>\$200.00</u>	
<b>LUND, JANET</b>						
		SW-TRAVEL VARIOUS SCHOOLS		1,121	356.82	10-2110-332-1
					<u>\$356.82</u>	
<b>MACKIN EDUCATIONAL RESOURCE</b>						
		BOOKS FOR REBECCA CAUDILL BLUESTEM REAI		1,121	480.41	10-2310-411-6
		BOOKS SCIENCE RELATED		1,121	111.84	10-2220-411-2
		BOOKS		1,121	204.90	10-2220-411-2
		JH MEDIA BOOKS		1,121	230.04	10-2220-411-3
					<u>\$1,027.19</u>	
<b>MAIN, KATHERINE</b>						
		NURSE-TRAVEL AUGUST/SEPTEMBER		1,121	216.66	10-2134-332-1
		NURSE-TRAVEL OCTOBER/NOVEMBER		1,121	232.28	10-2134-332-1
					<u>\$448.94</u>	
<b>MARCO INC</b>						
		CROSS CAT R/M COPIER		1,121	74.96	10-1220-323-1
		SUP COPY MACHINE		1,121	399.93	10-2320-323-1
		HS R/M / COPIER		1,121	399.93	10-1113-323-2
		JH R/M/COPIER		1,121	399.93	10-1112-323-3
		PRIMARY R/M /COPIER		1,121	399.93	10-1111-323-5

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		HEN R/M/COPIERS		1,121	399.95	10-1110-323-4
					<u>\$2,074.63</u>	
<b>MARK KARLOSKY CONSULTING</b>						
		SCHOOL CONTRACT		1,121	220.00	10-2226-323-1
		SCHOOL CONTRACT		1,121	220.00	10-2226-323-1
		SCHOOL CONTRACT		1,121	220.00	10-2226-323-1
		SCHOOL CONTRACT/MILEAGE		1,121	238.00	10-2226-323-1
		SCHOOL CONTRACT		1,121	220.00	10-2226-323-1
					<u>\$1,118.00</u>	
<b>MCGRAW-HILL SCHOOL EDUCATIOI</b>						
		MATH WORKBOOKS/GUIDE/ANSWER KEY		1,121	1,131.65	10-1220-411-11
					<u>\$1,131.65</u>	
<b>MCNABB TELEPHONE COMPANY</b>						
		ELEM-TELEPHONE		1,121	186.49	20-2542-340-4
		SUPT-TELEPHONE		1,121	186.49	20-2542-340-1
		H S - TELEPHONE SERVICE		1,121	186.49	20-2542-340-2
		JR HI-TELEPHONE SERVICE		1,121	186.49	20-2542-340-3
		PRIMARY-TELEPHONE SERV		1,121	186.48	20-2542-340-5
					<u>\$932.44</u>	
<b>MEDIACOM</b>						
		INTERNET LINES		1,121	305.90	10-2190-323-1
		HENNEPIN LEASE FD-NBS/MEDIACOM		1,121	205.90	10-2190-323-1
					<u>\$511.80</u>	
<b>MENARDS PERU</b>						
		FALL PLAY		1,121	360.45	10-1540-411-1
		HIGH SCHOOL-BLDG SUPPLIE		1,121	97.70	20-2542-410-2
		PRIMARY BLDG SUPPLY		1,121	29.99	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		1,121	55.07	20-2542-410-2
		PRIMARY BLDG SUPPLY		1,121	35.91	20-2542-410-5
		WASHING MACHINE /HOSES/TOOLS		1,121	330.87	20-2542-410-2
		CABLES/CHANNELS/CONNECTORS/TECH		1,121	111.95	20-2542-410-2
		NEW TOILET HS AND SUPPLIES		1,121	114.09	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1,121	32.70	20-2542-410-3
		HIGH SCHOOL-BLDG SUPPLIE		1,121	12.97	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIES BRACE FOR COF		1,121	3.79	20-2542-410-2
		JR HI-BUILDING SUPPLIES RACK FOR CHROME		1,121	119.97	20-2542-410-3
					<u>\$1,305.46</u>	
<b>MERTEL, LORI</b>						
		ISLMA CONFERENCE		1,121	394.70	10-1250-332-36
					<u>\$394.70</u>	
<b>MOLITOR ATHLETIC FIELDS</b>						
		H S ATHLETIC CAP OUTLAY		1,121	2,400.00	10-1501-540-2
					<u>\$2,400.00</u>	
<b>MTI PRODUCTION</b>						
		SPRING PLAY SECURITY FEE INTO THE WOODS		1,121	400.00	10-1540-410-1
					<u>\$400.00</u>	

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>MUSIC SHOPPE, INC.</b>						
		MUSIC REPAIRS TROMBONE		1,121	58.00	10-1115-323-1
					<u>58.00</u>	
<b>N C I M D</b>						
		PRIMARY CAFE FOOD		1,121	1,097.25	10-2560-410-5
		HENN-CAFE FOOD		1,121	887.50	10-2560-410-4
		JR HI-CAFE FOOD		1,121	796.75	10-2560-410-3
		HIGH SCHOOL- FOOD		1,121	1,006.50	10-2560-410-2
					<u>\$3,788.00</u>	
<b>NCPERS GROUP LIFE INS.</b>						
		NCPERS INSURANCE		999	48.00	10-481
		NCPERS INSURANCE		999	8.00	20-481
		NCPERS INSURANCE		999	64.00	10-481
		NCPERS INSURANCE		999	8.00	20-481
					<u>\$128.00</u>	
<b>NETWORK BUSINESS SYSTEMS INC</b>						
		LEASE FD-NBS/MEDIACOM		1,121	200.00	10-2190-323-1
					<u>\$200.00</u>	
<b>NEWS TRIBUNE</b>						
		GOLF SECTIONALS/FIRE PROTECTION ADS		1,121	125.00	10-2630-350-1
					<u>\$125.00</u>	
<b>NORTH CENTRAL BANK</b>						
		FFA TRIP EFFINGHAM		1,121	47.80	40-2550-324-1
		ITP GROCERIES		1,121	31.80	10-1113-410-2
		IL PRINCIPALS CONFERENCE		1,121	174.80	10-2410-640-1
		UTENSILS FOR KITCHEN AREA		1,121	34.10	10-1113-412-2
		FALL PLAY		1,121	480.70	10-1540-411-1
		TECH-TRAVEL CONFERENCE ADAM		1,121	200.00	10-2226-332-1
		ADMIN MEETING		1,121	33.44	10-2320-410-1
		ADMIN MEETING		1,121	23.98	10-2320-410-1
		PRINC OFFICE-TRAVEL IPA CONFERENCE		1,121	338.81	10-2410-332-1
		PRINC OFFICE-TRAVEL IPA CONFERENCE		1,121	221.76	10-2410-332-1
		PRINC OFFICE-TRAVEL IPA		1,121	21.72	10-2410-332-1
		PRINC OFFICE-TRAVEL IPA CONFERENCE		1,121	26.50	10-2410-332-1
		TITLE IIA TRAVEL IL PRINCIPALS CONFERENCE		1,121	323.00	10-1110-332-42
		SUPPLIES ITP		1,121	41.35	10-1220-410-2
		STATE ATHLETIC TRAVEL GOLF		1,121	135.37	10-1501-332-1
		STATE ATHLETIC TRAVEL GOLF		1,121	455.84	10-1501-332-1
		HS OFFICE - SUPPLIES ABEBOOKS		1,121	47.97	10-2410-410-2
		LEASE FD TECH SUPPLY WIRELESS COLOR PRIM		1,121	149.88	10-1112-410-1
		FFA TRIP FUEL EFFINGHAM		1,121	40.80	40-2550-324-1
		CONNECTORS/CABLES HS		1,121	81.90	20-2542-410-2
		PARKING		1,121	21.00	10-2320-332-1
		PRINC OFFICE-TRAVEL SPRINGFIELD		1,121	376.32	10-2320-332-1
		EDUCATION WEEK DIGI ACCESS		1,121	35.00	10-2320-640-1
		PARENT TEACHER CONFERENCES		1,121	241.09	10-2410-410-2
		VOC AG- TRAVEL AG CONVENTION		1,121	302.27	10-1401-332-2

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		LEASE FD TECH SUPPLY - ALL SCHOOLS		1,121	462.06	10-1112-410-1
					<u>\$4,349.26</u>	
<b>NORTHERN ILLINOIS ACADEMY</b>						
		OCTOBER 2016		1,121	15,761.47	10-1912-670-1
					<u>\$15,761.47</u>	
<b>ORKIN EXTERMINATING CO IN</b>						
		ALL SCHOOL SERVICES		1,121	58.30	20-2542-321-1
		ALL SCHOOL SERVICES		1,121	220.20	20-2542-321-1
		ALL SCHOOL SERVICES		1,121	73.54	20-2542-321-1
		ALL SCHOOL SERVICES		1,121	58.30	20-2542-321-1
		ALL SCHOOL SERVICES		1,121	58.30	20-2542-321-1
					<u>\$468.64</u>	
<b>PALOS SPORTS INC</b>						
		ATHLETIC GEAR/WEIGHTS FOR PE		1,121	978.84	10-1113-410-2
					<u>\$978.84</u>	
<b>PC FOODS, INC.</b>						
		PRIMARY CAFE FOOD		1,121	10.86	10-2560-410-5
		FOOD/LIFE SKILLS		1,121	24.98	10-1220-411-11
		DEMO 3RD/4TH HOUR PLUS LAB		1,121	29.85	10-1113-412-2
		DEMO 3RD/4TH HOUR PLUS LAB		1,121	60.71	10-1113-412-2
		BAKING INGREDIENTS FOR BOARD MEETING		1,121	30.47	10-2560-490-5
		VARIOUS KITCHEN LABS		1,121	36.89	10-1113-412-2
		FOODS - DEMONSTRATIONS		1,121	13.06	10-1113-412-2
		CULINARY ARTS		1,121	35.58	10-1113-412-2
		INTRO TO FACS		1,121	17.49	10-1113-412-2
		INGREDIENTS FOR FOOD		1,121	17.71	10-1220-411-11
		CHIPS/COOKIES PT CONFERENCE DINNER		1,121	25.93	10-2410-410-5
		FOODS/LABS CULINARY ARTS		1,121	43.50	10-1113-412-2
		FOODS LABS/CULINARY ARTS		1,121	32.87	10-1113-412-2
		FOODS LABS/CULINARY ARTS		1,121	36.38	10-1113-412-2
		FOODS LABS/CULINARY ARTS		1,121	44.82	10-1113-412-2
		FOODS LABS/CULINARY ARTS		1,121	17.20	10-1113-412-2
		FOODS LABS/CULINARY ARTS		1,121	13.71	10-1113-412-2
		LIFE SKILLS COMMUNITY TRIP		1,121	38.36	10-1220-411-11
		BOARD SUPPLIES AMERICAN EDUCATION WEEK		1,121	1,125.00	10-2310-410-6
		FOOD LIFE SKILLS		1,121	87.22	10-1220-411-11
					<u>\$1,742.59</u>	
<b>PCCU (NEC)</b>						
		NEC-ADMIN/10 MONTH		98	188.54	10-481
		NEC 24/20		98	1,092.28	10-481
		NEC 24/20		98	0.30	80-481
		NEC 24/20		98	1,108.43	10-481
		NEC 24/20		98	2.34	40-481
		NEC 24/20		98	0.30	80-481
		NEC-ADMIN/10 MONTH		98	188.54	10-481
		DED NEC		98	21.81	10-481
					<u>\$2,602.54</u>	

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>PENSERV PLAN SERVICES INC</b>						
		PENSERV PLAN SERVICES		999	3,813.45	10-481
		PENSERV PLAN SERVICES		999	50.00	20-481
		PENSERV PLAN SERVICES		999	3,959.31	10-481
		PENSERV PLAN SERVICES		999	4.14	40-481
		PENSERV PLAN SERVICES		999	50.00	20-481
					<u>\$7,876.90</u>	
<b>PERMA- BOUND</b>						
		HS MEDIA BOOKS		1,121	148.83	10-2220-411-2
		JH MEDIA BOOKS		1,121	37.80	10-2220-411-3
					<u>\$186.63</u>	
<b>PERRY MEMORIAL HOSPITAL</b>						
		STUDENT DRUG TESTING - SEPTEMBER		1,121	731.00	10-2310-390-6
		STUDENT DRUG TESTING OCTOBER		1,121	987.00	10-2310-390-6
					<u>\$1,718.00</u>	
<b>PETERSEN, VICKIE</b>						
		TRAVEL SANITATION LICENSE		1,121	13.68	10-2560-332-4
		SANITATION LICENSE RENEWAL		1,121	125.00	10-2560-640-1
					<u>\$138.68</u>	
<b>POMPS TIRE SERVICE INC</b>						
		FIX TIRE		1,121	27.49	20-2542-323-2
		H S-BUILDING REPAIRS/MAI		1,121	20.00	20-2542-323-2
					<u>\$47.49</u>	
<b>PRIMARY IMPREST</b>						
		IAHPERD - SCHERF CONFERENCE		1,121	130.00	10-1110-332-42
		JIMMY JOHNS P/T CONFERENCE		1,121	112.10	10-2410-410-5
					<u>\$242.10</u>	
<b>PUT CO PCEA/IEA DUES</b>						
		NON-CERT DUES		98	564.98	10-481
		NON-CERT DUES		98	37.82	20-481
		NON-CERT DUES		98	3.78	80-481
		IEA CERT DUES		98	2,309.40	10-481
		IEA CERT DUES		98	0.68	80-481
		NON-CERT DUES		98	37.82	20-481
		IEA CERT DUES		98	2,304.68	10-481
		IEA CERT DUES		98	0.68	80-481
		IEA CERT DUES		98	4.72	40-481
		NON-CERT DUES		98	564.29	10-481
		NON-CERT DUES		98	3.73	80-481
		NON-CERT DUES		98	0.74	40-481
					<u>\$5,833.32</u>	
<b>PUT CO SCHOOL (FED TRS)</b>						
		TITLE I FED TRS		1,121	1,910.06	10-1250-210-36
					<u>\$1,910.06</u>	
<b>PUT CO SCHOOL (TRS HEALTH)</b>						
		THIS ADMIN/10 MONTH		98	577.40	10-481
		THIS P24/T20		98	3,691.01	10-481

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		THIS P24/T20		98	1.03	80-481
		H S-MEDICAL INSURANCE		1,121	305.50	10-1113-222-2
		THIS P24/T20		98	3,745.67	10-481
		THIS P24/T20		98	1.03	80-481
		THIS P24/T20		98	7.92	40-481
		THIS ADMIN/10 MONTH		98	577.40	10-481
		DED THIS		98	73.73	10-481
		HENN ELEM-MED INSURANCE		1,121	360.20	10-1110-222-4
		PRIMARY-MED INS		1,121	305.50	10-1111-222-5
					<u>\$9,646.39</u>	
<b>PUT CO SCHOOL (TRS)</b>						
		TRS ADMI/10 MONTH		98	2,913.53	10-481
		TRS P24/T20		98	16,948.47	10-481
		TRS P24/T20		98	4.72	80-481
		TRS P24/T20		98	17,199.48	10-481
		TRS P24/T20		98	36.39	40-481
		TRS P24/T20		98	4.74	80-481
		TRS ADMI/10 MONTH		98	2,913.53	10-481
		DED TRS		98	372.06	10-481
					<u>\$40,392.92</u>	
<b>PUT CO SCHOOLS</b>						
		IM IMRF		98	33.57	10-481
		IM IMRF		98	1,738.79	10-481
		IM IMRF		98	605.57	20-481
		IM IMRF		98	15.03	80-481
		IMRFBRD SHARE		98	4,218.22	50-481
		IMRFBRD SHARE		98	1,245.23	50-481
		IMRFBRD SHARE		98	35.77	50-481
		IM IMRF		98	631.18	20-481
		IMRFBRD SHARE		98	1,306.17	50-481
		IM IMRF		98	84.98	40-481
		IMRFBRD SHARE		98	202.26	50-481
		IM IMRF		98	2,073.24	10-481
		IMRFBRD SHARE		98	5,014.20	50-481
		IM IMRF		98	15.03	80-481
		IMRFBRD SHARE		98	35.77	50-481
		IM IMRF		98	33.57	10-481
					<u>\$17,288.58</u>	
<b>PUTNAM CO COMM UNIT (IL)</b>						
		IL State Tax		99	7,159.57	10-481
		IL State Tax		99	433.07	20-481
		IL State Tax		99	11.15	80-481
		IL State Tax		99	458.34	20-481
		IL State Tax		99	7,914.93	10-481
		IL State Tax		99	77.72	40-481
		IL State Tax		99	11.18	80-481
					<u>\$16,065.96</u>	

**PUTNAM CO SD FIT**

# Bills Payable List

Printed: 11/16/2016 1:12 PM

PUTNAM COUNTY CUSD #535

Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		Federal Tax 2016		99	21,494.16	10-481
		Federal Tax 2016		99	1,442.40	20-481
		Federal Tax 2016		99	22.57	80-481
		Federal Tax 2016		99	1,606.53	20-481
		Federal Tax 2016		99	23.00	80-481
		Federal Tax 2016		99	23,373.85	10-481
		Federal Tax 2016		99	141.45	40-481
					<u>\$48,103.96</u>	
<b>PUTNAM CO SD MEDICARE</b>						
		MEDICARE (CERT)		99	2,383.39	10-481
		MEDICARE (CERT)		99	0.54	80-481
		MEDICARE (BRD PD)		99	2,383.39	50-481
		MEDICARE (BRD PD)		99	0.54	50-481
		MEDICARE (CERT)		99	2,567.16	10-481
		MEDICARE (CERT)		99	0.54	80-481
		MEDICARE (BRD PD)		99	2,567.16	50-481
		MEDICARE (CERT)		99	4.35	40-481
		MEDICARE (BRD PD)		99	4.35	50-481
		MEDICARE (BRD PD)		99	0.54	50-481
					<u>\$9,911.96</u>	
<b>PUTNAM COUNTY SD FICA</b>						
		MATCHING FICA		99	2,890.41	50-481
		MATCHING FICA		99	954.13	50-481
		MATCHING FICA		99	22.43	50-481
		FICA 2016		99	2,890.41	10-481
		FICA 2016		99	954.13	20-481
		FICA 2016		99	22.43	80-481
		FICA 2016		99	1,007.69	20-481
		MATCHING FICA		99	1,007.69	50-481
		FICA 2016		99	144.48	40-481
		MATCHING FICA		99	144.48	50-481
		FICA 2016		99	3,548.81	10-481
		MATCHING FICA		99	3,548.81	50-481
		FICA 2016		99	22.48	80-481
		MATCHING FICA		99	22.48	50-481
					<u>\$17,180.86</u>	
<b>QUILL</b>						
		SUPT OFFICE-SUPPLIES		1,121	65.97	10-2320-410-1
		SUPT OFFICE-SUPPLIES		1,121	13.98	10-2320-410-1
		SUPT OFFICE-SUPPLIES		1,121	2.44	10-2320-410-1
		SUPT OFFICE-SUPPLIES		1,121	53.98	10-2320-410-1
		PRINC OFFICE-TRAVEL		1,121	122.92	10-2410-332-1
		PRINC OFFICE-TRAVEL		1,121	51.98	10-2410-332-1
		PRINC OFFICE-TRAVEL		1,121	19.99	10-2410-332-1
		PSYCH-SUPPLIES		1,121	96.84	10-2140-410-1
		RUBBERBANDS		1,121	7.49	10-2410-410-5
					<u>\$435.59</u>	
<b>REASKA, TRACY</b>						

Specialized Data Systems, Inc.

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# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		IDEAL, ASBESTOS TRAINING		1,121	68.40	10-1113-332-2
					<u>\$68.40</u>	
<b>REGIONAL OFFICE OF EDUCATION</b>						
		FIRST QUARTER CHARGE SAFE SCHOOL MG		1,121	350.00	10-4210-600-1
		GOOGLE APPS IN CLASSROOM ONLINE		1,121	500.00	10-1112-410-3
					<u>\$850.00</u>	
<b>REVERE ELECTRIC</b>						
		GE MOTOR FOR HIGH SCHOOL		1,121	680.96	20-2542-323-2
					<u>\$680.96</u>	
<b>ROBBINS SCHWARTZ</b>						
		LEGAL FEES		1,121	925.00	80-2369-318-1
					<u>\$925.00</u>	
<b>ROYAL PUBLISHING</b>						
		ADVERTISING PC GOLF		1,121	195.00	10-2630-350-1
					<u>\$195.00</u>	
<b>SARTIN, KELLY</b>						
		PRIMARY CAFE-TRAVEL		1,121	8.55	10-2560-332-5
					<u>\$8.55</u>	
<b>SCHLATWEILER, ASHLIE</b>						
		10/1-10/31 PCJH TO PCES		1,121	131.78	10-1112-332-3
					<u>\$131.78</u>	
<b>SCHORN, CAREY</b>						
		ISLMA CONFERENCE		1,121	8.78	10-1250-332-36
					<u>\$8.78</u>	
<b>SECURITY FINANCE CORP</b>						
		GARNISHMENT		98	52.50	10-481
		GARNISHMENT		98	52.50	10-481
					<u>\$105.00</u>	
<b>SISLER ICE</b>						
		ICE		1,121	38.00	10-1501-410-2
					<u>\$38.00</u>	
<b>SPECIALIZED DATA SYSTEMS</b>						
		WEBX TRAINING		1,121	95.00	10-2520-332-1
		2 WEBX TRAINING SESSIONS		1,121	190.00	10-2520-332-1
		TRAINING		1,121	95.00	10-2520-332-1
					<u>\$380.00</u>	
<b>STAFF DEVELOPMENT FOR EDUCA</b>						
		TITLE IIA TRAVEL GUIDED MATH - LADAGE		1,121	435.00	10-1110-332-42
					<u>\$435.00</u>	
<b>STAPLES ADVANTAGE</b>						
		SUPT OFFICE-SUPPLIES		1,121	141.77	10-2320-410-1
					<u>\$141.77</u>	
<b>STATE DISBURSEMENT UNIT</b>						
		CHILD SUPPORT		982	451.83	10-481
		CHILD SUPPORT		982	451.83	10-481

# Bills Payable List

Printed: 11/16/2016 1:12 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$903.66</u>	
<b>SUMMIT FINANCIAL RESOURCES</b>						
		HIGH SCHOOL- FOOD		1,121	156.75	10-2560-410-2
		HENN-CAFE FOOD		1,121	76.69	10-2560-410-4
		JR HI-CAFE FOOD		1,121	76.69	10-2560-410-3
					<u>\$310.13</u>	
<b>SUPERINTENDENT IMPREST</b>						
		BUILDING-PROF SERV		1,121	101.00	20-2542-320-1
		FISCAL SVCS-NOTARY BOND		1,121	20.00	10-2520-652-1
		BOARD DUES/FEES		1,121	4.00	10-2310-640-6
					<u>\$125.00</u>	
<b>SUPPLYWORKS</b>						
		MOPS		1,121	126.24	20-2542-410-2
		ICE MELT ALL SCHOOLS		1,121	103.05	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		1,121	103.05	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1,121	103.05	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		1,121	103.05	20-2542-410-4
		2 - MODULE - CLOSET		1,121	223.92	20-2542-410-5
		CLEANING SUPPLIES		1,121	573.38	20-2542-410-5
		SQUEEGEE BLADES		1,121	34.74	20-2542-410-2
		PAPER TOWEL DISP MEN'S ROOM		1,121	62.18	20-2542-410-2
		POWER SUPPLY/FILTERS/LABOR SENSOR VACUI		1,121	169.64	20-2542-410-4
					<u>\$1,602.30</u>	
<b>THE COSTUMER</b>						
		FALL PLAY		1,121	186.95	10-1540-411-1
					<u>\$186.95</u>	
<b>THE HORACE MANN LEAGUE OF TH</b>						
		SUPT OFFICE-DUES/ FEES		1,121	100.00	10-2320-640-1
					<u>\$100.00</u>	
<b>THEISINGER, CLAYTON</b>						
		IPA CONFERENCE		1,121	450.02	10-1110-332-42
					<u>\$450.02</u>	
<b>TOEDTER OIL COMPANY</b>						
		TRANSP - YB SUPPLY		1,121	225.00	40-2550-411-1
		EX CURRICULAR VAN		1,121	282.00	40-2550-324-1
		TRUCK REPAIR/MAINT		1,121	150.00	20-2542-320-3
		DRIVERS ED SUPPLIES		1,121	230.00	10-1700-410-2
		PRIMARY-GROUNDS SUPPLIE		1,121	112.63	20-2543-410-5
		ELEMENTARY-GROUNDS SUPPLY		1,121	112.63	20-2543-410-4
		JR HI-GROUNDS SUPPLIES		1,121	112.63	20-2543-410-3
		H S-GROUNDS SUPPLIES		1,121	112.88	20-2543-410-2
					<u>\$1,337.77</u>	
<b>TONIS FLOWER AND GIFT SHOP</b>						
		THANK YOU PLANT		1,121	25.00	10-2310-410-6
					<u>\$25.00</u>	
<b>TRINITY CATHOLIC SCHOOL</b>						

# Bills Payable List

Printed: 11/16/2016 1:12 PM

PUTNAM COUNTY CUSD #535

Expense on Date: 11/1/2016 to 11/22/2016

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		CG 15 MEALS LIGHTED WAY LUNCHES		1,121	41.25	10-2560-410-2
					<u>\$41.25</u>	
<b>UNITED VOLLEYBALL SUPPLY LLC</b>						
		BLACK ANTENNAS/SETTER TRAINING BALLS		1,121	231.10	10-1501-410-2
					<u>\$231.10</u>	
<b>URNIKIS, DAVE</b>						
		PRIMARY CAFE-TRAVEL		1,121	8.55	10-2560-332-5
		PRIMARY CAFE FOOD		1,121	27.70	10-2560-410-5
		TRAVEL TO GET GROCERIES		1,121	10.26	10-2560-332-5
					<u>\$46.51</u>	
<b>VILLAGE OF GRANVILLE</b>						
		PRIMARY- WATER		1,121	172.50	20-2542-322-5
		HS- WATER		1,121	402.50	20-2542-322-2
					<u>\$575.00</u>	
<b>VOIDED CHECKS</b>						
		PR CK 335434 J OTERO		9,999	0.00	10-1113-410-2
		PR CK 335435 C GRANT		9,999	0.00	10-1111-410-5
		PR CK 335436 S HOLOCKER		9,999	0.00	10-1110-410-4
		PR CK 335437 S TROGLIO		9,999	0.00	10-1112-410-3
					<u>\$0.00</u>	
<b>WALKER, CHRIS</b>						
		PLAQUE KEITH DICKINSON RETIREMENT		1,121	54.00	10-1501-410-3
					<u>\$54.00</u>	
<b>WARDS NATURAL SCIENCE</b>						
		VOC AG SUPPLIES		1,121	83.57	10-1401-410-2
					<u>\$83.57</u>	
<b>WASHINGTON NATIONAL INS CO</b>						
		WASHINGTON NTNL INS.		98	486.77	10-481
		WASHINGTON NTNL INS.		98	72.75	20-481
		WASHINGTON NTNL INS.		98	0.31	80-481
		WASHINGTON NTNL INS.		98	0.31	80-481
		WASHINGTON NTNL INS.		98	534.32	10-481
		WASHINGTON NTNL INS.		98	0.53	40-481
		WASHINGTON NTNL INS.		98	70.47	20-481
					<u>\$1,165.46</u>	
<b>WASTE MANAGEMENT</b>						
		ALL SCHOOL SERVICES		1,121	267.03	20-2542-321-1
		ALL SCHOOL SERVICES		1,121	438.54	20-2542-321-1
		ALL SCHOOL SERVICES		1,121	215.14	20-2542-321-1
		ALL SCHOOL SERVICES		1,121	248.42	20-2542-321-1
					<u>\$1,169.13</u>	
<b>WCEPS</b>						
		ELL MATERIALS KITS		1,121	378.00	10-2320-410-1
					<u>\$378.00</u>	
					<u>\$514,416.52</u>	
				<b>Report Total</b>		

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Education Fund 10

Function 1000 Instruction  
Function 1110 Elementary  
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	53,212.64	187,270.93	23,323.83	665,595.00	455,000.24	31.64	
200	Employee Benefits	12,181.29	37,126.74	5,853.06	131,000.00	88,020.20	32.81	
300	Purchased Services	3,562.86	7,430.72	1,129.66	29,760.00	21,199.62	28.76	
400	Supplies And Materials	338.97	7,242.30	1,369.18	9,500.00	888.52	90.65	
500	Capital Outlay	0.00	9,209.30	8,846.00	49,500.00	31,444.70	36.48	
1110	Elementary	69,295.76	248,279.99	40,521.73	885,355.00	596,553.28	32.62	** Function
100	Salaries	32,067.63	134,730.73	15,439.86	455,000.00	304,829.41	33.00	
200	Employee Benefits	10,648.21	31,028.01	4,724.43	121,000.00	85,247.56	29.55	
300	Purchased Services	949.57	4,501.82	549.64	11,000.00	5,948.54	45.92	
400	Supplies And Materials	330.76	5,337.05	283.19	15,800.00	10,179.76	35.57	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
1111	Primary	43,996.17	175,597.61	20,997.12	604,300.00	407,705.27	32.53	** Function
100	Salaries	40,714.80	151,674.25	21,550.63	576,000.00	402,775.12	30.07	
200	Employee Benefits	12,397.06	37,925.26	6,299.76	141,000.00	96,774.98	31.37	
300	Purchased Services	2,544.18	6,201.87	937.69	12,000.00	4,860.44	59.50	
400	Supplies And Materials	1,496.12	31,668.61	59,273.86	202,600.00	111,657.53	44.89	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	220.00	220.00	0.00	1,000.00	780.00	22.00	
1112	Junior High	57,372.16	227,689.99	88,061.94	934,100.00	618,348.07	33.80	** Function
100	Salaries	64,603.48	246,989.02	31,727.99	805,988.00	527,270.99	34.58	
200	Employee Benefits	22,118.66	67,707.89	11,199.44	225,000.00	146,092.67	35.07	
300	Purchased Services	1,650.00	5,826.99	618.04	13,000.00	6,554.97	49.58	
400	Supplies And Materials	3,047.51	23,897.58	15,304.67	98,350.00	59,147.75	39.86	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	40.00	40.00	0.00	1,000.00	960.00	4.00	
1113	High School	91,459.65	344,461.48	58,850.14	1,144,838.00	741,526.38	35.23	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1114	Reading Imp	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	6,865.04	26,444.92	3,361.87	83,000.00	53,193.21	35.91	
200	Employee Benefits	2,225.82	7,016.09	1,112.91	25,600.00	17,471.00	31.75	
300	Purchased Services	181.68	235.17	0.00	3,750.00	3,514.83	6.27	
400	Supplies And Materials	332.97	1,587.33	261.54	5,620.00	3,771.13	32.90	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	56.00	126.00	0.00	800.00	674.00	15.75	

38

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Education Fund 10

Function 1000 Instruction  
Function 1115 MUSIC  
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1115	MUSIC	9,661.51	35,409.51	4,736.32	118,770.00	78,624.17	33.80	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	6,000.00	6,000.00	0.00	
1116	Accel Reader	0.00	0.00	0.00	6,000.00	6,000.00	0.00	** Function
100	Salaries	10,952.17	44,343.58	5,163.62	129,288.00	79,780.80	38.29	
200	Employee Benefits	2,215.30	7,217.10	1,107.65	26,800.00	18,475.25	31.06	
300	Purchased Services	0.00	304.38	57.57	1,200.00	838.05	30.16	
400	Supplies And Materials	0.00	627.59	1,089.33	9,050.00	7,333.08	18.97	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1125	Pre-K Programs	13,167.47	52,492.65	7,418.17	166,338.00	106,427.18	36.02	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
1203	Emh Handicapped lighted way	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	2,500.00	2,500.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	500.00	500.00	0.00	
300	Purchased Services	7,135.98	11,795.46	0.00	73,000.00	61,204.54	16.16	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1204	Physically Hndcap Homebound	7,135.98	11,795.46	0.00	76,000.00	64,204.54	15.52	** Function
300	Purchased Services	0.00	0.00	0.00	800.00	800.00	0.00	
1206	Visually Impaired (Vi)	0.00	0.00	0.00	800.00	800.00	0.00	** Function
300	Purchased Services	0.00	8,616.97	0.00	13,300.00	4,683.03	64.79	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	0.00	8,616.97	0.00	13,300.00	4,683.03	64.79	** Function
100	Salaries	4,236.29	16,701.61	2,118.15	53,000.00	34,180.24	35.51	
200	Employee Benefits	1,208.12	3,843.22	604.06	14,000.00	9,552.72	31.77	
300	Purchased Services	0.00	24,757.59	0.00	49,500.00	24,742.41	50.02	
400	Supplies And Materials	0.00	0.00	0.00	650.00	650.00	0.00	
1210	Speech & Lang.Impaired	5,444.41	45,302.42	2,722.21	117,150.00	69,125.37	40.99	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1214	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	

69

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Education Fund 10

Function 1000 Instruction  
Function 1219 Pre Kind EARLY CHILDHOOD  
Object 300 Purchased Services

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1219</b>	<b>Pre Kind EARLY CHILDHOOD</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	** Function
100	Salaries	76,792.15	282,829.81	36,371.54	1,003,500.00	684,298.65	31.81	
200	Employee Benefits	19,886.86	64,299.68	9,711.11	200,000.00	125,989.21	37.01	
300	Purchased Services	74.96	616.69	0.00	6,800.00	6,183.31	9.07	
400	Supplies And Materials	670.75	6,363.15	1,438.59	46,900.00	39,098.26	16.63	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1220</b>	<b>Cross-Categorical (Cc)</b>	<b>97,424.72</b>	<b>354,109.33</b>	<b>47,521.24</b>	<b>1,257,200.00</b>	<b>855,569.43</b>	<b>31.95</b>	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1222</b>	<b>MI</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	** Function
100	Salaries	5,221.64	19,992.70	2,610.82	66,500.00	43,896.48	33.99	
200	Employee Benefits	1,622.76	5,671.22	811.38	18,830.00	12,347.40	34.43	
300	Purchased Services	0.00	42.75	0.00	500.00	457.25	8.55	
400	Supplies And Materials	0.00	0.00	0.00	1,700.00	1,700.00	0.00	
<b>1225</b>	<b>Special Education Programs Pre-K</b>	<b>6,844.40</b>	<b>25,706.67</b>	<b>3,422.20</b>	<b>87,530.00</b>	<b>58,401.13</b>	<b>33.28</b>	** Function
100	Salaries	5,350.82	17,158.30	1,860.38	51,900.00	32,881.32	36.64	
200	Employee Benefits	3,090.12	6,389.27	2,500.09	32,600.00	23,710.64	27.27	
300	Purchased Services	125.40	2,635.40	521.17	6,100.00	2,943.43	51.75	
400	Supplies And Materials	426.80	2,697.46	5,538.76	13,213.00	4,976.78	62.33	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1250</b>	<b>Remedial and Supplemental Programs K-12</b>	<b>8,993.14</b>	<b>28,880.43</b>	<b>10,420.40</b>	<b>103,813.00</b>	<b>64,512.17</b>	<b>37.86</b>	** Function
100	Salaries	6,409.52	18,871.52	3,159.76	78,500.00	56,468.72	28.07	
200	Employee Benefits	1,597.21	4,576.13	803.55	16,800.00	11,420.32	32.02	
300	Purchased Services	0.00	640.00	0.00	3,500.00	2,860.00	18.29	
400	Supplies And Materials	3,090.91	4,678.73	83.57	8,889.00	4,126.70	53.58	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	163.00	0.00	500.00	337.00	32.60	
<b>1401</b>	<b>VOCATIONAL AG</b>	<b>11,097.64</b>	<b>28,929.38</b>	<b>4,046.88</b>	<b>108,189.00</b>	<b>75,212.74</b>	<b>30.48</b>	** Function
100	Salaries	0.00	7,320.01	0.00	7,500.00	179.99	97.60	

40

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Education Fund 10

Function 1000 Instruction  
Function 1402 INDUSTRIAL ARTS  
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	0.00	(576.43)	0.00	0.00	576.43	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	164.50	940.90	431.75	0.00	(1,372.65)	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1402</b>	<b>INDUSTRIAL ARTS</b>	<b>164.50</b>	<b>7,684.48</b>	<b>431.75</b>	<b>7,500.00</b>	<b>(616.23)</b>	<b>108.22</b>	<b>** Function</b>
100	Salaries	2,996.00	6,043.30	1,498.00	31,170.00	23,628.70	24.19	
200	Employee Benefits	1,489.46	2,978.92	744.73	14,500.00	10,776.35	25.68	
300	Purchased Services	0.00	0.00	0.00	600.00	600.00	0.00	
400	Supplies And Materials	0.00	5,407.00	0.00	5,400.00	(7.00)	100.13	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1407</b>	<b>BUSINESS ED</b>	<b>4,485.46</b>	<b>14,429.22</b>	<b>2,242.73</b>	<b>51,670.00</b>	<b>34,998.05</b>	<b>32.27</b>	<b>** Function</b>
100	Salaries	3,064.34	11,412.94	1,516.67	26,430.00	13,500.39	48.92	
200	Employee Benefits	0.00	278.48	0.00	6,500.00	6,221.52	4.28	
300	Purchased Services	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	300.00	300.00	0.00	
<b>1459</b>	<b>CO-OP PROGRAM</b>	<b>3,064.34</b>	<b>11,691.42</b>	<b>1,516.67</b>	<b>34,230.00</b>	<b>21,021.91</b>	<b>38.59</b>	<b>** Function</b>
100	Salaries	11,954.06	31,406.24	3,364.78	125,000.00	90,228.98	27.82	
200	Employee Benefits	390.64	532.01	36.28	5,450.00	4,881.71	10.43	
300	Purchased Services	2,635.00	3,662.24	0.00	31,500.00	27,837.76	11.63	
400	Supplies And Materials	1,012.83	5,548.84	758.88	17,700.00	11,392.28	35.64	
500	Capital Outlay	1,942.75	4,142.75	0.00	15,300.00	11,157.25	27.08	
600	Other Objects	2,104.00	2,721.25	0.00	11,500.00	8,778.75	23.66	
<b>1501</b>	<b>ATHLETICS</b>	<b>20,039.28</b>	<b>48,013.33</b>	<b>4,159.94</b>	<b>206,450.00</b>	<b>154,276.73</b>	<b>25.27</b>	<b>** Function</b>
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1502</b>	<b>Music</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>** Function</b>
100	Salaries	1,970.59	8,593.62	985.31	25,000.00	15,421.07	38.32	
200	Employee Benefits	0.00	122.91	0.00	3,000.00	2,877.09	4.10	
300	Purchased Services	0.00	0.00	0.00	500.00	500.00	0.00	
400	Supplies And Materials	0.00	423.69	1,539.68	6,300.00	4,336.63	31.16	
600	Other Objects	0.00	0.00	0.00	200.00	200.00	0.00	

41

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Education Fund 10

Function 1000 Instruction  
Function 1540 EXTRA CURRICULAR  
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1540	EXTRA CURRICULAR	1,970.59	9,140.22	2,524.99	35,000.00	23,334.79	33.33	** Function
100	Salaries	0.00	8,505.00	0.00	18,000.00	9,495.00	47.25	
200	Employee Benefits	0.00	1,929.92	0.00	3,200.00	1,270.08	60.31	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	213.02	0.00	250.00	36.98	85.21	
1600	Summer School	0.00	10,647.94	0.00	21,450.00	10,802.06	49.64	** Function
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	1,700.00	5,032.32	805.00	22,000.00	16,162.68	26.53	
200	Employee Benefits	15.24	331.42	0.00	2,500.00	2,168.58	13.26	
300	Purchased Services	0.00	3,730.46	0.00	8,300.00	4,569.54	44.95	
400	Supplies And Materials	0.00	650.00	230.00	2,000.00	1,120.00	44.00	
1700	Drivers Education Program	1,715.24	9,744.20	1,035.00	34,800.00	24,020.80	30.97	** Function
100	Salaries	125.00	250.00	62.50	1,500.00	1,187.50	20.83	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	125.00	250.00	62.50	1,500.00	1,187.50	20.83	** Function
600	Other Objects	29,106.46	112,339.96	11,632.34	365,000.00	241,027.70	33.97	
1912	Special Education Programs K-12 - Private Tuition	29,106.46	112,339.96	11,632.34	365,000.00	241,027.70	33.97	** Function
1000	Instruction	482,563.88	1,811,212.66	312,324.27	6,381,283.00	4,257,746.07	33.28	* Function
100	Salaries	11,497.80	44,999.03	5,748.90	139,500.00	88,752.07	36.38	
200	Employee Benefits	3,396.40	11,192.87	1,698.20	38,100.00	25,208.93	33.83	
300	Purchased Services	353.97	858.84	466.26	1,500.00	174.90	88.34	
400	Supplies And Materials	0.00	903.38	251.80	1,170.00	14.82	98.73	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	200.00	200.00	0.00	
2110	Attendance/Soc Wrk Serv	15,248.17	57,954.12	8,165.16	180,470.00	114,350.72	36.64	** Function
100	Salaries	5,754.56	23,019.08	2,877.28	70,000.00	44,103.64	36.99	
200	Employee Benefits	1,497.57	4,731.24	728.25	16,000.00	10,540.51	34.12	
300	Purchased Services	0.00	0.00	0.00	1,650.00	1,650.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	450.00	450.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	100.00	100.00	0.00	

42

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Education Fund 10

Function 2000 Support Services  
Function 2120 Guidance Services  
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2120	Guidance Services	7,252.13	27,750.32	3,605.53	88,200.00	56,844.15	35.55	** Function
100	Salaries	3,552.78	13,071.44	1,772.56	54,000.00	39,156.00	27.49	
200	Employee Benefits	562.28	2,270.51	280.98	6,500.00	3,948.51	39.25	
300	Purchased Services	70.00	145.00	0.00	1,700.00	1,555.00	8.53	
400	Supplies And Materials	0.00	15.88	0.00	1,350.00	1,334.12	1.18	
2134	Nurse Services	4,185.06	15,502.83	2,053.54	63,550.00	45,993.63	27.63	** Function
100	Salaries	1,314.48	5,217.72	1,257.24	16,500.00	10,025.04	39.24	
200	Employee Benefits	277.18	1,089.13	138.59	3,400.00	2,172.28	36.11	
300	Purchased Services	0.00	138.92	0.00	11,150.00	11,011.08	1.25	
400	Supplies And Materials	545.94	1,671.82	96.84	1,800.00	31.34	98.26	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2140	Psychological Services	2,137.60	8,117.59	1,492.67	32,850.00	23,239.74	29.25	** Function
300	Purchased Services	711.80	2,871.11	505.90	9,300.00	5,922.99	36.31	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2190	Other Support Svs Pupils	711.80	2,871.11	505.90	9,300.00	5,922.99	36.31	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2191	OTHER SUPPORT	0.00	0.00	0.00	1,000.00	1,000.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2192	TITLE V CHART COUNTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2193	Title IV	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	860.00	12,786.74	1,449.99	51,000.00	36,763.27	27.92	
200	Employee Benefits	153.01	2,144.97	0.00	5,800.00	3,655.03	36.98	
300	Purchased Services	0.00	6,525.76	510.00	21,500.00	14,464.24	32.72	
400	Supplies And Materials	229.31	15,327.91	2,295.25	28,000.00	10,376.84	62.94	
2210	EPIC	1,242.32	36,785.38	4,255.24	106,300.00	65,259.38	38.61	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	

43

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Education Fund 10

Function 2000 Support Services  
Function 2215 TITLE II CLASS REDUCTION  
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2218	Quality Assurance	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	10,280.57	43,858.07	5,094.97	127,300.00	78,346.96	38.45	
200	Employee Benefits	1,824.41	6,080.48	927.35	21,500.00	14,492.17	32.59	
300	Purchased Services	449.54	449.54	0.00	2,400.00	1,950.46	18.73	
400	Supplies And Materials	585.46	3,086.73	3,412.62	14,765.00	8,265.65	44.02	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2220	MEDIA PROGRAM	13,139.98	53,474.82	9,434.94	165,965.00	103,055.24	37.91	** Function
100	Salaries	6,225.58	20,372.55	3,112.79	76,000.00	52,514.66	30.90	
200	Employee Benefits	603.00	3,816.94	301.50	7,500.00	3,381.56	54.91	
300	Purchased Services	1,085.50	1,870.96	1,111.18	23,500.00	20,517.86	12.69	
400	Supplies And Materials	0.00	1,490.14	839.88	2,700.00	369.98	86.30	
2226	TECHNOLOGY	7,914.08	27,550.59	5,365.35	109,700.00	76,784.06	30.01	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2230	Assessment/Testing	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	299.76	3,479.97	0.00	6,100.00	2,620.03	57.05	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	5,194.40	15,444.04	731.00	58,400.00	42,224.96	27.70	
400	Supplies And Materials	511.86	8,637.71	1,593.28	42,000.00	31,769.01	24.36	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	258.89	1,027.89	3,723.00	32,000.00	27,249.11	14.85	
2310	Brd Ed Services	6,264.91	28,589.61	6,047.28	138,500.00	103,863.11	25.01	** Function
100	Salaries	7,087.50	43,717.30	3,543.75	85,000.00	37,738.95	55.60	

44

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Education Fund 10

Function 2000 Support Services  
Function 2320 Executive Adm. Serv  
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	3,047.16	12,175.51	1,523.58	34,500.00	20,800.91	39.71	
300	Purchased Services	1,091.76	7,928.09	549.64	17,300.00	8,822.27	49.00	
400	Supplies And Materials	784.92	4,289.85	4,310.79	10,000.00	1,399.36	86.01	
500	Capital Outlay	0.00	0.00	0.00	7,000.00	7,000.00	0.00	
600	Other Objects	80.00	1,530.26	0.00	3,000.00	1,469.74	51.01	
2320	Executive Adm. Serv	12,091.34	69,641.01	9,927.76	156,800.00	77,231.23	50.75	** Function
100	Salaries	43,385.27	160,941.64	21,114.50	519,000.00	336,943.86	35.08	
200	Employee Benefits	12,467.59	45,913.29	6,197.39	156,000.00	103,889.32	33.40	
300	Purchased Services	1,034.11	2,407.45	473.71	8,000.00	5,118.84	36.01	
400	Supplies And Materials	0.00	8,184.51	1,008.67	12,420.00	3,226.82	74.02	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	338.00	1,915.68	174.80	4,000.00	1,909.52	52.26	
2410	Office Of Principal Serv	57,224.97	219,362.57	28,969.07	700,920.00	452,588.36	35.43	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2510	Dirctn Business Suppt Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	7,540.89	30,917.23	1,716.65	100,000.00	67,366.12	32.63	
200	Employee Benefits	10.40	41.60	2.60	150.00	105.80	29.47	
300	Purchased Services	149.00	149.00	708.77	1,700.00	842.23	50.46	
400	Supplies And Materials	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	20.00	450.00	430.00	4.44	
2520	Fiscal Services	7,700.29	31,107.83	2,448.02	103,300.00	69,744.15	32.48	** Function
100	Salaries	13,816.84	52,994.53	6,603.22	168,300.00	108,702.25	35.41	
200	Employee Benefits	2,753.66	11,012.99	1,376.83	34,375.00	21,985.18	36.04	
300	Purchased Services	0.00	51.30	166.04	2,800.00	2,582.66	7.76	
400	Supplies And Materials	27,339.80	49,101.93	16,781.64	245,300.00	179,416.43	26.86	
500	Capital Outlay	0.00	0.00	0.00	4,000.00	4,000.00	0.00	
600	Other Objects	0.00	50.00	125.00	400.00	225.00	43.75	
2560	Food Services	43,910.30	113,210.75	25,052.73	455,175.00	316,911.52	30.38	** Function
300	Purchased Services	66.15	1,094.05	634.00	6,200.00	4,471.95	27.87	

45

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Education Fund 10

Function 2000 Support Services  
Function 2630 Information Services  
Object 300 Purchased Services

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2630	Information Services	66.15	1,094.05	634.00	6,200.00	4,471.95	27.87	** Function
100	Salaries	2,625.34	5,250.68	1,312.67	34,000.00	27,436.65	19.30	
200	Employee Benefits	2.60	5.08	1.30	75.00	68.62	8.51	
2634	Management Information	2,627.94	5,255.76	1,313.97	34,075.00	27,505.27	19.28	** Function
300	Purchased Services	47.50	427.50	0.00	5,000.00	4,572.50	8.55	
400	Supplies And Materials	0.00	0.00	0.00	14,600.00	14,600.00	0.00	
2660	DATA PROCESSING	47.50	427.50	0.00	19,600.00	19,172.50	2.18	** Function
2000	Support Services	181,764.54	698,695.84	109,271.16	2,371,905.00	1,563,938.00	34.06	* Function
600	Other Objects	0.00	51,625.38	0.00	52,000.00	374.62	99.28	
4120	Payments Sp Ed Programs	0.00	51,625.38	0.00	52,000.00	374.62	99.28	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
4140	Payments for CTE Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
4190	Other Pymnts Gov In State	0.00	0.00	0.00	5,000.00	5,000.00	0.00	** Function
600	Other Objects	0.00	0.00	350.00	6,000.00	5,650.00	5.83	
4210	Payments for Regular Programs - Tuition	0.00	0.00	350.00	6,000.00	5,650.00	5.83	** Function
600	Other Objects	0.00	45,029.04	0.00	120,000.00	74,970.96	37.52	
4220	Payments for Special Education Programs - Tuition	0.00	45,029.04	0.00	120,000.00	74,970.96	37.52	** Function
600	Other Objects	0.00	18,000.00	0.00	36,000.00	18,000.00	50.00	
4240	Payments for CTE Programs - Tuition	0.00	18,000.00	0.00	36,000.00	18,000.00	50.00	** Function
4000	Nonprogrammed Charges	0.00	114,654.42	350.00	219,000.00	103,995.58	52.51	* Function
600	Other Objects	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	10,000.00	10,000.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	10,000.00	10,000.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8130	Prmt Trns From Ed Fund	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
10	Education Fund	664,328.42	2,624,562.92	421,945.43	8,982,188.00	5,935,679.65	33.92	Fund

46

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

Oper, Build, & Maint Fund 20								
Function	2000	Support Services						
Function	2530	Function 2530						
Object	500	Capital Outlay						
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2530	Function 2530	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	22,687.98	118,612.93	10,581.49	401,200.00	272,005.58	32.20	
200	Employee Benefits	3,501.74	18,296.71	1,756.15	51,600.00	31,547.14	38.86	
300	Purchased Services	14,737.19	106,022.75	9,296.61	304,200.00	188,880.64	37.91	
400	Supplies And Materials	14,797.34	91,845.34	19,920.76	346,700.00	234,933.90	32.24	
500	Capital Outlay	15,542.00	59,197.85	0.00	188,900.00	129,702.15	31.34	
2542	Care & Upkeep Bldg Serv	71,266.25	393,975.58	41,555.01	1,292,600.00	857,069.41	33.69	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	618.11	25,132.83	1,585.96	49,200.00	22,481.21	54.31	
400	Supplies And Materials	0.00	1,357.25	450.77	12,500.00	10,691.98	14.46	
500	Capital Outlay	65,584.85	79,962.29	0.00	140,000.00	60,037.71	57.12	
600	Other Objects	0.00	0.00	0.00	50.00	50.00	0.00	
2543	Care Upkeep Grnds Serv	66,202.96	106,452.37	2,036.73	201,750.00	93,260.90	53.77	** Function
2000	Support Services	137,469.21	500,427.95	43,591.74	1,494,350.00	950,330.31	36.41	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	* Function
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
8800	Function 8800	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
20	Oper, Build, & Maint Fund	137,469.21	500,427.95	43,591.74	1,494,350.00	950,330.31	36.41	Fund

47

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Debt Service Fund or Fund Group 30

Function 5000 Debt Services  
Function 5140 State Aid Anticipation Certificates  
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
5140	State Aid Anticipation Certificates	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	16,546.67	16,546.67	0.00	24,797.00	8,250.33	66.73	
5200	Debt Service - Interest on Long-Term Debt	16,546.67	16,546.67	0.00	24,797.00	8,250.33	66.73	** Function
600	Other Objects	85,000.00	85,000.00	0.00	500,000.00	415,000.00	17.00	
5320	General Obligation Bonds	85,000.00	85,000.00	0.00	500,000.00	415,000.00	17.00	** Function
600	Other Objects	500.00	500.00	0.00	1,000.00	500.00	50.00	
5400	Debt Service Other - Short Term Debt Principal	500.00	500.00	0.00	1,000.00	500.00	50.00	** Function
5000	Debt Services	102,046.67	102,046.67	0.00	525,797.00	423,750.33	19.41	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8140	Prmt Transf Of Interest	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
30	Debt Service Fund or Fund Group	102,046.67	102,046.67	0.00	525,797.00	423,750.33	19.41	Fund

48

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Transportation Fund 40

Function 2000 Support Services  
Function 2550 Pupil Transportation Ser  
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	3,481.80	11,194.35	612.50	39,200.00	27,393.15	30.12	
200	Employee Benefits	147.33	179.09	0.00	1,300.00	1,120.91	13.78	
300	Purchased Services	138,936.17	174,510.49	464.60	927,989.00	753,013.91	18.86	
400	Supplies And Materials	0.00	772.74	315.35	6,500.00	5,411.91	16.74	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2550	Pupil Transportation Ser	142,565.30	186,656.67	1,392.45	974,989.00	786,939.88	19.29	** Function
2000	Support Services	142,565.30	186,656.67	1,392.45	974,989.00	786,939.88	19.29	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8140	Prmt Transf Of Interest	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
40	Transportation Fund	142,565.30	186,656.67	1,392.45	974,989.00	786,939.88	19.29	Fund

69

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

I.M.R.F./Soc. Sec. Fund 50

Function 1000 Instruction  
Function 1110 Elementary  
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	1,191.04	3,737.17	520.83	25,390.00	21,132.00	16.77	
1110	Elementary	1,191.04	3,737.17	520.83	25,390.00	21,132.00	16.77	** Function
200	Employee Benefits	478.83	1,893.81	213.44	7,300.00	5,192.75	28.87	
1111	Primary	478.83	1,893.81	213.44	7,300.00	5,192.75	28.87	** Function
200	Employee Benefits	575.57	2,216.82	292.65	8,900.00	6,390.53	28.20	
1112	Junior High	575.57	2,216.82	292.65	8,900.00	6,390.53	28.20	** Function
200	Employee Benefits	1,061.35	3,892.42	519.81	13,450.00	9,037.77	32.80	
1113	High School	1,061.35	3,892.42	519.81	13,450.00	9,037.77	32.80	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1114	Reading Imp	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	107.39	406.07	51.87	1,400.00	942.06	32.71	
1115	MUSIC	107.39	406.07	51.87	1,400.00	942.06	32.71	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1120	Middle-Junior High	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	686.34	3,346.66	335.97	9,100.00	5,417.37	40.47	
1125	Pre-K Programs	686.34	3,346.66	335.97	9,100.00	5,417.37	40.47	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1130	High School	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	75.00	75.00	0.00	
1204	Physically Hndcap Homebound	0.00	0.00	0.00	75.00	75.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	60.84	238.60	30.42	950.00	680.98	28.32	
1210	Speech & Lang.Impaired	60.84	238.60	30.42	950.00	680.98	28.32	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1214	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	5,924.24	22,251.40	2,879.67	84,800.00	59,668.93	29.64	
1220	Cross-Categorical (Cc)	5,924.24	22,251.40	2,879.67	84,800.00	59,668.93	29.64	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function

50

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

I.M.R.F./Soc. Sec. Fund 50

Function 1000 Instruction  
Function 1225 Special Education Programs Pre-K  
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	367.22	1,396.78	183.61	4,950.00	3,369.61	31.93	
1225	Special Education Programs Pre-K	367.22	1,396.78	183.61	4,950.00	3,369.61	31.93	** Function
200	Employee Benefits	110.92	300.71	28.02	2,200.00	1,871.27	14.94	
1250	Remedial and Supplemental Programs K-12	110.92	300.71	28.02	2,200.00	1,871.27	14.94	** Function
200	Employee Benefits	99.57	301.46	49.18	1,200.00	849.36	29.22	
1401	VOCATIONAL AG	99.57	301.46	49.18	1,200.00	849.36	29.22	** Function
200	Employee Benefits	0.00	119.42	0.00	0.00	(119.42)	0.00	
1402	INDUSTRIAL ARTS	0.00	119.42	0.00	0.00	(119.42)	0.00	** Function
200	Employee Benefits	69.06	138.86	34.53	500.00	326.61	34.68	
1407	BUSINESS ED	69.06	138.86	34.53	500.00	326.61	34.68	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1415	IVCC TECH PREP	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	13.04	13.04	5.34	650.00	631.62	2.83	
1459	CO-OP PROGRAM	13.04	13.04	5.34	650.00	631.62	2.83	** Function
200	Employee Benefits	337.15	514.33	44.19	5,350.00	4,791.48	10.44	
1501	ATHLETICS	337.15	514.33	44.19	5,350.00	4,791.48	10.44	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1502	Music	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	125.63	0.00	900.00	774.37	13.96	
1540	EXTRA CURRICULAR	0.00	125.63	0.00	900.00	774.37	13.96	** Function
200	Employee Benefits	0.00	124.59	0.00	600.00	475.41	20.77	
1600	Summer School	0.00	124.59	0.00	600.00	475.41	20.77	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1.45	60.61	0.00	325.00	264.39	18.65	
1700	Drivers Education Program	1.45	60.61	0.00	325.00	264.39	18.65	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	11,084.01	41,078.38	5,189.53	168,040.00	121,772.09	27.53	* Function
200	Employee Benefits	366.76	1,434.96	183.38	5,300.00	3,681.66	30.53	
2110	Attendance/Soc Wrk Serv	366.76	1,434.96	183.38	5,300.00	3,681.66	30.53	** Function
200	Employee Benefits	86.57	335.69	41.33	1,200.00	822.98	31.42	

51

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

I.M.R.F./Soc. Sec. Fund 50

Function 2000 Support Services  
Function 2120 Guidance Services  
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2120	Guidance Services	86.57	335.69	41.33	1,200.00	822.98	31.42	** Function
200	Employee Benefits	647.63	2,468.71	323.11	10,300.00	7,508.18	27.11	
2134	Nurse Services	647.63	2,468.71	323.11	10,300.00	7,508.18	27.11	** Function
200	Employee Benefits	235.52	935.13	126.46	3,500.00	2,438.41	30.33	
2140	Psychological Services	235.52	935.13	126.46	3,500.00	2,438.41	30.33	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2192	TITLE V CHART COUNTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2193	Title IV	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2196	Comp Arts	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	5.53	399.66	0.00	1,900.00	1,500.34	21.03	
2210	EPIC	5.53	399.66	0.00	1,900.00	1,500.34	21.03	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2212	CURRICULUM DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2218	Quality Assurance	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,061.45	4,875.06	527.12	18,225.00	12,822.82	29.64	
2220	MEDIA PROGRAM	1,061.45	4,875.06	527.12	18,225.00	12,822.82	29.64	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2225	TECH THRUST	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	431.60	982.02	215.80	850.00	(347.82)	140.92	
2226	TECHNOLOGY	431.60	982.02	215.80	850.00	(347.82)	140.92	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2230	Assessment/Testing	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	22.49	265.15	0.00	850.00	584.85	31.19	
2310	Brd Ed Services	22.49	265.15	0.00	850.00	584.85	31.19	** Function
200	Employee Benefits	126.48	728.75	63.24	1,600.00	808.01	49.50	

52

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

I.M.R.F./Soc. Sec. Fund 50

Function 2000 Support Services  
Function 2320 Executive Adm. Serv  
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2320	Executive Adm. Serv	126.48	728.75	63.24	1,600.00	808.01	49.50	** Function
200	Employee Benefits	343.75	1,609.01	171.78	10,000.00	8,219.21	17.81	
2365	Risk Management and Claims Services Payments	343.75	1,609.01	171.78	10,000.00	8,219.21	17.81	** Function
200	Employee Benefits	2,314.29	9,476.66	1,127.97	40,900.00	30,295.37	25.93	
2410	Office Of Principal Serv	2,314.29	9,476.66	1,127.97	40,900.00	30,295.37	25.93	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2510	Dirctn Business Supt Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,492.04	5,891.76	315.17	19,000.00	12,793.07	32.67	
2520	Fiscal Services	1,492.04	5,891.76	315.17	19,000.00	12,793.07	32.67	** Function
200	Employee Benefits	4,253.87	19,943.66	2,028.12	64,550.00	42,578.22	34.04	
2542	Care & Upkeep Bldg Serv	4,253.87	19,943.66	2,028.12	64,550.00	42,578.22	34.04	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2543	Care Upkeep Grnds Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	348.15	1,069.88	0.00	4,600.00	3,530.12	23.26	
2550	Pupil Transportation Ser	348.15	1,069.88	0.00	4,600.00	3,530.12	23.26	** Function
200	Employee Benefits	2,449.51	9,517.04	1,196.10	32,100.00	21,386.86	33.37	
2560	Food Services	2,449.51	9,517.04	1,196.10	32,100.00	21,386.86	33.37	** Function
200	Employee Benefits	482.02	964.05	241.01	6,500.00	5,294.94	18.54	
2634	Management Information	482.02	964.05	241.01	6,500.00	5,294.94	18.54	** Function
2000	Support Services	14,667.66	60,897.19	6,560.59	221,375.00	153,917.22	30.47	* Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
3696	Safe To Learn	0.00	0.00	0.00	0.00	0.00	0.00	** Function
3000	Community Services	0.00	0.00	0.00	0.00	0.00	0.00	* Function
50	I.M.R.F./Soc. Sec. Fund	25,751.67	101,975.57	11,750.12	389,415.00	275,689.31	29.20	Fund

53

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

**Capital Projects Fund or Fund Group 60**

Function 2000 Support Services  
Function 2530 Function 2530  
Object 500 Capital Outlay

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2530	Function 2530	0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services	0.00	0.00	0.00	0.00	0.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8150	Prmnt Trnf From S&C	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
60	Capital Projects Fund or Fund Group	0.00	0.00	0.00	0.00	0.00	0.00	Fund

54

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Working Cash Fund 70

Function 8000 Other Financing Uses  
Function 8110 Permnt Trns Wrk Csh Abol  
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
600	Other Objects	275,291.00	275,291.00	0.00	266,041.00	(9,250.00)	103.48	
8110	Permnt Trns Wrk Csh Abol	275,291.00	275,291.00	0.00	266,041.00	(9,250.00)	103.48	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8120	Prmnt Trnf Int From Wrkcs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	275,291.00	275,291.00	0.00	266,041.00	(9,250.00)	103.48	* Function
70	Working Cash Fund	275,291.00	275,291.00	0.00	266,041.00	(9,250.00)	103.48	Fund

55

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Tort Immunity and Judgment Fund 80

Function 1000 Instruction  
Function 1110 Elementary  
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1110	Elementary	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1111	Primary	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1112	Junior High	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1113	High School	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1115	MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1210	Speech & Lang.Impaired	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1225	Special Education Programs Pre-K	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1401	VOCATIONAL AG	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1407	BUSINESS ED	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1459	CO-OP PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	

56

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Tort Immunity and Judgment Fund 80

Function 1000 Instruction  
Function 1700 Drivers Education Program  
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1700	Drivers Education Program	0.00	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	0.00	0.00	0.00	0.00	0.00	0.00	* Function
100	Salaries	667.92	1,335.84	333.96	0.00	(1,669.80)	0.00	
200	Employee Benefits	140.18	274.04	70.25	0.00	(344.29)	0.00	
2134	Nurse Services	808.10	1,609.88	404.21	0.00	(2,014.09)	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2320	Executive Adm. Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	28,176.00	0.00	29,000.00	824.00	97.16	
2362	Workers Comp/Workers Occ Disease Acts Payments	0.00	28,176.00	0.00	29,000.00	824.00	97.16	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	2,739.33	0.00	12,000.00	9,260.67	22.83	
2363	Unemployment Insurance Act Payments	0.00	2,739.33	0.00	12,000.00	9,260.67	22.83	** Function
300	Purchased Services	20.00	45,649.82	120.00	44,000.00	(1,769.82)	104.02	
2364	Insurance Payments (regular or self-insurance)	20.00	45,649.82	120.00	44,000.00	(1,769.82)	104.02	** Function
100	Salaries	9,498.02	45,046.57	4,749.01	185,177.00	135,381.42	26.89	
200	Employee Benefits	25.42	49.34	12.71	0.00	(62.05)	0.00	
2365	Risk Management and Claims Services Payments	9,523.44	45,095.91	4,761.72	185,177.00	135,319.37	26.92	** Function
300	Purchased Services	150.00	7,104.02	0.00	12,000.00	4,895.98	59.20	
2367	Educational, Inspectional, Sup Serv due to loss	150.00	7,104.02	0.00	12,000.00	4,895.98	59.20	** Function
300	Purchased Services	280.00	10,690.24	705.00	20,000.00	8,604.76	56.98	
2369	Legal Services	280.00	10,690.24	705.00	20,000.00	8,604.76	56.98	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2410	Office Of Principal Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2540	Function 2540	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2542	Care & Upkeep Bldg Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2560	Food Services	0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services	10,781.54	141,065.20	5,990.93	302,177.00	155,120.87	48.67	* Function

57

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Tort Immunity and Judgment Fund 80

Function 2000 Support Services

Function 2560 Food Services

Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
80	Tort Immunity and Judgment Fund	10,781.54	141,065.20	5,990.93	302,177.00	155,120.87	48.67	Fund

# Expenditure Report

Printed: 11/4/2016 11:46 AM  
PUTNAM COUNTY CUSD #535

## Fire Prevention/Life Safety 90

Function 2000 Support Services  
Function 2548 L/S Capital Outlay  
Object 300 Purchased Services

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	63,384.84	0.00	63,385.00	0.16	100.00	
2548	L/S Capital Outlay	0.00	63,384.84	0.00	63,385.00	0.16	100.00	** Function
2000	Support Services	0.00	63,384.84	0.00	63,385.00	0.16	100.00	* Function
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
4190	Other Pymnts Gov In State	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4000	Nonprogrammed Charges	0.00	0.00	0.00	0.00	0.00	0.00	* Function
90	Fire Prevention/Life Safety	0.00	63,384.84	0.00	63,385.00	0.16	100.00	Fund
<b>Report Total:</b>		<b>1,358,233.81</b>	<b>3,995,410.82</b>	<b>484,670.67</b>	<b>12,998,342.00</b>	<b>8,518,260.51</b>	<b>34.47</b>	

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Education Fund 10							
Source of Revenue		1112	Bond and Interest Purposes Levy				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Bond and Interest Purposes Levy</b>							
10-111200-1	FIRST PRIOR YEAR LEVY	9,107.15	2,948,991.65	3,214,158.00	265,166.35	91.75	10-1112
1112	Bond and Interest Purposes Levy	9,107.15	2,948,991.65	3,214,158.00	265,166.35	91.75	* Source of Revenue
<b>1St Prior Yr-Tort</b>							
10-112200-1	TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00	10-1122
1122	1St Prior Yr-Tort	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Leasing Purposes Levy</b>							
10-113000-1	FIRST PRIOR YR LEASE	167.43	54,208.87	59,084.00	4,875.13	91.75	10-1130
1130	Leasing Purposes Levy	167.43	54,208.87	59,084.00	4,875.13	91.75	* Source of Revenue
<b>Curr Yr Levy-Special Ed</b>							
10-114100-1	SP ED PRIOR YEAR LEVY	133.99	43,367.11	47,267.00	3,899.89	91.75	10-1141
1141	Curr Yr Levy-Special Ed	133.99	43,367.11	47,267.00	3,899.89	91.75	* Source of Revenue
<b>Mobile Home Privilege Tax</b>							
10-121000-1	MOBILE HOME PRIVILEGE TA	0.00	0.00	0.00	0.00	0.00	10-1210
1210	Mobile Home Privilege Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Corp Pers Prop Repl Tax</b>							
10-123000-1	CORP PERS PROP REPLC TAX	430,174.32	1,157,756.31	2,171,354.00	1,013,597.69	53.32	10-1230
1230	Corp Pers Prop Repl Tax	430,174.32	1,157,756.31	2,171,354.00	1,013,597.69	53.32	* Source of Revenue
<b>Source of Revenue 1290</b>							
10-129000-1	WETLANDS	0.00	0.00	0.00	0.00	0.00	10-1290
1290	Source of Revenue 1290	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Reg Tuition from Other Districts (In-State)</b>							
10-131200-1	PUPIL TUITION OTHER LEA	0.00	0.00	287,000.00	287,000.00	0.00	10-1312
1312	Reg Tuition from Other Districts (In-State)	0.00	0.00	287,000.00	287,000.00	0.00	* Source of Revenue
<b>Regular Tuition from Other Sources (In-State)</b>							
10-131300-1		0.00	0.00	0.00	0.00	0.00	10-1313
1313	Regular Tuition from Other Sources (In-State)	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Sp Ed Tuition-from Other Districts (In-State)</b>							
10-134200-1	PUPIL TUI-SP ED OTHER LEA	0.00	0.00	8,000.00	8,000.00	0.00	10-1342
1342	Sp Ed Tuition-from Other Districts (In-State)	0.00	0.00	8,000.00	8,000.00	0.00	* Source of Revenue
<b>Interest On Investments</b>							
10-151000-1	TAX INTEREST	0.00	0.00	0.00	0.00	0.00	10-1510
1510	Interest On Investments	0.00	0.00	0.00	0.00	0.00	* Source of Revenue

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Education Fund 10							
Source of Revenue		Interest On Investments					
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Interest On Investments</b>							
10-151100-1	ED-INT ON INVESTMENTS	1,520.23	5,523.14	17,500.00	11,976.86	31.56	10-1511
1511	Interest On Investments	1,520.23	5,523.14	17,500.00	11,976.86	31.56	* Source of Revenue
<b>Interest-Swaney Bonds</b>							
10-151200-1	INTEREST-SWANNEY BONDS	0.00	0.00	0.00	0.00	0.00	10-1512
1512	Interest-Swaney Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Interest-Farnsworth</b>							
10-151300-1	INTEREST-FARNSWORTH	0.00	0.00	100.00	100.00	0.00	10-1513
1513	Interest-Farnsworth	0.00	0.00	100.00	100.00	0.00	* Source of Revenue
<b>Sales To Pupils-Lunch</b>							
10-161100-1	STUDENT LUNCH	7,093.44	32,932.24	115,000.00	82,067.76	28.64	10-1611
1611	Sales To Pupils-Lunch	7,093.44	32,932.24	115,000.00	82,067.76	28.64	* Source of Revenue
<b>Sales To Pupils-BFast</b>							
10-161200-1	STUDENT BREAKFAST	1,833.05	4,769.70	16,000.00	11,230.30	29.81	10-1612
1612	Sales To Pupils-BFast	1,833.05	4,769.70	16,000.00	11,230.30	29.81	* Source of Revenue
<b>Sales To Pupils-Other</b>							
10-161400-1	MILK SALES (OTHER)	412.30	513.80	9,500.00	8,986.20	5.41	10-1614
1614	Sales To Pupils-Other	412.30	513.80	9,500.00	8,986.20	5.41	* Source of Revenue
<b>Sales To Adults</b>							
10-162000-1	ADULT LUNCHESES/BREAKFAST	379.25	1,288.60	5,000.00	3,711.40	25.77	10-1620
1620	Sales To Adults	379.25	1,288.60	5,000.00	3,711.40	25.77	* Source of Revenue
<b>Other Food Service</b>							
10-169000-1	HEAD START LUNCHESES	0.00	0.00	0.00	0.00	0.00	10-1690
1690	Other Food Service	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Admissions-Athletic</b>							
10-171102-2	H S ATHLETIC ADMISSIONS	1,298.00	3,322.00	12,000.00	8,678.00	27.68	10-1711-2
10-171104-3	JR HI-ATHLETIC ADMISSION	0.00	372.00	5,000.00	4,628.00	7.44	10-1711-4
1711	Admissions-Athletic	1,298.00	3,694.00	17,000.00	13,306.00	21.73	* Source of Revenue
<b>HS/JR Tourney</b>							
10-171400-1	H S / JR HI TOURNEY REV	0.00	0.00	3,000.00	3,000.00	0.00	10-1714
1714	HS/JR Tourney	0.00	0.00	3,000.00	3,000.00	0.00	* Source of Revenue
<b>Admissions-Other</b>							
10-171900-1	ADMISSION - OTHERS	0.00	0.00	11,000.00	11,000.00	0.00	10-1719

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Education Fund 10							
Source of Revenue		1719	Admissions-Other				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>1719</b>	<b>Admissions-Other</b>	0.00	0.00	11,000.00	11,000.00	0.00	* Source of Revenue
<b>Fees</b>							
10-172000-1	VOCATIONAL FEE HS	0.00	2,140.00	3,700.00	1,560.00	57.84	10-1720
10-172000-2	ACTIVITY FEES HS	0.00	6,390.00	13,500.00	7,110.00	47.33	10-1720
10-172000-3	ACTIVITY FEES JR H	0.00	2,175.00	3,500.00	1,325.00	62.14	10-1720
<b>1720</b>	<b>Fees</b>	0.00	10,705.00	20,700.00	9,995.00	51.71	* Source of Revenue
<b>Other Pupil Activity Rev</b>							
10-179000-1	OTHER DISTRICT REVENUE	0.00	1,840.00	1,000.00	(840.00)	184.00	10-1790
10-179000-8	H S PE RESALE	171.00	2,774.00	4,000.00	1,226.00	69.35	10-1790
10-179001-8	JH PE RESALE	40.00	1,220.00	3,000.00	1,780.00	40.67	10-1790-1
<b>1790</b>	<b>Other Pupil Activity Rev</b>	211.00	5,834.00	8,000.00	2,166.00	72.93	* Source of Revenue
<b>Shop Resale</b>							
10-179100-9		0.00	0.00	0.00	0.00	0.00	10-1791
<b>1791</b>	<b>Shop Resale</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Music Resale</b>							
10-179200-10	MUSIC RESALE	0.00	0.00	200.00	200.00	0.00	10-1792
<b>1792</b>	<b>Music Resale</b>	0.00	0.00	200.00	200.00	0.00	* Source of Revenue
<b>Rentals-Regular Textbook</b>							
10-181100-1	ELEM-TEXTBOOK RENTAL	(55.00)	10,890.00	12,500.00	1,610.00	87.12	10-1811
10-181100-2	H S- TEXTBOOK RENTAL	0.00	19,465.00	22,500.00	3,035.00	86.51	10-1811
10-181100-3	JR HI-TEXTBOOK RENTAL	0.00	7,275.00	8,500.00	1,225.00	85.59	10-1811
<b>1811</b>	<b>Rentals-Regular Textbook</b>	(55.00)	37,630.00	43,500.00	5,870.00	86.51	* Source of Revenue
<b>Rentals - Other</b>							
10-181900-1	INSTRUMENT RENTAL	0.00	0.00	400.00	400.00	0.00	10-1819
<b>1819</b>	<b>Rentals - Other</b>	0.00	0.00	400.00	400.00	0.00	* Source of Revenue
<b>Donations-Private Sources</b>							
10-192000-1	DONATIONS	0.00	2,596.78	20,000.00	17,403.22	12.98	10-1920
10-192001-1	DONATIONS-NCF	0.00	0.00	0.00	0.00	0.00	10-1920
<b>1920</b>	<b>Donations-Private Sources</b>	0.00	2,596.78	20,000.00	17,403.22	12.98	* Source of Revenue
<b>Services Provided to Other Districts</b>							
10-194000-1	PSY LEA ASSESSEMENT	0.00	0.00	0.00	0.00	0.00	10-1940
<b>1940</b>	<b>Services Provided to Other Districts</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>SW LEA Assessment</b>							
10-194100-1	SW LEA ASSESSMENT	0.00	0.00	0.00	0.00	0.00	10-1941

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Education Fund 10							
Source of Revenue		1941	SW LEA Assessment				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
10-194110-1	HEARING IMP ASSESS.	0.00	0.00	0.00	0.00	0.00	10-1941
1941	SW LEA Assessment	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Lease Incentive Grant</b>							
10-194200-1		0.00	0.00	0.00	0.00	0.00	10-1942
1942	Lease Incentive Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Refund-Prior Yr Expenditu</b>							
10-195000-1	REFUND EXPENSES	0.00	0.00	13,500.00	13,500.00	0.00	10-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	13,500.00	13,500.00	0.00	* Source of Revenue
<b>Drivers Education Fees</b>							
10-197000-1	DRIVERS ED FEE	0.00	0.00	3,000.00	3,000.00	0.00	10-1970
1970	Drivers Education Fees	0.00	0.00	3,000.00	3,000.00	0.00	* Source of Revenue
<b>Other Local Revenues</b>							
10-199900-1	OTHER LOCAL REVENUE	7,221.12	80,206.23	90,000.00	9,793.77	89.12	10-1999
10-199900-3	INSURANCE/PLAY EQUIPMENT	0.00	0.00	0.00	0.00	0.00	10-1999
10-199901-1	INTERNET REVENUE	0.00	0.00	0.00	0.00	0.00	10-1999-1
1999	Other Local Revenues	7,221.12	80,206.23	90,000.00	9,793.77	89.12	* Source of Revenue
<b>Source of Revenue 2200</b>							
10-220000-1	POVERTY GRANT	0.00	0.00	0.00	0.00	0.00	10-2200
2200	Source of Revenue 2200	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Other Flow-Through</b>							
10-223000-1	ROE FLOW THRU	0.00	0.00	0.00	0.00	0.00	10-2230
2230	Other Flow-Through	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>General State Aid</b>							
10-300100-1	GENERAL STATE AID	47,045.60	139,077.15	560,500.00	421,422.85	24.81	10-3001
3001	General State Aid	47,045.60	139,077.15	560,500.00	421,422.85	24.81	* Source of Revenue
<b>Hold Harmless</b>							
10-300200-1	HOLD HARMLESS GSA	0.00	0.00	0.00	0.00	0.00	10-3002
3002	Hold Harmless	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Spec Ed-Priv Facility Tui</b>							
10-310000-1	SP ED PRIV FAC TUITION	0.00	0.00	70,000.00	70,000.00	0.00	10-3100
3100	Spec Ed-Priv Facility Tui	0.00	0.00	70,000.00	70,000.00	0.00	* Source of Revenue
<b>Spec Ed -Extraordinary</b>							
10-310500-1	SP ED EXTRA ORDINARY	0.00	0.00	130,000.00	130,000.00	0.00	10-3105
3105	Spec Ed -Extraordinary	0.00	0.00	130,000.00	130,000.00	0.00	* Source of Revenue

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Education Fund 10							
Source of Revenue		3105	Spec Ed -Extraordinary				
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Spec Ed -Personnel</b>							
10-311000-1	SP ED PERSONNEL	0.00	0.00	240,000.00	240,000.00	0.00	10-3110
3110	Spec Ed -Personnel	0.00	0.00	240,000.00	240,000.00	0.00	* Source of Revenue
<b>Spec Ed-Orphanage-Individ</b>							
10-312000-1	SP ED ORPHANAGE	0.00	0.00	0.00	0.00	0.00	10-3120
3120	Spec Ed-Orphanage-Individ	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Spec Ed -Summer School</b>							
10-314500-1	SP ED SUMMER SCHOOL	0.00	0.00	500.00	500.00	0.00	10-3145
3145	Spec Ed -Summer School	0.00	0.00	500.00	500.00	0.00	* Source of Revenue
<b>Career and Technical Education CTE Tech Prep</b>							
10-322000-40	CTEI GRANT-SRAVTE	0.00	0.00	18,693.00	18,693.00	0.00	10-3200
3200	Career and Technical Education CTE Tech Prep	0.00	0.00	18,693.00	18,693.00	0.00	* Source of Revenue
<b>Voc Ed - Formula</b>							
10-321500-18	VOC AG STATE GRTS	0.00	0.00	0.00	0.00	0.00	10-3215
3215	Voc Ed - Formula	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>CTE - Agriculture Education</b>							
10-323500-19	VOC AG SUPPLEMENTAL	0.00	0.00	2,489.00	2,489.00	0.00	10-3235
3235	CTE - Agriculture Education	0.00	0.00	2,489.00	2,489.00	0.00	* Source of Revenue
<b>CTE - Other</b>							
10-329900-40	FCAE GRANT	0.00	0.00	0.00	0.00	0.00	10-3299
3299	CTE - Other	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Bilingual Ed-Downstate- TPI and TBE</b>							
10-330500-20	TPI/TBE BILINGUAL ED	0.00	0.00	0.00	0.00	0.00	10-3305
3305	Bilingual Ed-Downstate- TPI and TBE	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>State Free Lunch/BFfast</b>							
10-336000-1	IL FREE LUNCH/BRKFST AIDE	0.00	222.12	3,500.00	3,277.88	6.35	10-3360
10-336500-1	IL BREAKFAST INITIATIVE	0.00	0.00	0.00	0.00	0.00	10-3360
3360	State Free Lunch/BFfast	0.00	222.12	3,500.00	3,277.88	6.35	* Source of Revenue
<b>Driver Education</b>							
10-337000-1	DRIVERS ED REIMBURSEMENT	3,509.30	3,509.30	15,000.00	11,490.70	23.40	10-3370-1
3370	Driver Education	3,509.30	3,509.30	15,000.00	11,490.70	23.40	* Source of Revenue
<b>Learning Improvement-Change Grants</b>							
10-361002-1	SCHOOL IMP-HOP	0.00	0.00	0.00	0.00	0.00	10-3610

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Education Fund 10							
Source of Revenue		3610	Learning Improvement-Change Grants				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>3610</b>	<b>Learning Improvement-Change Grants</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>School Imp Grant</b>							
10-364000-24	SCHOOL IMP BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	10-3640
<b>3640</b>	<b>School Imp Grant</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Quality Assurance Grant</b>							
10-364100-31	LEARNING IMP GRANT	0.00	0.00	0.00	0.00	0.00	10-3641
<b>3641</b>	<b>Quality Assurance Grant</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>National Board Certification</b>							
10-365100-1	NATL BOARD CERTIFIC	0.00	0.00	0.00	0.00	0.00	10-3651-1
<b>3651</b>	<b>National Board Certification</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Truants Alt/Opt Education</b>							
10-369500-1	SAFE TO LEARN GRANT	0.00	0.00	0.00	0.00	0.00	10-3695
<b>3695</b>	<b>Truants Alt/Opt Education</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Early Childhood - Block Grant</b>							
10-370500-26	EARLY CHILDHOOD GRT GRANT	0.00	38,800.00	137,800.00	99,000.00	28.16	10-3705
<b>3705</b>	<b>Early Childhood - Block Grant</b>	0.00	38,800.00	137,800.00	99,000.00	28.16	* Source of Revenue
<b>Reading Improvement - Block Grant</b>							
10-371500-27	READING IMPROVEMENT GRAN	0.00	0.00	0.00	0.00	0.00	10-3715
<b>3715</b>	<b>Reading Improvement - Block Grant</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Continued Reading Improvement Block Grant</b>							
10-372500-28		0.00	0.00	0.00	0.00	0.00	10-3725
<b>3725</b>	<b>Continued Reading Improvement Block Grant</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Report Cards</b>							
10-373500-1		0.00	0.00	0.00	0.00	0.00	10-3735
<b>3735</b>	<b>Report Cards</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>School Safety &amp; Educational Improv Block Grant</b>							
10-377500-43	ADA BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	10-3775
<b>3775</b>	<b>School Safety &amp; Educational Improv Block Grant</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Closing The Gap</b>							
10-379200-1		0.00	0.00	0.00	0.00	0.00	10-3792
<b>3792</b>	<b>Closing The Gap</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>TIP GRANT</b>							
10-379400-1		0.00	0.00	0.00	0.00	0.00	10-3794

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Education Fund 10							
Source of Revenue		3794	TIP GRANT				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>3794</b>	<b>TIP GRANT</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>State Library Grant</b>							
10-380000-32		0.00	0.00	0.00	0.00	0.00	10-3800
<b>3800</b>	<b>State Library Grant</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Emer Fin Assist/Temp Reloc Grant/Other Restr Rev</b>							
10-399900-1	LIBRARY GRNT/OTHER STATE REV	0.00	0.00	5,000.00	5,000.00	0.00	10-3999
10-399901-1	RESPRO GRANT	0.00	0.00	0.00	0.00	0.00	10-3999
<b>3999</b>	<b>Emer Fin Assist/Temp Reloc Grant/Other Restr Rev</b>	0.00	0.00	5,000.00	5,000.00	0.00	* Source of Revenue
<b>Title V - Innovation and Flexibility Formula</b>							
10-410000-37	TITLE V INVO(CHAR CTS	0.00	0.00	0.00	0.00	0.00	10-4100
<b>4100</b>	<b>Title V - Innovation and Flexibility Formula</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Esea-Chap2-Comp-Urban Ed</b>							
10-411000-46		0.00	0.00	0.00	0.00	0.00	10-4110
<b>4110</b>	<b>Esea-Chap2-Comp-Urban Ed</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>NatL School Lunch Progr</b>							
10-421000-1	FEDERAL LUNCH AID	16,136.30	24,454.14	175,000.00	150,545.86	13.97	10-4210
<b>4210</b>	<b>NatL School Lunch Progr</b>	16,136.30	24,454.14	175,000.00	150,545.86	13.97	* Source of Revenue
<b>School Breakfast Program</b>							
10-422000-1	FED BREAKFAST AID	4,465.25	6,413.53	36,000.00	29,586.47	17.82	10-4220
<b>4220</b>	<b>School Breakfast Program</b>	4,465.25	6,413.53	36,000.00	29,586.47	17.82	* Source of Revenue
<b>Title I - Low Income</b>							
10-430000-36	TITLE I GRANT	9,076.00	34,052.00	96,550.00	62,498.00	35.27	10-4300
<b>4300</b>	<b>Title I - Low Income</b>	9,076.00	34,052.00	96,550.00	62,498.00	35.27	* Source of Revenue
<b>Esea-Drug Free-Formula</b>							
10-440000-33	TITLE IV GRT DRUG FREE	0.00	0.00	0.00	0.00	0.00	10-4400
<b>4400</b>	<b>Esea-Drug Free-Formula</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Fed-Sp Ed-Idea Flow-Thru</b>							
10-462000-38	SP ED INCENTIVE GRT	0.00	0.00	0.00	0.00	0.00	10-4620
10-462001-38	DISCRETIONARY FUNDS	0.00	0.00	0.00	0.00	0.00	10-4620
10-462002-38	SP ED BLOCK GRT	0.00	0.00	93,735.00	93,735.00	0.00	10-4620
10-462003-38	DEMONSTR PROJ/LEASE	0.00	0.00	0.00	0.00	0.00	10-4620-1
<b>4620</b>	<b>Fed-Sp Ed-Idea Flow-Thru</b>	0.00	0.00	93,735.00	93,735.00	0.00	* Source of Revenue
<b>Fed-Sp Ed-Idea Room&amp;Board</b>							
10-462500-1	EXCESS (ROOM/BOARD)	21,333.89	43,277.34	18,652.00	(24,625.34)	232.03	10-4625-1

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Education Fund 10							
Source of Revenue		4625	Fed-Sp Ed-Idea Room&Board				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>4625</b>	<b>Fed-Sp Ed-Idea Room&amp;Board</b>	21,333.89	43,277.34	18,652.00	(24,625.34)	232.03	* Source of Revenue
<b>Source of Revenue 4770</b>							
10-477000-1	STEP PROGRAM	0.00	0.00	12,505.00	12,505.00	0.00	10-4770-1
10-477000-40	CARL PERKINS	0.00	2,212.96	8,584.00	6,371.04	25.78	10-4770-1-40
<b>4770</b>	<b>Source of Revenue 4770</b>	0.00	2,212.96	21,089.00	18,876.04	10.49	* Source of Revenue
<b>SFSF/GSA REVENUE</b>							
10-485000-44	SFSF/GSA REVENUE	0.00	0.00	0.00	0.00	0.00	10-4850
<b>4850</b>	<b>SFSF/GSA REVENUE</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Source of Revenue 4854</b>							
10-485100-44	ARRA TITLE I	0.00	0.00	0.00	0.00	0.00	10-4854
<b>4854</b>	<b>Source of Revenue 4854</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>ARRA IDEA PART B</b>							
10-485700-44	ARRA IDEA PART B	0.00	0.00	0.00	0.00	0.00	10-4857-1
<b>4857</b>	<b>ARRA IDEA PART B</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>GSA ARRA</b>							
10-487000-44	ARRA GSA	0.00	0.00	0.00	0.00	0.00	10-4870-1
<b>4870</b>	<b>GSA ARRA</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>ARRA ED JOBS</b>							
10-488000-44	ARRA ED JOBS FUND	0.00	0.00	0.00	0.00	0.00	10-4880-1
<b>4880</b>	<b>ARRA ED JOBS</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Medicaid Matching Fund</b>							
10-490000-11		0.00	0.00	0.00	0.00	0.00	10-4900
<b>4900</b>	<b>Medicaid Matching Fund</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Title II - Teacher Quality</b>							
10-493200-42	TITLE II TEACHER QUALITY	664.00	5,745.00	16,770.00	11,025.00	34.26	10-4935
<b>4935</b>	<b>Title II - Teacher Quality</b>	664.00	5,745.00	16,770.00	11,025.00	34.26	* Source of Revenue
<b>Goals 2000-School Improve</b>							
10-494500-14		0.00	0.00	0.00	0.00	0.00	10-4945
<b>4945</b>	<b>Goals 2000-School Improve</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Title II-Technology Enhancing Ed Formula Grant</b>							
10-497100-1	TITLE IID-TECH ENHANC	0.00	0.00	0.00	0.00	0.00	10-4971
<b>4971</b>	<b>Title II-Technology Enhancing Ed Formula Grant</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Medicaid Admin</b>							

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Education Fund 10							
Source of Revenue		4991	Medicaid Admin				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
10-499100-11		0.00	0.00	20,000.00	20,000.00	0.00	10-4991-1
4991	Medicaid Admin	0.00	0.00	20,000.00	20,000.00	0.00	* Source of Revenue
<b>Medicaid FFS</b>							
10-499200-11		0.00	0.00	35,000.00	35,000.00	0.00	10-4992-1-11
4992	Medicaid FFS	0.00	0.00	35,000.00	35,000.00	0.00	* Source of Revenue
<b>Other Restricted Grants Recd Fed Gov thru State</b>							
10-499800-1		0.00	0.00	0.00	0.00	0.00	10-4998-1
4998	Other Restricted Grants Recd Fed Gov thru State	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Abolishment or Abatement of Working Cash Fund</b>							
10-711000-1	TRANS OF WC TECH THRUST	0.00	0.00	0.00	0.00	0.00	10-7110
10-711002-1	PERM TRANSFER WC	0.00	0.00	0.00	0.00	0.00	10-7110
10-711001-1	TRANSFER OF WC	0.00	0.00	0.00	0.00	0.00	10-7110-1
7110	Abolishment or Abatement of Working Cash Fund	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Permanent Transfer of Working Cash Fund Interest</b>							
10-712000-1	TRANS WC INTEREST	0.00	0.00	0.00	0.00	0.00	10-7120
7120	Permanent Transfer of Working Cash Fund Interest	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Accured Int on Bonds</b>							
10-723000-1	ACCURED INT B&I	0.00	0.00	0.00	0.00	0.00	10-7230
7230	Accured Int on Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
10	Education Fund	561,726.62	4,687,780.97	7,876,541.00	3,188,760.03	59.52	Fund

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

## Oper, Build, & Maint Fund 20

Source of Revenue 1112 Bond and Interest Purposes Levy  
Source of Revenue

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Bond and Interest Purposes Levy</b>							
20-111200-1	FIRST PRIOR YEAR LEVY	1,674.14	542,092.78	590,838.00	48,745.22	91.75	20-1112
1112	Bond and Interest Purposes Levy	1,674.14	542,092.78	590,838.00	48,745.22	91.75	* Source of Revenue
<b>1St Prior Yr-Tort</b>							
20-112200-1	TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00	20-1122
1122	1St Prior Yr-Tort	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Corp Pers Prop Repl Tax</b>							
20-123000-1	CORP PERS PROP REPL TAX	0.00	0.00	0.00	0.00	0.00	20-1230
1230	Corp Pers Prop Repl Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Interest On Investments</b>							
20-151100-1	BLD-INT	180.66	686.02	5,000.00	4,313.98	13.72	20-1511
1511	Interest On Investments	180.66	686.02	5,000.00	4,313.98	13.72	* Source of Revenue
<b>Interest-Tree Fund</b>							
20-151500-1	INTEREST - TREE FUND	0.00	0.00	50.00	50.00	0.00	20-1515
1515	Interest-Tree Fund	0.00	0.00	50.00	50.00	0.00	* Source of Revenue
<b>Rentals</b>							
20-191000-1	HOUSE RENT	0.00	0.00	0.00	0.00	0.00	20-1910
1910	Rentals	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Facility/Grounds Rent</b>							
20-191100-1	FACILITY/GROUND RENT	0.00	0.00	1,000.00	1,000.00	0.00	20-1911
1911	Facility/Grounds Rent	0.00	0.00	1,000.00	1,000.00	0.00	* Source of Revenue
<b>Donations-Private Sources</b>							
20-192000-1	DONATIONS	0.00	0.00	500.00	500.00	0.00	20-1920
1920	Donations-Private Sources	0.00	0.00	500.00	500.00	0.00	* Source of Revenue
<b>Refund-Prior Yr Expenditu</b>							
20-195000-1	REFUND PR YR EXP-BLDG	0.00	0.00	1,000.00	1,000.00	0.00	20-1950
20-195001-1	TORNADO INS/FEM/DON	0.00	0.00	0.00	0.00	0.00	20-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	1,000.00	1,000.00	0.00	* Source of Revenue
<b>Other Local Revenues</b>							
20-199900-1	OTHER LOCAL REVENUE	159.99	1,426.93	18,000.00	16,573.07	7.93	20-1999
1999	Other Local Revenues	159.99	1,426.93	18,000.00	16,573.07	7.93	* Source of Revenue
<b>Flow-Thru Rev-State</b>							
20-210000-1	OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	20-2100

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Oper, Build, & Maint Fund 20							
Source of Revenue		2100	Flow-Thru Rev-State				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
2100	Flow-Thru Rev-State	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Infrastructure Improv-Planning/Construction</b>							
20-392000-1	INFRA IMPROVE-PLAN/CONST	0.00	0.00	0.00	0.00	0.00	20-3920-1
3920	Infrastructure Improv-Planning/Construction	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>SCHL INFRASTRUCT/MAINT PROJ</b>							
20-392500-1	SCHL INFRASTRUCT/MAINT PROJ	0.00	0.00	0.00	0.00	0.00	20-3925-1-1
3925	SCHL INFRASTRUCT/MAINT PROJ	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Emer Fin Assist/Temp Reloc Grant/Other Restr Rev</b>							
20-399900-1	OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	20-3999
3999	Emer Fin Assist/Temp Reloc Grant/Other Restr Rev	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Medicaid Matching Fund</b>							
20-490000-11		0.00	0.00	0.00	0.00	0.00	20-4900
4900	Medicaid Matching Fund	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Renovation Grant</b>							
20-498000-1		0.00	0.00	0.00	0.00	0.00	20-4980
4980	Renovation Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Abolishment or Abatement of Working Cash Fund</b>							
20-711001-1	TRANSFER WC	200,000.00	200,000.00	200,000.00	0.00	100.00	20-7110
7110	Abolishment or Abatement of Working Cash Fund	200,000.00	200,000.00	200,000.00	0.00	100.00	* Source of Revenue
<b>Permanent Transfer</b>							
20-713000-1	PERM TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00	20-7130-1
7130	Permanent Transfer	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Transfers from Other Funds Pay Princ Cap Leases</b>							
20-740000-1	SALE/COMP FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	20-7400
7400	Transfers from Other Funds Pay Princ Cap Leases	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
20	Oper, Build, & Maint Fund	202,014.79	744,205.73	816,388.00	72,182.27	91.16	Fund

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Debt Service Fund or Fund Group 30							
Source of Revenue		1112 Bond and Interest Purposes Levy					
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Bond and Interest Purposes Levy</b>							
30-111200-1	FIRST PRIOR YEAR LEVY	284.05	404,777.43	450,006.00	45,228.57	89.95	30-1112
1112	<b>Bond and Interest Purposes Levy</b>	284.05	404,777.43	450,006.00	45,228.57	89.95	* Source of Revenue
<b>Interest On Investments</b>							
30-151100-1	B/I-INT INVESTMENTS	92.44	214.08	500.00	285.92	42.82	30-1511
1511	<b>Interest On Investments</b>	92.44	214.08	500.00	285.92	42.82	* Source of Revenue
<b>Abolishment or Abatement of Working Cash Fund</b>							
30-711000-1	PERM TRANSFER FROM W/C	75,291.00	75,291.00	49,994.00	(25,297.00)	150.60	30-7110-1
7110	<b>Abolishment or Abatement of Working Cash Fund</b>	75,291.00	75,291.00	49,994.00	(25,297.00)	150.60	* Source of Revenue
<b>Accured Int on Bonds</b>							
30-723000-1	ACCRUED INT ON BONDS SOL	0.00	0.00	0.00	0.00	0.00	30-7230
7230	<b>Accured Int on Bonds</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
30	<b>Debt Service Fund or Fund Group</b>	75,667.49	480,282.51	500,500.00	20,217.49	95.96	Fund

71

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Transportation Fund 40							
Source of Revenue							
1112 Bond and Interest Purposes Levy							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Bond and Interest Purposes Levy</b>							
40-111200-1	FIRST PRIOR YR LEVY TRAN	669.62	216,839.90	236,335.00	19,495.10	91.75	40-1112
1112	Bond and Interest Purposes Levy	669.62	216,839.90	236,335.00	19,495.10	91.75	* Source of Revenue
<b>1St Prior Yr-Tort</b>							
40-112200-1	1ST PRIOR YR LEVY-TORT	0.00	0.00	0.00	0.00	0.00	40-1122
1122	1St Prior Yr-Tort	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Corp Pers Prop Repl Tax</b>							
40-123000-1	CORP REPLACEMNT PROP TAX	0.00	0.00	50,000.00	50,000.00	0.00	40-1230
1230	Corp Pers Prop Repl Tax	0.00	0.00	50,000.00	50,000.00	0.00	* Source of Revenue
<b>Spec Ed Trans-Pupils/Pare</b>							
40-144100-1	ORPHANAGE TRANS REIMB	0.00	0.00	0.00	0.00	0.00	40-1441
1441	Spec Ed Trans-Pupils/Pare	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Interest On Investments</b>							
40-151100-1	TRANSP-INT	48.29	191.67	1,000.00	808.33	19.17	40-1511
1511	Interest On Investments	48.29	191.67	1,000.00	808.33	19.17	* Source of Revenue
<b>Refund-Prior Yr Expenditu</b>							
40-195000-1	REFUND TRANSP	0.00	0.00	0.00	0.00	0.00	40-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Other Local Revenues</b>							
40-199900-1	OTHER LOCAL REVENUE	0.00	1,016.33	11,000.00	9,983.67	9.24	40-1999
1999	Other Local Revenues	0.00	1,016.33	11,000.00	9,983.67	9.24	* Source of Revenue
<b>Transportation Regular/Vocational</b>							
40-350000-1	REG TRANSPORTATION AID	0.00	0.00	365,500.00	365,500.00	0.00	40-3500
3500	Transportation Regular/Vocational	0.00	0.00	365,500.00	365,500.00	0.00	* Source of Revenue
<b>Transportation-Vocational</b>							
40-350500-1	VOC TRANSPORTATION AID	0.00	0.00	13,170.00	13,170.00	0.00	40-3505
3505	Transportation-Vocational	0.00	0.00	13,170.00	13,170.00	0.00	* Source of Revenue
<b>Transportation-Spec Ed</b>							
40-351000-1	SP ED TRANSPORTATION AID	0.00	0.00	205,251.00	205,251.00	0.00	40-3510
3510	Transportation-Spec Ed	0.00	0.00	205,251.00	205,251.00	0.00	* Source of Revenue
<b>Other State Revenue</b>							
40-351100-1	OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	40-3511
3511	Other State Revenue	0.00	0.00	0.00	0.00	0.00	* Source of Revenue

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Transportation Fund 40							
Source of Revenue		3705	Early Childhood - Block Grant				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Early Childhood - Block Grant</b>							
40-370500-26	ECE TRANSPORTATION	0.00	0.00	95,000.00	95,000.00	0.00	40-3705
3705	Early Childhood - Block Grant	0.00	0.00	95,000.00	95,000.00	0.00	* Source of Revenue
<b>ARRA IDEA PART B</b>							
40-485700-44	IDEA ARRA	0.00	0.00	0.00	0.00	0.00	40-4857
4857	ARRA IDEA PART B	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Permanent Transfer</b>							
40-713000-1	PERMANENT TRANSFER	0.00	0.00	0.00	0.00	0.00	40-7130-1
7130	Permanent Transfer	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
40	Transportation Fund	717.91	218,047.90	977,256.00	759,208.10	22.31	Fund

73

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

I.M.R.F./Soc. Sec. Fund 50							
Source of Revenue							
Source of Revenue	1112	Bond and Interest Purposes Levy					
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Bond and Interest Purposes Levy</b>							
50-111200-1	FIRST PRIOR YR LEVY-IMRF	322.49	115,262.86	125,801.00	10,538.14	91.62	50-1112
50-111201-1	FIRST PRIOR YR-SS	194.30	69,557.64	75,805.00	6,247.36	91.76	50-1112
<b>1112 Bond and Interest Purposes Levy</b>		<b>516.79</b>	<b>184,820.50</b>	<b>201,606.00</b>	<b>16,785.50</b>	<b>91.67</b>	* Source of Revenue
<b>Working Cash Purposes Levy</b>							
50-111500-1	MEDICARE-FIRST PRIOR YR	0.00	0.00	0.00	0.00	0.00	50-1115
<b>1115 Working Cash Purposes Levy</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Source of Revenue
<b>Soc.Sec./Med Only Levy</b>							
50-115000-1	FIRST PRIOR YR-S S	0.00	0.00	0.00	0.00	0.00	50-1150
<b>1150 Soc.Sec./Med Only Levy</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Source of Revenue
<b>Corp Pers Prop Repl Tax</b>							
50-123000-1	CORP PERS PROP REPL TAX	0.00	0.00	174,252.00	174,252.00	0.00	50-1230
<b>1230 Corp Pers Prop Repl Tax</b>		<b>0.00</b>	<b>0.00</b>	<b>174,252.00</b>	<b>174,252.00</b>	<b>0.00</b>	* Source of Revenue
<b>Interest On Investments</b>							
50-151100-1	IMRF-INT	102.05	387.62	1,000.00	612.38	38.76	50-1511
<b>1511 Interest On Investments</b>		<b>102.05</b>	<b>387.62</b>	<b>1,000.00</b>	<b>612.38</b>	<b>38.76</b>	* Source of Revenue
<b>Other Local Revenues</b>							
50-199900-1	OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00	50-1999
<b>1999 Other Local Revenues</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Source of Revenue
<b>50 I.M.R.F./Soc. Sec. Fund</b>		<b>618.84</b>	<b>185,208.12</b>	<b>376,858.00</b>	<b>191,649.88</b>	<b>49.15</b>	Fund

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

**Capital Projects Fund or Fund Group 60**

Source of Revenue 1112 Bond and Interest Purposes Levy  
Source of Revenue

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Bond and Interest Purposes Levy</b>							
60-111200-1	FIRST PRIOR CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1112
1112	<b>Bond and Interest Purposes Levy</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Interest On Investments</b>							
60-151100-1	INTEREST-CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1511
1511	<b>Interest On Investments</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Refund-Prior Yr Expenditu</b>							
60-195000-1	REFUND PRIOR YR EXP	0.00	0.00	0.00	0.00	0.00	60-1950
1950	<b>Refund-Prior Yr Expenditu</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Other Local Revenues</b>							
60-199900-1	OTHER LOCAL REV CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1999
1999	<b>Other Local Revenues</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Infrastructure Improv-Planning/Construction</b>							
60-392000-1	INFRA IMPROVE-PLAN/CONST	0.00	0.00	0.00	0.00	0.00	60-3920
3920	<b>Infrastructure Improv-Planning/Construction</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Transfer from Other Funds for Capital Projects</b>							
60-780000-1	IEMA/CDB TRANSFER	0.00	0.00	0.00	0.00	0.00	60-7800
7800	<b>Transfer from Other Funds for Capital Projects</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
60	<b>Capital Projects Fund or Fund Group</b>	0.00	0.00	0.00	0.00	0.00	Fund

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Working Cash Fund 70							
Source of Revenue		1112	Bond and Interest Purposes Levy				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Bond and Interest Purposes Levy</b>							
70-111200-1	FIRST PRIOR YR WRKG CASH	167.43	54,208.87	59,084.00	4,875.13	91.75	70-1112
1112	<b>Bond and Interest Purposes Levy</b>	167.43	54,208.87	59,084.00	4,875.13	91.75	* Source of Revenue
<b>Interest On Investments</b>							
70-151100-1	WC-INT	710.96	2,496.66	9,200.00	6,703.34	27.14	70-1511
1511	<b>Interest On Investments</b>	710.96	2,496.66	9,200.00	6,703.34	27.14	* Source of Revenue
<b>Sale Of Bonds</b>							
70-721000-1	PRINCIPAL ON BONDS SOLD	0.00	0.00	0.00	0.00	0.00	70-7210
7210	<b>Sale Of Bonds</b>	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
70	<b>Working Cash Fund</b>	878.39	56,705.53	68,284.00	11,578.47	83.04	Fund

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Tort Immunity and Judgment Fund 80							
Source of Revenue		Bond and Interest Purposes Levy					
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Bond and Interest Purposes Levy</b>							
80-111200-1	FIRST PRIOR YEAR LEVY	959.60	343,182.64	374,355.00	31,172.36	91.67	80-1112
1112	Bond and Interest Purposes Levy	959.60	343,182.64	374,355.00	31,172.36	91.67	* Source of Revenue
<b>Corp Pers Prop Repl Tax</b>							
80-123000-1	CORP PERS PROP REPLCMT TAX	0.00	0.00	0.00	0.00	0.00	80-1230-1
1230	Corp Pers Prop Repl Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Interest On Investments</b>							
80-151100-1	TORT-INTEREST	78.65	233.10	800.00	566.90	29.14	80-1511
1511	Interest On Investments	78.65	233.10	800.00	566.90	29.14	* Source of Revenue
<b>Refund-Prior Yr Expenditu</b>							
80-195000-1	REFUND PRIOR YR EXP	0.00	0.00	0.00	0.00	0.00	80-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Other Local Revenues</b>							
80-199900-1	OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00	80-1999
1999	Other Local Revenues	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
80	Tort Immunity and Judgment Fund	1,038.25	343,415.74	375,155.00	31,739.26	91.54	Fund

# Revenue Report

Printed: 11/4/2016 11:48 AM  
PUTNAM COUNTY CUSD #535

Fire Prevention/Life Safety 90							
Source of Revenue		1112 Bond and Interest Purposes Levy					
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Bond and Interest Purposes Levy</b>							
90-111200-1	FIRST PRIOR YEAR LEVY L/	167.43	54,208.87	59,084.00	4,875.13	91.75	90-1112
1112	Bond and Interest Purposes Levy	167.43	54,208.87	59,084.00	4,875.13	91.75	* Source of Revenue
<b>Corp Pers Prop Repl Tax</b>							
90-123000-1	L/S CORP REPL TAX	0.00	0.00	0.00	0.00	0.00	90-1230
1230	Corp Pers Prop Repl Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Interest On Investments</b>							
90-151100-1	LS-INT ON INVESTMENTS	46.88	204.87	2,000.00	1,795.13	10.24	90-1511
1511	Interest On Investments	46.88	204.87	2,000.00	1,795.13	10.24	* Source of Revenue
<b>Other Local Revenues</b>							
90-199900-1	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	90-1999
1999	Other Local Revenues	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Permanent Transfer of Working Cash Fund Interest</b>							
90-712000-1	TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00	90-7120
7120	Permanent Transfer of Working Cash Fund Interest	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Sale Of Bonds</b>							
90-721000-1	SALE OF BONDS	0.00	0.00	0.00	0.00	0.00	90-7210
7210	Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
90	Fire Prevention/Life Safety	214.31	54,413.74	61,084.00	6,670.26	89.08	Fund
<b>Report Total:</b>		<u>842,876.60</u>	<u>6,770,060.24</u>	<u>11,052,066.00</u>	<u>4,282,005.76</u>	<u>61.26</u>	

# Fund Balance Report

Printed: 11/4/2016 11:49 AM

PUTNAM COUNTY CUSD #535

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
10	Education Fund	664,328.42	561,726.62	2,624,562.92	4,687,780.97	2,063,218.05	4,207,752.50	6,270,970.55
20	Oper, Build, & Maint Fund	137,469.21	202,014.79	500,427.95	744,205.73	243,777.78	735,870.36	979,648.14
30	Debt Service Fund or Fund Group	102,046.67	75,667.49	102,046.67	480,282.51	378,235.84	0.00	378,235.84
40	Transportation Fund	142,565.30	717.91	186,656.67	218,047.90	31,391.23	114,605.06	145,996.29
50	I.M.R.F./Soc. Sec. Fund	25,751.67	618.84	101,975.57	185,208.12	83,232.55	393,286.13	476,518.68
70	Working Cash Fund	275,291.00	878.39	275,291.00	56,705.53	(218,585.47)	2,699,002.34	2,480,416.87
80	Tort Immunity and Judgment Fund	10,781.54	1,038.25	141,065.20	343,415.74	202,350.54	113,354.44	315,704.98
90	Fire Prevention/Life Safety	0.00	214.31	63,384.84	54,413.74	(8,971.10)	58,955.76	49,984.66
		<u>\$1,358,233.81</u>	<u>\$842,876.60</u>	<u>\$3,995,410.82</u>	<u>\$6,770,060.24</u>	<u>\$2,774,649.42</u>	<u>\$8,322,826.59</u>	<u>\$11,097,476.01</u>

69

**Balance Sheet (by fund)**

Printed: 11/4/2016 11:49 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 10</b>				
AP-Accrual-10	AP-Accrual for Fund 10	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
10-110-1	CASH IN BANKS	765,450.01	(430,795.97)	334,654.04
10-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
10-111-1	IMPREST FUND	13,800.00	0.00	13,800.00
10-121-1	REGULAR INVESTMENT ED	5,668,322.89	328,194.17	5,996,517.06
10-131	PAYROLL CASH	0.00	0.00	0.00
10-199-1	EMPLOYEE COMPUTERS	0.00	0.00	0.00
10-122-1	FARNSWORTH INVESTMENT	0.00	0.00	0.00
	<b>Total</b>	<b>\$6,447,572.90</b>	<b>(\$102,601.80)</b>	<b>\$6,344,971.10</b>
10-457-1	Delete This Account	0.00	0.00	0.00
10-498-1	TEACHER RET 2.2	0.00	0.00	0.00
10-497-1	SUPPORT PERS. DUES	0.00	0.00	0.00
10-496-1	LOHMANS CAFE. PLAN	0.00	0.00	0.00
10-495-1	LIFE INS PAYABLE	0.00	0.00	0.00
10-493-1	MEDICARE INS. PAYABLE	0.00	0.00	0.00
10-490-1	Delete This Account	0.00	0.00	0.00
10-481-1	TEACHER RET. PAYABLE	(137,633.08)	0.00	(137,633.08)
10-460-1	DISABILITY INS. PAYABLE	0.00	0.00	0.00
10-458-1	Delete This Account	0.00	0.00	0.00
10-456-1	Delete This Account	0.00	0.00	0.00
10-455-1	Delete This Account	0.00	0.00	0.00
10-459-1	Delete This Account	0.00	0.00	0.00
10-454-1	Delete This Account	0.00	0.00	0.00
10-452-1	Delete This Account	0.00	0.00	0.00
10-411-1	LOAN TO LIFE SAFETY	0.00	0.00	0.00
10-431-1	ACCOUNTS PAYABLE	63,632.53	0.00	63,632.53
10-434-1	LOANS FROM WKG CASH FND	0.00	0.00	0.00
10-453-1	Delete This Account	0.00	0.00	0.00
	<b>Total</b>	<b>(\$74,000.55)</b>	<b>\$0.00</b>	<b>(\$74,000.55)</b>
10-706-1	NET PROFIT/LOSS	(2,165,819.85)	102,601.80	(2,063,218.05)
10-730-1	FUND BALANCE	(4,207,752.50)	0.00	(4,207,752.50)
	<b>Total</b>	<b>(\$6,373,572.35)</b>	<b>\$102,601.80</b>	<b>(\$6,270,970.55)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 11/4/2016 11:49 AM  
PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 20</b>				
AP-Accrual-20	AP-Accrual for Fund 20	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
20-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
20-184-1	LAND FUND INVESTMENT	0.00	0.00	0.00
20-183-1	TREE FUND INVESTMENTS	3,612.66	0.00	3,612.66
20-131	PAYROLL CASH	0.00	0.00	0.00
20-110-1	CASH IN BANKS	144,128.92	159.99	144,288.91
20-121-1	REGULAR INVESTMENT O/M	715,430.66	64,385.59	779,816.25
	<b>Total</b>	<b>\$863,172.24</b>	<b>\$64,545.58</b>	<b>\$927,717.82</b>
20-454-1	Delete This Account	0.00	0.00	0.00
20-456-1	Delete This Account	0.00	0.00	0.00
20-457-1	Delete This Account	0.00	0.00	0.00
20-458-1	Delete This Account	0.00	0.00	0.00
20-459-1	Delete This Account	0.00	0.00	0.00
20-497-1	SUPPORT PERS. DUES	0.00	0.00	0.00
20-453-1	Delete This Account	0.00	0.00	0.00
20-481-1	ANNUITIES PAYABLE	0.00	0.00	0.00
20-451	Delete This Account	0.00	0.00	0.00
20-431-1	ACCOUNTS PAYABLE	51,930.32	0.00	51,930.32
20-452-1	Delete This Account	0.00	0.00	0.00
	<b>Total</b>	<b>\$51,930.32</b>	<b>\$0.00</b>	<b>\$51,930.32</b>
20-730-1	FUND BALANCE	(735,870.36)	0.00	(735,870.36)
20-706-1	NET PROFIT/LOSS	(179,232.20)	(64,545.58)	(243,777.78)
	<b>Total</b>	<b>(\$915,102.56)</b>	<b>(\$64,545.58)</b>	<b>(\$979,648.14)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 11/4/2016 11:49 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 30</b>				
AP-Accrual-30	AP-Accrual for Fund 30	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
30-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
30-110-1	CASH IN BANKS	0.00	0.00	0.00
30-121-1	REGULAR INVESTMENT B/I	404,615.02	(26,379.18)	378,235.84
	<b>Total</b>	<b>\$404,615.02</b>	<b>(\$26,379.18)</b>	<b>\$378,235.84</b>
30-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
30-730-1	FUND BALANCE	0.00	0.00	0.00
30-706-1	NET PROFIT/LOSS	(404,615.02)	26,379.18	(378,235.84)
	<b>Total</b>	<b>(\$404,615.02)</b>	<b>\$26,379.18</b>	<b>(\$378,235.84)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 11/4/2016 11:49 AM  
PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 40</b>				
AP-Accrual-40	AP-Accrual for Fund 40	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
40-110-1	CASH IN BANKS	66,995.71	0.00	66,995.71
40-121-1	REGULAR INVESTMENT TRANS	220,847.97	(141,847.39)	79,000.58
40-131	PAYROLL CASH	0.00	0.00	0.00
40-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
	<b>Total</b>	<b>\$287,843.68</b>	<b>(\$141,847.39)</b>	<b>\$145,996.29</b>
40-453-1	Delete This Account	0.00	0.00	0.00
40-411-1	LOANS FROM W/C	0.00	0.00	0.00
40-452-1	Delete This Account	0.00	0.00	0.00
40-454-1	Delete This Account	0.00	0.00	0.00
40-456-1	Delete This Account	0.00	0.00	0.00
40-457-1	Delete This Account	0.00	0.00	0.00
40-481-1	EMPLOYEE INCENTIVE	0.00	0.00	0.00
40-451-1	Delete This Account	0.00	0.00	0.00
40-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
40-706-1	NET PROFIT/LOSS	(173,238.62)	141,847.39	(31,391.23)
40-730-1	FUND BALANCE	(114,605.06)	0.00	(114,605.06)
	<b>Total</b>	<b>(\$287,843.68)</b>	<b>\$141,847.39</b>	<b>(\$145,996.29)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 11/4/2016 11:49 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 50</b>				
AP-Accrual-50	AP-Accrual for Fund 50	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
50-110-1	CASH IN BANKS	103,449.64	0.00	103,449.64
50-121-1	REGULAR INVESTMENT IMRF	398,201.87	(25,132.83)	373,069.04
50-185-1	IMRF-LONG TERM INVESTMEN	0.00	0.00	0.00
	<b>Total</b>	<b>\$501,651.51</b>	<b>(\$25,132.83)</b>	<b>\$476,518.68</b>
50-481-1	MEDICARE EMPLOYEE (10)	0.00	0.00	0.00
50-492-1	MEDICARE INS PAYABLE	0.00	0.00	0.00
50-457-1	Delete This Account	0.00	0.00	0.00
50-454-1	Delete This Account	0.00	0.00	0.00
50-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
50-493-1	MEDICARE BOARD SHARE	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
50-730-1	FUND BALANCE	(393,286.13)	0.00	(393,286.13)
50-706-1	NET PROFIT/LOSS	(108,365.38)	25,132.83	(83,232.55)
	<b>Total</b>	<b>(\$501,651.51)</b>	<b>\$25,132.83</b>	<b>(\$476,518.68)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 11/4/2016 11:49 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 60</b>				
AP-Accrual-60	AP-Accrual for Fund 60	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
60-185-1	LONG TERM INVEST C/P	0.00	0.00	0.00
60-121-1	REG INVESTMENTS-CAP PROJ	0.00	0.00	0.00
60-110-1	CASH IN BANK-CAP PROJ	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
60-411-1	LOAN FROM W/C	0.00	0.00	0.00
60-431-1	A/P CAP PROJECTS	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
60-730-1	FUND BALANCE	0.00	0.00	0.00
60-706-1	NET PROFIT/LOSS	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 11/4/2016 11:49 AM  
PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 70</b>				
AP-Accrual-70	AP-Accrual for Fund 70	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
70-121-1	REGULAR INVESTMENT WC	1,486,591.82	(274,720.99)	1,211,870.83
70-185-1	INVESTMENT LONG TERM WC	1,268,237.66	308.38	1,268,546.04
70-141-1	W/C INTERFUND LOANS	0.00	0.00	0.00
70-110-1	CASH IN BANKS	0.00	0.00	0.00
	<b>Total</b>	<b>\$2,754,829.48</b>	<b>(\$274,412.61)</b>	<b>\$2,480,416.87</b>
70-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
70-411-1	LOANS TO LIFE SAFETY	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
70-730-1	FUND BALANCE	(2,699,002.34)	0.00	(2,699,002.34)
70-706-1	NET PROFIT/LOSS	(55,827.14)	274,412.61	218,585.47
	<b>Total</b>	<b>(\$2,754,829.48)</b>	<b>\$274,412.61</b>	<b>(\$2,480,416.87)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 11/4/2016 11:49 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 80</b>				
AP-Accrual-80	AP-Accrual for Fund 80	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
80-131	PAYROLL CASH	0.00	0.00	0.00
80-121-1	TORT-REG INVESTMENT	288,885.33	(9,743.29)	279,142.04
80-110-1	TORT-CASH IN BANKS	36,622.34	0.00	36,622.34
	<b>Total</b>	<b>\$325,507.67</b>	<b>(\$9,743.29)</b>	<b>\$315,764.38</b>
80-481	NON-CERT DUES	(59.40)	0.00	(59.40)
80-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	<b>Total</b>	<b>(\$59.40)</b>	<b>\$0.00</b>	<b>(\$59.40)</b>
80-730-1	FUND BALANCE	(113,354.44)	0.00	(113,354.44)
80-706-1	NET PROFIT/LOSS	(212,093.83)	9,743.29	(202,350.54)
	<b>Total</b>	<b>(\$325,448.27)</b>	<b>\$9,743.29</b>	<b>(\$315,704.98)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 11/4/2016 11:49 AM  
PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 90</b>				
AP-Accrual-90	AP-Accrual for Fund 90	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
90-185-1	LONG TERM L/S	0.00	0.00	0.00
90-121-1	REGULAR INVESTMENT L/S	156,237.50	214.31	156,451.81
90-110-1	CASH IN BANK-LIFE SAFETY	(106,467.15)	0.00	(106,467.15)
	<b>Total</b>	<b>\$49,770.35</b>	<b>\$214.31</b>	<b>\$49,984.66</b>
90-411-1	LOAN DUE TO EDUCATION	0.00	0.00	0.00
90-481-1	IL WITHHOLDING TAX PAY	0.00	0.00	0.00
90-457-1	Delete This Account	0.00	0.00	0.00
90-452-1	Delete This Account	0.00	0.00	0.00
90-412-1	LOAN DUE TO WORKING CASH	0.00	0.00	0.00
90-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
90-706-1	NET PROFIT/LOSS	9,185.41	(214.31)	8,971.10
90-730-1	FUND BALANCE	(58,955.76)	0.00	(58,955.76)
	<b>Total</b>	<b>(\$49,770.35)</b>	<b>(\$214.31)</b>	<b>(\$49,984.66)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**PCPS Activity Fund October**

Beginning Balance	\$8750.66
Deposits	\$999.00
Expenditures	\$219.57
Ending Balance	\$9530.09

**Deposits**

10/14/16	Spirit Gear, Water, Soda	\$999.00
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**Expenditures**

CK#			
850	10/25/16	Amazon	\$158.01
		Media Supplies	
851	10/27/16	Hinckley Springs	\$61.56
		Water	

**PCPS Imprest Fund October**

Beginning Balance	\$1198.00
Deposits	\$7.00
Expenditures	\$242.10
Ending Balance	\$962.90

**Deposits**

10/14/16	\$7.00
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**Expenditures**

<u>CK#</u>	<u>ACCT#</u>		
653	10-1110-332-42	IAHPERD	\$130.00
		-Scherf conference	
654	10-2410-410-5	Jimmy Johns	\$112.10
		-P/T Conference Supper	

<i>Total request for reimbursement</i>	\$242.10
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## PCES Activity Fund October

Beginning Balance October 01, 2016	\$17888.13
Deposits October 2016	535.45
Expenditures October 2016	389.48
Ending Balance October 31, 2016	\$18034.10

### Deposits

10/07/16	Concession (400.00), Soda (135.45)	\$535.45
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### Expenditures

10/07/16 - #1308	Cosgrove Distributors Concession Stand	\$382.13
10/24/16 - #1309	Hennepin Post Office Postage for Box Tops	\$7.35

Total Expenditures	\$389.48
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## **PCES Imprest Fund Report October 2016**

Beginning Balance October 01, 2016	\$1260.00
Balance October 31, 2016	\$1500.00
Request for reimbursement	\$0.00
Attain Maximum Balance	\$1,500.00

### **Deposits**

10/19/16	Reimbursement from September	\$240.00
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### **Expenditures**

Total Expenditures	\$0.00
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Request for reimbursement	\$0.00
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Putnam County Junior High School  
 Imprest Fund  
 October, 2016  
 Account #010-146

Beginning Balance	\$ 63.19
Replenishment Request	<u>2,736.81</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	<u>\$ 300.00</u>
Balance	\$ 2,500.00
Replenishment Request	<u>\$ 300.00</u>
Attain Maximum Balance	\$ 2,800.00

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Account #</u>	<u>Reason</u>	<u>Amount</u>
5620	10/03	Pete Heiden	10-1501-319-3	official	60.00
5621	10/03	Todd Ryan	10-1501-319-3	official	60.00
5622	10/03	ALPLF	registration fee	Walker	50.00
5623	10/05	ROE51	CPDU's	Walker	10.00
5624	10/27	Michael Urnikis	10-1501-319-3	official	60.00
5625	10/27	Joe Burgoni	10-1501-319-3	official	60.00

expenditures	300.00
Replenishment request	300.00

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Michael Olson, Principal

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Sandra A. Troglio, Secretary

Putnam County Junior High School  
PCJH Cheerleading  
October, 2016  
Account #138-258

Beginning Balance	\$	678.71
Transfers In		<u>00.00</u>
Subtotal		678.71
Less Expenditures		<u>00.00</u>
Balance		678.71

<u>Check#</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
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Michael Olson, Principal

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Sandra A. Troglio, Secretary

Putnam County Junior High School  
 PCJH Girls Athletic Fund  
 October, 2016  
 Account #010-707

Beginning Balance	\$ 10,957.82
Transfers In	<u>00.00</u>
Subtotal	10,957.82
Less Expenditures	<u>838.28</u>
Balance	10,119.54

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
683	10/11	Rick Michael	official reimburse from 010-146	60.00
684	10/11	Joe Burgoni	official reimburse from 010-146	60.00
685	10/13	Hennepin Food	Lady Puma Classic	718.28

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 Michael Olson, Principal

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 Sandra A. Troglio, Secretary

Putnam County Junior High School  
Puma Crew  
October, 2016  
Account #010-561

Beginning Balance	\$1,234.32
Transfers In	<u>610.00</u>
Subtotal	1,844.32
Less Expenditures	<u>1,124.54</u>
Balance	\$719.78

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
632	10/19	Cosgrove Distributors	Concessions	\$1,124.54

Mike Olson, Principal

Cortny Hannon, Advisor

Putnam County Junior High School  
 PCJH Staff Soda  
 October, 2016  
 Account #010-650

Beginning Balance		\$ 6,330.94
Transfers In		<u>00.00</u>
Subtotal		6,330.94
Less Expenditures		<u>408.61</u>
Balance		5,922.33

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1450	10/03	N/C Bank	Character counts	57.99
1451	10/13	Starved Rock Rding	reimburse from 010-146	60.00
1452	10/19	Water Store	water	25.41
1453	10/20	Jimmy Johns	P/T conferences	102.50
1454	10/28	Kaddywampus	incentive lunch	114.75
1455	10/31	N/C Bank	P/T conferences	47.96

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Michael Olson, Principal

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Sandra A. Troglgio, Secretary

Putnam County Junior High School  
 Student Council  
 October, 2016  
 Account #138-096

Beginning Balance	\$ 968.88
Transfers In	<u>\$ 00.00</u>
Subtotal	\$ 968.88
Less Expenditures	<u>\$ 00.00</u>
Balance	\$ 968.88

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
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Mike Olson, Principal

Kristin Erickson, Sponsor

Putnam County Junior High School  
 PCJH Activity Fund  
 October, 2016

<u>Account name &amp; #</u>	<u>Beginning Bal</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Ending Bal.</u>
PCJH Cheerleading 138-258	\$ 678.71	00.00	00.00	\$ 678.71
PCJH Girls Athletic 010-707	10,957.82	00.00	838.28	10,119.54
PCJH Puma Crew 010-561	1,234.32	610.00	1,124.54	719.78
Staff Soda 010-650	6,330.94	00.00	408.61	5,922.33
PCJH Student Council 138-096	968.88	00.00	00.00	968.88

\_\_\_\_\_  
 Michael Olson, Principal

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 Sandra A. Troglio, Secretary

**Putnam County High School**  
**General Ledger Report**  
**Financial Report**  
**October Report**

<b>From Date:</b>	10/1/2016
<b>To Date:</b>	10/31/2016

<b>From Acct:</b>	100
<b>To Account:</b>	602

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000100	Office	\$12,207.74	\$778.50	(\$838.75)	\$0.00	\$12,147.49	\$0.00	\$12,147.49
000102	Office Adjustment	\$0.03	\$0.00	\$0.00	\$0.00	\$0.03	\$0.00	\$0.03
000105	Adult Education	\$37.48	\$0.00	\$0.00	\$0.00	\$37.48	\$0.00	\$37.48
000110	Condolence	\$848.64	\$0.00	\$0.00	\$0.00	\$848.64	\$0.00	\$848.64
000120	Baseball	\$2,159.71	\$0.00	\$0.00	\$0.00	\$2,159.71	\$0.00	\$2,159.71
000125	Girl's Softball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000130	PC Enterprises	\$968.24	\$0.00	\$0.00	\$0.00	\$968.24	\$0.00	\$968.24
000135	Golf	\$481.62	\$0.00	(\$188.00)	\$0.00	\$293.62	\$0.00	\$293.62
000137	Girls Golf	\$153.69	\$0.00	\$0.00	\$0.00	\$153.69	\$0.00	\$153.69
000140	Scholastic Bowl	\$413.63	\$0.00	\$0.00	\$0.00	\$413.63	\$0.00	\$413.63
000150	Interact Club	\$3,102.46	\$348.00	(\$91.94)	\$0.00	\$3,358.52	\$0.00	\$3,358.52
000155	Art	\$719.27	\$115.00	\$0.00	\$0.00	\$834.27	\$0.00	\$834.27
000200	Athletic	\$32.48	\$0.00	\$0.00	\$0.00	\$32.48	\$0.00	\$32.48
000210	Cable Club	\$1,514.67	\$0.00	\$0.00	\$0.00	\$1,514.67	\$0.00	\$1,514.67
000220	Track	\$4,723.15	\$0.00	\$0.00	\$0.00	\$4,723.15	\$0.00	\$4,723.15
000300	Journalism	\$6,063.75	\$65.00	(\$5,271.00)	\$0.00	\$857.75	\$0.00	\$857.75
000310	Oldies Club	\$106.17	\$0.00	\$0.00	\$0.00	\$106.17	\$0.00	\$106.17
000320	Girl's Basketball	\$2,617.86	\$802.00	\$0.00	\$0.00	\$3,419.86	\$0.00	\$3,419.86
000325	Boy's Basketball	\$3,080.65	\$0.00	\$0.00	\$0.00	\$3,080.65	\$0.00	\$3,080.65
000330	Student Council	\$4,226.83	\$0.00	(\$156.54)	\$0.00	\$4,070.29	\$0.00	\$4,070.29
000340	N.H.S.	\$123.91	\$325.00	(\$331.04)	\$0.00	\$117.87	\$0.00	\$117.87
000345	Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000350	Landscaping	\$277.42	\$3.41	\$0.00	\$0.00	\$280.83	\$0.00	\$280.83
000360	FFA	\$537.55	\$200.00	\$0.00	\$0.00	\$737.55	\$0.00	\$737.55
000365	Greenhouse Project	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
000370	Cheerleading	\$1,550.44	\$2,323.23	(\$792.61)	\$0.00	\$3,081.06	\$0.00	\$3,081.06
000380	Panteras	\$2,277.75	\$0.00	\$0.00	\$0.00	\$2,277.75	\$0.00	\$2,277.75
000390	Media Club	\$1,343.91	\$0.00	(\$142.19)	\$0.00	\$1,201.72	\$0.00	\$1,201.72
000395	Computer Club	\$333.40	\$0.00	\$0.00	\$0.00	\$333.40	\$0.00	\$333.40
000400	Tournament Athletics	\$10,158.61	\$2,685.00	(\$3,702.25)	\$0.00	\$9,141.36	\$0.00	\$9,141.36
000405	PC Alumni Educational Fu	\$3,934.12	\$0.00	\$0.00	\$0.00	\$3,934.12	\$0.00	\$3,934.12
000410	Thespians	\$886.17	\$639.50	(\$500.17)	\$0.00	\$1,025.50	\$0.00	\$1,025.50
000420	Science Club	\$263.20	\$0.00	\$0.00	\$0.00	\$263.20	\$0.00	\$263.20
000425	Wrestling	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$5.00
000430	Music (Band)	\$594.30	\$1,758.36	(\$1,875.00)	\$0.00	\$477.66	\$0.00	\$477.66

**Putnam County High School  
General Ledger Report  
Financial Report  
October Report**

<b>From Date:</b>	10/1/2016
<b>To Date:</b>	10/31/2016

<b>From Acct:</b>	100
<b>To Account:</b>	602

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	Work Bal.
000440	Music (Chorus)	\$22.19	\$0.00	\$0.00	\$0.00	\$22.19	\$0.00	\$22.19
000500	Class of 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000510	Message Board	\$55.84	\$0.00	\$0.00	\$0.00	\$55.84	\$0.00	\$55.84
000515	ITP Class	\$27.81	\$0.00	\$0.00	\$0.00	\$27.81	\$0.00	\$27.81
000520	Class of 2014	\$1,488.44	\$0.00	\$0.00	\$0.00	\$1,488.44	\$0.00	\$1,488.44
000530	Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000540	Volleyball	\$1,731.74	\$1,416.09	\$0.00	\$0.00	\$3,147.83	\$0.00	\$3,147.83
000545	Class of 2017	\$3,875.58	\$0.00	\$0.00	\$0.00	\$3,875.58	\$0.00	\$3,875.58
000550	Class of 2009	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000560	Class of 2010	(\$0.03)	\$0.00	\$0.00	\$0.00	(\$0.03)	\$0.00	(\$0.03)
000570	Class of 2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000580	Class of 2011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000590	Class of 2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000595	Class of 2018	\$627.60	\$0.00	\$0.00	\$0.00	\$627.60	\$0.00	\$627.60
000600	Class of 2019	\$688.99	\$1,001.20	(\$819.34)	\$0.00	\$870.85	\$0.00	\$870.85
000602	Class of 2020	\$0.00	\$624.26	(\$326.05)	\$0.00	\$298.21	\$0.00	\$298.21
<b>Group Total</b>		\$74,562.01	\$13,084.55	(\$15,034.88)	\$0.00	\$72,611.68	\$0.00	\$72,611.68
<b>Activity Accounts Grand Total</b>		\$74,562.01	\$13,084.55	(\$15,034.88)	\$0.00	\$72,611.68	\$0.00	\$72,611.68

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Principal: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**IMPREST REPORT**  
**PUTNAM COUNTY HIGH SCHOOL**  
**Oct-16**  
**Clayton Theisinger, Principal**

<b>Balance September 30, 2016</b>	<b>\$ 2,630.73</b>
<b>Replenishment Requested</b>	<b>\$ 3,369.27</b>
<b>Maximun Balance</b>	<b>\$ 6,000.00</b>
<b>Balance as of October 31, 2016</b>	<b>\$ 2,725.16</b>
<b>Replenishment Total for October</b>	<b>\$ 3,274.84</b>

**Expense Breakdown**

Peoria High School	10-1501-3640-2	Cross Country Invite	\$200.00
<b>ILMEA</b>	10-1115-640-1	Music Festival	\$40.00
<b>John Dreisbech</b>	10-1501-319-2	Baseball Umpire	\$60.00
<b>Rich Fulkerson</b>	10-1501-319-2	Baseball Umpire	\$60.00
<b>LEASE</b>	10-1113-335-2	Conference	\$60.00
<b>Deb Lane</b>	10-1501-319-2	Volleyball Official	\$90.00
<b>Shawn Lewis</b>	10-1501-319-2	Volleyball Official	\$90.00
<b>HyVee</b>	10-2320-410-1	Para Meeting Breakfast	\$90.22
<b>RockFalls High School</b>	10-1501-640-2	Girls Golf Sectional	\$170.00
<b>Rock River Golf Course</b>	10-1501-640-2	Girls Golf Practice round	\$96.00
<b>Westminster Christian School</b>	10-1501-640-2	Boys Golf Sectional	\$230.00
<b>Randall Oak Golf Club</b>	10-1501-640-2	Boys Golf Practice Round	\$174.00
<b>Dunlap High School</b>	10-1501-640-2	Pantera Competition Reg	\$70.00
<b>Hononegah High School</b>	10-1501-640-2	Pantera Competition Reg	\$70.00
<b>Mendota High School</b>	10-1501-640-2	Ryder Cup Golf Meet	\$185.00
<b>Prairie Vista Golf Course</b>	10-1501-640-2	Boys State Golf Practice Round	\$150.00
<b>Chance Blumhorst</b>	10-1501-319-2	JV Volleyball Tourn Official	\$180.00
<b>Bill Twardowski</b>	10-1501-319-2	JV Volleyball Tourn Official	\$180.00
<b>Deb Lane</b>	10-1501-319-2	Volleyball Official	\$90.00
<b>Sarah Hoffert</b>	10-1501-319-2	Volleyball Official	\$90.00
<b>Bureau Valley High School</b>	10-1501-640-2	Cross Country Invite	\$140.00
<b>Holli Rapp</b>	10-1501-319-2	Volleyball Official	\$65.00
<b>Bill Twardowski</b>	10-1501-319-2	Volleyball Official	\$65.00
<b>Morton High School</b>	10-1113-332-2	Drivers Ed Conference	\$55.00
<b>Molitor Fields</b>	10-1501-410-2	Athletic Field Consultation	\$300.00
<b>USPO</b>	10-2410-341-1	Certified Mailings	\$22.02
<b>Peoria High School</b>	10-1501-640-2	Cheerleading Competition Fee	\$100.00
<b>Farmington High School</b>	10-1501-640-2	Cheerleading Competition Fee	\$100.00
<b>Granville National bank</b>	10-2410-410-2	checks	\$52.60

SUPERINTENDENT IMPREST  
OCTOBER 2016

REPLENISHMENT REQUEST SEPTEMBER	\$ 162.19
BANK BALANCE	\$2000.00
BANK BALANCE - CURRENT	\$1875.00
REPLENISHMENT AMOUNT REQUESTED	\$125.00
BANK BALANCE	\$2000.00
# 3034 – Sec of State     20-2542-320-1 (Truck License renewal)	\$ 101.00
# 3035 - Sec of State - 10-2520-652-1	\$ 20.00
# 3036 – Sec of State – 10-2310-640-6	\$ 4.00
TOTAL REIMBURSEMENT	\$ 125.00

Putnam County Comm. Unit School Dist. #535  
Treasurers Report October 31, 2016

<b>PAGE 1 OF 2</b>	<b>EDUCATION</b>	<b>O/M</b>	<b>TRANSPORT</b>	<b>IMRF</b>	<b>B/I</b>	<b>W/C</b>	<b>TORT</b>	<b>L/S</b>	<b>TOTALS</b>
<b>Cash/Invest. Begin Month</b>	\$6,378,195.85	\$836,768.29	\$287,843.68	\$501,561.51	\$404,615.02	\$2,754,829.48	\$325,281.27	\$49,770.35	\$11,538,865.45
<b>Receipts</b>	\$561,726.62	\$202,014.79	\$717.91	\$618.84	\$75,667.49	\$878.39	\$1,038.25	\$214.31	\$842,876.60
<b>Disbursements</b>	\$668,951.92	\$59,134.94	\$142,565.30	\$25,661.67	\$102,046.67	\$275,291.00	\$10,614.54	\$0.00	\$1,284,266.04
<b>Cash/Invest. End Month</b>	\$6,270,970.55	\$979,648.14	\$145,996.29	\$476,518.68	\$378,235.84	\$2,480,416.87	\$315,704.98	\$49,984.66	\$11,097,476.01
<b>CASH IN BANKS</b>									
<b>Granville National Bank</b>	\$291,786.78	\$36,785.94	\$5,388.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$333,960.77
<b>First State Bank</b>	\$42,867.26	\$61,134.87	\$61,607.66	\$103,449.64	\$0.00	\$0.00	\$36,622.34	(\$106,467.15)	\$199,214.62
<b>North Central Bank</b>		\$46,368.10							\$46,368.10
<b>Total Cash in Banks</b>	\$334,654.04	\$144,288.91	\$66,995.71	\$103,449.64	\$0.00	\$0.00	\$36,622.34	(\$106,467.15)	\$579,543.49
<b>MONEY MARKET ACCTS.</b>									
<b>Granville National Bank</b>									\$0.00
<b>Rate 0.00%</b>									
<b>First State Bank</b>	\$731,488.70	\$56,613.51	\$0.00	\$95,280.09	\$139,791.19	\$55,924.20	\$90,411.31	\$15,076.01	\$1,184,585.01
<b>Rate 0.30%</b>									
<b>North Central Bank</b>	\$5,006,507.98	\$523,202.74	\$79,000.58	\$277,788.95	\$163,153.65	\$1,431,237.63	\$188,730.73	\$141,375.80	\$7,810,998.06
<b>Rate 0.30%</b>									
<b>Eureka Savings</b>	\$254,223.64								\$254,223.64
<b>Rate 0.35%</b>									
<b>INB</b>	\$3,612.49								\$3,612.49
<b>Rate 0.00%</b>									
<b>USBank</b>	\$684.25								\$684.25
<b>Total Money Market Accts.</b>	\$5,996,517.06	\$579,816.25	\$79,000.58	\$373,069.04	\$302,944.84	\$1,487,161.83	\$279,142.04	\$156,451.81	\$9,254,103.45

Putnam County Comm. Unit School Dist. #535

Treasurers Report October 31, 2016

PAGE 2 OF 2	EDUCATION	O/M	TRANSPORT	IMRF	B/I	W/C	TORT	L/S	TOTALS
<b>C/D INVESTMENTS</b>									
<b>Granville National Bank</b>									
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
<b>First State Bank</b>									
<b>34781 11/17/16 0.39%</b>						\$209,978.09			\$209,978.09
<b>35651 05/13/17 0.39%</b>						\$721,345.64			\$721,345.64
									\$0.00
									\$0.00
									\$0.00
<b>North Central Bank</b>									
<b>40685 03/05/17 0.35%</b>						\$337,222.31			\$337,222.31
									\$0.00
									\$0.00
									\$0.00
<b>Auditor Adjustments</b>									
<b>Tree Fund</b>		\$3,612.66							\$3,612.66
<b>Assets</b>	\$13,800.00								\$13,800.00
<b>Adjustments</b>									\$0.00
<b>Liabilities</b>	(\$74,000.55)	\$51,930.32					(\$59.40)		(\$22,129.63)
<b>TOTAL CASH &amp; INVESTMENTS</b>	\$6,270,970.55	\$779,648.14	\$145,996.29	\$476,518.68	\$302,944.84	\$2,755,707.87	\$315,704.98	\$49,984.66	\$11,097,476.01

CERTIFIED CORRECT

*Alex F. Rolando*

10/31/16

**Putnam County High School**  
Mr. Clayton J. Theisinger  
Principal

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**BOARD REPORT: November 2016**

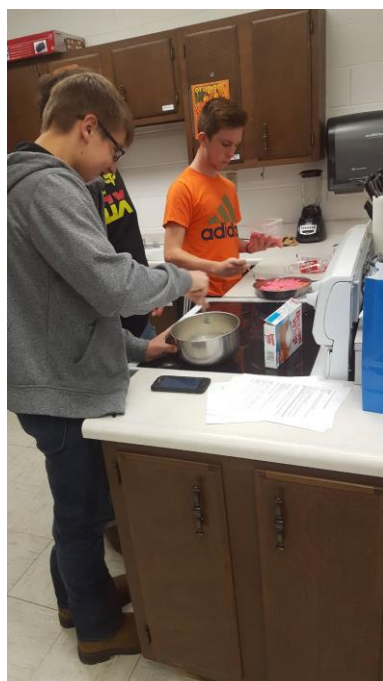
**Academics**

***Student Highlight***

Miss Alexis Dauck, a senior, is enrolled in the graphic design program through the Area Career Center [ACC]. She has taken many courses at Putnam County High School within the Fine Arts division, developing and enhancing skills in the areas of technology and graphic design. Using her learning, she recently entered the ACC logo competition where all ACC students could submit designs for the new ACC logo. Among all entries, Miss Dauck's design was selected as the best and now serves as the official logo for the ACC.

***Classroom Highlight***

Students in Mrs. Rebecca Sadler's Foods 1 course participated in an activity called "Chopped," which follows procedures similar to the Food Network show "Iron Chef." Students were provided with mystery ingredients that they had to turn into a dish to be rated on flavor, appearance, and ingredient use. Posted below are some photos from the event:



## ***Grade Tracking***

\*Included as an addendum to this report is the statistical summary of grades from Quarter 1.

## ***PSAT***

On November 2, 2016, all junior students participated in the PSAT/NMSQT as a “practice” for the SAT that will be administered in April 2017. No student at PCHS has taken the SAT, so administration of the PSAT/NMSQT serves as a method by which students can become familiar to the testing conditions and type of questions they will encounter on the SAT. Both tests are furnished by the CollegeBoard and are vertically aligned to help students, as well as teachers, identify needed areas of improvement and strengths related to college- and/or career-readiness.

In addition to serving as a practice for future assessment, the PSAT/NMSQT makes a student eligible for the National Merit Scholarship as well as a number of other scholarships and awards. This year marks the first time that all junior students will be taking the assessment. In previous years, only those students who chose to take the assessment would be given it.

## **Professional Development**

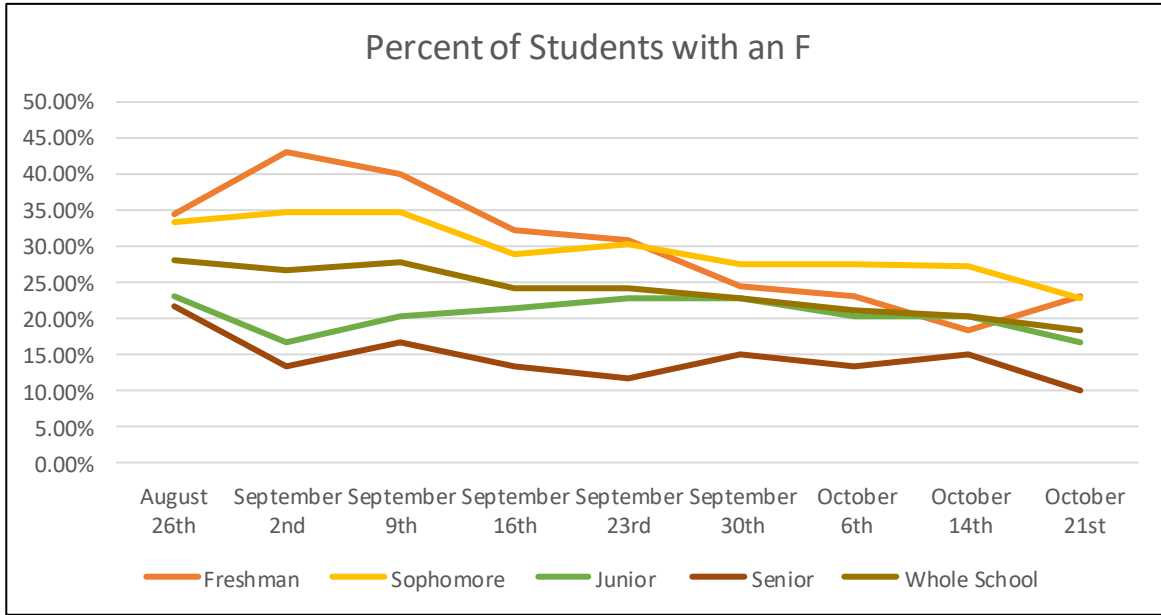
Early dismissals during the month of October focused on a comprehensive review of the Danielson Framework and how teachers can incorporate strategies to make instruction more student-led. Specifically, through collaborative teamwork, teachers identified the difference between a rating of 3 and 4 on all Domains and components within the evaluation framework. Through formal observations, informal conversations, and classroom walk-throughs, I have observed teachers increase their use of student-led strategies to make instruction an active learning process for students.

The early dismissal at the start of November included a follow-up to the September 21, 2016, professional development where teachers posed questions and concerns related to previous and future large-scale assessments at PCHS. This November development will be an opportunity to address those questions and concerns. Also, time is being dedicated for teachers to work in collaborative groups to review sample questions from the SAT and begin to familiarize themselves with the format.

## **ADDENDUM: Grade Tracking**

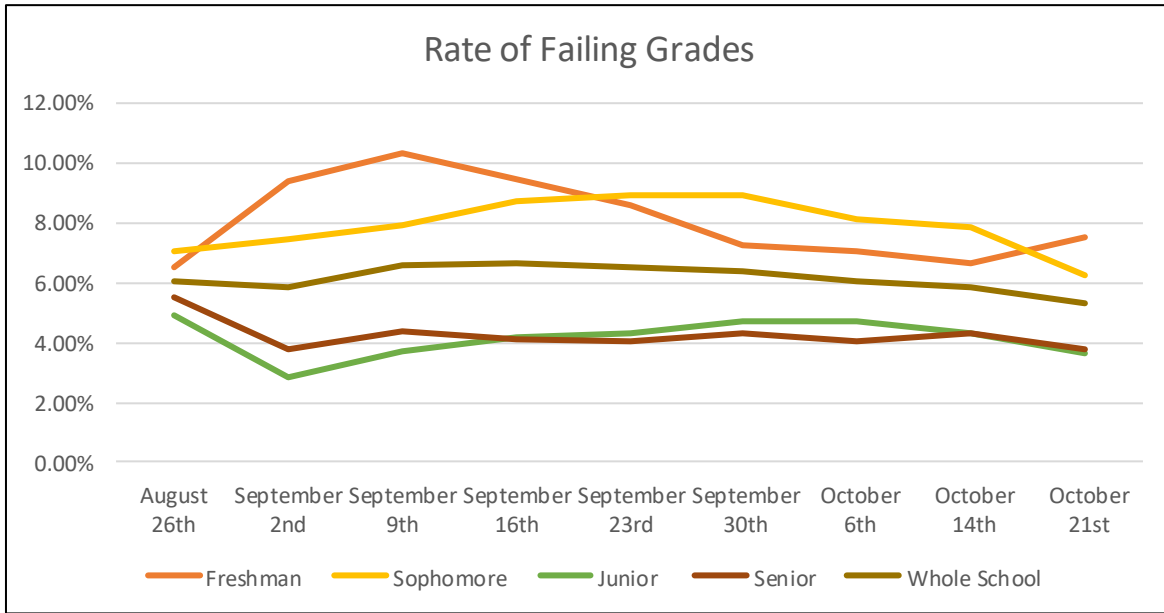
### **OVERALL ANALYSIS**

- Grades for all grade-levels have improved over the course of the quarter.
- Freshman students are in the most need of academic assistance according to both percent of students within the grade-level with at least one failure and overall percentage of failing grades.
- The freshmen-on-track formative statistic is higher than the past two years. This data paired with other provided data indicates that though more students are failing courses and at a higher rate, these courses are not core academic areas (i.e., mathematics, English, science, and social science).
- A number of students with chronic truancy have a major impact on the percentage of failures within certain grade-levels.
- From the first few weeks of the quarter to reports, the freshmen and sophomore classes demonstrated the most success in reducing the percentage of failing grades and the percent of students in the grade-level with at least one failing grade. In other words, the junior and senior classes showed more stagnancy with low percentages while the freshman and sophomore levels improved significantly over time.



Week	8/26/2016	9/2/2016	9/9/2016	9/16/2016	9/23/2016	9/30/2016	10/6/2016	10/14/2016	10/21/2016
<b>Freshman</b>	34.38%	43.08%	40.00%	32.31%	30.77%	24.62%	23.08%	18.46%	23.08%
<b>Sophomore</b>	33.33%	34.78%	34.78%	28.99%	30.43%	27.54%	27.54%	27.14%	22.86%
<b>Junior</b>	23.08%	16.67%	20.25%	21.52%	22.78%	22.78%	20.25%	20.25%	16.67%
<b>Senior</b>	21.67%	13.33%	16.67%	13.33%	11.67%	15.00%	13.33%	15.00%	10.00%
<b>Whole School</b>	28.04%	26.84%	27.84%	24.18%	24.18%	22.71%	21.25%	20.44%	18.32%

- 18.32% of all students have at least one failing grade from Quarter 1.
- There is a negative correlation between grade-level and the percent of students within the grade-level with at least one failing grade. For example, 23.08% of all freshmen received at least one failing grade while 10.00% of all seniors received at least one failing grade.
- Within the last week of the grading period, all grade-levels except for freshmen had a reduction in the percentage of students with a failing grade.
- For all grade-levels, the average percentage of students with at least one failing grade on the report card was less than the quarter's average levels. For example, on average 29.97% of freshmen students had at least one failing grade throughout the quarter, but at the end of the quarter that percentage was at 23.08%.



Week	8/26/2016	9/2/2016	9/9/2016	9/16/2016	9/23/2016	9/30/2016	10/6/2016	10/14/2016	10/21/2016
<b>Freshman</b>	6.50%	9.38%	10.34%	9.44%	8.57%	7.28%	7.07%	6.64%	7.49%
<b>Sophomore</b>	7.07%	7.42%	7.93%	8.72%	8.92%	8.92%	8.11%	7.86%	6.25%
<b>Junior</b>	4.88%	2.83%	3.69%	4.20%	4.32%	4.68%	4.68%	4.32%	3.66%
<b>Senior</b>	5.54%	3.80%	4.38%	4.10%	4.05%	4.32%	4.05%	4.32%	3.76%
<b>Whole School</b>	6.02%	5.87%	6.60%	6.68%	6.53%	6.36%	6.04%	5.82%	5.31%

- The freshmen class is the only grade-level to increase the percent of failing grades within the last week of the quarter.
- Less than 4% of all grades within the junior and senior classes were failing grades.
- If students with chronic truancy were factored out of grades for the senior class, the total percent of failing grades would be 1.9%.
- If students with chronic truancy were factored out of grades for the sophomore class, the total percent of failing grades would be 4.8%.

## GRADE-LEVEL DATA

Grades are compared based on grade-level (e.g., this year's freshmen compared to last year's freshmen)

	FRESHMAN		SOPHOMORE		JUNIOR		SENIOR	
	Q1-2016	Q1-2015	Q1-2016	Q1-2015	Q1-2016	Q1-2015	Q1-2016	Q1-2015
Total Students	65	68	70	79	78	58	60	64
Total Grades	467	471	496	557	547	418	372	399
Total Passing Grades	432	457	465	527	527	396	358	377
Passing Rate	92.51%	97.03%	93.75%	94.61%	96.34%	94.74%	96.24%	94.49%
Total Failing Grades	35	14	31	30	20	22	14	22
Failing Rate	7.49%	2.97%	6.25%	5.39%	3.66%	5.26%	3.76%	5.51%
Students with Failing Grades	15	12	16	20	13	9	6	10
Rate of Students with Failing Grades	23.08%	17.65%	22.86%	25.32%	16.67%	15.52%	10.00%	15.63%

Red indicates percentage worse than last year.

Blue indicates percentage better than last year.

## LONGITUDINAL DATA

Grades are compared across the same class from year to year (e.g., this year's sophomores compared to their freshmen performance)

	CLASS OF 2017		CLASS OF 2018		CLASS OF 2019		CLASS OF 2020	
	Q1-2016	Q1-2015	Q1-2016	Q1-2015	Q1-2016	Q1-2015	Q1-2016	Q1-2015
Total Students	60	58	78	79	70	68	65	X
Total Grades	372	418	547	557	496	471	467	X
Total Passing Grades	358	396	527	527	465	457	432	X
Passing Rate	96.24%	94.74%	96.34%	94.61%	93.75%	97.03%	92.51%	X
Total Failing Grades	14	22	20	30	31	14	35	X
Failing Rate	3.76%	5.26%	3.66%	5.39%	6.25%	2.97%	7.49%	X
Students with Failing Grades	6	9	13	20	16	12	15	X
Rate of Students with Failing Grades	10.00%	15.52%	16.67%	25.32%	22.86%	17.65%	23.08%	X

Red indicates percentage worse than last year.

Blue indicates percentage better than last year.

## FRESHMEN ON TRACK

Defined by those students with no more than 1 failure in a core course (math, English, science, and social science), as defined by ISBE\*

Quarter 1 (2014) – 92.5%

Quarter 1 (2015) – 91.38%

Quarter 1 (2016) – 95%

\*This statistic is typically calculated at the end of a school year because students must also earn at least 10 credits, but the following provides progress towards the measure.



*“Where all students will learn and succeed, and all means ALL”*

## **Putnam County Junior High School**

Michael Olson, Principal  
[olsonm@pcschoools535.org](mailto:olsonm@pcschoools535.org)

13183 N 350th Avenue  
McNabb, IL 61335

Phone-815-882-2800 opt. 3

Fax-815-882-2299

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### **Putnam County Junior High Board Report November, 21, 2016**

#### **Enrollment:**

**6th Grade: 66**

**7th Grade: 54**

**8th Grade: 58**

**Total Enrollment: 178 (No Change from October 17th)**

#### **Student Activities**

##### **Girls Basketball**

- Our Girls basketball teams are finishing up their seasons. We host the Regional and Sectional for both 7th & 8th Grades. Our 8th Grade Girls finished 2nd in the Conference Regular season and Tournament - Both teams will have winning records and have represented PCJH very well!

##### **Boys Basketball**

- Our 6th, 7th & 8th Grade teams have all started their seasons and are playing well, representing PC and improving. Good Luck

##### **Cheerleading**

- Our cheerleaders are doing a great job of school spirit at games and we have the MIGHtY PUMA mascot at all our home games.

##### **Recycling Club**

- Mrs. Dudek has started a Recycling Club that encourages, educates, and collects the recycling bins in each classroom each Friday and takes them to the recycling dumpster.

##### **Writing Club**

- Mrs. Hannon is creating a Writing Club that will meet during student's lunch/recess time. The club will offer students the chance to continue to discuss writing, practice writing, and have many more experiences in writing that will provide them another opportunity to express themselves, and become better writers.

#### Book Club

- Mrs. Ibarra is also starting a Book Club in which she will lead book discussions as they read a book together. What a great way to continue to encourage reading and discussion on good books.

#### Interact Club

- Mr. Carboni is leading the Interact Club and they are teaching leadership, and community service. They are in the process of planning to repair, and stain the Welcome sign in front of the school.

#### Student Council Food Drive

- Mrs. Erickson and the Student Council conducted a Food Drive for the PC Food Pantry- What a great school-community service project!

#### Red Ribbon Week

- In October we held Red Ribbon Week to help educate and encourage a healthy and drug free lifestyle. Each day that week, we celebrated drug free and had a dress up day each day

#### Kindness Club

- November 3rd Friendship Bench Speaker & PCJH Friendship Bench
  - We had a national speaker, from Tiny Girl Big Dreams who started the Friendship Bench project. She spoke on the importance of good character and being nice to everyone.
- Kindness Week
  - To celebrate we had Kindness Week sponsored by our Kindness Club. Each day was a different challenge to be kind to others and we also had a dress up days based on kindness and school spirit.

#### Student Newspaper

- Mrs. Carboni has brought back the **PUMA NEWS**, the PCJH student newspaper. The newspaper has published their 1st issue and it is all student created and organized. It is a great way for students to be involved in school activities, use their communication skills, and keep our students informed of our school events and news.

#### Student of the Month

August/September- 6th Grade Ryan Migliorini, 7th Grade-Ferdese Zulbeari , 8th Grade--Abby Thompson

October-6th Gracie Ciucci, 7th- James Baele, 8th- Thomas Gallup

### **Parent Teacher Conferences**

- Parent-Teacher Conferences were held October 20th & 21st
- Our PT Conferences are scheduled in a Come and Go format. Although I did send letters requesting attendance of any student who had an F for their 1st Quarter report card. Through attendance at Parent Teacher Conference, phone calls, separate conferences, or emails- we have made 100% contact with all parents of our students that teachers felt there was a need to address any issue. Some discussions were for behavior concerns, academic concerns, or to tell of improvements.

### **Veteran's Day**

- Friday, November 11th we held our annual Honoring of Veterans with our Veteran's Day Assembly. We had 18 Veterans join to honor and celebrate all Veterans. Steve Malavolti spoke to our school and encouraged each student to honor all Veterans and encouraged them to always live by a high standard of service commitment, and citizenship. Our Band and Chorus performed song that honored all Veterans. It was a great day to show the character of PC students.

### **Science Fair**

- Mrs. Dudek has begun to prepare her students for the Science Fair held in the Spring. The Science fair is a great way for students who enjoy Science to use their Science skills and Scientific Method to create a Science project. PCJH always does very well through the hard work of Mrs., Dudek and the students involved. The projects that go onto Regionals in the Spring will be presented to the Board.

### **1st Quarter Academic Achievement**

- Honor Roll & High Honor Roll
  - Attached are the lists for Honor Roll and High High Honor Roll. I am pleased at how many students we have that have achieved academic success in the 1st Quarter.
- Students with Fs
  - I have attached the number of students with Fs for the 1st Quarter. You can see that we had 15 students with at least 1 F on their report card and a total of 22 Fs out of a possible 890 grades. While these numbers are low, we are always looking to see what we can do help our students improve. I have made contact with every parent whose child had at least 1 F. Many attended P-T Conferences, and we have met as a team on each child to help come up with supports for their success.

### **Professional Development**

- Mrs. Erickson and Mrs. Zielinski attended workshops on Special Education and Autism at the LEASE Office. Their information will help individualize the

education for our students and we have already implemented some practices for some of our students who need extra support they brought back from their training.

- Mrs. Dudek and Mr. Slingsby attended the ROE Science Assessment workshop
- Mrs. Hannon, Mrs. Ibarra, and Mrs. Lenkaitis attended a Book Club Workshop where they met authors of books and discussed ways to promote reading and new books.
- Mrs. Dudek and Mr. McManus attended the ROE STEM workshop to focus on bringing new information back in the area of Math and Science to help incorporate more STEM into the curriculum

### **Winter Bench Marking**

- We are set to conduct our Winter Benchmarking in MAP & AIMSWEB December 6th & 7th as we assess our growth. I will share the results when completed and will compare to the Fall.

### **Evaluations**

- I have completed all the first round on observations for all non tenured teachers and are in the process of meeting with each teacher to discuss their evaluations and find ways to support them in their efforts to become better teachers.
- Mr. Carlson and I still have to schedule my formal observation for my evaluation.

### **Curriculum**

- **I have started a school improvement committee with a representation of teachers across the curriculum. The goal of the committee is to examine our student data, identify areas of weaknesses, look for ways to improve, and help with the implementation.**
- **Our first task is we are continuing to look at our curriculum in each content area and look at the standards to make sure all curriculums are being aligned to the standards- Science and Social Studies are in the process of aligning to new standards.**
- **Math is also looking at the new updated Math standards and areas of focus ISBE has put in their Math Live Binders.**
- **We want to look at all student data and not one point or test score to obtain an overall view of our students' success.**
  
- **We are also going to look at our student data:**
  - **MAP Scores**
  - **PARCC Scores**
  - **AIMSWEB data**
  - **Formal and Summative assessments in classrooms**
  - **Our goal is to examine a variety of student data and try and identify low areas, areas of weakness, or areas we need to improve.**

- We will then examine ways to ensure our instruction and curriculum are meeting the standards for our students.
- The goal of PCJH is to have an all around curriculum that provides multiple opportunities for enrichment, a high achieving curriculum, and success.

-The goal is to have a rigorous curriculum that is challenging, engaging, and preparing our students for success. I believe that if that happens our students will continue to be prepared and succeed and our data- test scores, assessments will increase.

● **1st Quarter Honor Roll & High Honor Roll**

**6th Grade Honor Roll**  
**16/66=22%**

**6th Grade High Honor Roll**  
**35/66=53%**

**7th Grade Honor Roll**  
**11/54%**

**7th Grade High Honor Roll**  
**18/54%**

**8th Grade Honor Roll**  
**14/58=24%**

**8th Grade High Honor Roll**  
**20/58=34%**

PCJH		
Students with Failing Grades		
1st Quarter		
<b>6th Grade</b>	<b>7th Grade</b>	<b>8th Grade</b>
4 Students with 1 F	7 Students with 1 F	
1 Student with 3 Fs	2 students with 2 Fs	1 Student with 2 Fs
5 students with Fs=6%	1 students with 3 Fs	1 student with Fs=1%
7 Fs total	10 students with Fs=18%	2 Fs total
	14 Fs total	
School wide 15 students with Fs=8%	5 Students with possible retention	
Total number of Fs school wide=22/890 total grade=2%		

Each student with an F had a requested meeting with the parents, student, and teachers to discuss ways to help each child be successful, and put them in effect.

Current Number of Students with Fs

6th=3 7th=5 8th=1

**PCJH Pictures:  
Students of the Month**



**August/September Winners**

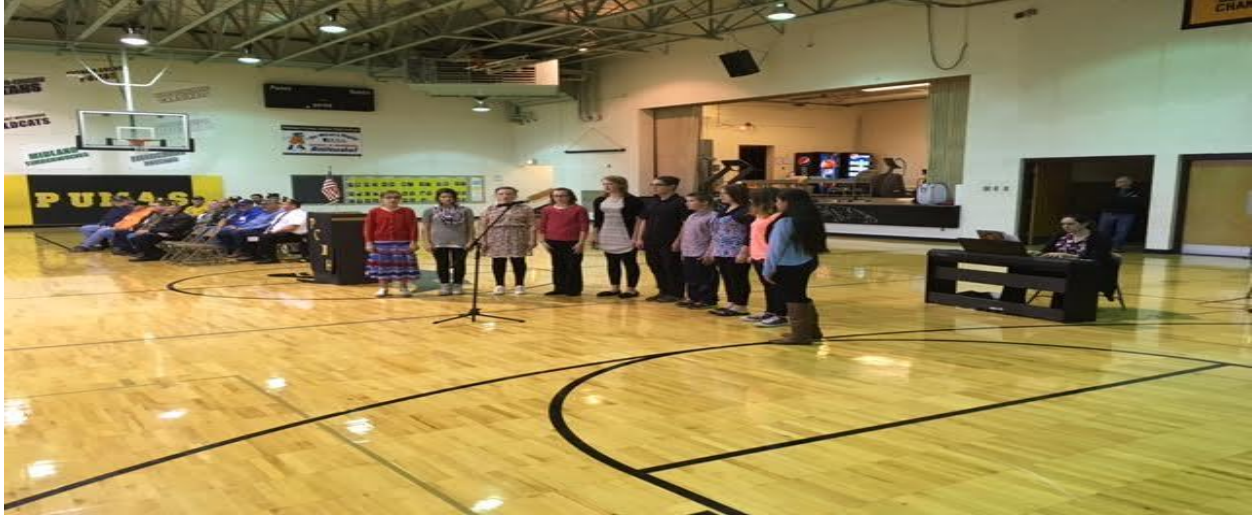
- 6th Ryan Migliorini, 7th -Ferdese Zulbeari , 8th--Abby Thompson



**October Winners**

-6th Gracie Ciucci, 7th- James Baele, 8th- Thomas Gallup

**Veterans Day Assembly-PCJH Chorus**



8th Girls LTC 2nd Place



### **Current Enrollment**

3rd Grade = 54 students, with class sizes of 18, 18, and 18 students.

4th Grade = 69 students, with class sizes of 23, 23, and 23 students.

5th Grade = 59 students, with class sizes of 19, 20, and 20 students.

### **Parent-Teacher Conferences**

Parent-Teacher conferences were a huge success at PCES. All but two families have had a face-to-face or phone conference with their child's teacher. The teachers are actively trying to schedule conferences with the remaining two families. PCES teachers continue to see the importance of communication with parents and set open communication as a priority.

### **Fire Prevention Week**

PCES raised awareness about fire safety during fire prevention week. Student participated in a fire drill with the fire department followed by a brief assembly with local fire fighters. Students were able to observe a fireman up close with all of his gear. The fire department also presented students with a challenge to draw their home with escape routes. These drawing were then submitted to the to the fire department who chose one winner from each grade level. Winners who won a ride to school in the fire truck were Zachary H. (3rd), Triston W. (4th), and Megan W. (5th). Runners-up Alex R. (3rd), Jake M. (4th), Nathan H. and Madison B. (5th) were awarded a gift certificate for Casey's pizza. Thank you to the Hennepin FD for their time and generosity!

### **IPA Conference**

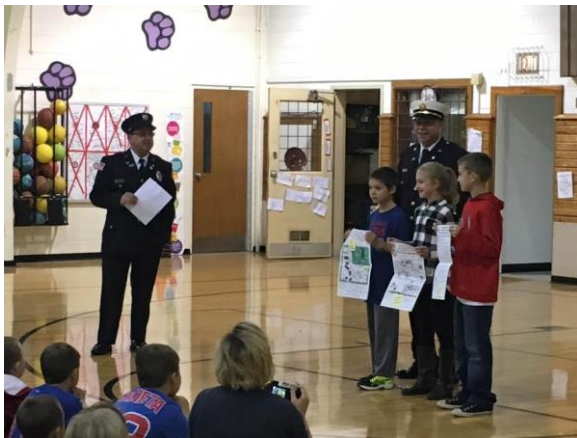
I attended the annual IPA Conference in Springfield. The breakout sessions I attended focused on SB100 and restorative practices, and ESSA. I enjoyed conversating with vendors and gathering contact information for various programs, particularly science and STEM information. This conference also allowed time for networking and collaboration with fellow administrators.

### **3rd Grade Students Receive Dictionaries**

PC Rotary members and Mr. Carlson had the pleasure of handing out dictionaries to each of our 3<sup>rd</sup> grade students. Mr. Carlson lead the 3<sup>rd</sup> graders in a word competition using their new dictionaries. The cafeteria was filled with excitement when students raced to see who could find lead words, words, and definitions the quickest! Thank you Putnam County Rotary for your generous donation of dictionaries! They will definitely be put to good use!

### **Veteran's Day Assembly**





### 3rd Grade Dictionaries



### Veterans Day



# November Board Report

PRINCIPAL: RONDA CROSS

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## **PCPS Enrollment:**

PreK - 79 (Early Intervention Student: Jan.)      K - 43      1<sup>st</sup>- 58      2<sup>nd</sup>- 48

## **CALENDAR EVENTS:**

- Nov. 21<sup>st</sup>      Trimester Assembly and Grade Level Awards
- Nov. 22<sup>nd</sup>      Kindergarten Feast

## **Parent-Teacher Conferences:**

We have concluded our first set of parent-teacher conferences for the year. We have dedicated teachers that have truly worked to accommodate our families, some even rescheduling 2, 3, and 4 times. About 11 conferences had to be completed via phone, but only one conference remains to be scheduled. That teacher and I will be working on a different plan so that the strengths and next steps to learning can be discussed.

## **New Evaluation Process:**

I have officially started the evaluation process and have 6 teachers completed now. There continues to be the increased time devoted to the new system, but value in the discussions can also be clearly seen. I have had one more issue with Evaluwise not saving some of my work, but I have worked around that bug and know when it happens. I will also be working with their tech support in the near future to resolve the issue.

## ***“Superhero” of the Week At PCPS!***

**Richie Glenn- Caring (Mrs. Downey)**

**Kami Nauman-Trustworthiness (Mrs. Alleman)**

**Hanna Heiberger- Respect (Mrs. Downey)**

**Jacob Brown-Caring (Mrs. Alleman)**

## **Principal Art Pics of the Month:**

This month students did tempera paints with pumpkins and ghosts. Students recognized this month were: **Chloe Parcher, Fernando Pompa, Hanna Heiberger, Bailee Vice, Kennedy Worbly and Porter Oliver**

## New Technology:

We have Osmos!! Wondering what those are? An Osmo is a unique gaming accessory for the iPad that comes with learning games that allow our students to code a little monster and design with tangrams. Osmo Coding uses hands-on physical blocks to control Awbie, a playful monster who loves delicious strawberries. Each block is a coding command that directs Awbie on a wondrous tree-shaking, strawberry-munching adventure. With the tangram set, students arrange wooden puzzle pieces to match on-screen shapes, animals, objects, humans and more. Students play with a friend when they are at this center in the Media Center three days a week. We were fortunate enough to acquire these two items through the vision of Mrs. Schorn and funding from Mr. Carlson. Thank you! It is so exciting as an administrator to see the students light-up and work hard to achieve a goal when they are at an Osmo!

In addition, 2<sup>nd</sup> grade has their new tablet centers up and running. One of their first projects was led by Mrs. Bell (and the 2<sup>nd</sup> grade team) on how to create a book on a device. All three classes joined in on the learning in the music room and whole group instruction was used to implement the new concept in phases over a two-day period. From what I observed...students could hardly contain their excitement over the opportunity! I am looking forward to their next steps!



## Trimester Report Cards:

On Friday, November 18<sup>th</sup> our students PreK-5<sup>th</sup> will take their trimester report cards home. We made this alteration to the report card schedule for some very important reasons. These reasons were communicated to our parents several times after the new school year got underway.

We carefully made this decision after doing the research. Many schools across the state and nation are moving to trimesters. This is being done for several reasons and reasons we think are good for students and families.

1.) Student testing has increased with state, local and unit testing. We do not wish to over test our

students in Putnam County. We want to test just enough to provide you feedback on your child's progress in the academic, social, and behavioral areas and to give the teacher feedback on instructional practices and strategies so adjustments can be made. Quarters typically gave us about 45 instructional days and trimesters will give us 60 instructional days.

2.) PreK and Kindergarten are already on trimesters in order to align to their assessment systems. We also have our AIMSweb Plus benchmarking system that assesses students to help us place them in different tiers for our Response to Intervention half hour block each day.

2.) The beginning of the year has a significant component of review at the primary level. Trimesters allow us to do review **and** hit new content before report cards are distributed to families.

3.) Students have additional time to develop a skill before the report cards are issued. Many times the quarter system rushed skills at the younger level too much and we were reporting before the student had sufficient time to develop the skill.

4.) We have the calendar aligned so that there is an even schedule to reporting and meeting with our parents. We will have trimester progress reports too. These will be derived from a student's current level of performance (No additional testing). Parents did/will receive trimester progress reports on: October 14, January 13 and March 31. Parent/teacher conferences will be right after progress reports in October and they will receive trimester report cards on: November 18, February 17 and the last day of school. This will be a total of 6 snapshots of the student's progress throughout the year. (Previously, we did four report cards and no progress reports).

5.) And finally, research is showing that when utilizing a systematic and aligned system to testing, the standards and reporting to families, trimesters are the most developmentally appropriate method.

### **Veteran's Day Assembly:**

What a beautiful assembly we had at PCPS! Ms. Hulstrom had the students well prepared with the Star Spangled Banner at the 2<sup>nd</sup> grade level and another song, "Thank you, Soldier" from K-2<sup>nd</sup> grade. Mr. Jacob Frund was our keynote speaker and teachers had students prepare just enough "thank you cards/gifts" for all of our veterans that attended. It was a very special time.



## Family Reading Night with Cookie Mouse:

Our Family Reading Night was very well attended again this year. The theme was the Laura Numeroff books....”If you Give a Mouse a Cookie”, being the most popular. Teachers and staff volunteered to put on student/parent activities that ranged from art, to math, to reading. We also had 7 Rotarians volunteer to help in rooms, with refreshments and at the front door. This year we extended an invitation to the PC public library system to also share their information with our families. A student helper, Cassie Copeland also braved the VERY warm Cookie Mouse costume and had pictures with the students...she was a natural!! From the evidence below, I think you will agree, students had a very nice time!



And a Happy Halloween was had by all...



## November Board Report

Janet Lund

Director of Special Education

Special Education EE codes and percentages: As of our report, 11/16/2016, our totals were:

01-54

02-38

03-17

Our current percent of students in the 01 EE category is 50%

PAES Presentation to Rotary: On November 10, Wendy Louis and I presented our PAES program to the Rotary.

Transition Tuesdays- Our high school special ed teachers have started a new program called transition Tuesdays. They are working with the Illinois Valley Transition committee to invite agencies to the school to speak about various services that can serve our students post high school. Our first presentations were Oct 25. Some of the agencies

present were Gateway, Horizon House and IVCC. Our next tentative date for presentations is Nov 29.

Thanksgiving Feast at Junior High-(Nov 17) Our self-contained life skills classroom at the junior high used their cooking skills to prepare and serve a Thanksgiving meal to the staff.

Preschool Conference- On Oct 24, our preschool special education teacher, along with Ms. Mignone and myself attended the preschool conference at the LEASE office. Streater teachers presented to the group on some of the centers/ co teaching strategies they are doing in their program. We are planning a visit to observe Streater's program on November 28.

Upcoming Events:

Special Education Legal Conference- Dec 2(LEASE)



## State Funding Update 11/21/16

The state still owes in the following categories

Special Education	\$105,541.24
Transportation	\$108,397.08
Early Childhood	Have not received any funding for this year
<u>Illinois Free Lunch</u>	<u>\$ 204.47</u>
	\$214,142.79



**Putnam County Community Unit School District #535**  
**Carl Carlson, Superintendent**  
**400 E. Silverspoon Avenue**  
**Granville, IL 61326**  
**Phone 815/882-2800, option 5**  
**Fax 815/882-2802**

Date: 11/14/2016

The CD bid in the amount of \$210,114.97 with a term of 12 months has been awarded to: First State Bank.

The following summarizes each bank's submitted CD APY:

First State Bank 0.45

Granville National Bank 0.30

North Central Bank 0.25

Signature: 

## Transportation Report November 17, 2016

As superintendent, I met with Jason Johannes, Irene Parola, and Teri Parola from Johannes Bus on Wednesday, November 16<sup>th</sup> at 8:30 AM in the district office conference room. This meeting took place prior to our regularly scheduled administrative team meeting. Transportation is on the agenda every month for our administrative meetings.

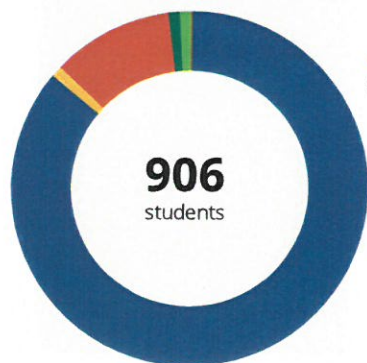
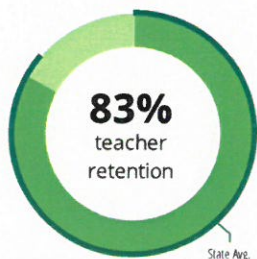
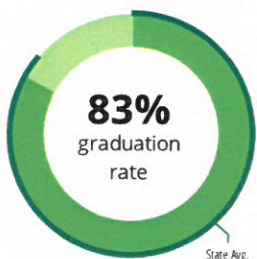
- As superintendent of schools, we discussed the communication issues we have been experiencing. I was able to speak on behalf of the schools and they spoke on behalf of the bus company. Overall, it was a good discussion and resolutions were made as needed.
- Overall, bus behavior reports and issues have quieted down quite a bit. Each school is still reminding students of proper bus behavior and expectations. The high school even has the bus rules as one of the scrolling screens on the TV's in the Commons.
- I have not received any phone calls since last month concerning any bus issues.
- The administrative team and Johannes Bus Company have agreed to a newly drafted bus disciplinary referral form. The new form places certain misbehaviors into three different tiers that also outlines the consequences and steps for rehabilitative services as required under SB 100.
- Our administrative team and Johannes Bus Company will continue to monitor student behavior on the buses. It is agreed that open and constant communication is key.
- I will keep the board members updated as we move forward.
- Lastly, Irene Parola, Ronda Cross and I continue to review bus routes in the attempt to see if we can adjust some routes with preschool students and our regular bus routes. This is a complex analysis that will take some additional time to examine all the details prior to enacting on any changes to current routes. Initially, it appears there could be a substantial savings if everything works out. At this point, any savings is substantial!!

# PUTNAM COUNTY CUSD 535

400 E SILVERSPoon AVE GRANVILLE, IL 61326 9697 (815) 882-2800

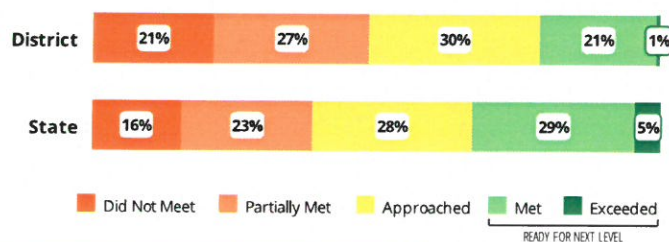
Grades: P-12  
Superintendent: Carl Carlson

## FAST FACTS



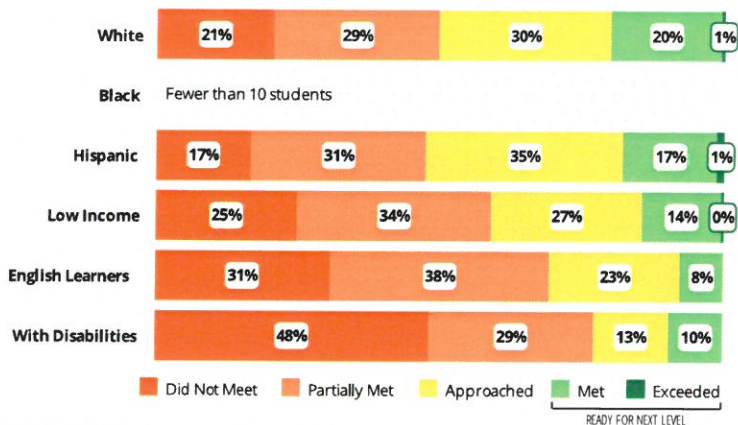
## Academic Success

All Illinois students in grades 3-8 take the PARCC assessment each year. High school students take the PARCC in specific Math or English Language Arts (ELA) courses.



## Success by Student Group

This display shows PARCC performance levels for each student group. No data is shown for groups with fewer than 10 students.



## Student Characteristics

White	86%	Low Income	35%
Black	1%	English Learners	2%
Hispanic	11%	With Disabilities	17%
Asian	1%	Homeless	1%
American Indian	0%		
Two or More Races	1%		
Pacific Islander	0%		

## District Finance

**Instructional Spending per Pupil** includes only the activities directly dealing with the teaching of students or the interaction between teachers and students.



**Operational Spending per Pupil** includes all costs for overall operations in this district, including Instructional Spending, but excluding summer school, adult education, capital expenditures, and long-term debt payments.



## College Readiness

### Ready for College Coursework

Students who meet or exceed ACT college readiness benchmarks



### Postsecondary Enrollment

Students who enroll at colleges and universities



### Postsecondary Remediation (lower is better)

Students enrolled in Illinois community colleges who require remedial coursework





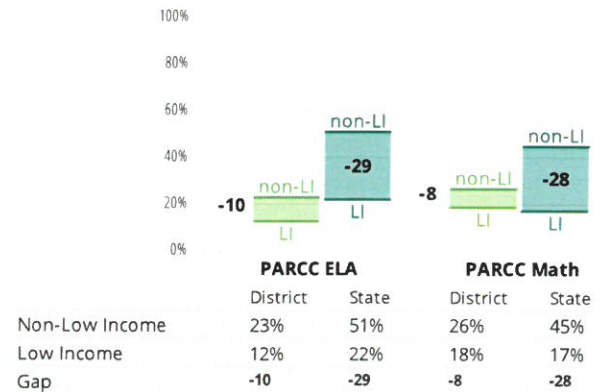
# PUTNAM COUNTY CUSD 535

## Schools in District

School Name	Grades	% Ready for Next Level	School Name	Grades	% Ready for Next Level
PUTNAM COUNTY HIGH SCHOOL	9-12	2.2%	PUTNAM CO PRIMARY SCH	P-2	-
PUTNAM COUNTY JR HIGH SCHOOL	6-8	9%	PUTNAM COUNTY ELEM SCHOOL	3-5	40.3%

## Achievement Gap

Achievement gaps display the differences in academic performance between student groups. The display below shows the gap in readiness for the next level between low income (LI) students and non-low income (non-LI) students on the PARCC assessment for both English Language Arts (ELA) and Math.



## Educator Measures

This district has had an average of **2 principal(s)** at the same school over the past 6 years. District wide in the last three years, an average of **83% of teachers** return to the same school each year.

## Student Attendance and Mobility

### Attendance Rate

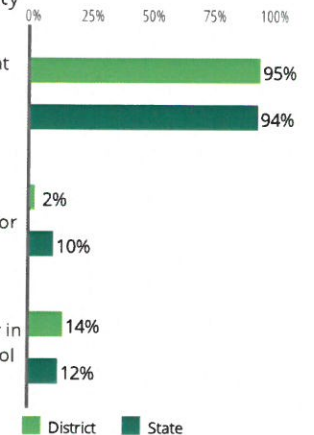
Rate at which students are present at school, not including excused or unexcused absences

### Chronic Truancy Rate

Percentage of students who have been absent without valid reasons for 5% or more of regular school days

### Student Mobility

Percentage of students who transfer in or out of the school during the school year, not including graduates



## FOR MORE INFORMATION

Visit [IllinoisReportCard.com](http://IllinoisReportCard.com) to see additional details about each item of information for this school. There you will find charts spanning multiple years, detailed explanations, resources, more of the school's programs and activities, and powerful tools that let you dig deeper into data.

Most of this data has been collected by ISBE from school districts through data systems. Some information, such as the School Highlights, is entered directly by principals and can be updated throughout the year.

Recommendation to Approve the Resolution to Transfer Funds from Debt Services back to Working Cash.

As superintendent, I recommend the approval for the resolution to transfer funds from debt services to working cash in the amount of \$75,291.

#### Rationale

The resolution requesting the amount of \$75,291 to be transferred back to working cash from debt services is based on the recommendation from Kevin Wills from First Midstate. Based on the meeting I had with Kevin Wills, the district would have no financial gain in paying back the entire bond amount early. The bond that was levied is not a callable bond. The contracted payment schedule was approved and requires the school district to pay back the total amount outlined including the five years' worth of interest. For the next four years, the levy in the other two counties will be collected and go toward completing the overall payment. In December, I will make a recommendation to approve a resolution outlining the fact that Putnam County will abate the levy amount during this cycle each year. Also, Kevin and I discussed investing the amount collected and sitting in debt services to try and capture as much interest on that principal as possible over the next four years. This will be a work in progress.

#### District Goal

Maintain strong fiscal responsibility in the Putnam County School District.

# Update Memo

# PRESS

## Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1226, or Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219.

### Instructions

You are encouraged to share this **PRESS** Update Memo with all board members and appropriate staff.

Please follow these three easy steps to log in to **PRESS**:

1. Go to [www.iasb.com](http://www.iasb.com) and click on **MY ACCOUNT**.
2. Log in using your email address and password:
  - If you do not know your password, or do not have a password, do not create a new account; use the *forgot password* link.
  - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
  - If you continue to have difficulty, please contact [lcala@iasb.com](mailto:lcala@iasb.com).
3. Under **My Account Links**, click on **PRESS Login**.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online** — Committee Worksheets and the updated **Policy Reference Manual** pages. The Committee Worksheets show suggested changes to **PRESS** material by striking out deleted words and underscoring new words. The updated **Policy Reference Manual** pages contain all of the material in this **PRESS** issue; you can use them to update your district manuals. See the description in **PRESS Issue 93 Bundles (topic descriptions)** for a new, alternate way of reviewing this issue by major categories of revision.

### Contents

- Instructions**, p. 1
- PRESS Terminology**, p. 1
- PRESS Issue 93 Bundles (topic descriptions)**, p. 2
- Progress Report**, p. 7
- Revisions to Policies, Administrative Procedures, and Exhibits, (numerical table)**, p. 9
- Next Issue: Veto-Session Update**

### PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS Policy Reference Manual (PRM)** is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedures manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work and staff work.

**Policy.** The board develops policy with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policy, often after more than one consideration.

**After adoption by the board, each policy should have an adoption date.**

**Administrative Procedures.** Administrative procedures developed by the Superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the Board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

**It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.**

**Exhibits.** Both Board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative

procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

**Board exhibits, always labeled with an “E” only, are those that provide guidance for board work and should be dated for implementation by the Board.**

**Administrative procedures exhibits, always labeled with the “AP, E” format, do not require formal board adoption.**

## PRESS Issue 93 Bundles

The Illinois General Assembly, Congress, and regulatory agencies created a perfect storm of necessary updates to the IASB Policy Reference Manual (PRM). The amount of material in **PRESS** Issue 93 is unprecedented topping out at 142. The largest issue we authored until Issue 93 included 80 materials. To make the information more manageable for our subscribers, we have put materials into 13 **Bundles**.

Each bundle summarizes the global reasons for changes to all materials that are listed. Specific details about how each piece of material changed, including changes for other reasons, e.g., **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc. are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 9.

Please spend time reviewing the online Committee Worksheets, available behind the **PRESS** Login under a link titled: **PRESS** Committee Worksheets. They provide comment boxes further describing some of the changes, detailed explanations in the footnotes, and other added explanations by the **PRESS** Editors. We hope you find these Committee Worksheets easier to use. Please let us know what you think.

## Every Student Succeeds Act (ESSA)

On December 10, 2015, President Obama signed the 440 page long Every Student Succeeds Act (ESSA), repealing the No Child Left Behind Act of 2001 (NCLB). ESSA, like NCLB, is an amendatory act that does not stand alone but is under the umbrella of the Elementary and Secondary Education Act of 1965 (ESEA). ESSA reauthorizes its umbrella statute ESEA and amends other related federal statutes, e.g., the McKinney-Vento Homeless Assistance Act, Protection of Pupil Rights Act, and the Boy Scouts of America Act, etc.

For greater accuracy, instead of citing only the underlying statute with text that says “ESSA requires ...,” we updated **PRESS** materials by citing the umbrella ESEA followed by the appropriate underlying statute stating, “ESEA, as amended by ESSA, requires ...”.

The NCLB to ESSA transition will take time and patience as **PRESS** materials move through required updates. While ESSA was effective 12-10-15, the 2016-17 school year is really a year of transition from NCLB to ESSA. The transitional year is necessary not only to allow states to shift gears, but also for states to meet the new requirements. For example, the new ESEA §6311 (20 U.S.C. §6311) requires states to submit plans to the U.S. Dept. of Education (DOE) by March 2017. Corresponding federal and State regulations will need to be updated. Guidance from the DOE and Ill. State Board of Education (ISBE) will need to be issued, along with many other implementation pieces. We are

now often in a situation where NCLB federal regulations still exist and have not been updated to align with ESEA as amended by ESSA with no *notice of proposed rulemakings (NPRM) pending yet*. **PRESS** Editors will continue to cite NCLB federal regulations, if appropriate, and note the discrepancy in a f/n, e.g. “NCLB underlying these regulations has been repealed; amendments to regulations are highly likely within the next year.”

At this time, the DOE has released NPRMs to update federal regulations in the following areas:

1. Title I — Accountability, State Plans, and Data Reporting (34 C.F.R. Parts 200, 299);
2. Title I, Part A — Improving the Academic Achievement of the Disadvantaged — Academic Assessments (34 C.F.R. Part 200); and
3. Title I, Part B — Innovative Assessment Demonstration Authority (34 C.F.R. Part 200).

Updates for many other corresponding federal regulations have not yet been proposed, and no updates of any corresponding State regulations have been proposed at the time of this publication.

ESSA amendments and implementation will be a long process and **PRESS** materials will likely need to be updated multiple times; however, we will do our best to minimize the need for continual policy updates by making general references whenever possible.

The following **PRESS** materials are updated:

- 1:20-AP, Checklist for Handling Intergovernmental Agreement Requests
- 4:110, Transportation
- 4:170, Safety
- 4:170-AP5, Unsafe School Choice Option
- 5:190, Teacher Qualifications
- 5:190-AP, ~~Plan to Ensure That All Teachers Who Teach Core Academic Subjects Are *Highly Qualified*~~ **DELETED**
- 5:190-E1, Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications
- 5:190-E2, Notice to Parents When their Child Is Assigned To or Has Been Taught for a Least Four Straight Weeks By a Teacher Who is ~~Not *Highly Qualified*~~ Does Not Meet Applicable State Certification/Licensure Requirements **RENAMED**
- 5:190-E3, Letter to Teacher Who is ~~Not *Highly Qualified*~~ Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment **RENAMED**
- 5:280, Educational Support Personnel — Duties and Qualifications
- 6:15, School Accountability
- 6:140, Education of Homeless Children
- 6:140-AP, Education of Homeless Children
- 6:145, Migrant Students
- 6:160, English Learners
- 6:170, Title I Programs

- 6:170-AP1, Checklist for Development, Implementation, and Maintenance of Parental and Family Engagement Involvement Compacts for Title I Programs **RENAMED**
- 6:170-AP1, E1, District-Level Parental and Family Engagement Involvement Compact **RENAMED**
- 6:170-AP1, E2, School-Level Parental and Family Engagement Involvement Compact **RENAMED**
- 6:170-AP2, Notice to Parents Required by ~~No Child Left Behind Act of 2001~~ Elementary and Secondary Education Act, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act **RENAMED**
- 6:170-AP2, E1, District Annual Report Card Required by Every Student Succeeds Act (ESSA) **NEW**
- 7:15, Student and Family Privacy Rights
- 7:30, Student Assignment and Intra-District Transfer
- 7:50, School Admissions and Student Transfers To and From Non-District Schools
- 7:340-AP1, School Student Records
- 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records
- 7:340-AP1, E3, Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information **RENAMED**
- 7:340-AP1, E4, Frequently Asked Questions Regarding Military Recruiters Access to Students and Student Information
- 8:95-AP, Parental Involvement

## Expenses

The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, prohibits expense reimbursements for entertainment expenses. It also requires school boards to regulate expenses for travel, meal, and lodging expenses for their officers and employees by:

1. Adopting a resolution or an ordinance to regulate expenses;
2. Listing the types of official business that are permitted for expense reimbursements;
3. Requiring the use of a standardized form for expense reimbursements; and
4. Setting a maximum allowable expense reimbursement amount.

The new law does not recognize that the School Code already prohibited board member compensation (105 ILCS 5/10-14) and controlled expense advancements (105 ILCS 5/10-22.32). This was a challenge to create policy language that logistically works with both the new law and the existing School Code provisions. Please spend time in the footnotes and online **PRESS** Committee Worksheets to digest how these laws operate together. Also note that while

many materials in this bundle are **REWRITTEN**, much of the text from the former versions of these materials is still present, it was just rearranged or relocated.

The following **PRESS** materials are updated:

- 2:125, Board Member Compensation; Expenses **RENAMED and REWRITTEN**
- 2:125-E1, Board Member Travel Expense Reimbursement Form Voucher **RENAMED and REWRITTEN**
- 2:125-E2, Board Member Estimated Expense Approval Form **RENAMED and REWRITTEN**
- 2:125-E3, Resolution to Regulate Expense Reimbursements **NEW**
- 2:220-E4, Open Meeting Minutes
- 4:55, Use of Credit and Procurement Cards
- 4:80-AP, Checklist for Internal Controls
- 5:60, Expenses **REWRITTEN**
- 5:60-AP, Expenses **DELETED**
- 5:60-E1, Employee Expense Reimbursement Form Voucher **RENAMED and REWRITTEN**
- 5:60-E2, Employee Estimated Expense Approval Form **NEW**

## Open Meetings Act (OMA)

Two public acts affect OMA are:

1. 5 ILCS 120/2.06(c)(1), amended by P.A. 99-646, carved out a requirement that certain *disclosable* payments to Ill. Municipal Retirement Fund (IMRF) employees be discussed during open session.
2. 5 ILCS 120/2.06(e), amended by P.A. 99-515, added a new purpose for releasing verbatim recordings. Materials discuss (a) the concerns about what *in the presence of* means, and (b) other good governance implementation considerations. Recall the story behind *LeFever v. Marshall* as you review these materials. Mr. LeFever traveled to Springfield to give oral testimony at the Illinois House of Representatives' Judicial-Civil Committee as this bill traveled through the General Assembly. While many legislators questioned why OMA needed these amendments (it already provided rights to public officials to listen to verbatim recordings) legislators found LeFever's situation proof that not all

public bodies in Illinois were conducting themselves as they should. Now these rights are clarified with more regulation and less local control.

Other various citation changes and other continuous improvement amendments were made. The following **PRESS** materials are updated:

- 2:200, Types of School Board Meetings
- 2:200-AP, Types of School Board Meetings
- 2:220, School Board Meeting Procedure
- 2:220-E1, Board Treatment of Closed Meeting Verbatim Recordings and Minutes **RENAMED**
- 2:220-E2 Motion to Adjourn to Closed Meeting
- 2:220-E5, Semi-Annual Review of Closed Meeting Minutes
- 2:220-E6, Log of Closed Meeting Minutes
- 2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings
- 2:220-E8, School Board Records Maintenance Requirements and FAQs **NEW**

## Freedom of Information Act (FOIA) | Personal Information Protection Act (PIPA)

Four public acts affect FOIA and PIPA are:

1. 5 ILCS 140/, amended by P.A. 99-147, revised the definition of *public record* under the Local Records Act;
2. 815 ILCS 530/, amended by P.A. 99-503, eff. 1-1-17, amended portions of the Personal Information Protection Act;
3. 5 ILCS 140/11, amended by P.A. 99-586, eff. 1-1-17, addresses FOIA penalties; and
4. 105 ILCS 5/22-82, added by P.A. 99-590, requires certain assessment information to be made publicly available.

One public act that did not affect **PRESS** materials directly was P.A. 99-478. It amended FOIA, clarifying that all *severance agreements* should be available for public inspection.

Previously, FOIA only referred to *settlement agreements*. This does not affect any **PRESS** materials, so discuss the implications of this new amendment with your board attorney.

The following **PRESS** materials are updated:

- 2:250, Access to District Public Records
- 2:250-AP1, Access to and Copying of District Public Records
- 2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules
- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 6:340, Student Testing and Assessment Program

## Residency

These materials are updated to align with amendments to residency challenge policy and procedures under 105 ILCS 5/10-20.12b, amended by P.A. 99-670, eff. 1-1-17. The bulk of these updates landed in 7:60-AP1, *Challenging a Student's Residence Status*, and they included the following changes:

1. A district's notice of nonresidency must detail the specific reasons why the school board believes that the student is a nonresident.
2. A district's notice of residency hearing must notify the person requesting the hearing that any written evidence and testimony or witnesses not disclosed at least three calendar days prior to the hearing are barred at the hearing, unless the district consents.
3. Requirements that a district must, at least three calendar days prior to the hearing, disclose to the person requesting the hearing:
  - a. All written evidence and testimony that it may submit during the hearing, and
  - b. A list of witnesses the district may call to testify during the hearing.
4. Within five calendar days of its decision, a board must send a copy of its decision by certified mail, return receipt requested, to the person who enrolled the student.
5. A board's decision must inform the person who enrolled the student that:
  - a. Within five calendar days after receipt of the board's decision, he or she may petition the regional superintendent of schools to review it; and
  - b. The student may continue attending the district's schools pending the regional superintendent's review of the board's decision, if requested.
6. The person challenging the board's decision must include the basis for the request and send it via certified mail, return receipt requested, to the regional superintendent and the school district's superintendent.

7. Within five calendar days after receiving a petition challenging the board's decision, a board must deliver any written evidence and testimony submitted by the parties during the hearing to the regional superintendent, along with any minutes, transcript, or verbatim record of the hearing.
8. Within ten calendar days after receiving residency hearing materials from the district, regional superintendents must issue written decisions determining if clear and convincing evidence exists showing that the student is a resident of the district and eligible to attend the district's schools on a tuition-free basis.

In this bundle, non-resident is changed to nonresident for consistency with the School Code. The following **PRESS** materials are updated:

- 7:60, Residence
- 7:60-AP1, Challenging a Student's Residence Status
- 7:60-AP2, Establishing Student Residency
- 7:60-AP2, E1, Letter of Residence from Landlord in Lieu of Lease
- 7:60-AP2, E2, Letter of Residence to be Used When the Person Seeking to Enroll a Student Is Living with a District Resident
- 7:60-AP2, E3, Evidence of Non-Parent's Custody, Control, and Responsibility of a Student

## Speech Rights of Student Journalists Act

This Act, 105 ILCS 80/1, added by P.A. 99-678, significantly watered down school officials' rights to exercise *Hazelwood restrictions* with high school students in Illinois. The new law does not authorize or protect expression by a student journalist that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law; or
4. So incites students as to create a clear and present danger of the commission of an unlawful act, the

violation of policies of the school district, or material and substantial disruption of the orderly operation of the school.

The following **PRESS** materials are updated:

- 7:310, Restrictions on Publications; Elementary Schools **RENAMED**
- 7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications
- 7:315, Restrictions on Publications; High Schools **NEW**

## Employment and Licensure Disqualifications

P.A. 99-667 amended criminal history records check requirements under 105 ILCS 5/10-21.9, 5/21B-5, and 5/21B-80. Conviction of certain drug offenses no longer permanently disqualifies a contractor's employee from having direct, daily contact with students, disqualifies an individual for educator licensure, or results in permanent license suspension/revocation. Instead, conviction of certain drug offenses will only disqualify an individual until seven years following the end of the individual's sentence for the criminal offense. See 5:30-AP2, *Investigations*, for a list of these offenses.

The following **PRESS** materials are updated:

- 4:60, Purchases and Contracts
- 4:60-AP1, Purchases
- 4:60-AP3, Criminal History Records Check of Contractor Employees
- 4:175, Convicted Child Sex Offender; ~~Criminal Background Check and/or Screening~~; Notifications **RENAMED**
- 4:175-AP1, Criminal Offender Notification Laws; Screening
- 5:30, Hiring Process and Criteria
- 5:30-AP2, Investigations
- 5:260, Student Teachers

## Employee Leaves

Multiple State legislative amendments and federal regulatory amendments changed laws that apply to leave for employees.

1. The Child Bereavement Leave Act, 820 ILCS 154/, added by P.A. 99-703, requires employers to grant unpaid child bereavement leave. The law's applicability depends upon whether the district is an employer as defined under the federal Family Medical Leave Act (FMLA).
2. The Employee Sick Leave Act, 820 ILCS 1919/, added by P.A. 99-841, eff. 1-1-17, allows employees to take sick leave to care for certain defined family members.

3. The Victims' Economic Security and Safety Act, 820 ILCS 180/, amended by P.A. 99-765, eff. 1-1-17, changed the number of employees required to trigger the law from 15 to one. It also graduates the amount of leave available during any 12-month period based upon the number of employees working for an employer.

The following **PRESS** materials are updated:

- 5:185, Family and Medical Leave
- 5:250, Leaves of Absence
- 5:250-AP, School Visitation Leave
- 5:330, Sick Days, Vacation, Holidays, and Leaves

## Right to Privacy in the Workplace Act

This law has been amended again. 820 ILCS 55/10(b), amended by P.A. 99-610, eff. 1-1-17, clarifies that employers may not ask employees or applicants for employment for their social media passwords.

The following **PRESS** materials are updated:

- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:125, Personal Technology and Social Media; Usage and Conduct

## Final *Smart Snacks* Rules | Wellness | School Lunch & *Breakfast After the Bell* Programs

Updates to these materials are in response to the issuance of the final *Smart Snacks* regulations and 105 ILCS 126/16, added by P.A. 99-850, eff. 1-1-17, which created *Breakfast After the Bell*. Please spend time in the footnotes and Committee Worksheets to further digest the changes to this bundle.

The following **PRESS** materials are updated:

- 4:130, Free and Reduced-Price Food Services
- 6:50, School Wellness

## Concussion Oversight Team and Protocols Materials

This bundle addresses:

1. Full implementation of the Youth Sports Concussion Safety Act, which had its compliance deadline delayed until the 2016-2017 school year by P.A. 99-486; and
2. Incorporation of 105 ILCS 25/1.20, added by P.A. 99-831, which requires all Illinois High School Association (IHSA) member districts that have

certified athletic trainers to require these individuals to complete and submit a monthly report on student-athletes who have sustained a concussion.

The following **PRESS** materials are updated:

- 7:305, Student Athlete Concussions and Head Injuries
- 7:305-AP, Student Athlete Concussions and Head Injuries

## SB 100 Clean-up

The following **PRESS** materials are updated in response to the September 15, 2016 effective date of SB 100:

1. 2:120, Board Member Development
2. 7:190, Student Behavior – *remember to remove previous policy 7:190*

## Numerical Ordered Miscellaneous Legislative Changes | Other Necessary Changes

The following **PRESS** materials are updated due to miscellaneous legislative and/or clean-up changes, which are detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 9.

Please spend time reviewing the Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors.

The following **PRESS** materials are included in this catch-all bundle:

- 2:30, School District Elections
- 3:40, Superintendent
- 3:50, Administrative Personnel Other Than the Superintendent
- 4:10, Fiscal and Business Management

- 4:80, Accounting and Audits
- 4:150, Facility Management and Building Programs
- 5:100, Staff Development Program
- 6:60, Curriculum Content
- 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students
- 7:70, Attendance and Truancy
- 7:250, Student Support Services
- 7:260, Exemption from Physical Activity Education **RENAMED**
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:340, Student Records
- 8:30, Visitors to and Conduct on School Property
- 8:70, Accommodating Individuals with Disabilities
- 8:100, Relations with Other Organizations and Agencies

## Progress Report – The contents of this table frequently change.

Topics	Our Response
<p><b>P.A. 99-503 Personal Information Protection Act; Data Security</b> PA 99-503, eff. 1-1-17 imposes new requirements upon government agencies and local government regarding identity protection.</p>	<p>We will assess the law and if necessary, update 4:15, <i>Identity Protection</i> in the next <b>PRESS</b> Issue 94.</p>
<p><b>Postsecondary and Workforce Readiness Act</b> This law requires state agencies to adopt and publicize model postsecondary and career expectations for students in grades 8-12 that specify knowledge that students should have by the end of each grade level. It requires the model expectations to address certain areas listed in the law. It also creates a high school graduation pilot program.</p>	<p>We will respond after these agencies publicize a model expectations plan and the pilot programs are completed, with likely updates to policy 6:300, <i>Graduation Requirements</i> and its corresponding materials.</p>
<p><b>HB 6299 – School Code, Educational Support Personnel – Amendatory Veto 8-19-16</b></p>	<p>If the Ill. General Assembly overrides the veto, we will amend <b>PRESS</b> issues accordingly.</p>
<p><b>Fair Labor Standards Act (FLSA) Rules</b> The effective date of the final rule is 12-1-16. The initial increases to the standard salary level (from \$455 to \$913 per week) and highly compensated employees total annual compensation requirement (from \$100,000 to \$134,004 per year) will be effective on that date. Future automatic updates to those thresholds will occur every three years, beginning on 1-1-20.</p>	<p>No <b>PRESS</b> materials are directly affected by this rule. Many attorneys recommend reviewing salaries for exempt and non-exempt employees now. Consult your board attorney about this issue. Other helpful information is available at: <a href="http://www.dol.gov/WHD/overtime/final2016/">www.dol.gov/WHD/overtime/final2016/</a>.</p>
<p><b>Grant Accountability and Transparency Act (GATA)(30 ILCS 708/)</b> GATA, enacted 7-16-14, is “intended to increase the accountability and transparency in the use of grant funds, from whatever source, and to reduce administrative burdens on both State agencies and grantees by adopting federal guidance and regulations applicable to such grant funds; specifically, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) codified at 2 CFR 200.” 30 ILCS 708/5(b).  GATA is administered by the Governor’s Office of Management and Budget (GOMB) via its Grant Accountability and Transparency Unit (GATU), which worked with the Illinois Single Audit Commission and volunteers from state agencies and grantees to develop administrative rules. GATA administrative rules at 44 Ill.Admin.Code Part 7000 became effective 7-24-15. State agencies, including ISBE, are now implementing GATA requirements for the fiscal year 2017 grant cycle. See <a href="http://isbe.net/gata/">isbe.net/gata/</a>.  To prequalify for ISBE grants, grantees must access the GATA website at <a href="http://www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx">www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx</a> and complete four pre-award requirements:</p> <ol style="list-style-type: none"> <li>1. Grantee Registration</li> <li>2. Grantee Pre-qualification</li> <li>3. Fiscal and Administrative Risk Assessment (Internal Controls Questionnaire)</li> <li>4. Programmatic Risk Assessment</li> </ol> <p>The <i>Fiscal and Administrative Risk Assessment</i> inquires whether grantees have written policies and procedures that guide program delivery on various topics, including but not limited to: quality assurance; staff performance management; conflict of interest statements; safeguarding funds, property, and other assets; and management of grant term extensions.</p>	<p>We posted at <a href="http://www.iasb.com">www.iasb.com</a> a list of <b>PRESS</b> materials responsive to the policy and procedure inquiries of the <i>Fiscal and Administrative Risk Assessment</i>, and we notified members via email of its posting.</p>

## Progress Report – *continued*

Topics	Our Response
<p><b>Website Accessibility Complaints and Lawsuits</b></p> <p>Because school districts are subject to Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Sec. 794, and its implementing regulations, they have obligations to make their websites accessible. Rulemaking processes have been moving slowly since 2010. However, the Dept. of Justice (DOJ) issued a <i>Statement Regarding Rulemaking on Accessibility of Web Information and Services of State and Local Government Entities</i> on 4-29-16 (see <a href="http://www.ada.gov/regs2016/sanprm_statement.html">www.ada.gov/regs2016/sanprm_statement.html</a>). In addition, the DOJ issued a Supplemental Advance Notice of Proposed Rulemaking (SANPRM) titled <i>Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities</i> (see <a href="http://www.gpo.gov/fdsys/pkg/FR-2016-05-09/pdf/2016-10464.pdf">www.gpo.gov/fdsys/pkg/FR-2016-05-09/pdf/2016-10464.pdf</a>). In it, 123 questions are posed and <b>public comment period ended on 8-8-16</b>.</p> <p>The SANPRM discusses the likelihood that <i>Web Content Accessibility Guidelines (WCAG) 2.0 Level AA Standards</i> (<a href="http://www.w3.org/TR/WCAG20/">www.w3.org/TR/WCAG20/</a>) will be the standard for web content and that school districts will have two years after final adoption to comply.</p> <p>Despite the lack of final regulations on the matter, the U.S. Dept. of Education’s Office for Civil Rights (OCR) has reportedly opened over 300 recent nationwide complaint investigations into whether educational agencies’ websites are accessible to individuals with disabilities. In addition, there appears to be an uptick of complaints filed with OCR (and federal courts) by disability advocates that allege educational agencies are discriminating against people with visual impairments by failing to take active steps to make websites, cloud-based applications, documents, and printed materials accessible to people with disabilities.</p>	<p>If your district receives a complaint, contact your board attorney.</p> <p>We will monitor the current rulemaking efforts and will provide necessary updates to <b>PRESS</b> materials.</p> <p>To prepare for the likelihood of future regulations, and to avoid complaints of violations, your district may wish to consult with appropriate experts to begin evaluating the accessibility of its web content and improving it as appropriate. A great place to start is here: <a href="https://www.w3.org/WAI/WCAG20/quickref/">https://www.w3.org/WAI/WCAG20/quickref/</a>.</p>

## Revisions to Policies, Administrative Procedures and Exhibits

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
1:20-AP, Checklist for Handling Intergovernmental Agreement Requests	The procedure is unchanged. A footnote is updated to delete reference to NCLB, repealed by passage of ESSA.	<input type="checkbox"/>
2:30, School District Elections	The policy is unchanged. Footnotes are updated to delete reference to past public acts and add reference to P.A. 99-522, eff. 1-1-17, which included several minor Election Code updates.	<input type="checkbox"/>
2:120, Board Member Development	The policy and footnotes are updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 99-456 (SB 100), with a new optional subhead, <b>Professional Development; Adverse Consequences of School Exclusion; Student Behavior</b> . Footnotes are updated to delete references to past dates.	<input type="checkbox"/>
2:125, Board Member <u>Compensation</u> ; Expenses	<b>RENAMED and REWRITTEN.</b> The policy implements the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. The new law prohibits reimbursements for entertainment expenses and requires school districts to regulate expenses and pass a resolution regulating how travel, meal, and lodging expenses are reimbursed for officers and employees.  Policy text is amended to inform the general public that school board members are volunteers and serve without compensation to help remedy a common misconception that school board members are paid. The rest of the policy outlines the logistics of implementing the new law. For example, the board regulates expenses through policy and adopts a resolution as required by the law to set a <i>maximum allowable amount</i> (MARA).	<input type="checkbox"/>
2:125-E1, Board Member <del>Travel</del> Expense <u>Reimbursement Form</u> <del>Voucher</del>	<b>RENAMED and REWRITTEN.</b> The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, requires a standardized form for expense reimbursements.	<input type="checkbox"/>
2:125-E2, Board Member <del>Travel</del> <u>Estimated Expense Approval</u> <del>Form</del> <u>Purchase Order</u>	<b>RENAMED and REWRITTEN.</b> The exhibit is reworked with the goal to make the School Code's long-standing allowance of expense advancements (105 ILCS 5/10-22.32) play nicely, so to speak, with the new requirements for estimated expenses in the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. As discussed directly above, a standardized form is required.	<input type="checkbox"/>
2:125-E3, Resolution to Regulate Expense Reimbursements	<b>NEW.</b> A resolution is required by The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.	<input type="checkbox"/>
2:200, Types of School Board Meetings	The policy is updated to reflect new language in the Open Meetings Act (OMA) removing <i>disclosable payments</i> to Ill. Municipal Retirement Fund (IMRF) employees from the exception in 5 ILCS 120/2(c)(1), amended by P.A. 99-646. Footnotes are updated with relevant Attorney General's Public Access Counselor Binding Opinions (PAOs).	<input type="checkbox"/>
2:200-AP, Types of School Board Meetings	The procedure is updated to delete dated information and update the correct number of days within which a board must post its regular meeting minutes. A few years ago, the law changed twice from seven (7) days to ten in a short amount of time.	<input type="checkbox"/>
2:220, School Board Meeting Procedure	The policy and footnotes are updated. We amended the text in the <b>Minutes</b> and <b>Verbatim Record of Closed Meetings</b> subheads to reflect 5 ILCS 120/2.06(e), amended by P.A. 99-515. Corresponding footnotes discuss: (a) concerns about the law's language <i>in the presence of</i> , and (b) other good governance implementation considerations.	<input type="checkbox"/>
2:220-E1, Board Treatment of Closed Meeting Verbatim Recordings and Minutes	<b>RENAMED.</b> The exhibit and its footnotes are updated to reflect 5 ILCS 120/2.06(e), amended by P.A. 99-515. Footnotes address the logistics of implementing this law.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures and Exhibits – *continued*

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
2:220-E2, Motion to Adjourn to Closed Meeting	The exhibit is updated to reflect new language regarding the Ill. Municipal Retirement Fund (IMRF) <i>disclosable payments</i> carve-out from the Open Meetings Act exception at 5 ILCS 120/2(c)(1), amended by P.A. 99-646.	<input type="checkbox"/>
2:220-E4, Open Meeting Minutes	The exhibit is updated in response to the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. The <b>Approval of Items on Consent Agenda</b> includes an explanation that board member and employee expenses may be included in a consent agenda.	<input type="checkbox"/>
2:220-E5, Semi-Annual Review of Closed Meeting Minutes	The exhibit is updated for logistical purposes in response to 5 ILCS 120/2.06(e), amended by P.A. 99-515. A fourth task for the board or recording secretary is added to address the implementation logistics of logging board members' access to closed meeting minutes discussed in 2:220-E3, <i>Closed Meeting Minutes</i> , above.	<input type="checkbox"/>
2:220-E6, Log of Closed Meeting Minutes	The exhibit is updated to reflect new language regarding the Ill. Municipal Retirement Fund (IMRF) <i>disclosable payments</i> carve-out from the Open Meetings Act exception at 5 ILCS 120/2(c)(1), amended by P.A. 99-646.	<input type="checkbox"/>
2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings	<b>NEW.</b> The exhibit provides sample implementation logistics for 5 ILCS 120/2.06(e), amended by P.A. 99-515.	<input type="checkbox"/>
2:220-E8, School Board Records Maintenance Requirements and FAQs	<b>NEW.</b> The new exhibit summarizes school board records maintenance requirements under OMA and the Local Records Act. It also contains a chart depicting answers to frequently asked questions regarding the approval, review, public release and destruction of minutes and verbatim recordings of both open and closed board meetings.	<input type="checkbox"/>
2:250, Access to District Public Records	The policy is unchanged. Footnotes are updated to reflect: <ol style="list-style-type: none"> <li>1. Freedom of Information Act (FOIA) penalties in 5 ILCS 140/11(i) and (j), amended by P.A. 99-586, eff. 1-1-17, and</li> <li>2. Relevant Attorney General's Public Access Counselor Binding Opinions (PAOs).</li> </ol>	<input type="checkbox"/>
2:250-AP1, Access to and Copying of District Public Records	The procedure is unchanged. Non-substantive updates to fix legal citations and reflect P.A. 99-586, eff. 1-1-17 (FOIA penalties).	<input type="checkbox"/>
2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules	The administrative procedure is updated to incorporate: <ol style="list-style-type: none"> <li>1. A revised definition of <i>public record</i> under the Local Records Act, as amended by P.A. 99-147,</li> <li>2. Amendments to the Personal Information Protection Act made by P.A. 99-503, eff. 1-1-17, and</li> <li>3. Deleted links to two statutes that were repealed by P.A. 99-147 in the <b>Links to Web-based Records Management Resources</b> subhead.</li> </ol>	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	The exhibit is updated to add a row addressing assessment information that must be made available to parents and/or guardians through school districts' websites or handouts pursuant to 105 ILCS 5/22-82(b), added by P.A. 99-590. Several citations are also amended.	<input type="checkbox"/>
3:40, Superintendent	The policy is unchanged. Footnotes reflect 105 ILCS 5/10-21.4, amended by P.A. 99-846, which was amended to allow certain qualifying districts to appoint a chief executive officer to serve as their superintendent. Web links and other legal citations in the footnotes are amended.	<input type="checkbox"/>
3:50, Administrative Personnel Other Than the Superintendent	The policy is unchanged. A footnote is updated to reflect 105 ILCS 5/21B-45, amended by P.A. 99-591, eff. 1-1-17, which addresses carryover of professional development hours.	<input type="checkbox"/>
4:10, Fiscal and Business Management	The policy is unchanged. A footnote is updated due to P.A. 99-713, which extended the time period in 105 ILCS 5/17-2A during which a district may make interfund transfers from 7-1-16 to 7-1-19.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures and Exhibits – *continued*

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
4:55, Use of Credit and Procurement Cards	The policy is unchanged. A Cross Reference and footnote are updated to implement and reference the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 and to remind school boards to consult the board attorney regarding how the Act affects the use of credit and procurement cards.	<input type="checkbox"/>
4:60, Purchases and Contracts	The policy is updated to incorporate amendments to criminal history records check requirements under 105 ILCS 5/10-21.9 and 5/21B-80, amended by P.A. 99-667. It also incorporates 105 ILCS 5/10-20.21(b-10), added by P.A. 99-552, which prohibits school districts from entering contracts to purchase food with a bidder or offeror if the bidder or offeror's contract terms prohibit the district from donating food to food banks.	<input type="checkbox"/>
4:60-AP1, Purchases	The procedure is updated. See 4:60, <i>Purchases and Contracts</i> , above.	<input type="checkbox"/>
4:60-AP3, Criminal History Records Check of Contractor Employees	The procedure is updated. See 4:60, <i>Purchases and Contracts</i> , above.	<input type="checkbox"/>
4:80, Accounting and Audits	The policy is unchanged. Footnotes are updated to reflect 105 ILCS 5/5-22, amended by P.A. 99-974, eff. 1-1-17, which allows property constructed or renovated by students as part of a curricular program to be sold through the services of a licensed real estate broker subject to certain requirements.	<input type="checkbox"/>
4:80-AP, Checklist for Internal Controls	The procedure is updated to discuss standardized expense request forms as required by the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.	<input type="checkbox"/>
4:110, Transportation	The policy is updated to reflect new foster care student transportation requirements under ESEA, as amended by ESSA, for all districts receiving Title I funds. A footnote reminds districts that by 12-10-16, they must collaborate with the Ill. Dept. of Children and Family Services to develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care. Other updates were made throughout.	<input type="checkbox"/>
4:130, Free and Reduced-Price Food Services	The policy is unchanged, but it has two minor stylistic updates. Footnotes are amended to: <ol style="list-style-type: none"><li>1. Add information about the new <i>Breakfast After the Bell</i> program (105 ILCS 126/16, added by P.A. 99-850, eff. 1-1-17, and</li><li>2. Update acronyms and terminology regarding the Community Eligibility Provision.</li></ol> We also reviewed it for compliance with the now final <i>Smart Snacks</i> rules.	<input type="checkbox"/>
4:150, Facility Management and Building Programs	The policy is unchanged. Footnotes are updated to incorporate: (1) amendments to the Environmental Barriers Act by P.A. 99-582, eff. 1-1-17; (2) extended time period for interfund transfers made by P.A. 99-713; and (3) amendments to the Health/Life and Safety Code for Public Schools at 23 Ill.Admin.Code Part 180, amended at 40 Ill. Reg. 3059.	<input type="checkbox"/>
4:170, Safety	The policy is unchanged. Footnotes are updated.	<input type="checkbox"/>
4:170-AP5, Unsafe School Choice Option	The procedure is updated because NCLB was repealed. A new law took its place called the Every Student Succeeds Act (ESSA), which amended ESEA on 12-10-15. ESEA, as amended by ESSA, still requires states to implement an unsafe school choice option; however the DOE has not updated its guidance to be consistent with this new law. The procedure incorporates DOE guidance to the extent that it is consistent with the new law.	

## Revisions to Policies, Administrative Procedures and Exhibits – *continued*

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
4:175, Convicted Child Sex Offender; <del>Criminal Background Check and/or Screening</del> ; Notifications	<b>RENAMED.</b> The policy, Cross References, and footnotes are updated to: <ol style="list-style-type: none"> <li>Align with 5:260, <i>Student Teachers</i>, which is updated in response to 105 ILCS 5/10-21.9, 5/21B-5, and 5/21B-80, amended by P.A. 99-667;</li> <li>Clarify School Code requirements for student teacher <i>fingerprint-based criminal history records checks</i>; and</li> <li>Incorporate continuous improvement. <b>PRESS</b> subscriber feedback overwhelmingly prefers that “students doing field or clinical experience other than student teaching” <i>not</i> be in the sample default policy language. State law does not require these individuals, along with resource persons and volunteers, to have fingerprint-based criminal history records checks.</li> </ol>	<input type="checkbox"/>
4:175-AP1, Criminal Offender Notification Laws; Screening	The procedure is updated to incorporate amendments to criminal history records check requirements under 105 ILCS 5/10-21.9, 5/21B-5, and 5/21B-80, amended by P.A. 99-667.	<input type="checkbox"/>
5:10, Equal Employment Opportunity and Minority Recruitment	The policy is unchanged. Legal References and footnotes are updated in response to: <ol style="list-style-type: none"> <li>Privacy in the Workplace Act, 820 ILCS 55/10(b), amended by P.A. 99-610, eff. 1-1-17, and</li> <li>Continuous improvement for legal citation review and updates.</li> </ol>	<input type="checkbox"/>
5:30, Hiring Process and Criteria	The policy and footnotes are updated. See 4:175-AP1, <i>Criminal Offender Notification Laws; Screening</i> , above. Footnotes are updated to reflect the Right to Privacy in the Workplace Act, 820 ILCS 55/10, amended by P.A. 99-610, eff. 1-1-17.	<input type="checkbox"/>
5:30-AP2, Investigations	The procedure is updated. See 4:175-AP1, <i>Criminal Offender Notification Laws; Screening</i> , above.	<input type="checkbox"/>
5:60, Expenses	<b>REWRITTEN.</b> The policy is rewritten in response to the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. See the explanation for policy 2:125, <i>Board Member Compensation; Expenses</i> , above.	<input type="checkbox"/>
<del>5:60-AP, Expenses</del>	<b>DELETED.</b> The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, required the contents of this procedure to be moved into policy 5:60, <i>Expenses</i> , discussed immediately above.	<input type="checkbox"/>
5:60-E1, Employee Travel Expense <u>Reimbursement Form</u> <del>Voucher</del>	<b>RENAMED</b> and <b>REWRITTEN.</b> The exhibit is a sample of the required standardized form required by the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.	<input type="checkbox"/>
5:60-E2, Employee Estimated Expense Approval Form	<b>NEW.</b> The exhibit is a sample written with a goal to make the School Code’s long-standing allowance of expense advancements, 105 ILCS 5/10-22.32, <i>play nicely</i> , so to speak, with the new requirements for estimated expenses in the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. As discussed directly above, a standardized form is required for estimated expenses and advancements.	<input type="checkbox"/>
5:100, Staff Development Program	The policy is updated with nonsubstantive quality assurance changes. Content is not changed. We added a Cross Reference. Footnotes are updated to reflect: (1) asthma action plan staff development requirements (105 ILCS 5/22-30(j-15), amended by P.A. 99-843), and (2) Americans with Disabilities Act (ADA) training requirement (105 ILCS 5/3-11, amended by P.A. 99-616).	<input type="checkbox"/>
5:125, Personal Technology and Social Media; Usage and Conduct	The policy, Cross References, and footnotes are updated. The policy is updated in response to ongoing <b>PRESS</b> Advisory Board feedback that the policy should cite 5:100, <i>Staff Development</i> , in addition to the currently listed 5:120, <i>Ethics and Conduct</i> . This is because of 105 ILCS 5/10-22.39(f) in-service requirements (teacher-student conduct, and school employee-student conduct). Footnote additions discuss this change, along with the Right to Privacy in the Workplace Act, 820 ILCS 55/10, amended by P.A. 99-610, eff. 1-1-17.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures and Exhibits – *continued*

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
5:185, Family and Medical Leave	The policy is updated for non-substantive quality assurance purposes and also in response to some terminology changes in the regulations. Footnotes are updated to match new FMLA regulatory language, e.g. definition of <i>spouse</i> .	<input type="checkbox"/>
5:190, Teacher Qualifications	The policy, Legal References, and footnotes are updated to align with current teacher qualification requirements under ESEA, as amended by ESSA, and to delete former NCLB references that teachers be <i>highly qualified</i> . This update is consistent with ISBE guidance, in <i>Every Student Succeeds Act (ESSA) Frequently Asked Questions</i> ( <a href="http://www.isbe.net/ESSA/pdf/ESSA-faq.pdf">www.isbe.net/ESSA/pdf/ESSA-faq.pdf</a> ), stating that school districts need not comply with the <i>highly qualified</i> teacher requirement during the 2016-17 school year. There is no penalty for continuing to send this information during the 2016-17 school year.	<input type="checkbox"/>
<del>5:190-AP, Plan to Ensure That All Teachers Who Teach Core Academic Subjects Are Highly Qualified</del>	<b>DELETED.</b> See 5:190, <i>Teacher Qualifications</i> , above.	<input type="checkbox"/>
5:190-E1, Notice to Parents of Their Right to Request Their Child’s Classroom Teachers’ Qualifications	The exhibit is updated to align with current ESEA requirements, as amended by ESSA. See 5:190, <i>Teacher Qualifications</i> , above.	<input type="checkbox"/>
5:190-E2, Notice to Parents When Their Child Is Assigned To or Has Been Taught for a Least Four Straight Weeks By a Teacher Who is Not <u>Highly Qualified Does Not Meet Applicable State Certification/Licensure Requirements</u>	<b>RENAMED.</b> The exhibit is updated to align with the current ESEA requirement that districts provide timely notice to parent(s)/guardian(s) that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.	<input type="checkbox"/>
5:190-E3, Letter to Teacher Who is Not <u>Highly Qualified Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment</u>	<b>RENAMED.</b> See 5:190-E1, <i>Notice to Parents of Their Right to Request Their Child’s Classroom Teachers’ Qualifications</i> , above. ESEA does not require school districts to notify teachers that they do not meet applicable state certification/licensure requirements, and ISBE regulations have not been updated to impose any such requirement. However, it is best practice to address with a teacher the fact that he/she does not meet applicable State certification/licensure requirements, especially when parents have been so notified.	<input type="checkbox"/>
5:250, Leaves of Absence	The policy, Legal References, and footnotes are updated. We added a <b>Child Bereavement Leave</b> subhead to reflect the Child Bereavement Leave Act, 820 ILCS 154/, added by P.A. 99-703. It requires employers to grant unpaid child bereavement leave. The law’s applicability depends upon whether the district is an employer as defined under the federal Family Medical Leave Act (FMLA).  Footnotes are added to discuss the Employee Sick Leave Act, 820 ILCS 191/, added by P.A. 99-841, eff. 1-1-17, which allows employees to take sick leave to care for certain defined family members. Additional footnotes explain amendments to the Victims’ Economic Security and Safety Act, 820 ILCS 180/, amended by P.A. 99-765, eff. 1-1-17, which changed the number of employees required to trigger the law from 15 to one. It also graduates the amount of leave available during any 12-month period based upon the number of employees.	<input type="checkbox"/>
5:250-AP, School Visitation Leave	The procedure is updated to keep it in the same update cycle as its policy above, update the <b>Compensation</b> subhead, fix a legal reference typo in a subhead, and fix other nonsubstantive text for quality assurance purposes.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures and Exhibits – *continued*

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
5:260, Student Teachers	The policy, Legal References, and footnotes are updated. See discussions in 4:175, <i>Convicted Child Sex Offender</i> ; <del><i>Criminal Background Check and/or Screening</i></del> ; <i>Notifications</i> and 4:175-AP1, <i>Criminal Offender Notification Laws</i> ; <i>Screening</i> , above.  The last sentence under <b>Assignments</b> is deleted due to the repeal of 105 ILCS 5/21-14 and 23 Ill.Admin.Code §25.875.	<input type="checkbox"/>
5:280, Duties and Qualifications	The policy is unchanged. Legal References and footnotes are updated to delete reference to Section 6319(c) of NCLB, which was repealed in its entirety by ESSA.  <b>Note:</b> Corresponding federal regulations are still cited within the Legal References, as they have not yet been amended or repealed, however regulatory amendments are highly likely within the next year.	<input type="checkbox"/>
5:330, Sick Days, Vacation, Holidays, and Leaves	See 5:250, <i>Leaves of Absence</i> , above. The policy, Legal References, and footnotes are updated. The subhead <b>Other Leaves</b> is updated to include child bereavement leave, as allowed under the Child Bereavement Leave Act, 820 ILCS 154/, added by P.A. 99-703. Footnotes are updated in response to the same laws discussed above in policy 5:250, <i>Leaves of Absence</i> , above.	<input type="checkbox"/>
6:15, School Accountability	The policy and footnotes are updated to delete former requirements under NCLB, repealed by ESSA, including <b>School Choice and Supplemental Education Services</b> . Footnotes are updated to align with State legislative amendments made by P.A. 99-193 and P.A. 99-657, and amendments to 23 Ill.Admin.Code §1.97.	<input type="checkbox"/>
6:50, School Wellness	The policy, footnotes, Legal References, and Cross References are updated in response to the final <i>Smart Snacks</i> rules and ISBE goals for physical activity. The <i>Smart Snacks</i> rules were changed slightly from the final interim rule and the policy is updated throughout to reflect these changes. Legal References and Cross References also reflect these changes.	<input type="checkbox"/>
6:60, Curriculum Content	The policy, footnotes, Legal References and Cross References are updated to incorporate: <ol style="list-style-type: none"> <li>1. 105 ILCS 5/27-22, amended by P.A. 99-434 and trailer legislation P.A. 99-485, which require that students entering the 9th grade in the 2016-17 school year and each year thereafter take one semester of civics;</li> <li>2. 105 ILCS 5/27-24.2, amended by P.A. 99-720, eff. 1-1-17 and beginning with the 2017-2018 school year, which requires that driver education include instruction concerning law enforcement procedures for traffic stops;</li> <li>3. A title change in referenced policy 7:260, <i>Exemption from Physical Activity Education</i>, and to detail physical fitness assessments and physical education goals required by 105 ILCS 5/27-6.5 and 5/27-7; and</li> <li>4. Reference to new physical education regulations at 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990.</li> </ol>	<input type="checkbox"/>
6:140, Education of Homeless Children	The policy, Legal References, and footnotes are updated to align with amendments made to the McKinney-Vento Homeless Assistance Act by ESSA. Effective 12-10-16, the McKinney-Vento definition of <i>homeless children</i> will no longer include children “awaiting foster care placement.”	<input type="checkbox"/>
6:140-AP, Education of Homeless Children	The procedure is updated for the reasons discussed about in policy 6:140, <i>Education of Homeless Children</i> . It was also updated to reflect an Executive Order (signed by Gov. Rauner on 8-23-16) that directs all references to “ward of the state” or “ward of the Department” within the child welfare system to be changed to <i>youth in care</i> because of the negative connotation of <i>ward</i> .	<input type="checkbox"/>
6:145, Migrant Students	The policy, Legal References, and footnotes are updated to reflect new migrant student program requirements under §6391 of ESEA, as amended by ESSA. Corresponding federal regulations at 34 C.F.R. §200.80 have not been updated. <b>Note:</b> Amendments to the federal regulations are highly likely within the next year.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures and Exhibits – *continued*

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
6:160, English Learners	The policy, Legal References, and footnotes are updated to reflect new English Learner program requirements under ESEA, as amended by ESSA. <b>Note:</b> Corresponding federal regulations at 34 C.F.R. Part 200 have not been updated; amendments to them are highly likely within the next year.	<input type="checkbox"/>
6:170, Title I Programs	The policy, Incorporated by Reference, and footnotes are updated to reflect new Title I program requirements under §6318 of ESEA, as amended by ESSA. Under NCLB, §6318 was titled <i>Parental Involvement</i> whereas under ESSA, §6318 is titled <i>Parent and Family Engagement</i> .	<input type="checkbox"/>
6:170-AP1, Checklist for Development, Implementation, and Maintenance of Parental <del>Involvement and Family Engagement</del> <u>Engagement</u> Compacts for Title I Programs	<b>RENAMED.</b> The procedure is updated for the reasons discussed in 6:170, <i>Title I Programs</i> , above.	<input type="checkbox"/>
6:170-AP1, E1, District-Level Parental <del>Involvement and Family Engagement</del> <u>Engagement</u> Compact	<b>RENAMED.</b> The exhibit is updated for the reasons discussed in 6:170, <i>Title I Programs</i> , above.	<input type="checkbox"/>
6:170-AP1, E2, School-Level Parental <del>Involvement and Family Engagement</del> <u>Engagement</u> Compact	<b>RENAMED.</b> The exhibit is updated for the reasons discussed in 6:170, <i>Title I Programs</i> , above.	<input type="checkbox"/>
6:170-AP2, Notice to Parents Required by <del>No Child Left Behind Act of 2001, Elementary and Secondary Education Act, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act</del>	<b>RENAMED.</b> The title is amended to more accurately reflect that the notifications are required under ESEA, McKinney-Vento, and PPRA, and the procedure, Legal References, and footnotes are updated to align with current notification requirements under ESEA, McKinney-Vento, and the Protection of Pupil Rights Act (PPRA), as amended by ESSA.	<input type="checkbox"/>
6:170-AP2, E1, District Annual Report Card Required by Every Student Succeeds Act (ESSA)	<b>NEW.</b> The exhibit is added in response to <b>PRESS</b> Advisory Board’s feedback that it would be helpful for <b>PRESS</b> materials to specify what is required by 20 U.S.C. §6311(h) (2)(C) (District Annual Report Cards), which incorporates 13 elements from §6311(h) (1)(C)(ISBE Annual Report Cards) by reference. To assist <b>PRESS</b> subscribers in keeping track of mandates by telling them what they must report.	<input type="checkbox"/>
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students	The policy, footnotes, Cross References, and Legal References are updated to reference new physical education regulations at 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990. Text that is duplicated in 7:260, <i>Exemption from Physical Education</i> , is removed. Cross References are updated to reflect a title change in referenced policy 7:260, <i>Exemption from Physical <del>Activity</del> Education</i> .	<input type="checkbox"/>
6:340, Student Testing and Assessment Program	The policy, footnotes, and Legal References are updated in response to 105 ILCS 5/10-17a, amended by P.A. 99-642 and 105 ILCS 5/22-82, added by P.A. 99-590.  P.A. 99-590 requires every school district to report all reliable assessments that are scored by entities outside of the district to ISBE by certain dates, along with making such information available to the public.	<input type="checkbox"/>
7:15, Student and Family Privacy Rights	The policy, Cross References, and footnotes are updated. The <b>Physical Exams or Screenings</b> subhead refers to an extracurricular drug and alcohol testing program, which is included in policy 7:240, <i>Conduct Code for Participants in Extracurricular Activities</i> , and a Cross Reference to that policy is added. A footnote is amended to remind boards to delete references to an extracurricular drug and alcohol testing program and policy 7:240 if it elects not to have one. A footnote is updated to delete reference to NCLB, repealed by passage of ESSA.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures and Exhibits – *continued*

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
7:30, Student Assignment and Intra-District Transfer	The policy, Cross References, and footnotes are updated to delete reference to transfers pursuant to Title I covered in 6:15, <i>School Accountability</i> – such transfers are no longer required due to the repeal of NCLB by ESSA.	<input type="checkbox"/>
7:50, School Admissions and Student Transfers To and From Non-District Schools	The policy, Legal References, Cross References, and footnotes are updated. We added a new <b>Foster Care Students</b> subhead that includes new foster care student transportation requirements under ESEA, as amended by ESSA, for all school districts receiving Title I funds. An optional sentence permitted by 105 ILCS 5/10-20.58, added by P.A. 99-781, allows the board to appoint an employee to act as a liaison to facilitate the enrollment and transfer of records of foster care students. A footnote details employment requirements for a foster care student liaison, and the liaison’s possible responsibilities.	<input type="checkbox"/>
7:60, Residence	<p>The policy, Cross References, and footnotes are updated. The policy now aligns with amendments to residency challenge procedures under 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17. <del>Non-resident</del> is changed to <u>nonresident</u> for consistency with the School Code.</p> <p>A new footnote addresses divorced or divorcing parents under the Illinois Marriage and Dissolution of Marriage Act, 750 ILCS 5/, amended by P.A. 99-90. For purposes of Section 10-20.12b of the School Code only, the parent with the majority of parenting time is considered to have legal custody (750 ILCS 5/606.10). The law requires a <i>parenting plan</i> that sets forth a child’s residential address for school enrollment purposes (750 ILCS 5/602.10(f)(6)).</p> <p>Boards are reminded to consult their board attorney if the residential address set forth in a parenting plan is not the address of the parent with the majority of parenting time. References to NCLB’s school choice provisions are deleted due to the statute’s repeal by the passage of ESSA.</p>	<input type="checkbox"/>
7:60-AP1, Challenging a Student’s Residence Status	The procedure is updated to align with amendments to residency challenge procedures under 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17. <del>Non-resident</del> is changed to <u>nonresident</u> for consistency with the School Code.	<input type="checkbox"/>
7:60-AP2, Establishing Student Residency	The procedure is updated. We reviewed it for consistency with 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17. <del>Non-resident</del> is changed to <u>nonresident</u> for consistency with the School Code.	<input type="checkbox"/>
7:60-AP2, E1, Letter of Residence from Landlord in Lieu of Lease	The exhibit is updated. We reviewed it for consistency with 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17. <del>Non-resident</del> is changed to <u>nonresident</u> for consistency with the School Code.	<input type="checkbox"/>
7:60-AP2, E2, Letter of Residence to be Used When the Person Seeking to Enroll a Student Is Living with a District Resident	The exhibit is updated. We reviewed it for consistency with 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17. <del>Non-resident</del> is changed to <u>nonresident</u> for consistency with the School Code.	<input type="checkbox"/>
7:60-AP2, E3, Evidence of Non-Parent’s Custody, Control, and Responsibility of a Student	The exhibit is updated. We reviewed it for consistency with 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17 and the Illinois Marriage and Dissolution of Marriage Act, 750 ILCS 5/, amended by P.A. 99-90. <del>Non-resident</del> is changed to <u>nonresident</u> for consistency with the School Code.	<input type="checkbox"/>
7:70, Attendance and Truancy	<p>The policy, Cross References, and footnotes are updated to clarify current <b>Compulsory School Attendance</b> ages and delete information regarding compulsory school attendance ages in effect before the 2014-15 school year.</p> <p>The <b>Absenteeism and Truancy Program</b> subhead and a related footnote reflect a new requirement of 105 ILCS 5/26-1, amended by P.A. 99-804 eff. 1-1-17 that districts have a protocol for excusing a student in grades six through 12 from attendance to sound <i>Taps</i> at a military honors funeral held in Illinois for a deceased veteran. Footnotes are further updated for clarity. Cross References are updated to reflect a title change.</p>	<input type="checkbox"/>
7:190, Student Behavior	The policy is nonsubstantively updated.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures and Exhibits – *continued*

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
7:250, Student Support Services	The policy, Legal References, and footnotes are updated. The policy is updated to incorporate 105 ILCS 5/10-20.58, added by P.A. 99-781, to note that student support services provided by the district may include a liaison to facilitate the enrollment and transfer of records of foster care students. A footnote details employment requirements for a foster care student liaison, and the liaison's possible responsibilities.  A footnote regarding who is considered a <i>qualified nurse</i> is updated.	<input type="checkbox"/>
7:260, Exemption from Physical Activity <u>Education</u>	<b>RENAMED.</b> The policy is renamed in response to 23 Ill.Admin.Code §1.425(e)(3) and 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990. It is updated with sample language to meet the requirement of 23 Ill.Admin.Code §1.425(e)(3) requiring policies to identify any evidence or support the school board will require for excuses it deems appropriate. A sentence is added to address certain excusals for high school students that are managed in 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students</i> . In addition, per 23 Ill.Admin.Code §1.425(f), excusal requests must be reviewed on an individual basis in accordance with criteria set forth in 105 ILCS 5/27-6. A reference to the new physical education regulations at 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990, is also included.	<input type="checkbox"/>
7:270, Administering Medicines to Students	<b>Consult the board attorney about this procedure and <u>In re: Estate of Stewart v. Oswego Comm. Unit. Sch. Dist. No. 308</u>, --- N.E. 3d --- (Ill. App. 2, 2016).</b>  The policy is unchanged. One minor nonsubstantive update is made. Footnotes are updated to clarify that per P.A. 99-711, eff. 1-1-17, undesignated epinephrine auto-injectors must be maintained in a <u>secure location that is accessible before, during, and after school</u> . We added a discussion in the footnotes about the <i>Stewart</i> case encouraging districts to consult their board attorneys about this policy due to a recent case barring immunity to a school district for its response to a student's asthma attack, finding the school district's response was <i>willful and wanton</i> .	<input type="checkbox"/>
7:270-AP1, Dispensing Medication	<b>Consult the board attorney about this procedure and <u>In re: Estate of Stewart v. Oswego Comm. Unit. Sch. Dist. No. 308</u>, --- N.E. 3d --- (Ill. App. 2, 2016).</b>  The procedure is updated to incorporate new School Code provisions regarding asthmatic students at 105 ILCS 5/22-30(j-5) and (j-10), added by P.A. 99-843, which:  1. Require districts to request an asthma action plan from the parent(s)/guardian(s) of a student identified as having asthma. 2. If an asthma action plan is provided, require districts to: a. Manage the student's asthma in accordance with the asthma action plan; b. Maintain a copy of the asthma action plan on file in the nurse's office or, in the absence of a school nurse, the school administrator's office; and c. Notify the school nurse/administrator of receipt of the asthma action plan as soon as possible. 3. If an asthma action plan is provided, allow districts to: a. Provide copies of the asthma action plan to appropriate school staff who interact with the student on a regular basis; and b. If applicable, attach the asthma action plan to a student's Section 504 plan or individualized education program plan.	<input type="checkbox"/>
7:305, Student Athlete Concussions and Head Injuries	The policy is updated to: (1) fully implement the Youth Sports Concussion Safety Act, P.A. 99-486; and (2) incorporate 105 ILCS 25/1.20, added by P.A. 99-831. Web links and other legal citations in the footnotes are amended.	<input type="checkbox"/>
7:305-AP, Student Athlete Concussions and Head Injuries	The procedure is updated. See 7:305, <i>Student Athlete Concussions and Head Injuries</i> , above.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures and Exhibits – *continued*

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
7:310, Restrictions on Publications; <u>Elementary Schools</u>	<p><b>RENAMED.</b> The policy is RENAMED to restrict it to elementary students in response to the Speech Rights of Student Journalists Act, 105 ILCS 80/1, added by P.A. 99-678, which applies to high school students only. A footnote was added to discuss that <b>this policy applies to only elementary and unit districts with both elementary and high school students.</b></p> <p>Elementary districts subscribing to <b>PRESS</b> will have a title change to their policy with no other changes.</p> <p>Unit districts subscribing to <b>PRESS</b> will now have two policies to address this topic:</p> <ol style="list-style-type: none"> <li>1. This policy, which will apply to elementary students in the district, and</li> <li>2. Policy 7:315, <i>Restrictions on Publications; High Schools</i>.</li> </ol> <p>This split is necessary because the Speech Rights of Student Journalists Act, 105 ILCS 80/5, added by P.A. 99-678 applies to high school and unit districts. Because the new Act does not apply to elementary students, splitting the policies into two provides the least amount of disruption to elementary and unit districts. For more discussion, see policy 7:315, <i>Restrictions on Publications; High Schools</i>, below.</p>	<input type="checkbox"/>
7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications	<p>The procedure and footnotes are updated. See 7:310, <i>Restrictions on Publications; Elementary Schools</i>, and 7:315, <i>Restrictions on Publications; High School</i>, above and below. As numbered, this procedure now applies to elementary and unit districts only. <u>High school districts</u> subscribing to <b>PRESS</b> must renumber this procedure to 7:315-AP.</p>	<input type="checkbox"/>
7:315, Restrictions on Publications; High Schools	<p><b>NEW.</b> This policy is based upon formerly-titled <b>PRESS</b> policy 7:310, <i>Restrictions on Publications</i>. This new policy is named to reflect its applicability to high school students only. As discussed above, we renamed policy 7:310, <i>Restrictions on Publications; Elementary Schools</i> to reflect its applicability to elementary students only.</p> <p><u>High school districts</u> subscribing to <b>PRESS</b> will <u>need to delete their former policy 7:310, <i>Restrictions on Publications</i></u>, and adopt only this policy, 7:315 <i>Restrictions on Publications; High Schools</i>.</p> <p>Unit districts subscribing to <b>PRESS</b> will now have two policies to address this topic:</p> <ol style="list-style-type: none"> <li>1. <b>RENAMED</b> policy 7:310, <i>Restrictions on Publications; Elementary Schools</i>, which will apply to elementary students in the district (discussed above), and</li> <li>2. This policy, which will apply to high school students.</li> </ol> <p>The text, Legal References, and footnotes within the formerly-titled <b>PRESS</b> policy 7:310, <i>Restrictions on Publications</i> were used as the base for this new policy. The updates are in response to the Speech Rights of Student Journalists Act, 105 ILCS 80/1, added by P.A. 99-678. The law significantly watered down <i>Hazelwood restrictions</i> for public high school students in Illinois. The Act; however, does not authorize or protect expression by a student journalist that: (1) is libelous, slanderous, or obscene; (2) constitutes an unwarranted invasion of privacy; (3) violates federal or State law; or (4) so incites students as to create a clear and present danger of the commission of an unlawful act, the violation of policies of the school district, or material and substantial disruption of the orderly operation of the school." While <i>Hazelwood</i> was not explicitly overturned by this Act and may still have some applicability in certain situations, school officials must consult their board attorneys before prior restraint of student publications.</p>	<input type="checkbox"/>
7:340, Student Records	<p>Policy is unchanged. A footnote is updated due to amendments to the Illinois Marriage and Dissolution of Marriage Act by P.A. 99-763, eff. 1-1-17, which state that schools may not provide a parent/guardian access to his or her child's school records if the parent is prohibited by an order of protection from inspecting or obtaining such records pursuant to the Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963. A potential conflict this provision may have with the Family Educational Rights and Privacy Act is noted, and boards are reminded to consult with their board attorney for guidance.</p>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures and Exhibits – *continued*

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
7:340-AP1, School Student Records	<p>The procedure is updated to:</p> <ol style="list-style-type: none"> <li>1. Align with amendments made to 20 USC §7908(a)(2) by ESSA, regarding how parents/guardians may opt out of the provision of secondary students’ names, addresses, and telephone listings to military recruiters and institutions of higher learning.</li> <li>2. Incorporates changes made to 23 Ill.Admin.Code §375.10, amended at 40 Ill. Reg. 2287, and the Illinois Marriage and Dissolution of Marriage Act, by P.A. 99-763.</li> <li>3. Highlight in the footnotes that a conflict exists between 105 ILCS 5/2-3.64a-5 of the School Code and regulations implementing the Ill. School Student Records Act (ISSRA) relating to ISBE designating a college entrance exam (e.g., the SAT) as the State assessment test administered at the high school level.</li> </ol>	<input type="checkbox"/>
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records	<p>The exhibit is updated to align with amendments made to 20 USC §7908(a)(2) by ESSA, regarding how parents/guardians may opt out of the provision of secondary students’ names, addresses, and telephone listings to military recruiters and institutions of higher learning.</p> <p>A footnote notes a conflict between 105 ILCS 5/2-3.64a-5 of the School Code and regulations implementing the Ill. School Student Records Act (ISSRA) during years in which ISBE designates a college entrance exam (e.g., the SAT) as the State assessment test administered at the high school level.</p>	<input type="checkbox"/>
7:340-AP1, E3, Letter to Parents <u>and Eligible Students</u> Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information	<b>RENAMED.</b> The exhibit is updated. See 7:340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records</i> , above.	<input type="checkbox"/>
7:340-AP1, E4, Frequently Asked Questions Regarding Military Recruiters Access to Students and Student Information	The exhibit is updated. See 7:340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records</i> , above.	<input type="checkbox"/>
8:30, Visitors to and Conduct on School Property	<p>The policy, Cross References, and footnotes are updated. A Cross Reference is updated to reflect that SB 100 (student discipline) is now law.</p> <p>The policy is updated upon <b>PRESS</b> Advisory Board feedback. <b>Consult the board attorney about this issue. Please see its corresponding f/n 16.</b></p>	<input type="checkbox"/>
8:70, Accommodating Individuals with Disabilities	The policy, Legal References, and footnotes are updated. We updated an outdated responsibility of the Title II Coordinator. A footnote is supplemented regarding an amendment to the Environmental Barriers Act by P.A. 99-582, eff. 1-1-17, which deletes the term <i>environmentally limited person</i> . Other legal citations in the footnotes are amended.	<input type="checkbox"/>
8:95-AP, Parental Involvement	The procedure and Legal References are updated in response to ESEA, as amended by ESSA. References to other <b>PRESS</b> materials are updated to incorporate title changes. The list of policies providing opportunities for parental involvement is amended to delete policies that do not provide such opportunities and to add policies that do.	<input type="checkbox"/>
8:100, Relations with Other Organizations and Agencies	The policy is unchanged. A footnote is added in response to 105 ILCS 5/10-22.13a, amended by P.A. 99-890, which was born out of <u>Gruba v. Community High School District 155</u> , 40 N.E.3d 1, (Ill., 2015) (holding school districts are subject to, and school boards must comply with, local government zoning and storm water restrictions, i.e., a city’s zoning powers) a/k/a <i>The Bleachers Case</i> .	<input type="checkbox"/>

## Acknowledgement to PRESS Advisory Board

Before each **PRESS** issue is published, a group of distinguished individuals provides input and suggestions. We appreciate their contributions and thank them sincerely.

— **Kimberly Small**, **PRESS** Editor and IASB General Counsel  
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**Aimee LeBlanc**, Assistant Superintendent for Student Services, Arlington Heights School District 25, and a 2L law student at The John Marshall Law School

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**Bridget Trojan**, Office of General Counsel, State and federal regulations monitor, editor



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# RESPONSE FORM

## PRESS PLUS ISSUE 93, October 2016

Return to The Illinois Association of School Boards, Attn: Angie Powell, Policy Consultant  
**Email:** [pressplus@iasb.com](mailto:pressplus@iasb.com) or **Fax:** 217-528-2831

**District Name:** \_\_\_\_\_ **Date of Adoption:** \_\_\_\_\_

\*If date of adoption is different for any of the policies listed below, please note.

<i>Please read carefully and mark one column in each row. Policies not marked in any column will be held for future response.</i>					
Policy Code	Policy Title	Adopted as presented by IASB	Adopted with additional district edits (enclosed)	Not Adopted	Held for Future Response
2:120	Board Member Development				
2:125	Board Member <b>Compensation</b> ; Expenses – REWRITTEN				
	<i>Option:</i> When will the Superintendent recommend the maximum allowable reimbursement amount for expenses? (Choose <b>one</b> box). No change; use default <input type="checkbox"/> At the start of each: <b>fiscal year</b> <input type="checkbox"/> <b>school year</b> <input type="checkbox"/> <b>calendar year</b> <input type="checkbox"/> <b>OR</b> When presenting the proposed budget <input type="checkbox"/>				
	<i>Option:</i> Expand the scope of training that is reimbursable for registration fees or tuition? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>				
	<i>Option:</i> Set a daily limit on meal costs? <b>YES</b> \$ _____ <b>NO</b> <input type="checkbox"/>				
	<i>Option:</i> Replace Regional Superintendent of Schools with “appropriate Intermediate Service Center?” <b>YES</b> ( <i>Districts in Suburban Cook County only</i> ) <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>				
2:125-E1	Board Member Expense Reimbursement Form – NEW to District				
2:125-E2	Board Member Estimated Expense Approval Form – NEW to District				
2:200	Types of School Board Meetings				
2:220	School Board Meeting Procedure				
	<i>Option:</i> Mirror statutory language? <i>This will also affect 2:220-E1 and 2:220-E7.</i> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>				
2:220-E1	Board Treatment of Closed Meeting Verbatim Recordings and Minutes				
2:220-E2	Motion to Adjourn to Closed Meeting				
2:220-E4	Open Meeting Minutes				
2:220-E5	Semi-Annual Review of Closed Meeting Minutes				
2:220-E6	Log of Closed Meeting Minutes				
2:220-E7	Access to Closed Meeting Minutes and Verbatim Recordings – NEW				
2:220-E8	School Board Records Maintenance Requirements and FAQs – NEW				
4:60	Purchases and Contracts				
4:110	Transportation				

Please read carefully and mark one column in each row. Policies not marked in any column will be held for future response.

Policy Code	Policy Title	Adopted as presented by IASB	Adopted with additional district edits (enclosed)	Not Adopted	Held for Future Response
4:175	Convicted Child Sex Offender; <del>Criminal Background Check and/or Screening</del> ; Notifications				
5:10	Equal Employment Opportunity and Minority Recruitment				
5:60	Expenses – REWRITTEN				
	<i>Option:</i> Set a daily limit on meal costs? YES \$_____ NO <input type="checkbox"/>				
5:60-E1	Employee Expense Reimbursement Form – NEW to District				
5:60-E2	Employee Estimated Expense Approval Form – NEW				
5:100	Staff Development Program				
5:125	Personal Technology and Social Media; Usage and Conduct				
5:185	Family and Medical Leave				
5:190	Teacher Qualifications				
5:250	Leaves of Absence				
5:260	Student Teachers				
	<i>Option:</i> Require 105 ILCS 5/10-21.9(g) Check for students participating in field or clinical experience? YES <input type="checkbox"/> NO <input type="checkbox"/>				
5:280	Duties and Qualifications				
5:330	Sick Days, Vacation, Holidays, and Leaves				
6:15	School Accountability				
6:50	School Wellness				
6:60	Curriculum Content				
6:145	Migrant Students				
6:160	English Learners				
6:170	Title I Programs				
6:310	High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students				
6:340	Student Testing and Assessment Program				
7:15	Student and Family Privacy Rights				
7:50	School Admissions and Student Transfers To and From Non-District Schools				
7:60	Residence				
7:70	Attendance and Truancy				
7:250	Student Support Services				
	<i>Option:</i> Remove liaison for foster care students? (This will also remove the <u>Foster Care Students</u> section from 7:50.) YES <input type="checkbox"/> NO <input type="checkbox"/>				

<i>Please read carefully and mark one column in each row. Policies not marked in any column will be held for future response.</i>					
Policy Code	Policy Title	Adopted as presented by IASB	Adopted with additional district edits (enclosed)	Not Adopted	Held for Future Response
7:260	Exemption from Physical <del>Activity</del> Education				
7:305	Student Athlete Concussions and Head Injuries				
	<i>Option:</i> Remove new requirement? (Only remove if the district does not belong to IHSA and does not have certified athletic trainers.) YES <input type="checkbox"/> NO <input type="checkbox"/>				
7:310	Restrictions on Publications; <u>Elementary Schools</u>				
7:315	Restrictions on Publications; High Schools – NEW				
	<i>Option:</i> Delete references to specific policies? YES <input type="checkbox"/> NO <input type="checkbox"/>				
8:30	Visitors to and Conduct on School Property				
8:70	Accommodating Individuals with Disabilities				

Other District Materials Enclosed	Yes	No
Changes to other district policies (show edits)		
Newly adopted district policies* (Microsoft Word copy sent via e-mail is required)		
New Collective Bargaining Agreement(s) (Electronic copy preferred)		

**\*Please note:** While we are happy to add to your policy manual any unique district policies provided by your district from whatever source, we are not able to provide suggested updates to those policies. Your district will be responsible for forwarding any necessary updates along with your response to PRESS Plus Issues. Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

**Documents Coded “AP” or “E”** – These are documents developed to implement board policy and should not be adopted by the board and included in the policy manual. Exceptions are those coded “E” that provide guidance to the board itself, such as those listed in the Response Form above, which should be dated for implementation by the Board.

*After the Board has taken action on the suggested policy changes, administrators should consult the Update Memo, included in the packet, for suggested changes to administrative procedures and forms accessible via PRESS Online.*

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

# DRAFT UPDATE

## Operational Services

### Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable School Board policies.

#### Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency. Notwithstanding the above, the Superintendent shall not commit to any single, non-customary purchase or expenditure, excluding personnel, of greater than \$10,000 without prior Board approval.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).

~~6-7.~~ The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.

~~7-8.~~ Each contractor with the District is bound by each of the following:

- a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in

**Commented [APowell1]:**  
105 ILCS 5/10-20.21(b-10),  
added by P.A. 99-552

**Issue 93, October 2016**

# DRAFT UPDATE

5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense, and (23) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

- b. In accordance with 105 ILCS 5/24-5: (1) concerning each employee who begins providing services in the District after June 16, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 820 ILCS 130/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screening; Notifications)

ADOPTED: November 17, 2014

**Commented [APowell2]:**

Updated in response to 105 ILCS 5/21B-80, amended by P.A. 99-667.

**Issue 93, October 2016**

**Commented [APowell3]:**

See 5:30-AP2, *Investigations*, for a list of offenses that disqualify an individual from having direct, daily contact with one or more students until seven years following the end of the individual's sentence for the criminal offense.

**Issue 93, October 2016**

# ***DRAFT UPDATE***

## **General Personnel**

### **Equal Employment Opportunity and Minority Recruitment**

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

#### **Nondiscrimination Coordinator:**

Mr. Jay McCracken, Supt.

Name

400 E. Silverspoon Ave., Granville, IL 61326

Address

mccrackenj@pcschoools535.org

(815) 882-2800 x5

Telephone

# ***DRAFT UPDATE***

## **Complaint Managers:**

Ronda Cross, Principal

Mr. Jay McCracken

Putman Co. Primary School

Superintendent

Name

Name

400 E. Silverspoon Ave., Granville, IL 61326

400 E. Silverspoon Ave., Granville, IL 61326

Address

Address

[crossr@pcschools535.org](mailto:crossr@pcschools535.org)

[mccrackenj@pcschools535.org](mailto:mccrackenj@pcschools535.org)

(815) 882-2800 x1

((815) 882-2800 x5

Telephone

Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

### Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

# DRAFT UPDATE

LEGAL REF.: ~~Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.~~  
~~Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.~~  
~~Civil Rights Act of 1991, 29 U.S.C. §§621 et seq.~~ 42 U.S.C. §1981 et seq., §2000e  
~~et seq., and §12101 et seq.~~  
Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964),  
42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.  
Equal Pay Act, 29 U.S.C. §206(d).  
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.  
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.  
Pregnancy Discrimination Act, 42 U.S.C. §2000e(k).  
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part  
106.  
Uniformed Services Employment and Reemployment Rights Act (1994), 38  
U.S.C. §§4301 et seq.  
Ill. Constitution, Art. I, §§17, 18, and 19.  
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4,  
5/24-4.1, and 5/24-7.  
Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/40.  
Genetic Information Protection Act, 410 ILCS 513/25.  
Ill. Whistleblower Act, 740 ILCS 174/.  
Ill. Human Rights Act, 775 ILCS 5/1-103, 5/2-102, 5/2-103, and 5/6-101.  
Religious Freedom Restoration Act, 775 ILCS 35/5.  
Right to Privacy in the Workplace Act, 820 ILCS 55/10.  
Employee Credit Privacy Act, 820 ILCS 70/.  
Job Opportunities for Qualified Applicants Act, 820 ILCS 820 ILCS 75/.  
Ill. Equal Pay Act of 2003, 820 ILCS 112/.  
Victims' Economic Security and Safety Act, 820 ILCS 180/30.  
Nursing Mothers in the Workplace Act, 820 ILCS 260.  
~~23 Ill.Admin.Code §1.230.~~

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited),  
5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious  
Disease), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 5:70  
(Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200  
(Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of  
Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300,  
(Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and  
Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and  
Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating  
Individuals with Disabilities)

ADOPTED: [December 15, 2014](#)

**Commented [APowell1]:**

Legal References are updated in response to Privacy in the Workplace Law, 820 ILCS 55/10(b), amended by P.A. 99-610, eff. 1-1-17.

**Issue 93, October 2016**

# DRAFT UPDATE – REWRITTEN

5:60

## General Personnel

### Expenses<sup>1</sup>

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution.<sup>2</sup> Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee,<sup>3</sup> (2) anyone's personal expenses,<sup>4</sup> or (3) entertainment expenses.<sup>5</sup> Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.<sup>6</sup> Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:<sup>7</sup>

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.<sup>8</sup>

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> State law controls this policy's content (105 ILCS 5/10-9, 5/10-10, and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); and the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 (regulation of travel expenses)). The deadline for implementation of this policy under the ECA is 7-1-17, but as a practical matter due to other requirements in the law, the implementation deadline will be 3-2-17; see the third paragraph in *f/n* 3 of policy 2:125, *Board Member Compensation; Expenses*.

<sup>2</sup> 105 ILCS 5/10-22.32 states that "[t]he school board may advance to teachers and other certified employees the anticipated actual and necessary expenses incurred in attending meetings that are related to that employee's duties and will contribute to the professional development of that employee." This policy expands beyond those two categories (105 ILCS 5/10-20) of employees, and the limited purpose of attending meetings, to reimburse all employees for approved expenses necessary for the employee to perform his or her duties.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. If a local collective bargaining agreement contains a provision on expenses, consult the board attorney about how this policy may impact it.

<sup>3</sup> 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. See *f/n*s 4 through 8 in policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*.

<sup>4</sup> 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses to be advanced or reimbursed to any person other than a board member or employee of the district.

<sup>5</sup> Optional. *Personal expenses* are not defined in 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

<sup>6</sup> 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17.

<sup>7</sup> *Id.*

<sup>8</sup> 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32); the ECA requires submission of itemized, signed, standardized forms. Both 5:60-E1, *Employee Expense Reimbursement Form* and 5:60-E2, *Employee Estimated Expense Approval Form* incorporate *voucher* into the ECA's requirement to use standardized forms. See *f/n* 11 below, and see also *f/n* 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

<sup>9</sup> *Id.* at (2) and (3). This sentence mirrors the statute. The term *offices* is not defined. Consult the board attorney about whether inserting *job titles* would be sufficient for this requirement.

#### Commented [APowell1]:

This policy implements the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.

The footnote material is provided here for your information; once this policy has been adopted, the footnotes and copyright information will be removed.

Issue 93, October 2016

5:60

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Page 1 of 4

## ***DRAFT UPDATE – REWRITTEN***

3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.<sup>9</sup>
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.<sup>10</sup>

### Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development,<sup>11</sup> provided they fall below the maximum allowed in the Board's expense regulations.<sup>12</sup>

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts.<sup>13</sup> Any portion of an expense advancement not used must be returned to the District.<sup>14</sup> Expense advancements and vouchers shall be presented to the Board in its regular bill process.

### Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses<sup>15</sup> by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the

**The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.**

<sup>9</sup> *Id.* at (4).

<sup>10</sup> *Id.*

<sup>11</sup> 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This statute addresses expense advancements for certain activities; its language pre-dates the ECA and is narrower than the ECA. This policy seeks to reconcile the differences by separating advancements into a separate subhead. See *fn* 7 above, and see also *fn* 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

<sup>12</sup> 50 ILCS 150/10 and 20, added by P.A. 99-604, eff. 1-1-17. This phrase recognizes that while advancements are allowed in these situations, they should remain below the MARA set by the board.

<sup>13</sup> 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17.

<sup>14</sup> This paragraph's provisions are required by 105 ILCS 5/10-22.32.

<sup>15</sup> Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense *pre-approvals*. 50 ILCS 150/20 states: "an *estimate* if expenses have not been incurred ..." or "a *receipt* ... if the expenses have already been incurred." suggesting no pre-approval is necessary. However, pre-approval is a best practice, and an employee who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements* reflects the district's specific pre-approval requirements. For an example of a standardized *estimated* expense form that could be used as a form of pre-approval, see 5:60-E2, *Employee Estimated Expense Approval Form*. The form provides three methods for employees to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

# ***DRAFT UPDATE – REWRITTEN***

District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

## Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

## Exceeding the Maximum Allowable Expense Amount(s) 16

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.<sup>17</sup>

## Registration 18

When possible, registration fees will be paid by the District in advance.

## Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, or other local transportation costs.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>16</sup> 50 ILCS 150/ does not define *maximum allowable reimbursement amount* (MARA). Consult the board attorney to assist with a conversation about how much authority the board wishes to delegate to the superintendent for purposes of setting the MARA. Topics for these conversations are listed in f/n 8 of policy 2:125, *Board Member Compensation; Expenses*.

<sup>17</sup> 50 ILCS 150/10 and 15. See f/n 13 in policy 2:125, *Board Member Compensation; Expenses* for more discussion.

<sup>18</sup> Amend the language in subheads **Registration**, **Travel**, **Meals**, **Lodging**, and **Miscellaneous Expenses** to align with the MARA defined in the board's expense regulation resolution. See 2:125-E3, *Resolution to Regulate Expense Reimbursements* for a sample resolution.

See f/n 4 in policy 2:125, *Board Member Compensation; Expenses*, for further discussion about the board's power to set the expense regulations by policy (105 ILCS 5/10-20) and f/n 8 for considerations and unanswered questions surrounding its statutorily-imposed duty to set a MARA (50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17).

# DRAFT UPDATE – REWRITTEN

## Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area.<sup>19</sup> Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

## Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

## Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 105 ILCS 5/10-22.32.  
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

### **Commented [APowell2]:**

**OPTION:** Alternatively, a board could set a daily limit on meal costs: Employees will be reimbursed for meal costs and tips up to \$\_\_\_ per day consistent with the maximum reimbursement amount(s) set by the Board.

Ensure this amount is consistent with the Maximum Allowable Expense Amount set by the Board resolution.

Issue 93, October 2016

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>19</sup> Alternatively, a board could set a daily limit on meal costs, such as:

Employees will be reimbursed for meal costs and tips up to \$\_\_\_\_\_ per day consistent with the maximum reimbursement amount(s) set by the Board.

But see also f/n 8 of policy 2:125, *Board Member Compensation; Expenses* and ensure this amount is consistent with the MARA set by the board resolution.

5:60

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Page 4 of 4

# DRAFT UPDATE – NEW TO DISTRICT

5:60-E1

## General Personnel

### Exhibit - Employee Expense Reimbursement Form

Submit to the Superintendent. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print and attach receipts for all expenditures.

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Receipts attached Request Date: \_\_\_\_\_

Approved expense advancement (voucher) attached, if applicable\* (Completed 5:60-E2, Employee Estimated Expense Approval Form.)

#### Actual Expense Report

\*Employees will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. (105 ILCS 5/10-22.32)

Auto Travel Allowance: \_\_\_\_\_ per mile

Date	Mileage		Comm. Travel Expenses	Lodging	Meals			Other Item	Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner			
<b>Subtotal</b>										
<b>Advances</b>									-	
<b>TOTAL (A negative amount indicates refund due from employee.)</b>									\$	

Superintendent (below maximum allowable amount):  Approved  Denied  
 Approved in Part

\_\_\_\_\_  
 Superintendent Signature Date

School Board Action (exceeds maximum allowable amount):  Approved  Denied  
 Approved in Part

\_\_\_\_\_  
 Employee Signature Date

DATED:

5:60-E1

Page 1 of 1

**Commented [APowell1]:**  
 The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, requires standardized forms.  
**Issue 93, October 2016**

# DRAFT UPDATE – NEW

5:60-E2

## General Personnel

### Exhibit - Employee Estimated Expense Approval Form

Submit to the Superintendent. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

- Estimated Expenses Approval Requested** (50 ILCS 150/20)
- Purchase Order Requested** Purchase Order #: \_\_\_\_\_
- Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32)

Voucher Amount: \_\_\_\_\_

Estimated Expense Report										
Departure date: _____					Return date: _____					
Auto Travel Allowance: _____ per mile										
Date	Mileage Miles	Cost	Comm. Travel Expenses	Lodging	Meals Bkfst Lunch Dinner			Other Item	Cost	Daily Total
<b>Total</b>										\$

Superintendent (below maximum allowable amount):  **Approved**  **Denied**  
 **Approved in Part**

\_\_\_\_\_  
 Superintendent Signature Date

School Board Action (exceeds maximum allowable amount):  **Approved**  **Denied**  
 **Approved in Part**

\_\_\_\_\_  
 Employee Signature Date

DATED:

**Commented [APowell1]:**  
 The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, requires standardized forms.  
 Issue 93, October 2016

# DRAFT UPDATE

## Instruction

### School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Illinois State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards.

The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

### Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and Illinois State Board of Education (ISBE) rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.  
~~1. If applicable, implement a No Child Left Behind Act (NCLB) plan, including the completion of the NCLB Consolidated Application, and seek Board approval where necessary or advisable.~~
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with Sec. 2-3.153 of the School Code, administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 6 through 12 and teachers.

### School Choice and Supplemental Education Services

~~This section of the policy is effective only if the choice and/or supplemental educational services requirements in federal law are applicable to Illinois. When effective, school choice and supplemental education services will be offered to students as provided in Title I of the Elementary and Secondary Education Act.~~

**Commented [APowell1]:**

This policy is updated to delete former requirements under NCLB, repealed by ESSA and P.A.s 99-193 and P.A. 99-657, and amendments to 23 Ill.Admin.Code §1.97.

Issue 93, October 2016

# ***DRAFT UPDATE***

LEGAL REF.: [No Child Left Behind Act, §1116, 20 U.S.C. §6316-34 C.F.R. §§200.32, 200.33, 200.42, and 200.43.](#)  
105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/10-21.3a, and 5/27-1.23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

ADOPTED: [December 21, 2015](#)

# DRAFT UPDATE

Putnam County Community Unit School District 535

6:50

## Instruction

### School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy's implementation.

#### Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See School Board policy 6:60, *Curriculum Content*.

#### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content and Board policy 7:260, Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content and Board policy 7:260, Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education.

#### Nutrition Guidelines for Foods Available During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current *Dietary Guidelines for Americans* published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules.

#### Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law, unless the Superintendent or designee in a participating school has granted an exempted fundraising day (EFD). To request an EFD and learn more about the District's related procedure(s), contact the Superintendent or designee. The District's procedures are subject to change. The number of EFDs is set by ISBE rule.

#### Commented [APowell1]:

The policy, Legal References, and Cross References are updated throughout in response to final Smart Snacks rules.

To achieve the intent of this requirement, the regulations suggest several methods for districts, which include a common method many districts likely already use: post the policy on the website for the public, and use the student handbook to distribute important information to interested households.

Issue 93, October 2016

#### Commented [APowell2]:

23 Ill.Admin.Code §1.425 (added at 40 Ill. Reg. 2990)

Issue 93, October 2016

#### Commented [APowell3]:

105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the *Illinois Learning Standards for Physical Development and Health* (at [www.isbe.net/ils/pdhp/pdf/goal20.pdf](http://www.isbe.net/ils/pdhp/pdf/goal20.pdf)). See also 23 Ill.Admin.Code §1.425 (g), (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. 8/25/16)* at: [www.isbe.net/EPE/pdf/fitness-asmf-faq.pdf](http://www.isbe.net/EPE/pdf/fitness-asmf-faq.pdf).

Issue 93, October 2016

6:50

Page 1 of 2

# DRAFT UPDATE

## Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

## Monitoring

The Superintendent or designee shall annually provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

## Community Input

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and community.

## Recordkeeping

The Superintendent or designee shall retain records to document compliance with this policy.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.  
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.  
National School Lunch Act, 42 U.S.C. §1751 et seq.  
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, PL 111-296.  
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.30.  
105 ILCS 5/2-3.139.  
23 Ill.Admin.Code Part 305, Food Program.  
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education)

ADOPTED: December 21, 2015

### **Commented [APowell4]:**

7 C.F.R. §210.30(f). Records must include: (1) the policy, (2) documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of the local school wellness policy for each school under its jurisdiction.

Issue 93, October 2016

# DRAFT UPDATE

## Instruction

### Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and, for ~~students entering the 9th grade in the fall of 2016 and each year after it those students covered by P.A. 99-434 (eff. 1-1-2016 but may be delayed by subsequent legislation)~~, one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least ~~eight~~ 8 courses during the previous ~~two~~ 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) classroom instruction on distracted driving as a major traffic safety issue, ~~and (b) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement~~. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.

**Commented [APowell1]:**

Updated to reflect the delayed implementation date due to P.A. 99-485.

Issue 93, October 2016

**Commented [APowell2]:**

105 ILCS 5/27-24.2, amended by P.A. 99-720. Required beginning with the 2017-2018 school year.

Issue 93, October 2016

# DRAFT UPDATE

8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical ~~Activity~~ Education*
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film

# ***DRAFT UPDATE***

made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.

15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.  
20 ILCS 2605/2605-480.  
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, [5/27-6.5](#), 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-24.2, 435/, and 110/3.  
625 ILCS 5/6-408.5.  
23 Ill.Admin.Code §§1.420, [1.425](#), 1.430, and 1.440.  
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.  
Protecting Children in the 21<sup>st</sup> Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).  
47 C.F.R. §54.520.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline); 7:260 (Exemption from Physical [ActivityEducation](#))

ADOPTED: [December 21, 2015](#)

# DRAFT UPDATE

## Students

### Student and Family Privacy Rights

#### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. 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: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) 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.

#### 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.

# DRAFT UPDATE

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.

## Physical Exams or Screenings

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 paragraph 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 administered pursuant to the District’s extracurricular drug and alcohol testing program (see Policy 7:240, *Conduct Code for Participants in Extracurricular Activities*).
- ~~3.4. Is otherwise authorized by Board policy. (See 7:240, *Conduct Code for Participants in Extracurricular Activities*).~~

Commented [APowell1]:  
Updated for clarity.  
Issue 93, October 2016

## Selling or Marketing Students’ Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term “personal information” means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver’s license number or State identification card.

The above paragraph does not apply: (1) if the student’s parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student’s “personal information” to a business organization or financial institution that issues credit or debit cards.

# ***DRAFT UPDATE***

## Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights [Act](#).  
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.  
105 ILCS 5/10-20.38.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), [7:240 \(Conduct Code for Participants in Extracurricular Activities\)](#), [7:300 \(Extracurricular Athletics\)](#)

ADOPTED: [October 21, 2013](#)

# DRAFT UPDATE

## **Students**

### **School Admissions and Student Transfers To and From Non-District Schools**

#### Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Parents/guardians may request early admission for a child. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

#### Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

# DRAFT UPDATE

## Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

## Foster Care Students

[The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.](#)

## Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

## Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

## Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

### **Commented [APowell1]:**

Optional. 105 ILCS 5/10-20.58, added by P.A. 99-781, allows school boards to appoint liaisons for foster care students. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.58 directs how employees are prioritized for liaison appointment. Liaisons are "encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services." For more information about Liaison responsibilities, please see the footnotes available at PRESS Online.

**Issue 93, October 2016**

# ***DRAFT UPDATE***

LEGAL REF.: [Family Educational Rights and Privacy Act, 20 U.S.C. §1232](#),  
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.,  
[Family Educational Rights and Privacy Act, 20 U.S.C. §1232](#),  
Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101,  
Individuals With Disabilities Education Improvement Act, 20 U.S.C. §1400 et seq.,  
Rehabilitation Act, Section 504, 29 U.S.C. §794,  
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2,  
5/27-8.1, 10/8.1, 45/, and 70/.,  
325 ILCS 50/ and 55/.,  
410 ILCS 315/2e.,  
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School  
Registration.,  
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: [4:110 \(Transportation\)](#), 6:30 (Organization of Instruction), 6:110 (Programs for  
Students At Risk of Academic Failure and/or Dropping out of School and  
Graduation Incentives Program), 6:140 (Education of Homeless Children), 6:300  
(Graduation Requirements), 6:310 (High School Credit for Non-District  
Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence),  
7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations;  
Immunizations; and Exclusion of Students), 7:340 (Student Records)

ADOPTED: [December 21, 2015](#)

# DRAFT UPDATE

## Students

### Residence

#### Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

#### Requests for Non-Resident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

#### Admission of Non-Resident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.

**Commented [APowell1]:** Amended for consistency with the School Code.

Issue 93, October 2016

# DRAFT UPDATE

2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

## Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. School Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

## Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. [The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and the notice shall be given by certified mail, return receipt requested.](#) The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 *et seq.*  
105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.  
105 ILCS 45/ and 70/.  
23 Ill.Admin.Code §1.240.  
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).  
Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 (Ill.App.1, 1997).  
Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

CROSS REF.: [6:15 \(School Accountability containing "School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring"\)](#),  
6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED: [December 21, 2009](#)

### **Commented [APowell2]:**

Updated to align with amendments to residency challenge procedures under 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17.

See administrative procedure 7:60-AP, *Challenging a Student's Residence Status*, for sample procedures implementing this paragraph.

**Issue 93, October 2016**

### **Commented [APowell3]:**

References to NCLB's school choice provisions are deleted due to the statute's repeal by the passage of ESSA.

**Issue 93, October 2016**

# DRAFT UPDATE

## Students

### Attendance and Truancy

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) ~~between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), whose age meets the compulsory attendance age listed in State law,~~ or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. ~~Unless a student has already graduated from high school, compulsory attendance ages are as follows:~~

- ~~a. Before the 2014-2015 school year, students between the ages of 7 and 17 years.~~
- ~~b. Beginning with the 2014-2015 school year, students between the ages of 6 (on or before September 1) and 17 years.~~

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

#### Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. ~~A protocol for excusing a student in grades 6 through 12 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.~~
3. A process to telephone, within ~~2~~two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
5. ~~Methods~~A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information ~~about the reasons for the student's attendance problem.~~

**Commented [APowell1]:**  
Updated for clarity and to delete past dates.  
Issue 93, October 2016

**Commented [APowell2]:**  
105 ILCS 5/26-1, amended by P.A. 99-804, eff. 1-1-17. A student must notify the building principal or other administrator at least two days prior to the absence providing the date, time, and location of the military honors funeral. This requirement may be waived if the student did not receive notice at least two days in advance, but the student shall notify the administration as soon as possible of the absence.  
  
A student whose absence is excused to sound Taps shall be counted in attendance for purposes of calculating the average daily attendance of students in the district. The district must allow the student reasonable time to make up school work and if school work is satisfactorily completed, the day of absence is counted as an attendance day for the student.

Issue 93, October 2016  
**Commented [APowell3]:**  
23 Ill.Admin.Code §1.290(b)(2)  
Issue 93, October 2016

# DRAFT UPDATE

6. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
7. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
8. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
9. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
10. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
11. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers To and From Non-District Schools*.
12. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through 16.  
705 ILCS 405/3-33.5.  
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Discipline), 7:340 (Student Records)

ADOPTED: [April 28, 2014](#)

# ***DRAFT UPDATE***

## **Community Relations**

### **Visitors to and Conduct on School Property**

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

The Superintendent or designee may post certain school facilities for the community's use on non-school days when they are not being used for school purposes.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.

# DRAFT UPDATE

6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

## Convicted Child 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 meets either of the following two exceptions:

1. The offender 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: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) 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 (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender 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 designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

## Exclusive Bargaining Representative Agent

**Please refer to the following current agreement:**

**Collective Bargaining Agreement Between the Putnam County Education Association, IEA-NEA, and the Board of Education, Putnam County Community Unit School District 535.**

**For employees not covered by this agreement:**

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees.

### **Commented [APowell1]:**

*Duty-free time* is used to provide a district with discretion about whether preparation time, etc. may be used. This is amended due to PRESS Advisory Board feedback.

Consult the board attorney about this subhead. It is an item on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Amend the language to reflect what is recommended by the board attorney.

**Issue 93, October 2016**

# ***DRAFT UPDATE***

## Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

## Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).  
Pro-Children Act of 1994, 20 U.S.C. §7181 *et seq.*  
105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.  
430 ILCS 66/, Firearm Concealed Carry Act.  
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Discipline), 8:20 (Community Use of School Facilities)

ADOPTED: [December 21, 2015](#)

# DRAFT UPDATE

## Community Relations

### Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.  
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).  
105 ILCS 5/10-20.4651.  
410 ILCS 25/, Environmental Barriers Act.  
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Expansion Programs)

ADOPTED: March 15, 2010

**Commented [APowell1]:**  
A written evaluation of district services, policies, and practices should have been completed by January 26, 1993. While this date has passed, this information is kept in the policy as it is an affirmative obligation.  
**Issue 93, October 2016**

# DRAFT UPDATE

Putnam County Community Unit School District 535

2:120

## School Board

### Board Member Development

The School Board desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

### Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member lected or appointed to fill a vacancy of at least one year's duration must complete at least ~~4~~four hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term. ~~This requirement is applicable to Board members who are elected after June 13, 2011 or who are appointed to fill a vacancy of at least one year's duration after that date.~~
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

### Professional Development: Adverse Consequences of School Exclusion: Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., Senate Bill 100 training topics.

### Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

### New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

**Commented [APowell1]:**  
Updated to remove the past date.  
**Issue 93, October 2016**

**Commented [APowell2]:**  
Optional. The School Code encourages Board members to be trained on these issues. A course on SB 100 will soon be available through IASB's Online Learning Center (OLC).  
Inquire at: [onlinelearning@iasb.com](mailto:onlinelearning@iasb.com).  
**Issue 93, October 2016**

# ***DRAFT UPDATE***

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

## Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.: 5 ILCS 120/1.05 and 120/2.  
105 ILCS 5/10-16a and 5/24-16.5.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member [Compensation](#); Expenses), 2:200 (Types of School Board Meetings)

ADOPTED: [October 21, 2013](#)

# DRAFT UPDATE – REWRITTEN

2:125

## School Board

### Board Member Compensation; Expenses<sup>1</sup>

#### Board Member Compensation Prohibited<sup>2</sup>

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

#### Roll Call Vote<sup>3</sup>

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

#### Regulation of School District Expenses<sup>4</sup>

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution.<sup>5</sup> No later than approval of the annual budget and when necessary,<sup>6</sup> the Superintendent will

**The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.**

<sup>1</sup> State law controls this policy's content (105 ILCS 5/10-9, 5/10-10 and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); and the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 (regulation of travel expenses)). The deadline for implementation of this policy under the ECA is 7-1-17, but as a practical matter, see the third paragraph of f/n 3, below.

<sup>2</sup> The legal limit for board secretary compensation is \$500 (105 ILCS 5/10-14).

<sup>3</sup> 50 ILCS 150/15, added by P.A. 99-604, eff. 1-1-17. 105 ILCS 5/10-7 also states, "[o]n all questions involving the expenditure of money, the yeas and nays shall be taken and entered on the records of the proceedings of the board," i.e., a roll call vote.

Although the School Code has always required a roll call vote on public expenditures, on and after 60 days after the effective date of the ECA, a roll call vote will also be required for any:

1. Officer or employee of the board that exceeds the *maximum allowable reimbursement amount* (MARA) set by the board in its resolution to regulate expenses, and
2. Board member (50 ILCS 150/15, added by P.A. 99-604, eff. 1-1-17).

A majority of school law firms agree that the "on or after 60 days" date discussed in the paragraph above is 3-2-17. Some school law firms will use the date 3-1-17. There is also a policy-component deadline "[o]n and after 180 days after the effective date of [the ECA]." That date is 6-30-17. Many school law firms opine that, as a practical matter, boards should complete both the MARA and policy requirements of the ECA by late Feb. 2017 and no later than 3-1-17. Consult the board attorney about these dates. See f/n 13, below for more discussion about amending or adopting another resolution when expenses exceed the MARA required by the ECA.

<sup>4</sup> 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 requires boards to regulate the reimbursement of expenses by *resolution or ordinance*. Unlike like the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies* (105 ILCS 5/10-20.5). Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board (105 ILCS 5/10-20). Therefore, to effectuate the intent of the ECA's requirement to *regulate* expenses with an ordinance or resolution and stay within the confines of the School Code and best practice (minimize liability while aligning with the IASB "Foundational Principles of Effective Governance"), the language in this subhead:

1. Retains with the board its duty to *regulate* expenses through policy with a reference to a resolution that will define and set the types of allowable expenses in the district through the adoption of board policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses* (105 ILCS 5/10-20)(see f/n 5, below);
2. Delegates to the superintendent the duty to recommend an appropriate MARA to the board for adoption in its resolution to regulate expenses (see f/n 7, below).

2:125

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Page 1 of 6

#### Commented [APowell1]:

This policy implements the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.

The footnote material is provided here for your information; once this policy has been adopted, the footnotes and copyright information will be removed.

Issue 93, October 2016

#### Commented [APowell2]:

The introduction provides information to the community that board members are public servants, and they do not receive *perks* or *compensation*.

Issue 93, October 2016

#### Commented [APowell3]:

50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 allows boards to determine this timeline locally.

Other options for the timing of when boards should set the MARA include:

**OPTION 1:** Delete ~~No later than approval of the annual budget~~ and replace it with "At the start of each fiscal year"

**OPTION 2:** Delete ~~No later than approval of the annual budget~~ and replace it with "At the start of each school year"

**OPTION 3:** Delete ~~No later than approval of the annual budget~~ and replace it with "At the start of each calendar year" or

**OPTION 4:** Delete "No later than approval of the annual budget" and replace it with "When presenting the proposed budget".

Consider consulting the board's auditors to assist with this decision.

Issue 93, October 2016

## DRAFT UPDATE – REWRITTEN

recommend a maximum allowable reimbursement amount for expenses to be included in the resolution.<sup>7</sup> The recommended amount should be based upon the District’s budget and other financial considerations.<sup>8</sup>

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member,<sup>9</sup> (2) anyone’s personal expenses,<sup>10</sup> or (3) entertainment expenses.<sup>11</sup> Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events,

<sup>5</sup> Id. For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*. Consult the board attorney about how often the board should adopt or revisit its resolution (see f/ns 6 and 8, below). For discussion about setting an annual time of year to adopt the resolution, see f/n 6, below.

<sup>6</sup> 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 allows boards to determine this timeline locally.

While the ECA does not require boards to adopt an *annual* resolution to regulate expenses, an annual review provides a way for the board to monitor this policy’s implementation and its duties under the ECA and policy 2:240, *Board Policy Development*.

This sample policy uses “No later than approval of the annual budget” to align with 105 ILCS 5/17-1 (annual budget adoption within the first quarter of each fiscal year). The words *and when necessary* allow for flexibility in situations discussed in f/n 13, below (*emergency and/or an extraordinary circumstance*).

Consider consulting the board’s auditors to assist with this decision. Other options for the timing of when boards should set the MARA include:

1. Deleting ~~No later than approval of the annual budget~~ and replacing it with “At the start of each fiscal year”
2. Deleting ~~No later than approval of the annual budget~~ and replacing it with “At the start of each school year”
3. Deleting ~~No later than approval of the annual budget~~ and replacing it with “At the start of each calendar year” or
4. Deleting “~~No later than approval of the annual budget~~” and replacing it with “When presenting the proposed budget”.

<sup>7</sup> For practical purposes, this duty is delegated to the superintendent because:

1. The School Code:
  - a. Allows the board to delegate duties to the superintendent (105 ILCS 5/10-16.7), and
  - b. Assigns to the superintendent the duty to make recommendations to the board concerning the budget (105 ILCS 5/10-21.4); and
2. The MARA should be based upon a district’s financial resources and other considerations important to the local district.

<sup>8</sup> The ECA does not define MARA or how to determine it (see the first sentence of f/n 6, above). The board and superintendent should have a conversation that addresses at minimum the following topics:

1. Should the superintendent use and refer to line items from the current budget?
2. Would the board set per diems or set a very large number for the board and/or all of the district employees – both have their advantages and disadvantages.
3. Should the board categorize MARA by activity?
4. Will it be categorized by individual responsibilities to the district or job titles/classes?
5. Should there be an amount category for each type of travel: airfare, train, automobile, taxi, etc.?
6. Will there be a special category for recurring and/or required training opportunities for teachers and board members?

These choices will depend upon many factors, including the budget, perhaps an auditor’s recommendation, the community’s preferences, and advice from the board attorney.

Amend the language throughout this subhead and in the fourth WHEREAS paragraph in 2:125-E3, *Resolution to Regulate Expense Reimbursements* to reflect local preferences. Consider that inserting the actual MARA into the policy would likely require more formal continual policy updates as opposed to amending the resolution if a board needs to increase its MARA for any reason. For example, see the discussion in f/n 13, below.

<sup>9</sup> 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses from being advanced or reimbursed to any person other than a board member or employee of the district.

<sup>10</sup> Optional. *Personal expenses* are not defined in 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State’s widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

<sup>11</sup> 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17.

# DRAFT UPDATE – REWRITTEN

or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.<sup>12</sup>

## Exceeding the Maximum Allowable Reimbursement Amount(s)

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

1. The Board’s resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting. <sup>13</sup>

## Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:<sup>14</sup>

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;<sup>15</sup>
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board’s standardized estimated expense approval form. After spending expense advancements, Board members must use the Board’s standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an

### **Commented [APowell4]:**

The Ill. Gen. Assembly abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

**OPTION:** Use this alternative for districts in suburban Cook County: replace “Regional Superintendent of Schools” with “appropriate Intermediate Service Center.”

Issue 93, October 2016

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

### <sup>12</sup> *Id.*

<sup>13</sup> 50 ILCS 150/10 and 15, added by P.A. 99-604, eff. 1-1-17. A board may need to revisit its resolution to regulate expenses more often than annually if (a) an expense reimbursement amount exceeds the MARA set in the board’s resolution, and (b) an *emergency* or an *extraordinary circumstance* does not exist. Consult the board attorney in these circumstances to determine whether the board may need to revisit and amend its resolution to increase the MARA before approving the expenses exceeding it.

*Emergency* or an *extraordinary circumstance* is not defined by the ECA, but these terms are meant to allow boards flexibility when expenses exceed the MARA. Yet approving expense reimbursement requests that exceed the MARA as *emergencies* or *extraordinary circumstances* when the board or superintendent “did not plan well” or “an organization’s conference fees went up more than expected this year after the board adopted its resolution,” may open the board to public relations and other legal challenges. See *Laukhuf v. Board of Education*, 2003 WL 23936148 (Ill.Cir. 2003)(addressing what constitutes an *emergency* in the context of the Open Meetings Act, which similar to the ECA, also does not define the term, and holding an emergency meeting to cure a situation that a school board created itself is not an emergency within the confines of OMA).

While the ECA does not provide for specific legal penalties for the wrongful approval of expenses, it is not clear whether a court may find in circumstances of poor MARA planning, that an *emergency* or *extraordinary circumstance* under the ECA did not exist and grant relief requested by a challenger as allowed under State law.

<sup>14</sup> 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This advancement language pre-dates the ECA and is narrower than the ECA. A reasonable interpretation is that the MARA required in the ECA would apply to any advancement amount. This policy seeks to reconcile and highlight the differences between the School Code and the ECA requirements by separating School Code advancements into a separate subhead from ECA reimbursements (estimated and actual). For more distinctions between these laws and further discussion, see *t/n* 20, below.

<sup>15</sup> Use this alternative for districts in suburban Cook County: replace “Regional Superintendent of Schools” with “appropriate Intermediate Service Center.” The Ill. Gen. Assembly abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

# DRAFT UPDATE – REWRITTEN

expense advancement not used.<sup>16</sup> If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below).<sup>17</sup> Expense advancements and vouchers shall be presented to the Board in its regular bill process.

## Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses<sup>18</sup> by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

## Credit and Procurement Cards<sup>19</sup>

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

**Commented [APowell5]:**  
**OPTION:** A board may expand this provision's scope by amending and adding to the sentence as follows:  
"and other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list."

Issue 93, October 2016

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>16</sup> 105 ILCS 5/10-22.32 requires the return of excess advancements that are issued.

<sup>17</sup> Boards have this power under 105 ILCS 5/10-20; this statute specifies that the grant of powers to school boards is not exclusive and that school boards may exercise other powers that are not inconsistent with duties. A board may expand this provision's scope by amending and adding to the sentence as follows:

"and other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list."

See also *f/n* 8 in policy 2:120, *Board Member Development* for an example of a board member professional development opportunity that is encouraged by the School Code.

<sup>18</sup> Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense *pre-approvals*. 50 ILCS 150/20 states: "an *estimate* if expenses have not been incurred ..." or "a *receipt* ... if the expenses have already been incurred," suggesting no pre-approval is necessary. However, pre-approval is a best practice, and a board member who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements* reflects the district's specific pre-approval requirements. For an example of a standardized *estimated* expense form that could be used as a form of pre-approval, see 2:125-E2, *Board Member Estimated Expense Approval Form*. The form provides three methods for board members to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

<sup>19</sup> Optional. Consult the board attorney about issuing credit and procurement cards to board members. See *f/n* 1 of policy 4:55, *Use of Credit and Procurement Cards*.

If in consultation with the board attorney credit and procurement cards will be issued to board members, delete "Credit and procurement cards shall not be issued to Board members" and insert "Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*."

# DRAFT UPDATE – REWRITTEN

## Standardized Expense Form(s) Required <sup>20</sup>

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

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants. <sup>21</sup>
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

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

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
  - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
  - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
  - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
  - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
  - e. Taxis, airport limousines, or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement

**The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.**

<sup>20</sup> 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32). The **PRESS** materials on expenses marry the School Code's advancement voucher requirement into the ECA's requirement for a standardized estimated expense form. For an example, see 2:125-E2, *Board Member Estimated Expense Approval Form* and 5:60-E2, *Employee Estimated Expense Approval Form*. These forms provide three methods for board members or district employees to submit anticipated/estimated expenses:

1. Providing estimated expenses under 50 ILCS 150/,
2. Requesting expense advancements for the activities listed under 105 ILCS 5/10-22.32, or
3. Obtaining a purchase order (highly unlikely for anticipated board member expenses but possible).

<sup>21</sup> *Id.* at (2) and (3).

2:125

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Page 5 of 6

### **Commented [APowell6]:**

**OPTION:** Alternatively, a board could set a daily limit on meal costs, such as:  
Board members will be reimbursed for meal costs and tips up to \$\_\_\_per day consistent with the maximum allowable reimbursement amount(s) set by the Board.

Consult the Board's previous version of policy 2:125 to see whether a daily limit is currently in place.

But see also footnote 8 and ensure this amount is consistent with the MARA set by the board resolution.

**Issue 93, October 2016**

## ***DRAFT UPDATE – REWRITTEN***

amount set by the Board.<sup>22</sup> Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.  
Local Government Travel Expense Control Act, 50 ILCS 150/.

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

ADOPTED:

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>22</sup> Alternatively, a board could set a daily limit on meal costs, such as:  
Board members will be reimbursed for meal costs and tips up to \$\_\_\_\_\_ per day consistent with the maximum allowable reimbursement amount(s) set by the Board.  
But see also f/n 8, above and ensure this amount is consistent with the MARA set by the board resolution.

2:125

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Page 6 of 6

# DRAFT UPDATE – NEW TO DISTRICT

2:125-E1

## School Board

### Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Please print and attach receipts for all expenditures. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

**Commented [APowell1]:**  
 The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, requires standardized forms.  
 Issue 93, October 2016

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Receipts attached Request Date: \_\_\_\_\_

Approved expense advancement (voucher) attached, if applicable\* (Completed 2:125-E2, Board Member Estimated Expense Approval Form.)

Actual Expense Report										
* Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. (105 ILCS 5/10-22.32)										
Auto Travel Allowance: _____ per mile										
Date	Mileage		Comm. Travel Expenses	Lodging	Meals			Other	Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item		
<b>Subtotal</b>										
<b>Advances</b>										-
<b>TOTAL</b> (a negative amount indicates refund due from Board member)										\$

Submitting Board Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

School Board Action:  Approved  Denied  
 Approved in Part  Exceeds Maximum Allowable Amount

DATED:

# DRAFT UPDATE – NEW TO DISTRICT

2:125-E2

## School Board

### Exhibit - Board Member Estimated Expense Approval Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

**Commented [APowell1]:**  
 The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, requires standardized forms.  
 Issue 93, October 2016

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

- Estimated Expenses Approval Requested** (50 ILCS 150/20)
- Purchase Order Requested** Purchase Order #: \_\_\_\_\_
- Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32)  
 Voucher Amount: \_\_\_\_\_

Estimated Expense Report										
Auto Travel Allowance: _____ per mile										
Date	Mileage		Comm. Travel Expense	Lodging	Meals			Other Item	Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner			
<b>Total</b>										\$

\_\_\_\_\_  
 Submitting Board Member's Signature Date

\_\_\_\_\_  
 Superintendent Signature Date

- School Board Action:**  **Approved**  **Denied**  
 **Approved in Part**  **Exceeds Maximum Allowable Amount**

DATED:

# DRAFT UPDATE – NEW

2:125-E3

## School Board

### Exhibit - Resolution to Regulate Expense Reimbursements

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*;

WHEREAS, based upon the School District's budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable reimbursement amount of \$[amount] \_\_\_\_\_ for Board members and District staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policy 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*.
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed \$[amount] \_\_\_\_\_, effective on [date] \_\_\_\_\_ until the Resolution is rescinded or replaced by the Board.
3. Supersedes its previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph two above.
4. Requires use of Board exhibits 2:125-E1, *Board Member Expense Reimbursement Form*; 2:125-E2, *Board Member Estimated Expense Approval Form*; 5:60-E1, *Employee Expense Reimbursement Form*; and 5:60-E2, *Employee Estimated Expense Approval Form*.
5. May approve expenses that exceed the Board's maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
6. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: \_\_\_\_\_, Board President

Attested by: \_\_\_\_\_, Board Secretary

2:125-E3

Page 1 of 1

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#### Commented [APowell1]:

A resolution is required by The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.

This sample resolution is not included on your PRESS Plus Response Form. After the Board has customized and approved a local Resolution to Regulate Expense Reimbursements, you may submit it through PRESS Plus for inclusion in the Board Policy Manual.

Issue 93, October 2016

# DRAFT UPDATE

Putnam County Community Unit School District 535

2:200

## School Board

### Types of School Board Meetings

#### General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

#### Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

#### Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act], 5 ILCS 120/2(c)(1), amended by P.A. 99-646.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act,

#### **Commented [APowell1]:**

Discussing the elimination of an employee's position for reasons unrelated to the performance of the employee is not within the scope of Section 2(c)(1). Nor does the exception permit a public body to hold closed sessions to discuss employees in general or issues that may ultimately have an impact on employees.

The Local Government Wage Increase Transparency Act, 50 ILCS 155/1, added by P.A. 99-646, allows *disclosable payments* (described below) to IMRF employees only when the school board has first discussed the specific payment to be made at a meeting open to the public and posted and held in accordance with the requirements of the Open Meetings Act.

The provisions apply only to disclosable payments made to participating employees under Article Seven of the Illinois Pension Code (IMRF) who began participation before 1-1-11 and who are not subject to a collective bargaining agreement with respect to the employment upon which the participation is based.

*Disclosable payments* means a payment, whether in the form of an increase in the rate of earnings or a lump-sum payment, that would:

1. Be made by a participating employer to a participating employee after the employee has expressed to the employer his or her intent to retire or withdraw from service;
2. Have the effect of increasing the employee's reportable monthly earnings from that employer by more than 6% compared to the previous month; and
3. Be made between 12 months and 90 days prior to the employee's expected termination of service.

It does not include a refund of contributions or any payment required to be paid by State or federal law.

Issue 93, October 2016

# ***DRAFT UPDATE***

provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), amended by P.A. 99-235, eff. 1-1-16.
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board action will be taken at a closed meeting.

# ***DRAFT UPDATE***

## Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

## Special Meetings

Special meetings may be called by the President or by any 3 members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice. All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

## Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

## Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.: 5 ILCS 120/, Open Meeting Act.  
5 ILCS 140/, Freedom of Information Act.  
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED: [December 21, 2015](#)

# DRAFT UPDATE

## School Board

### School Board Meeting Procedure

#### Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. Discussion items may be added to the agenda upon unanimous approval of those Board members present. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

#### Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is as follows: the person who made the motion votes first and the voting proceeds alphabetically after that person.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Any Board member may include a written explanation of his or her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.

#### Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;

**Commented [APowell1]:** This policy language is unchanged, but new information was added to the footnote:  
Directing the sale of district real property or buildings thereon must be approved by at least 2/3 of the board members (105 ILCS 5/5-22, amended by P.A. 99-794, eff. 1-1-17), unless the sale is residential property constructed or renovated by students as part of a curricular program, in which case, the board could engage the services of a licensed real estate broker to sell the property for a commission not to exceed 7%, contingent upon the public listing of the property on a multiple listing service for a minimum of 14 calendar days and a sale of the property happens within 120 days.

This law originated through IASB resolutions.  
**Issue 93, October 2016**

# DRAFT UPDATE

3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted “yea” and “nay”;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting’s date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board’s meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board’s approval; they may be inspected in the District’s main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District’s administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District’s administrative offices or their official storage location Superintendent’s office except by vote of the Board or by court order.

The Board’s open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

## Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District’s main office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access listen to verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District’s administrative offices or the verbatim recording’s

**Commented [APowell2]:** 5 ILCS 120/2.06(e), amended by P.A. 99-515. The listed individuals in the statute are matched to the titles in the IASB Policy Reference Manual.

**OPTION:** If the board wishes to mirror the statutory language, delete: ~~the Recording Secretary, the Superintendent or designated administrator, or any elected Board member~~ and replace with: “a records secretary, an administrative official of the public body, or any elected official of the public body.” This will also change the titles in 2:220-E1 and 2:220-E7, if implemented by the Board.

**Issue 93, October 2016**

**Commented [APowell3]:** The intent of the *in the presence of* language is meant to protect both (1) the verbatim recordings/closed session minutes and (2) the board members requesting access to them. It ensures that a school district official is present at all times when a requesting board member accesses the verbatim recording/closed session minutes. The requirement is meant to prevent misuse and removal of the verbatim recording/closed session minutes from the district offices or official storage location. It is also meant to protect the board member who requests the access from being alone and in a situation where he or she could potentially be accused of tampering with or taking the verbatim recording/closed session minutes.

**Issue 93, October 2016**

**Commented [APowell4]:**

Consult the board attorney about:

1. The practice of sending an *appointed* board member to be present with a board member who requests access to verbatim recordings/closed session minutes. 105 ILCS 120/2.06(e) states, “any *elected* member of the Board;” appointed is not listed but is mentioned elsewhere in the language of this section of the law;
2. Access to verbatim recordings/closed session minutes by other officials employed by the district, e.g., superintendent or other high-level administrators and even the board attorney; and
3. How this law affects the sharing of closed session minutes with board members prior to a meeting at which the closed session minutes will be approved.

The intent of P.A. 99-515 was to manage a board member’s *individual* request for access to these items in his or her individual capacity (see 2:80, *Board Member Oath and Conduct*), not change prior practices in regard to other officials and board attorneys or the required work of school boards under various laws. While many attorneys do not interpret the new law to restrict access or change procedures for these other high-level school officials and attorneys employed by the district, some attorneys do and it is important to obtain legal advice on this specific issue.

**Issue 93, October 2016**

# DRAFT UPDATE

official storage location. Requests shall be made to the Superintendent or Board President, when that action is While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, Board Member Oath and Conduct. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

## Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

## Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (10th Edition), as a guide when a question arises concerning procedure.

## Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.  
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:200 (Types of School Board Meetings), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

ADOPTED: [December 17, 2012](#)

**Commented [APowell5]:** This paragraph is optional. It provides boards an opportunity to discuss and encourage each member to carefully think about purposes for their requests to listen to verbatim recordings, which historically has been and should continue to be to "access information relevant to the exercise of duties" for the public body. Intra-board conflicts may escalate if the recording is used to confirm or dispute who-said-what. Prior to P.A. 99-515, the Open Meetings Act did (and still does) allow boards to release these types of information (5 ILCS 120/2.06(e)). Further, Att'y Gen. Op. 32, 1996, opined that board members cannot be denied access to information relevant to the exercise of his or her duties. Board members should evaluate whether their requests under P.A. 99-515 are "relevant to the exercise of their duties" before making such requests. Confirming or disputing who-said-what diverts resources away from operations of the district in educating its students. Additional considerations in listening to verbatim recordings may include personnel and student records confidentiality issues, which should be discussed with the board attorney.  
**Issue 93, October 2016**

# DRAFT UPDATE

Putnam County Community Unit School District 535

2:220-E1

## School Board

### Exhibit - Board Treatment of Closed Meeting Verbatim Recordings and Minutes

The following procedures govern the verbatim audio recordings and minutes of School Board meetings that are closed to the public.

Actor	Action
<i>Before any Board meeting:</i> Superintendent or designee	Arranges to have an audio recording device with extra recording tapes and a back-up audio recording device in the Board meeting room during every Board meeting regardless of whether a closed meeting is scheduled.  The Board may close a portion of a public meeting without prior notice; it cannot, however, have a closed meeting unless it can record the session.
<i>Before a closed meeting:</i> Board President or presiding officer	On the closed meeting date: (1) convenes an open meeting, (2) requests a motion to adjourn into closed meeting making sure the reason for the meeting is identified in the motion, (3) takes a roll call vote, (4) asks that the minutes record the vote of each member present and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting (5 ILCS 120/2a), and (5) adjourns the open meeting.
<i>Before a closed meeting:</i> Superintendent or Board Secretary	Immediately before a closed meeting, tests and activates the audio recording device.
<i>During a closed meeting:</i> Board President or presiding officer	Convenes the closed meeting stating:  Seeing a quorum of the Board of Education gathered today, ___ date, at ___ o'clock, at ___ location, for the purpose of holding a closed meeting in order to confidentially discuss ___, I call the meeting to order. In order to record who is present, I request that each individual state his or her name and position with the District.  Limits discussion to the topics that were included in the motion to go into a closed meeting.  The failure to immediately call a person out-of-order who strays from the purposes included in the motion may result in an appearance of acquiescence. This responsibility to call a person out-of-order falls on each Board member in the event of the President's failure.  Once the closed meeting is finished, announces a return to an open meeting or adjournment, and states the time.

2:220-E1

Page 1 of 3

# DRAFT UPDATE

Actor	Action
<p>After a closed meeting: Superintendent, Recording Secretary, or Board Secretary</p>	<p><b><u>For Verbatim Recordings:</u></b></p> <p>Takes possession of the audio recording of the closed meeting and labels it with identification information, specifically the date and items discussed.</p> <p>Adds the identification information contained on the audio recording's label to a cumulative list of closed meeting recordings.</p> <p>As soon as possible, puts the recording of the closed meeting in the previously identified secure location for storing recordings of closed meetings.</p> <p><u>Upon request of a Board member:</u></p> <ol style="list-style-type: none"> <li>1. <u>Provides access to the verbatim recordings minutes at a reasonable time and place without disrupting District operations;</u></li> <li>2. <u>Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District:</u> <ol style="list-style-type: none"> <li>a. <u>The Recording Secretary.</u></li> <li>b. <u>The Superintendent or designated administrator, or</u></li> <li>c. <u>Any elected Board member; and</u></li> </ol> </li> </ol> <p><u>+3. Logs the access to the recordings in 2:220-E7, <i>Access to Closed Meeting Minutes and Verbatim Recordings.</i></u></p> <p><b><u>For Closed Meeting Minutes:</u></b></p> <p>Prepares written closed meeting minutes that include:</p> <ul style="list-style-type: none"> <li>• The date, time, and place of the closed meeting</li> <li>• The Board members present and absent</li> <li>• A summary of discussion on all matters proposed or discussed</li> <li>• The time the closed meeting was adjourned</li> </ul> <p><u>Upon request of a Board member:</u></p> <ol style="list-style-type: none"> <li>1. <u>Provides access to the closed session minutes at a reasonable time and place without disrupting District operations;</u></li> <li>2. <u>Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District:</u> <ol style="list-style-type: none"> <li>a. <u>The Recording Secretary.</u></li> <li>b. <u>The Superintendent or designated administrator, or</u></li> <li>c. <u>Any elected Board member; and</u></li> </ol> </li> </ol> <p><u>+3. Logs the access in 2:220-E7, <i>Access to Closed Meeting Minutes and Verbatim Recordings.</i></u></p>
<p>After a closed meeting: School Board</p>	<p>Approves the previous closed meeting minutes at the next open meeting.</p>
<p>In preparation for the semi-annual review:</p>	<p>Prepares a recommendation concerning the continued need for confidential treatment of closed meeting minutes; includes this</p>

**Commented [APowell1]:**  
While the responsibilities for the *preparation and storage* of verbatim recordings and closed session minutes may be delegated to anyone, 5 ILCS 120/2.06(e), amended by P.A. 99-515 (adding another purpose for access to verbatim recordings and closed session minutes) requires certain individuals to be present when seated board members request access to these items, which in these instances will not allow delegation by the superintendent, recording secretary, or board secretary in the context of supervising access to closed session minutes and verbatim recordings only. Delegation is appropriate in all other circumstances.

Access to these items no longer requires board approval and must be provided in the public body's main office or official storage location, *in the presence of:*

- a. A records secretary,
- b. An administrative official of the board, or
- c. Any elected board member.

**Issue 93, October 2016**

# DRAFT UPDATE

Actor	Action
Superintendent or designee	<p>recommendation in the packet for the meeting in which the Board will conduct its semi-annual review.</p> <p>This step is in preparation of the Board’s meeting to decide whether the need for confidential treatment of specific closed meeting minutes continues to exist.</p> <p>If the Board wants to discuss closed meeting minutes in closed session, places “review of unreleased closed meeting minutes” on a closed meeting agenda.</p> <p>Places “result of Board’s review of unreleased closed meeting minutes” as an item on a subsequent open meeting agenda.</p>
<p><i>In preparation for the semi-annual review:</i></p> <p>Individual Board members</p>	<p>Before the meeting in which the Board will conduct its semi-annual review, examines the material supplied by the Superintendent.</p> <p>Individual Board members should consider: (1) the Superintendent’s recommendation, (2) the recommendation of the Board Attorney, (3) other Board members’ opinions, (4) the minutes themselves, and/or (5) whether the minutes would be exempted from public disclosure under the Illinois Freedom of Information Act.</p>
<p><i>During the semi-annual review:</i></p> <p>School Board</p>	<p>The Board decides in open session whether: (1) the need for confidentiality still exists as to all or part of closed meeting minutes, or (2) the minutes or portions thereof no longer require confidential treatment and are available for public inspection.</p> <p>The Board may have an earlier meeting in closed session to discuss the continued need for confidential treatment.</p>
<p><i>After the semi-annual review:</i></p> <p>Superintendent or designee</p>	<p>Re-labels and re-files closed meeting minutes as appropriate.</p>
<p><i>Monthly:</i></p> <p>Board President</p>	<p>Adds “destruction of closed meeting audio recording” as an agenda item to an upcoming open meeting.</p>
<p><i>Monthly:</i></p> <p>School Board</p>	<p>Approves the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist.</p>

LEGAL REF.: 5 ILCS 120/1 et seq.

DATED: [December 21, 2009](#)

# DRAFT UPDATE

Putnam County Community Unit School District 535

2:220-E2

## School Board

### Exhibit - Motion to Adjourn to Closed Meeting

#### Motion to Adjourn to Closed Meeting

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

Location: \_\_\_\_\_

A motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_, to adjourn to closed meeting to discuss:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act, 5 ILCS 120/2(c)(1), amended by P.A. 99-646.
- Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
- The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
- Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-judicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).
- The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
- The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).
- The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
- Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), amended by P.A. 99-235.
- Student disciplinary cases. 5 ILCS 120/2(c)(9).
- The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
- Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).
- The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
- Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
- Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
- Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

**Commented [APowell1]:**  
Updated in response to 5 ILCS 120/2(c)(1), amended by P.A. 99-646.  
**Issue 93, October 2016**

2:220-E2

Page 1 of 2

# ***DRAFT UPDATE***

**Closed Meeting Roll Call:**

“Yeas”	“Nays”
--------	--------

**Motion:**  Carried  Failed

DATED: [December 21, 2015](#)

# DRAFT UPDATE

Putnam County Community Unit School District 535

2:220-E4

## School Board

### Exhibit - Open Meeting Minutes <sup>1</sup>

#### **Meeting Minutes Protocol**

1. Meeting minutes are the permanent record of the proceedings during a School Board meeting. All Board action must be recorded in the minutes; thus, the minutes focus on Board action.
2. The minutes only include information provided at the meeting. Information may not be corrected or updated in the minutes unless it was discussed at the meeting.
3. Minutes include a summary of the Board's discussion on an agenda topic; the minutes do not state what is said verbatim. The minutes do not repeat the same point made by different individuals. If appropriate, the minutes include a brief background and an explanation of the circumstances surrounding an issue discussed. The minutes do not include the names of members making specific points during discussion. Requests from individual Board members to include their vote or an opinion are handled according to Board policy 2:220, *School Board Meeting Procedure*.
4. The minutes include the topic of reports that are made to the Board including reports from the Superintendent or a Board committee. Written reports are filed with the minutes but do not become part of the minutes.
5. The minutes note when a member is not present for the entire meeting due to late arrival and/or early departure.
6. Although items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they appeared on the agenda. When a meeting is reconvened on a different date, the minutes must describe what happened on each meeting date.
7. The minutes should be recorded in an objective but positive/constructive tone. Answers and explanations, rather than questions, are recorded. Writing style, including choice of words and sentence structure, is at the discretion of the individual recording the minutes.
8. The minutes include individuals' names who speak during the meeting's public participation segment as well as the topics they address. All written documents presented at a Board meeting are filed with the minutes but do not become part of the minutes.
9. The following template generally governs meeting minutes.

#### **Open Meeting Minutes**

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

<sup>1</sup> Other than the required inclusions, the listed meeting protocols are at the board's discretion. They should facilitate a discussion and common understanding concerning what the board wants recorded in its meeting minutes. The required inclusions for meeting minutes are: (5 ILCS 120/2.06)

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and/or "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting; and
6. When a vote is taken to hold a closed meeting, the vote of each member and the reason for the closed meeting with a citation to the specific exception authorizing the closed meeting.

2:220-E4

Page 1 of 3

# DRAFT UPDATE

Location: \_\_\_\_\_

Type of meeting:  Regular  Special  Reconvened or rescheduled  Emergency

Name of person taking the minutes: \_\_\_\_\_

Name of person presiding: \_\_\_\_\_

Members in attendance:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Members absent:

- 1.
- 2.
- 3.

## Approval of Agenda

List any items removed from the consent agenda:

Motion made by: \_\_\_\_\_

Motion:  To approve  
 To add items as follows: *(No action may be taken on new agenda items.)*

Motion seconded by: \_\_\_\_\_

Action:  Passed  Failed

## Approval of Previous Meeting Minutes *(Needed only if this item is not on the consent agenda.)*

Minutes from the Board meeting held on: \_\_\_\_\_

Motion made by: \_\_\_\_\_

Motion:  To approve  
 To approve subject to incorporation of the following amendment(s):

Motion seconded by: \_\_\_\_\_

Action:  Passed  Failed

## Approval of Items on Consent Agenda *(This may include expense advancements, reimbursements, and/or purchase orders regulated by the Local Government Travel Expense Control Act (see Board policies 2:125, Board Member Compensation; Expenses, and 5:60, Expenses))*

Summary of discussion:

Motion to approve the consent agenda made by: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

Roll Call: *(Needed when consent agenda contains an item involving the expenditure of money.)*

**Commented [APowell1]:**  
Updated to implement the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.  
**Issue 93, October 2016**

# DRAFT UPDATE

“Yeas”

“Nays”

Action:  Passed  Failed

**Public Comments** *(Reproduce this section for each individual making a comment.)*

The following individual appeared and commented on the topic noted below: *(Include the title of any documents presented to the Board.)*

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

Topic: \_\_\_\_\_

**Remaining Agenda Items** *(Reproduce this section for each agenda item.)*

Agenda item: \_\_\_\_\_

Summary of discussion: \_\_\_\_\_

Motion made by: \_\_\_\_\_

Motion to: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

Action:  Passed  Failed

*(If a roll call vote occurred, record the vote of individual Board members.)*

“Yeas”

“Nays”

**If Applicable, Approval of Motion to Adjourn to Closed Meeting** *(Insert 2:220-E2, Motion to Adjourn to Closed Meeting.)*

**Approval of Motion to Adjourn**

Motion to adjourn made by: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

Action:  Passed  Failed

Time of adjournment: \_\_\_\_\_

**Post-Meeting Action**

Date minutes approved: \_\_\_\_\_

Date minutes were available for public inspection: \_\_\_\_\_

Date minutes were posted on District website: \_\_\_\_\_

DATED: [December 21, 2009](#)

# DRAFT UPDATE

## School Board

### Exhibit - Semi-Annual Review of Closed Meeting Minutes

#### Logging and Review Process

- Step 1. The Board Secretary or Recording Secretary maintains a log of the closed meeting minutes that are unavailable for public inspection. The meeting minutes are logged according to the reason the Board held the closed meeting. 2:220-E6, *Log of Closed Meeting Minutes*.
- Step 2. The Board meets in closed session to review the log of unreleased closed meeting minutes. The Board or Recording Secretary brings a copy of all unreleased closed meeting minutes and, if requested, allows Board members to review the actual minutes. The Board identifies which closed meeting minutes or portions thereof no longer need confidential treatment. Use *Report Following the Board's Semi-Annual Review of Closed Meeting Minutes*, below.
- Step 3. At least semi-annually in an open meeting, the Board takes action to release for public inspection those minutes, or portions thereof, no longer needing confidential treatment. Use *Action to Accept*, below. Closed meeting minutes will not be released for public inspection if confidential treatment is needed to protect the public interest or the privacy of an individual, including: (1) student disciplinary cases or other matters relating to an individual student, and (2) personnel files and employees' and Board members' personal information.
- Step 4. The Board or Recording Secretary: (1) updates the log of unreleased closed meeting minutes to remove any minutes that the Board made available for public inspection; (2) makes a notation on any applicable closed meeting minutes of the Board's action to release it or a portion of it for public inspection; ~~and~~ (3) continues to log new closed meeting minutes that the Board has not released for public inspection ~~(—~~2:220-E6, *Log of Closed Meeting Minutes*), and (4) maintains logs for access to closed session minutes pursuant to 5 ILCS 120/2.06(e), amended by P.A. 99-515.

#### Report Following the Board's Semi-Annual Review of Closed Meeting Minutes

The School Board met on \_\_\_\_\_ in closed session to conduct its semi-annual review of closed meeting minutes that have not been released for public inspection.

The closed meeting minutes, or portions thereof, from the following dates no longer require confidential treatment: (*insert closed meeting dates*)


The need for confidentiality still exists as to all remaining closed meeting minutes to protect an individual's privacy or the District's interests.

#### Action to Accept the Board's Semi-Annual Review of Closed Meeting Minutes

Open meeting date: \_\_\_\_\_

Motion to approve the Board's semi-annual review of unreleased closed meeting minutes and to release for public inspection those minutes, or portions thereof, that the Board identified as no longer needing confidential treatment made by: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

**Commented [APowell1]:**  
 Exhibit is updated in response to P.A. 99-515.  
 Issue 93, October 2016

# ***DRAFT UPDATE***

Action:  Passed  Failed  
DATED: [December 21, 2009](#)

# DRAFT UPDATE

Putnam County Community Unit School District 535

2:220-E6

## School Board

### Exhibit - Log of Closed Meeting Minutes

The purpose of this log is to facilitate the Board's semi-annual review of closed meeting minutes. See 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*.

The Board Secretary or Recording Secretary shall maintain a list of closed meeting minutes, arranged according to the reason for the closed meeting, that have not been released for public inspection.

Closed Session Held to Discuss:	Dates of Closed Sessions		
Specific employee(s) or District legal counsel; <u>however, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 99-646.</u>			
Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).			
Selection of a person to fill a vacancy on the Board. 5 ILCS 120/2(c)(3).			
Evidence or testimony presented in a hearing where authorized by law. 5 ILCS 120/2(c)(4).			
Purchase or lease of real property. 5 ILCS 120/2(c)(5).			
Setting of a price for sale or lease of District property. 5 ILCS 120/2(c)(6).			
Sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).			
Security procedures and the use of			

**Commented [APowell1]:**  
 Updated in response to P.A. 99-646.  
 Issue 93, October 2016

# DRAFT UPDATE

Closed Session Held to Discuss:	Dates of Closed Sessions		
personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. 5 ILCS 120/2(c)(8).			
Student disciplinary cases. 5 ILCS 120/2(c)(9). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Any matter involving an individual student. 5 ILCS 120/2(c)(10). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2(c)(11).			
Establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool. 5 ILCS 120/2(c)(12).			
Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. 5 ILCS 120/2(c)(16).			
Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/2(c)(21).			
Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).			

DATED: [March 19, 2012](#)

# DRAFT UPDATE – NEW

2:220-E7

## School Board

### Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings (5 ILCS 120/2.06(e)), amended by P.A. 99-515. The following subheads implement the logistics of granting this access.

**Note:** If the board wishes to mirror the statutory language, replace checkboxes below with: “ Records Secretary;  Administrative official of the public body; and  Any elected official of the public body.”

#### Access to Closed Meeting Minutes

Duplicate this section for each grant of access to closed meeting minutes.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Storage Location: \_\_\_\_\_

Name of person(s) responsible for storing the closed meeting minutes: \_\_\_\_\_

Access granted

Date access occurred: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Requesting Board member's name (Please print) \_\_\_\_\_

In the presence of: (Check appropriate box and insert name on line.)

Recording Secretary \_\_\_\_\_

Superintendent or designated administrator \_\_\_\_\_

Elected Board member \_\_\_\_\_

**For requesting Board member:** (Read the following and sign below.)

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Board of Police Commissioners, 555 N.E. 2d 35 (1990)), I acknowledge and understand that any disclosures by me of information in the closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

\_\_\_\_\_  
Requesting Board Member Signature

\_\_\_\_\_  
Date

#### Verbatim Recording Access

Duplicate this section for each grant of access to verbatim recordings.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Storage Location: \_\_\_\_\_

Name of person(s) responsible for storing the verbatim recording: \_\_\_\_\_

Access granted

Date access occurred: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Requesting Board member's name (Please print) \_\_\_\_\_

In the presence of: (Check appropriate box and insert name on line.)

**Commented [APowell1]:**  
This exhibit is added in response to P.A. 99-515 as a sample for logistical implementation.  
Issue 93, October 2016

## ***DRAFT UPDATE – NEW***

- Recording Secretary \_\_\_\_\_
- Superintendent or designated administrator \_\_\_\_\_
- Elected Board member \_\_\_\_\_

- Access denied**       **Access unavailable.** Verbatim recording requested is older than 18 months and was destroyed pursuant to 5 ILCS 120/2.06(c).

**For requesting Board member:** *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Board of Police Commissioners, 555 N.E. 2d 35 (1990)), I acknowledge and understand that any disclosures by me of information in the verbatim recordings could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

\_\_\_\_\_  
Requesting Board Member Signature

\_\_\_\_\_  
Date

DATED:

# DRAFT UPDATE – NEW

2:220-E8

## School Board

### Exhibit - School Board Records Maintenance Requirements and FAQs

#### Open Meetings Act

The Open Meetings Act (OMA) requires public bodies to “keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording.” 5 ILCS 120/2.06(a). Minutes must include, but are not limited to: (1) the date, time, and place of the meeting; (2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed, deliberated, or decided, and record of any votes taken. *Id.*

The remainder of Section 2.06 addresses the approval of open meeting minutes, the treatment of verbatim recordings of closed meetings, the semi-annual review of closed meeting minutes, the confidential nature of closed meeting minutes, and the right of persons to address public officials under rules established and recorded by the public body. The requirements of Section 2.06, as well as OMA requirements pertaining to Board agendas, are included in policy 2:220, *School Board Meeting Procedure*.

Exhibit 2:220-E3, *Closed Meeting Minutes*, provides a sample template for keeping closed meeting minutes that incorporates the requirements of Section 2.06 of OMA. It also includes an area to designate if the Board has determined, pursuant to Section 2.06(d), that the closed meeting minutes no longer need confidential treatment.

Exhibit 2:220-E4, *Open Meeting Minutes*, contains an open meeting minute’s protocol that incorporates the requirements of Section 2.06 of OMA. It also provides a sample template for keeping open meeting minutes.

Exhibit 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*, contains a process for implementing the semi-annual review of closed meeting minutes, and exhibit 2:220-E6, *Log of Closed Meeting Minutes*, is designed to facilitate this semi-annual review.

#### Local Records Act

The Local Records Act (LRA) provides that public records, including “any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connections with the transaction of public business and preserved or appropriate for preservation by such agency or officer” must be preserved unless the State Local Records Commission has given permission to destroy those records. 50 ILCS 205/3 and 7. Board records, including agendas, meeting packets and meeting minutes, fall into this definition.

Public bodies located in Cook County must work with the Local Records Commission of Cook County to determine how long they must retain public records. Public bodies located outside of Cook County must work with the Downstate Local Records Commission to determine how long they must retain public records.

Policy 2:250, *Access to District Public Records*, contains a subhead entitled **Preserving Public Records** which provides as follows:

#### **Commented [APowell1]:**

This exhibit is added to provide new resources. It is optional and is not related to any current legislation.

Issue 93, October 2016

2:220-E8

Page 1 of 4

## DRAFT UPDATE – NEW

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District’s organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

See the sample policy, 2:200, *School Board Meeting Procedure*, for all relevant footnotes. Also see administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*, for recommendations regarding school district records retention protocols and links to web-based record management resources.

### Open Meeting Minutes

Are you required to approve them?	Must they be semi-annually reviewed?	May you release them to the public?	May you destroy them?
<p>Yes, within 30 days or at the next subsequent meeting, whichever is later.</p> <p><i>A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body’s second subsequent regular meeting, whichever is later. 5 ILCS 120/2.06(b).</i></p>	<p>No.</p> <p>Unlike the closed meeting requirement, OMA does not contain semi-annual review requirements for open meeting minutes.</p>	<p>Yes, must within ten days after minutes are approved.</p> <p><i>The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body’s website within 10 days after the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body’s website shall remain posted on the website for at least 60 days after their initial posting. 5 ILCS 120/2.06(b).</i></p>	<p>No.</p> <p>There is no OMA provision permitting the destruction of open meeting minutes, and <b>they must be preserved unless the State Local Records Commission has given permission to destroy them.</b></p> <p>If a public body would like to destroy open meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would approve of their destruction.</p>

# DRAFT UPDATE – NEW

## Open Meeting Verbatim Recordings

Are you required to approve them?	Must they be semi-annually reviewed?	May you release them to the public?	May you destroy them?
No. OMA does not require public bodies to approve verbatim recordings of open meetings.	No. Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings. OMA does not contain semi-annual review requirements for open meeting verbatim recordings.	Yes. Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings. If a public body makes verbatim recordings of open meetings, then such recordings are subject to public disclosure pursuant to the Freedom of Information Act (5 ILCS 140/).	Possibly. If a public body would like to destroy open meeting verbatim recordings, then it must comply with the LRA and work with its Local Records Commission.

## Closed Meeting Minutes

Are you required to approve them?	Must they be semi-annually reviewed?	May you release them to the public?	May you destroy them?
Yes. OMA does not directly state public bodies are required to approve closed meeting minutes, nor does it set a time frame for such approval. However, OMA Section 2.06(d) requires public bodies to meet at least semi-annually to “review minutes of all closed meetings.” 5 ILCS 120/2.06(d). Moreover, OMA Section 2.06(c) specifically allows the destruction of closed meeting verbatim recordings only if certain conditions are met, one of which is that “the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.” 5 ILCS 120/2.06(c)(2). Both of these tasks would be difficult to achieve if closed meeting minutes were not first approved. One practice is to approve	Yes. <i>Each public body shall periodically, but not less than semi-annually, meet to review all existing minutes of all prior closed meetings (this includes records from all time that the board has been in existence). At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.</i> 5 ILCS 120/2.06(d).	Yes, if prerequisites are met. <i>Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.</i> 5 ILCS 120/2.06(f).	No. There is no OMA provision permitting the destruction of closed meeting minutes, and <b>they must be preserved unless the State Local Records Commission has given permission to destroy them.</b> In addition, per OMA Section 2.06(f), as amended by P.A. 99-515: <i>No minutes of meetings closed to the public shall be removed from the public body’s main office or official storage location, except by vote of the public body or by court order.</i> 5 ILCS 120/2.06(f). If a public body would like to destroy closed meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would

## ***DRAFT UPDATE – NEW***

Are you required to approve them?	Must they be semi-annually reviewed?	May you release them to the public?	May you destroy them?
closed meeting minutes within the same time frame that open meeting minutes are approved – within 30 days of the meeting or at the next subsequent meeting, whichever is later.			approve of their destruction.

### Closed Meeting Verbatim Recordings

Are you required to approve them?	Must they be semi-annually reviewed?	May you release them to the public?	May you destroy them?
No. OMA does not require approval of closed meeting verbatim recordings.	No. OMA does not require semi-annual review of closed meeting verbatim recordings.	Possibly but unlikely. <i>Unless the public body has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce this Act.</i> 5 ILCS 120/2.06(e).  But see <u>Kodish v. Oakbrook Terrace Fire Protection District</u> (235 F.R.D. 447 (N.D. IL. 2006)), where a federal district court ordered that closed meeting verbatim recordings be disclosed to the Plaintiff in discovery because his primary claim was brought under federal law.	Yes, after 18 months if prerequisites are met. <i>The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after: 1.) the public body approves the destruction of a particular recording; and 2.) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.</i> 5 ILCS 120/2.06(c).  In addition, per OMA Section 2.06(f), as amended by P.A. 99-515: <i>No verbatim recordings shall be recorded or removed from the public body's main office or official storage location, except by vote of the public body or by court order.</i> 5 ILCS 120/2.06(e).

DATED:

# DRAFT UPDATE

## Operational Services

### Transportation

The District shall provide free transportation for any student in the District who 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 School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. 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. The District may provide transportation to and from school-sponsored activities. 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.](#) 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 (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

### Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

#### **Commented [APowell1]:**

Required if the district receives Title I funds (20 U.S.C. §6312(c)(5)(B)). Districts are required to collaborate with the State or local child welfare agency to, by December 10, 2016, develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin (when in their best interest) will be provided, arranged, and funded for the duration of their time in foster care. Effective December 10, 2016, ESEA foster care transportation requirements also apply to students *awaiting* foster care placement. See footnote 8 of this policy, available at PRESS Online, for a definition of *foster care student*.

**Issue 93, October 2016**

# ***DRAFT UPDATE***

LEGAL REF.: [Elementary and Secondary Education Act, 20 U.S.C. §6312\(c\)\(5\)\(B\)](#).  
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/10-22.22 and 5/29-1 et seq.  
105 ILCS 45/1-15.  
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815,  
5/12-816, 5/12-821, and 5/13-109.  
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.  
92 Ill.Admin.Code §440-3.

CROSS REF.: 4:170 (Safety), [5:100 \(Staff Development Program\)](#), 5:120 (Ethics and Conduct),  
5:280 (Educational Support Personnel - Duties and Qualifications), 6:140  
(Education of Homeless Children), [6:170 \(Title I Programs\)](#), 7:220 (Bus  
Conduct)

ADOPTED: [December 15, 2014](#)

# DRAFT UPDATE

Putnam County Community Unit School District 535

4:175

## Operational Services

### Convicted Child Sex Offender; Criminal Background Check and/or Screening; Notifications

#### Persons Prohibited on School Property without Prior Permission

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 meets either of the following two exceptions:

1. The offender 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: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) 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 (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the School 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 designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

#### Criminal Background Check and/or Screening

The Superintendent or designee shall perform ~~the fingerprint-based criminal history records information checks and/or criminal background check and/or screenings~~ required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

#### Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

#### **Commented [APowell1]:**

The policy and Cross References are updated to:

1. Align with 5:260, *Student Teachers*, which is updated in response to 105 ILCS 5/10-21.9, 5/21B-5, and 5/21B-80, amended by P.A. 99-667;
2. Clarify School Code requirements for student teacher *fingerprint-based criminal history records checks*.

The law is silent with regard to *screening* volunteers and individuals in the proximity of a school. *Screening* and *fingerprint-based criminal history records checks* are different. See procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, for further distinctions.

The School Code requires school districts to perform a *fingerprint-based criminal history records check* through (a) the Illinois State Police (ISP) for an individual's Criminal History Records Information (CHRI) and (b) the FBI's national crime information databases (105 ILCS 5/10-21.9(a), (a-5) and (a-6)).

Screening only involves checking an individual's name and address against publicly-available databases and information provided for local law enforcement like the: (1) Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/), and (2) the Violent Offender Against Youth Registry maintained by the State Police, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/).

**Issue 93, October 2016**

4:175

Page 1 of 2

# ***DRAFT UPDATE***

LEGAL REF.: 20 ILCS 2635/, Uniform Conviction Information Act.  
720 ILCS 5/11-9.3.  
730 ILCS 152/, Sex Offender Community Notification Law.  
730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 5:30 (Hiring Process and Criteria), [5:260 \(Student Teachers\)](#), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: [July 21, 2014](#)

# ***DRAFT UPDATE***

## **General Personnel**

### **Staff Development Program**

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

In addition, the staff development program shall include each of the following:

1. At least, once every 2 years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every 2 years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for school personnel who work with students in grades 7 through 12 to identify the warning signs of mental illness and suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
  - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
  - b. Within one year of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every 5 years (see policy 5:90, *Abused and Neglected Child Reporting*).
  - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.

# DRAFT UPDATE

7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired before 8-18-2014 must be certified by 8-19-2015; if hired on or after 8-19-2014, they must be certified before their position's start date.
10. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team. Individuals covered by this training mandate ~~were to~~must initially complete the training by 9-1-2016.

~~10.11~~ Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

LEGAL REF.: 105 ILCS 5/2-3.62, 5/10-22.6(c-5), 5/10-22.39, 5/22-80(h), 5/10-23.12, 5/24-5, 25/1.15 and 110/3.  
325 ILCS 5/4, Abused and Neglected Child Reporting Act.  
745 ILCS 49/, Good Samaritan Act.  
7 C.F.R. Part 210.  
23 Ill.Admin.Code Part 525.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Ethics and Conduct), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:160 (English Learners), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPTED: December 21, 2015

## Commented [APowell]:

105 ILCS 5/22-30(j-15), amended by P.A. 99-843.  
Consult the board attorney about whether:

a. All asthma action plans should require immediate 911 calls based upon In re: Estate of Jeffery Stewart, 2016 IL App (2d) 151117, No. 2-15-1117 (8-24-16). The court held that a teacher's failure to dial 911 immediately upon a student's asthma attack was *willful and wanton* conduct, subjecting the school district to liability under the Local Governmental Employees Tort Immunity Act.

b. The duties and responsibilities of the district when it asks for, but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart, above.

**Issue 93, October 2016**

# DRAFT UPDATE

## General Personnel

### Personal Technology and Social Media; Usage and Conduct

#### Definitions

**Includes** - Means “includes without limitation” or “includes, but is not limited to.”

**Social media** - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as Facebook, LinkedIn-MySpace, Twitter, Instagram, Snapchat, and YouTube.

**Personal technology** - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

#### Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, *Ethics and Conduct* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval.
5. Refrain from using the District’s logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students’ viewing of inappropriate Internet materials through the District employee’s personal technology or social media. The Board expressly

**Commented [APowell]:**  
Updated in response to ongoing PRESS Advisory Board feedback.  
**Issue 93, October 2016**

# DRAFT UPDATE

disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.

8. Be subject to consequences for violations of this policy including, but not limited to, prohibition of the employee from possessing or using any personal technology or social media while on District property, discipline up to and including discharge, referral to law enforcement authorities and/or other legal action as deemed appropriate.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Ethics and Conduct*.
2. Direct Building Principals to annually:
  - a. Provide their building staff with a copy of this policy.
  - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
4. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/ 21B-75 and 5/ 21B-80.  
Ill. Human Rights Act, 775 ILCS 5/5A-102.  
Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20.  
Garcetti v. Ceballos, 547 U.S. 410 (2006).  
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).  
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), [5:100 \(Staff Development Program\)](#), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: [April 28, 2014](#)

## Commented [APowell2]:

Right to Privacy in the Workplace Act, 820 ILCS 55/10(b), amended by P.A. 99-610, eff. 1-1-17 (also known as the *Facebook Password Law*). The exception for *professional accounts* is unlikely to be available to school districts; see the explanation in f/n 15 in policy 5:30, *Hiring Process and Criteria*. The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's electronic equipment and electronic mail.

The statute does not prohibit an employer from (1) obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute, and (2) requesting or requiring an applicant or employee to share specific content that is reported to the employer to: (a) ensure compliance with laws and regulatory requirements, (b) investigate certain allegations as outlined in the law, and (c) prohibit certain outlined behaviors in the law. Finally, the statute does not apply to other types of personal technology that employees may use to communicate with students or other individuals, such as personal email or text messages on a personal phone. However, employers may access online accounts that the employer pays for or that an employee creates or maintains on behalf of the employer in connection with the employee's employment. Consult the board attorney about these issues.

Issue 93, October 2016

# ***DRAFT UPDATE***

## **General Personnel**

### **Family and Medical Leave**

#### **Leave Description**

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act, The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

#### **Eligibility**

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, the employee has been employed by the

# DRAFT UPDATE

District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than ~~7~~seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, et seq., National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.

## Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

## Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

**Commented [APowell1]:** 1.

2. Terminology is updated to match new regulatory language.

3.

4. A service break due to fulfillment of covered service obligation is found in the *Glossary of Terms Used in FMLA* available at: [webapps.dol.gov/elaws/whd/fmla/3.aspx?Glossary\\_Word=ELIGIBLE](http://webapps.dol.gov/elaws/whd/fmla/3.aspx?Glossary_Word=ELIGIBLE).

**Issue 93, October 2016**

# ***DRAFT UPDATE***

## Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

## Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

## Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

## Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. §2601 et seq., 29 C.F.R. Part 825.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: [December 15, 2014](#)

# DRAFT UPDATE

Putnam County Community Unit School District 535

5:190

## Professional Personnel

### Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
  - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
  - b. Provide the District Office with a complete official transcript of credits earned in institutions of higher education.
  - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with an official transcript of any credits earned since the date the last transcript was filed.
  - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be highly qualified for those assignments as determined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed and highly qualified for their assignments;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified ~~—(a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.~~

LEGAL REF.: 20 U.S.C. §63192(c)(1)(A).  
34 C.F.R. §200.55, 56, 57, and 61;  
105 ILCS 5/10-20.15, 5/21-11.4, 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.  
23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: April 28, 2014

**Commented [APowell1]:**

Updated throughout to align with current teacher qualification requirements under ESEA, as amended by ESSA, and to delete former NCLB references that teachers be *highly qualified*.

Issue 93, October 2016

**Commented [APowell2]:**

Still exist but have not been updated yet to align with ESEA as amended by ESSA, and no notice of proposed rulemaking is pending. We will continue to cite them, if appropriate, and note the discrepancy in a footnote

Issue 93, October 2016

# DRAFT UPDATE

Putnam County Community Unit School District 535

5:250

## Professional Personnel

### Leaves of Absence

Sick and Bereavement Leave, Personal Leave, Leave of Absence Without Pay, Professional Leave

Please refer to the following current agreement:

**Collective Bargaining Agreement Between the Putnam County Education Association, IEA-NEA, and the Board of Education, Putnam County Community Unit School District 535.**

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

### Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

### Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

### General Assembly

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

### School Visitation Leave

An eligible professional staff member is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher's child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave,

#### Commented [APowell1]:

Consult the board attorney about the Employee Sick Leave Act 820 ILCS 191/, added by P.A. 99-841, eff. 1-1-17. It prohibits employers from limiting the use of sick time to an employee's own illnesses and allows employees to use employer-provided sick leave to care for an ill or injured family member or to attend a medical appointment with a family member. The law defines family members as a child (biological, adopted, stepchild, or legal ward), spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent (Id. at 191/10(b)). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury.

#### Issue 93, October 2016

#### Commented [APowell2]:

820 ILCS 154/, added by P.A. 99-703 requires employers to offer this unpaid leave to employees that are eligible employees under FMLA. (29 U.S.C. 2601 et seq.)

The Act also provides that the leave must be completed within 60 days of the employee learning of the death of his or her child, as defined by 820 ILCS 154/, added by P.A. 99-703. However, that 60 day limitation does not apply where more than one child dies in a 12-month period. There may be times where an employer may want to grant more than 10 unpaid work days, e.g., when a deceased child lived in a foreign country, etc. Consult the board attorney to resolve the complexities of determining whether an employee is an eligible employee under the FMLA that would trigger this Act.

#### Issue 93, October 2016

5:250

Page 1 of 3

# ***DRAFT UPDATE***

compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

## Leaves for Victims of Domestic or Sexual Violence

Any professional staff member may take an unpaid leave from work who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, an employee is entitled to a total of 12 work weeks of leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 *et seq.*).

## Leaves to Serve as an Officer or Trustee of a Specific Organization

**Please refer to the following current agreement:**

### **Collective Bargaining Agreement Between the Putnam County Education Association, IEA-NEA, and the Board of Education, Putnam County Community Unit School District 535.**

Upon request, the Board will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

## Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same election day.

# ***DRAFT UPDATE***

LEGAL REF.: 10 ILCS 5/13-2.5  
20 ILCS 1805/30.1 et seq.  
[820 ILCS 154/](#)  
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.  
820 ILCS 147/ and 180/.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: [December 15, 2014](#)

# DRAFT UPDATE

Putnam County Community Unit School District 535

5:260

## Professional Personnel

### Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense ~~listed in that would subject him or her to license suspension or revocation pursuant to~~ Section 5/21B-80 of the School Code ~~or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987~~ is permitted to student teach ~~or complete field or other clinical experience.~~

Before permitting an individual to student teach ~~or begin a required internship~~ ~~participate in any field experience~~ in the District, the Superintendent or designee shall ensure that:

1. The District performed a ~~105 ILCS 5/10-21.9(g) complete criminal history records check~~ *Check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A ~~105 ILCS 5/21.9(g) complete criminal history records check~~ *Check* pursuant to 105 ILCS 5/10-21.9 shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105, ~~amended by 97-154~~).

~~The School Code requires~~ Each individual student teacher ~~ing or beginning a required internship~~ ~~to~~ ~~must~~ provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/21.9(g) ~~criminal history records~~ check (including any applicable vendor's fees). ~~Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State Police. T-~~ and the Superintendent or designee will provide each student teacher with a copy of his or her report.

### Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities. ~~A teacher may be eligible for Continuing Professional Development Units (CPDU) for supervising a student teacher or teacher education candidate in clinical supervision.~~

#### Commented [APowell1]:

P.A. 99-667 amended the School Code at 105 ILCS 5/10-21.9, 5/21B-15, and 5/21B-80(b) to carve out an exception allowing individuals with convictions involving certain drug offenses to obtain educator licensure or reinstate a license suspension/revocation seven years after the end of an individual's sentence for these certain drug offenses. See 5:30-AP2, *Investigations*, for a list of these carved-out drug offenses.

#### Issue 93, October 2016

#### Commented [APowell2]:

Updated to clarify School Code requirements for student teacher *complete criminal history records checks*. 105 ILCS 5/10-21.9(g) applies to individuals who will be student teachers or who are beginning a required internship.

PRESS subscriber feedback overwhelmingly prefers that "students doing field or clinical experience other than student teaching" *not* be in the sample default policy language.

**OPTION:** For boards that want to include students participating in any field or clinical experience, amend this phrase to state "Before permitting an individual to student teach, ~~or~~ begin a required internship, ~~or~~ participate in any field experience in the District, ..."

#### Issue 93, October 2016

#### Commented [APowell3]:

Repealed, eff. 12-27-13 (School Code provision, 105 ILCS 5/21-14) and eff. 6-30-14 (Administrative Code provision, 23 Ill.Admin.Code 25.875).

#### Issue 93, October 2016

5:260

Page 1 of 2

# ***DRAFT UPDATE***

LEGAL REF.: Adam Walsh Child Protection and Safety Act, P.L. 109-248.  
Uniform Conviction Information Act, 20 ILCS 2635/1.  
105 ILCS ~~5/10-21.9, 5/21-14(e)(3)(E)(viii)~~, 5/10-22.34, and 5/24-5.  
~~23-III-Admin.Code §25.875.~~

CROSS REF.: 5:190 (Teacher Qualifications), 4:175 (Convicted Child Sex Offender; ~~Criminal  
Background Check and/or~~ Screening; Notifications)

ADOPTED: ~~November 17, 2014~~

# ***DRAFT UPDATE***

## **Educational Support Personnel**

### **Duties and Qualifications**

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to School Board policies as they may be changed from time-to-time at the Board's sole discretion.

#### **Paraprofessionals**

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

#### **Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties**

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, e.g., computers, video, and audio, detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

#### **Coaches and Athletic Trainers**

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

#### **Bus Drivers**

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

# ***DRAFT UPDATE***

LEGAL REF.: ~~[No Child Left Behind Act of 2001, 20 U.S.C. §6319\(c\)](#)~~  
34 C.F.R. §§200.58 and 200.59.  
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.  
625 ILCS 5/6-104 and 5/6-106.1.  
23 Ill.Admin.Code §§1.630 and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: [July 21, 2014](#)

**Commented [APowell1]:**

Section 6319(c) of NCLB was repealed in its entirety by ESSA.

Issue 93, October 2016

# DRAFT UPDATE

Putnam County Community Unit School District 535

5:330

## Educational Support Personnel

### Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Leave of Absence Without Pay, Holidays, Vacation, Personal Leave, Professional Leave, Association Leave, IMRF Service Credit Plan

**Please refer to the following current agreement:**

**Collective Bargaining Agreement Between the Putnam County Education Association, IEA-NEA, and the Board of Education, Putnam County Community Unit School District 535.**

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

### Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.  
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.  
820 ILCS 147 and 180/  
820 ILCS 154/.  
School Dist 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987); Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Professional Personnel - Leaves of Absence)

ADOPTED: June 15, 2015

#### **Commented [APowell1]:**

Consult the board attorney about the Employee Sick Leave Act 820 ILCS 191/, added by P.A. 99-841, eff. 1-1-17. It prohibits employers from limiting the use of sick time to an employee's own illnesses and allows employees to use employer-provided sick leave to care for an ill or injured *family member* or to attend a medical appointment with a family member. The law defines family members as a child (biological, adopted, stepchild, or legal ward), spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent (Id. at 191/10(b)). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury.

**Issue 93, October 2016**

#### **Commented [APowell2]:**

820 ILCS 154/, added by P.A. 99-703 requires employers to offer this unpaid leave to employees that are *eligible employees* under FMLA. (29 U.S.C. 2601 et seq.)

See the Child Bereavement Leave subhead in policy 5:250, *Professional Personnel – Leaves of Absence*, for further information.

**Issue 93, October 2016**

# DRAFT UPDATE

## Instruction

### Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant children with the opportunity full and appropriate opportunities to meet the same statewide challenging State academic assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students an opportunity for meaningful participation in the program in an understandable format and language.

### Migrant Education Program for Parents/Guardians and Family Member Engagement Involvement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.: 20 U.S.C. §6318.  
20 U.S.C. §6391 et seq.  
34 C.F.R. §200.80 et seq.

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: June 27, 2012

#### **Commented [APowell1]:**

The policy and footnotes are updated to reflect new Title I program requirements under §6318 of ESEA, as amended by ESSA, and to reflect statutory language from 20 USC §§6396(a)(1)(E) and 6391(3).

Issue 93, October 2016

#### **Commented [APowell2]:**

20 USC §6934(c)(3) requires that parents be consulted in the same manner as in §6318 (parent and family engagement – see Policy 6:170), and in a format and language understandable to parents.

While some question whether the policy addressing migratory students improperly expands the scope to include *family engagement*, extension to families is not optional. See 20 USC §6318 (f), stating:

#### **Accessibility**

In carrying out the parent and family engagement requirements of this part, [school districts], to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 6311 of this title in a format and, to the extent practicable, in a language such parents understand.

Issue 93, October 2016

# DRAFT UPDATE

## Instruction

### English Learners

The District offers opportunities for resident English Learners to ~~develop~~ achieve at high levels ~~of~~ in academic ~~attainment in subjects English~~ and to meet the same challenging State academic ~~content and student academic achievement~~ standards that all children are expected to ~~attain~~ meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English ~~speaking ability language~~ proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation. ~~(5)~~ specific exit requirements of the program, ~~(6)~~ how the program will meet their child's individualized education program, if applicable, and ~~(7)~~ information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

### Parent Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. ~~(1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.~~

#### Commented [APowell1]:

The policy and Legal References are updated to reflect new English Learner program requirements under ESEA, as amended by ESSA.

For purposes of this policy, *English Learners* is synonymous with the School Code definition, which means: (1) all students in grades Pre-K through 12 who were not born in the United States, whose native tongue is a language other than English, and who are incapable of performing ordinary classwork in English; and (2) all students in grades Pre-K through 12 who were born in the United States of parents possessing no or limited English-speaking ability and who are incapable of performing ordinary classwork in English (105 ILCS 5/14C-2, amended by P.A. 99-30).

**Note:** The Illinois Administrative Code definition of *English Learners* has not been amended since the effective date of P.A. 99-30 and still provides that *English Learners* means any student in preschool, kindergarten or any of grades 1 through 12, whose home language background is a language other than English and whose proficiency in speaking, reading, writing, or understanding English is not yet sufficient to provide the student with: (1) the ability to meet the State's proficiency level of achievement on State assessments; (2) the ability to successfully achieve in classrooms where the language of instruction is English, or (3) the opportunity to participate fully in the school setting (23 Ill.Admin.Code §228.10).

Issue 93, October 2016

# ***DRAFT UPDATE***

LEGAL REF.: 20 U.S.C. §§6312, [6314](#), [6315](#), and [6318-6319 and 6801](#).  
[20 U.S.C. §6801 et seq.](#)  
34 C.F.R. Part 200.  
105 ILCS 5/14C-1 [et seq.](#)  
23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

ADOPTED: [December 21, 2015](#)

# DRAFT UPDATE

## Instruction

### Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

#### Title I Parental and Family Engagement ~~Involvement~~

The District maintains programs, activities, and procedures for the ~~involvement~~ engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

#### *District-Level Parental and Family Engagement ~~Involvement~~ Compact*

The Superintendent or designee shall develop a *District-Level Parental and Family Engagement ~~Involvement~~ Compact* according to Title I requirements. The *District-Level Parental and Family Engagement ~~Involvement~~ Compact* shall contain: (1) the District's expectations for parental ~~involvement~~ and family engagement, (2) specific strategies for effective parent ~~and family engagement~~ involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

#### *School-Level Parental and Family Engagement ~~Involvement~~ Compact*

Each Building Principal or designee shall develop a *School-Level Parental and Family Engagement ~~Involvement~~ Compact* according to Title I requirements. This *School-Level Parental and Family Engagement ~~Involvement~~ Compact* shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

#### **Commented [APowell1]:**

The policy and Incorporated by Reference are updated to reflect new Title I program requirements under §6318 of ESEA, as amended by ESSA.

Issue 93, October 2016

# ***DRAFT UPDATE***

Incorporated  
by Reference: 6:170-AP1, E1 (District-Level Parental and Family Engagement-Involvement Compact) and 6:170-AP1, E2 (School-Level Parental and Family Engagement Involvement Compact)

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: ~~May 20, 2013~~

# ***DRAFT UPDATE***

## **Instruction**

### **High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students**

#### **Credit for Non-District Experiences**

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College courses offering dual credit courses at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep)
7. Credit earned in a Vocational Academy

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

#### **Substitutions for Required Courses**

**Vocational or technical education.** A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

**Advanced placement computer science.** The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of

# DRAFT UPDATE

the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

**Substitutions for physical education.** A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

~~A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).~~

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*, in either of the following situations:

- ~~a. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or~~
- ~~b. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.~~

**Volunteer service credit.** A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

## Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences

### Commented [APowell1]:

The policy, Legal References, and Cross References are updated to reference new physical education regulations at 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990.

The deleted text is now managed in a more appropriate place, 7:260, *Exemption from Physical Activity Education*.

Issue 93, October 2016

# ***DRAFT UPDATE***

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.  
23 Ill.Admin.Code §§1.420(a) ~~5(c) and (f)~~, 1.440(f), and 1.470(c).

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical ~~Aetivity~~Education)

ADOPTED: ~~December 15, 2014~~

# DRAFT UPDATE

Putnam County Community Unit School District 535

6:340

## Instruction

### Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall develop and supervise a student assessment program and shall provide appropriate data to the School Board to allow it to monitor the program's results. The program will:

1. Administers the State assessment system, known as the *Partnership for Assessment of Readiness for College and Careers* (PARCC), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Be uniformly applied to all students who are required to be tested, including: (a) students in a State approved transitional bilingual education or transitional program, and (b) students who have an Individualized Educational Plan (IEP).
4. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, *Grading and Promotion*.
5. Emphasize professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30<sup>th</sup> day of each school year, and (2) made publicly available to parents and guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.  
105 ILCS 5/2-3.63a-5, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: [December 15, 2014](#)

#### Commented [APowell1]:

The policy and Legal References are updated in response to 105 ILCS 5/10-17a, amended by P.A. 99-642 and 105 ILCS 5/22-82, added by P.A. 99-590

Assessment reports are required beginning with the 2016-2017 school year. ISBE announced in its *Weekly Message* that it sent a survey tool to report the required information the week of 10-3-16 (See *Message From State Supt.* on 10-4-16 at: [www.isbe.net/board/archivemessages/2016/message-10042016.pdf](http://www.isbe.net/board/archivemessages/2016/message-10042016.pdf)). Because districts have a wide range of starting dates, ISBE will likely establish a reporting window for providing this information. Each school must also make this information publicly available to the parents and guardians of its students through the district's Internet website or distribute the information in paper form (Id. at (b)). See 2:250, E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

Issue 93, October 2016

6:340

Page 1 of 1

# DRAFT UPDATE

## Students

### Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified **nurse**. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.
5. [A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.](#)

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/  
Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/  
[105 ILCS 5/10-20.58.](#)

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

ADOPTED: [July 21, 2014](#)

**Commented [APowell1]:** School districts may employ noncertificated/non-professional-educator-licensed *registered professional nurses* to perform professional nursing services (105 ILCS 5/10-22.23; 23 Ill.Admin.Code §1.760(c)). A *registered professional nurse* means any nurse who is licensed to practice professional nursing in Illinois under the Nurse Practice Act (225 ILCS 65/) and whose license is active and in good standing with the Ill. Dept. of Financial and Professional Regulation (23 Ill.Admin.Code §1.760(b)).

A *school nurse* means any registered professional nurse who also holds a professional educator license endorsed for school support services in school nursing, or any registered professional nurse who does not hold the professional educator license but was employed in the school district of current employment before 7-1-76 (23 Ill.Admin.Code §1.760(c)).

See the footnotes available at PRESS Online for more information.

Issue 93, October 2016

**Commented [APowell2]:** 105 ILCS 5/10-20.58, added by P.A. 99-781, allows school boards to appoint liaisons for foster care students. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.58 directs how employees are prioritized for liaison appointment. Liaisons are "encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services." For more information about Liaison responsibilities, please see the footnotes of policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, available at PRESS Online.

**OPTION:** To remove the liaison for foster care students from policy, mark "yes" on your PRESS Plus Response Form. This will also remove the section Foster Care Students from policy 7:50.

Issue 93, October 2016

# DRAFT UPDATE

Putnam County Community Unit School District 535

7:260

## Students

### Exemption from Physical ~~Activity~~ Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. ~~State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.~~ An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

~~State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.~~

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.*

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

LEGAL REF.: 105 ILCS 5/27-6.  
225 ILCS 60/, Medical Practice Act.  
23 Ill.Admin.Code §1.420(p) and §1.425(d), (e), (f).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

ADOPTED: ~~April 25, 2011~~

#### Commented [APowell1]:

The policy is RENAME for accuracy in response to 23 Ill.Admin.Code §1.425(e)(3) and 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990.

Issue 93, October 2016

#### Commented [APowell2]:

Required by 23 Ill.Admin.Code §1.425(e)(3). School boards must identify any evidence/support they will require for excuses they will deem appropriate. Before the board adopts this policy, it should have a conversation with the superintendent to discuss and review and/or amend the sample reasons for excusal offered in this policy. Topics for discussion include determining whether (a) the sample reasons are sufficient, (b) more reasons are needed, and/or (c) the sample reasons should be amended. These conversations should be based upon the community's needs.

Issue 93, October 2016

#### Commented [APowell3]:

Moved from above.

Issue 93, October 2016

#### Commented [APowell4]:

Policy language regarding excusal from physical education and adapted physical education requirements in accordance with IEPs has been relocated from policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.*

Issue 93, October 2016

#### Commented [APowell5]:

23 Ill.Admin.Code §1.425(f).

Issue 93, October 2016

7:260

Page 1 of 1

# DRAFT UPDATE

## Students

### Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. ~~Prepare for the full implementation of~~ Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
  - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
  - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
    - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
    - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
  - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
  - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
  - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
  - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
  - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

Commented [APowell1]: Updated throughout to fully incorporate the Youth Sports Concussion Safety Act, P.A. 99-486.

Issue 93, 2016

# DRAFT UPDATE

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its [Protocol for Implementation of NFHS Sports Playing Rules for Concussion](#), ~~Playing Rules~~ and which includes its [Return to Play \(RTP\) Policy](#). These specifically require that:
  - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
  - b. 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.
  - c. 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.
3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
4. Require all student athletes to view the Illinois High School Association's video about concussions.
5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
8. [Include a requirement for certified athletic trainers to complete and submit a monthly report to the Illinois High School Association on student-athletes who have sustained a concussion during: 1\) a school-sponsored activity overseen by the athletic trainer; or 2\) a school-sponsored event of which the athletic director is made aware.](#)

LEGAL REF.: 105 ILCS 5/22-80.  
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 7:300 (Extracurricular Athletics)

ADOPTED: [April 18, 2016](#)

**Commented [APowell2]:**  
Required by 105 ILCS 25/1.20, added by P.A. 99-831, for high school districts that belong to the IHSA and have certified athletic trainers.  
**OPTION:** If the district does not belong to the IHSA and does not have certified athletic trainers, delete this sentence.  
**Issue 93, October 2016**

# DRAFT UPDATE

## Students

### Restrictions on Publications: Elementary Schools

#### School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

#### Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) 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 online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

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* as defined by School Board policy and Student Handbooks;
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

#### Commented [APowell1]:

This policy is **RENAMED** to restrict it to elementary students in response to the Speech Rights of Student Journalists Act, 105 ILCS 80/1, added by P.A. 99-678, which applies to high school students only. Unit districts should adopt both this policy and **NEW** policy 7:315, *Restrictions on Publications; High Schools*.

Issue 93, October 2016

# ***DRAFT UPDATE***

disciplined for: (1) accessing or distributing forbidden material, or (2) 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

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 interferes with the rights of other students or staff members.

## Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-23.7  
Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).  
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).  
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: [October 19, 2015](#)

# DRAFT UPDATE – NEW

7:315

## Students

### Restrictions on Publications: High Schools

#### Definitions

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

#### School-Sponsored Media Publications and Web Sites

School-sponsored publications, productions, and web-sites are governed by the Speech Rights of Student Journalists Act and the School Board policies ~~part of the curriculum and are not a public forum for general student use.~~ Student journalists may not use school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
  - a. Commit an unlawful act;
  - b. ~~Violate is inconsistent with any of the District's policies, including but not limited to (1) its educational mission in policies 1:30, School District Philosophy and 6:10, Educational Philosophy and Objectives, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, Student Social and Emotional Development, and 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; or~~
  - c. Materially and substantially disrupt the orderly operation of the school.

All school-sponsored ~~media~~communications shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one (1) through four (4) above ~~is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process~~ will not be tolerated and school officials and student media advisers may edit or delete such media material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

#### Commented [APowell1]:

This policy is based upon formerly-titled PRESS policy 7:310, *Restrictions on Publications*. It is named to reflect its applicability to high school students only.

High school districts should delete their former policy 7:310, *Restrictions on Publications* and adopt only this policy, 7:315 *Restrictions on Publications; High Schools*.

Unit districts should adopt both policy 7:310 and 7:315.

The updates are in response to the Speech Rights of Student Journalists Act, 105 ILCS 80/1, added by P.A. 99-678. The law significantly watered down *Hazelwood* restrictions for public high school students in Illinois. While *Hazelwood* was not explicitly overturned by this Act and may still have some applicability in certain situations, school officials must consult their board attorneys before prior restraint of student publications.

Issue 93, October 2016

**Commented [APowell2]:** This text (1) underscores that 105 ILCS 80/15 does not authorize or protect expression that incites students to violate board policies, and (2) reminds students and the community that school officials have many legal obligations to implement and enforce specific board policies and ensure school environments are safe and conducive to learning.

**OPTION:** For boards that only want the word-for-word statutory language in this policy, delete: ~~including but not limited to (1) its educational mission in policies 1:30, School District Philosophy and 6:10, Educational Philosophy and Objectives, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, Student Social and Emotional Development and 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.~~

Issue 93, October 2016

# ***DRAFT UPDATE – NEW***

## Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) 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 online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

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1. Will cause a material and 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, slanderous or obscene, or 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* as defined by School Board policy and Student Handbooks;
  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. ~~However, Nothing herein shall be interpreted to prevent the inclusion of~~ material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; ~~or~~
- 5-6. Incites students to violate any Board policies.

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: (1) accessing or distributing forbidden material, or (2) 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

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

## Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

## ***DRAFT UPDATE – NEW***

LEGAL REF.: 105 ILCS 5/27-23.7  
[Speech Rights of Student Journalists Act, 105 ILCS 80/](#)  
[Hazelwood v. Kuhlmeier](#), 108 S.Ct. 562 (1988).  
[Hedges v. Wauconda Community Unit School Dist. No. 118](#), 9 F.3d 1295 (7th Cir. 1993).  
[Tinker v. Des Moines Indep. Cmty. Sch. Dist.](#), 89 S.Ct. 733 (1969)  
[Morse v. Frederick](#), 551 U.S. 393 (2007).

CROSS REF.: [1:30 \(School District Philosophy\)](#), [6:10 \(Educational Philosophy and Objectives\)](#), [6:65 \(Student Social and Emotional Development\)](#), [6:235 \(Access to Electronic Networks\)](#), [7:180 \(Prevention of and Response to Bullying, Intimidation, and Harassment\)](#), [8:25 \(Advertising and Distributing Materials in School Provided by Non-School Related Entities\)](#)

ADOPTED:

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## **RE-ENTRY PROCEDURES FOR STUDENTS ISSUED EXPULSION OR SUSPENSION OF 10+ DAYS**

In order to foster a successful return to Putnam County High School [PCHS] for students who were issued an expulsion or suspension of 10 or more days, the procedures outlined below have been established by administration. The intent of these procedures is to help a student re-assimilate to the behavioral and academic expectations in the general education setting.

1. Prior to the first day of re-entry to PCHS, the student and his/her parent(s)/guardian(s) will meet with the Assistant Principal and/or Principal to review the academic and behavioral progress of the student and identify supports necessary for success in the school setting. Items to be reviewed include any behavioral reports or grades submitted by the serving school or support service, as applicable.
2. Within the first week of re-entry to PCHS, the student will meet with the school social worker to address any social or emotional needs that have arisen due to the expulsion or suspension.
3. Within the first 4.5 weeks of re-entry to PCHS, the student will meet with the Assistant Principal and/or Principal to identify behavioral and academic progress within the school setting and review the provision of supports identified prior to re-entry.
4. Between 4.5 and 9 weeks of time after re-entry to PCHS, the student will meet with the school social worker to address any further social or emotional needs that have arisen due to the expulsion or suspension.
5. The Assistant Principal, Principal, or Social Worker at PCHS will communicate with parents/guardians in regards to any behavioral concerns during the first 9 weeks after re-entry.
6. The parent/guardian will seek communication with the Assistant Principal, Principal, or Social Worker in establishing wrap-around support to promote the success of the student in the school setting.
7. Throughout the first 9 weeks of re-entry to PCHS, the student's grades will be informally monitored by the Assistant Principal and/or Principal on a weekly basis. Any notice of declining grades by administration will be communicated to the parents/guardians.

2016 LEVY CALCULATION PAGE

Consumer Price Index:	0.70%
Actual Total EAV for 2015:	\$118,167,581
Estimated % change from 2015 EAV:	2.00%
Estimated New Construction for 2016:	\$0
Estimated Total EAV for 2016:	\$120,530,933
Total change from prior year:	2.00%

	Prior Year Extension:	Maximum Tax Rate:	Individual Fund Estimated Maximum Extension:	Individual Fund Estimated Maximum Extension:	Manual Override and Non-Capped funds levy input:	Balloon % input:	Levy Amount:	
Educational	\$3,214,158.20	2.72%	\$3,278,441.37	\$3,278,441.37			\$3,278,441.00	
Operations & Maintenance	\$590,837.91	0.50%	\$602,654.66	\$602,654.66			\$602,655.00	EXCEEDS EST. MAX
Transportation	\$236,335.16	0.20%	\$241,061.87	\$241,061.87			\$241,062.00	EXCEEDS EST. MAX
Working Cash	\$59,083.79	0.05%	\$60,265.47	\$60,265.47			\$60,265.00	
Municipal Retirement	\$125,801.21			Input in Manual Override	\$142,000		\$142,000.00	
Social Security	\$75,804.50			Input in Manual Override	\$90,000		\$90,000.00	
Fire Prevention & Safety *	\$59,083.79	0.05%	\$60,265.47	\$60,265.47			\$60,265.00	
Tort Immunity	\$374,354.90			Input in Manual Override	\$305,000		\$305,000.00	
Special Education	\$47,267.03	0.04%	\$48,212.37	\$48,212.37			\$48,212.00	
Leasing	\$59,083.79	0.05%	\$60,265.47	\$60,265.47			\$60,265.00	
	\$0.00	0.00%	\$0.00	\$0.00			\$0.00	

Extension/Levy	\$4,841,810.28	\$4,351,166.67	\$4,351,166.67	\$537,000.00	Levy	\$4,888,165.00	Truth in Taxation 0.96%	NO
SEDOL IMRF	\$0.00				Levy in excess of estimated extension:	N/A		
Bond and Interest:	\$450,005.78			\$3,000.00		\$3,000.00	-99.33%	
Total Extension/Levy	\$5,291,816.06				Total Levy	\$4,891,165.00	-7.57%	

266

## **Recommendation to Approve Tentative Tax Levy**

**As superintendent, I recommend approval of the 2016 Tentative Tax Levy for Putnam County CUSD 535.**

### **Rationale**

**Please note that the Putnam County Tax Assessor has set the tentative EAV at \$138,543,891. Please note the attachment which provides detailed tax levy worksheet with information utilizing this projected EAV.**

**\*The above represents the projected total EAV, not the rate setting EAV.**

### **District Goal**

**Maintain strong fiscal responsibility in the Putnam County School District.**

PUTNAM COUNTY CUSD #535  
BOARD OF EDUCATION EXECUTIVE SESSION AGENDA  
November 21, 2016  
6:00 p.m.

- I. Hires: Brad Passini, Freshman boys' basketball coach
- II. Maintenance update
- III. Superintendent goals

Recommendation to approve hiring and resignations

As superintendent, I recommend to approve the hiring as listed below:

### Hires

- Brad Passini as the Freshmen Boys Basketball Coach

### Rationale

Brad Passini submitted his interest to Mr. Newsome via email correspondence. Brad was interviewed by Mr. Newsome and our varsity basketball coach Mr. Nauman on Thursday, November 3, 2016. The vacancy had been posted as required for an extended period of time. Brad has personal experience playing basketball and was a member of some very successful teams at Putnam County. As a dedicated alumni, Brad has volunteered at numerous summer camps, officiated basketball tournaments for the school, and has remained a huge supporter of the district. Brad has a great skillset and will do a fantastic job. These are the reasons I recommend Brad Passini for this position.

### District Goal

Demonstrate increased academic achievement for all students