

PUTNAM COUNTY CUSD #535  
BOARD OF EDUCATION MEETING AGENDA  
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER  
December 17, 2018  
6:30 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 Pfeffer - Gorentz & Associates	
B. Student Liaisons	
VI. CORRESPONDENCE	
VII. CONSENT AGENDA	
A. Approve November 19, 2018 Regular and Executive Session Minutes.	3
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XI. EXECUTIVE SESSION FOR THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DISTRICT, AND SCHOOL SAFETY CONCERNS AND UPDATES IN THE DISTRICT.	196
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B. Hires (Action)	
XIII. ADJOURNMENT	

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

Board of Education  
Regular Meeting  
5:30 p.m., November 19, 2018  
Media Center Putnam County Primary School

President Mr. Gibson called the meeting to order at 5:30 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: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Judd, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Ms. Glenn was absent. ROLL CALL

There were no adjustments to the agenda. ADJUSTMENTS TO THE AGENDA

Student liaisons Ali Ciucci and Nick Mattern gave an update on various high school events to the board. Ali gave a recap of Spirit Week. Nick shared events from the FFA National Convention. President Trump spoke at the Convention and Garth Brooks did a concert. Joseph Mecagni was not able to attend. AUDIENCE PARTICIPATION/ HEARING OF DELEGATIONS

There was no correspondence. CORRESPONDENCE

Mrs. Baker moved and Mr. Mallery seconded the motion to approve the consent agenda: regular and executive session minutes of October 15, 2018; bills for November 2018; financial reports for October 2018; Treasurer's Report for October 2018. On roll call the members voted as follows: Mrs. Baker, aye; Mr. Mallery, aye; Mrs. Shore, aye; Mr. Copeland, aye; Mr. Gibson, aye; and Mr. Judd, aye. Motion carried. CONSENT AGENDA

The principals' reports are on BoardBook. PRINCIPALS' REPORTS

Mr. Carlson reported on the following areas: SUPERINTENDENT REPORT  
State Funding: As of 11/19/18 the state still owes in the following categories for fiscal year 2019; Special Education - \$26,212.93; Transportation - \$134,343.82; Driver's Ed - \$3,228.86; and Illinois Free Lunch - \$360.04 for a total of \$164,145.65.  
Transportation: There was really no update except that we have not had any major issues reported in the past few weeks. Mr. Carlson reported things are going very well.  
Investments: 1 CD was out for bid. The CD bid amount is \$212,459.67 with a term of 15 months. The highest bid was from First State Bank at a rate of 2.52%. Mr. Copeland moved and Mr. Mallery seconded a motion to accept the CD bid from First State Bank at a rate of 2.52% for a term of 15 months. On roll call the members voted as follows: Mr. Copeland, aye; Mr. Mallery, aye; Mrs. Shore, aye; Mrs. Baker, aye; Mr. Gibson, aye; and Mr. Judd, aye. Motion carried.

Parent Advisory Committee: Mrs. Shore reported that the next meeting will be held on December 4, 2018.

COMMITTEE  
REPORTS

Solar Project: Board members spoke to several vendors at the Triple I conference. Mr. Carlson stated that Siemens have adjusted their proposal. The board members held discussion on moving forward with requests on solar projects. The board agreed that the schematics need to be the same on all proposals. The Building and Grounds committee needs to schedule a meeting before the district and board move forward with any solar projects. Mr. Mallery moved and Mr. Copeland seconded a motion to table the Letter of Intent with Siemens and any further discussions with Siemens and to take a look at other vendors. On roll call the members voted as follows: Mr. Mallery, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Judd, aye; Mrs. Shore, aye; and Mrs. Baker, aye. Motion carried. Mr. Carlson reported that the district started the 5 year contract with Constellation Energy on November 15, 2018.

OLD BUSINESS

FOIA requests: There were 2 FOIA requests this month. One was concerning the solar project with Siemens. This request has been completed. The other request was from Real Sports regarding football in our district. This request has also been completed. Approve updated Risk Management Plan: Mr. Copeland moved and Mrs. Baker seconded a motion to approve the updated Risk Management Plan. All ayes; motion carried.

NEW BUSINESS

Approve Tentative Tax Levy: Mr. Carlson presented a spreadsheet to the audience regarding the tentative tax levy. Mrs. Baker moved and Mr. Copeland seconded to accept the tentative tax levy. On roll call the members voted as follows: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Judd, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Motion carried.

Truth in Taxation Hearing: December 17, 2018 is the date set for the Truth in Taxation hearing at 6:00 pm. Mrs. Shore moved and Mr. Judd seconded a motion to set December 17, 2018 for the Truth in Taxation hearing at 6:00 pm. All ayes, motion carried. Mrs. Shore gave a report from the delegate meeting that there was 1 resolution made to send to the legislature regarding guns not being allowed to be carried by teachers and administrators. The delegation voted unanimously to accept this resolution.

At 6:04 p.m. Mr. Copeland moved and Mr. Mallery seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district and district school safety updates and concerns. All ayes, motion carried.

EXECUTIVE  
SESSION

At 6:38 p.m. Mr. Copeland moved and Mr. Mallery seconded the motion to return to open session. All ayes; motion carried.

Mrs. Baker moved and Mr. Copeland seconded to accept, with regret, the resignation of Carmela Rodriguez and JV Volleyball coach. All ayes, motion carried. PERSONNEL

Mr. Mallery moved and Mr. Copeland seconded a motion to hire Christian Harris as 7<sup>th</sup> grade Boys' Basketball coach and Michael Harris as volunteer 7<sup>th</sup> grade Boys' Basketball coach. On roll call the members voted as follows: Mr. Mallery, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Judd, aye; Mrs. Shore, aye; and Mrs. Baker, aye. Motion carried.

Mr. Copeland moved and Mrs. Shore seconded a motion to post an opening for a Special Ed Paraprofessional at the Primary Building. On roll call the members voted as follows: Mr. Copeland, aye; Mrs. Shore, aye; Mrs. Baker, aye; Mr. Gibson, aye; Mr. Judd, aye; and Mr. Mallery, aye. Motion carried.

At 6:39 p.m. Mr. Copeland moved and Mr. Judd seconded the motion to adjourn. All ayes, motion carried. ADJOURN

Respectfully submitted,

Megan Goetz, Board Secretary

APPROVED \_\_\_\_\_  
BOARD PRESIDENT DATE

\_\_\_\_\_  
BOARD SECRETARY DATE

Putnam County Community Unit School District No. 535  
Granville, Illinois 61326  
EXECUTIVE SESSION MINUTES  
November 19, 2018

- CALL TO ORDER President Mr. Gibson called the meeting to order at 5:30 p.m.
- ROLL CALL The following members were present to answer roll call: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Judd, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Ms. Glenn was absent.
- EXECUTIVE SESSION At 6:04 p.m. Mr. Copeland moved and Mr. Mallery seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district and district school safety updates and concerns. The members voted as follows: all ayes; motion carried.
- ITEMS DISCUSSED
- I. Hires
    - A. Christian Harris – 7<sup>th</sup> Grade Boys’ Basketball Coach
    - Michael Harris – Volunteer 7<sup>th</sup> Grade Boys’ Basketball Coach
  - II. Resignations
    - A. Carmela Rodriguez – JV Volleyball Coach
  - III. Posting a Special Ed Paraprofessional at the Primary Building
    - Denise Nickel is currently out on FMLA. She has several fractures in her foot. Due to her duties she will not be able to return until she gets cleared by her doctor. Margo Ceballos just returned from FMLA due to declining health of her mother in Mexico.
  - IV. General discussion regarding staffing.
    - There is a staff concern being investigated by Administration. The concern does not involve any student safety. There will most likely be a need for scheduling a special board meeting.
- RETURN TO OPEN SESSION At 6:36 p.m. Mr. Copeland moved and Mrs. Shore seconded the motion to adjourn executive session and return to open session. The members voted as follows: all ayes; motion carried.

Respectfully submitted,

Megan Goetz, Board Secretary

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

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

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

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

# Bills Payable List

Printed: 12/13/2018 11:18 AM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 12/1/2018 to 12/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>ADORAMA</b>						
		ED FOUNDATIONS SUPPLIES /23006517/23006776		1,217	1,966.01	10-2310-411-6
					\$1,966.01	
<b>AFLAC</b>						
		AFLAC-PRE TAX		96	102.57	10-481
		AFLAC-AFTER		96	11.71	10-481
		AFLAC-PRE TAX		96	10.79	20-481
		AFLAC-AFTER		96	11.71	10-481
		AFLAC-PRE TAX		96	102.12	10-481
		AFLAC-PRE TAX		96	10.79	20-481
		AFLAC-PRE TAX		96	0.45	40-481
					\$250.14	
<b>AMAZON/SYNCB</b>						
		PFA INST SUP 1-6		1,217	57.03	10-1125-410-1
		PRIMARY MEDIA SUPP		1,217	149.40	10-2220-410-5
53301		CROSS CAT SUPPLY - PRIM		1,217	76.09	10-1220-410-5
53306		CROSS CAT SUPPLY - PRIM		1,217	11.41	10-1220-410-5
65475		MEDICAID		1,217	14.99	10-1220-411-11-499100
65523		LEASE FD TECH SUPPLY		1,217	248.94	10-1112-410-1
		LEASE FD TECH SUPPLY		1,217	212.71	10-1112-410-1
65519		LEASE FD TECH SUPPLY		1,217	214.34	10-1112-410-1
					\$984.91	
<b>AMEREN ILLINOIS</b>						
		ELEMENTARY-NATURAL GAS		1,217	271.78	20-2542-465-4
		JR HI-NATURAL GAS		1,217	287.91	20-2542-465-3
		PRIMARY NATURAL GAS		1,217	487.02	20-2542-465-5
		H S-NATURAL GAS SERVICE		1,217	756.03	20-2542-465-2
		H S- ELECTRIC SERVICE		1,217	5,204.85	20-2542-466-2
		PRIMARY-ELECTRIC SERVIC		1,217	3,930.15	20-2542-466-5
		JR HI-ELECTRICAL SERVICE		1,217	2,058.69	20-2542-466-3
		H S- ELECTRIC SERVICE		1,217	54.57	20-2542-466-2
		JR HI-ELECTRICAL SERVICE		1,217	104.42	20-2542-466-3
		JR HI-ELECTRICAL SERVICE		1,217	33.42	20-2542-466-3
					\$13,188.84	
<b>AMERICAN CENTRAL INSURANCE S</b>						
		DEP DAYCARE EXP FLEX PLAN		96	295.83	10-481
		HEALTH CARE EXP FLEX PLAN		96	896.25	10-481
		HEALTH CARE EXP FLEX PLAN		96	1,021.25	10-481
		DEP DAYCARE EXP FLEX PLAN		96	295.83	10-481
					\$2,509.16	
<b>APLINGTON, KAUFMAN, MCCLINTO</b>						
		COURT ORDER H		97	249.88	10-481
		COURT ORDER H		97	249.88	10-481
					\$499.76	
<b>ARAMARK</b>						
		ALL SCHOOL SERVICES		1,217	21.45	20-2542-321-1
		ALL SCHOOL SERVICES		1,217	43.71	20-2542-321-1

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		ALL SCHOOL SERVICES		1,217	52.20	20-2542-321-1
		ALL SCHOOL SERVICES		1,217	133.81	20-2542-321-1
		ALL SCHOOL SERVICES		1,217	43.71	20-2542-321-1
		ALL SCHOOL SERVICES		1,217	52.20	20-2542-321-1
		ALL SCHOOL SERVICES		1,217	133.81	20-2542-321-1
		ALL SCHOOL SERVICES		1,217	43.71	20-2542-321-1
		ALL SCHOOL SERVICES		1,217	52.20	20-2542-321-1
		ALL SCHOOL SERVICES		1,217	155.26	20-2542-321-1
		ALL SCHOOL SERVICES		1,217	155.26	20-2542-321-1
					<u>\$887.32</u>	
<b>ATIS ELEVATOR INSPECTIONS LLC</b>						
		INSPECTIONS WHEELCHAIR LIFT JH		1,217	240.00	80-2367-319-7
					<u>\$240.00</u>	
<b>BAELE, BRANDY</b>						
		SW-SUPPLIES SUBSCRIPTIONS		1,217	209.97	10-2110-410-1
		SW-TRAVEL		1,217	163.90	10-2110-332-1
					<u>\$373.87</u>	
<b>BRADFIELDS COMPUTER SUPPLY</b>						
65532		LEASE FD TECH SOFTWARE SMART LEARNING		1,217	1,304.10	10-1113-470-1
					<u>\$1,304.10</u>	
<b>BUREAU COUNTY REPUBLICAN</b>						
		BOARD DUES/FEES STATEMENT OF AFFAIRS		1,217	288.00	10-2310-640-6
					<u>\$288.00</u>	
<b>CARBONI, AMY</b>						
		EPIC TRAVEL AC		1,217	144.39	10-2210-332-1
					<u>\$144.39</u>	
<b>CARLSON, CARL</b>						
		SUPT OFFICE-TRAVEL		1,217	867.90	10-2320-332-1
					<u>\$867.90</u>	
<b>CARLSON, MELISSA</b>						
		HS-SUPPLIES		1,217	21.52	10-1113-410-2
					<u>\$21.52</u>	
<b>CDW GOVT INC.</b>						
65533		LEASE FD TECH SUPPLY		1,217	726.48	10-1112-410-1
					<u>\$726.48</u>	
<b>CENTERPOINT ENERGY SERVICES I</b>						
		PRIMARY NATURAL GAS		1,217	745.60	20-2542-465-5
		ELEMENTARY-NATURAL GAS		1,217	336.00	20-2542-465-4
		JR HI-NATURAL GAS		1,217	368.00	20-2542-465-3
		H S-NATURAL GAS SERVICE		1,217	729.60	20-2542-465-2
					<u>\$2,179.20</u>	
<b>CES</b>						
		INSPECTIONS FIRE ALARM		1,217	695.00	80-2367-319-7
					<u>\$695.00</u>	
<b>COMTECH HOLDINGS INC</b>						
		PRIMARY BLDG SUPPLY		1,217	75.04	20-2542-410-5

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		PRIMARY BLDG CAP OUT LADDER		1,217	2,681.49	20-2542-540-5
					<u>\$2,756.53</u>	
<b>CURRY, JOSHUA</b>		JR HI-TRAVEL		1,217	79.20	10-1112-332-3
		H S TRAVEL		1,217	79.20	10-1113-332-2
					<u>\$158.40</u>	
<b>DANEKAS, CARRIE</b>		PRIMARY-TRAVEL		1,217	18.70	10-1111-332-5
					<u>\$18.70</u>	
<b>DAVIS, ANNETTE E</b>		EPIC TRAVEL LIBRARY CONFERENCE		1,217	392.18	10-2210-332-1
					<u>\$392.18</u>	
<b>DE LAGE LANDEN PUBLIC FINANCE</b>		PRIMARY R/M /COPIER		1,217	730.80	10-1111-323-5
		HS R/M / COPIER		1,217	730.80	10-1113-323-2
		JH R/M/COPIER		1,217	730.80	10-1112-323-3
		HEN R/M/COPIERS		1,217	730.80	10-1110-323-4
		SUP COPY MACHINE		1,217	730.80	10-2320-323-1
					<u>\$3,654.00</u>	
<b>DELTA INDUSTRIES INC</b>		ELEMENTARY-BLDG REPAIR COMPRESSOR		1,217	1,043.59	20-2542-323-4
					<u>\$1,043.59</u>	
<b>DIRECT ATHLETICS INC</b>		H S ATHLETIC-SUPPLIES		1,217	330.25	10-1501-410-2
					<u>\$330.25</u>	
<b>EDENS, MICHELLE</b>		PFA FOOD SUPP		1,217	17.75	10-1125-411-1
		PFA COMM SUPP		1,217	34.93	10-1125-412-1
					<u>\$52.68</u>	
<b>ENGLAND, KIMBERLY</b>		CO OP TRAVEL		1,217	64.90	10-1459-332-2
		EPIC TRAVEL IBEA CONF		1,217	143.00	10-2210-332-1
					<u>\$207.90</u>	
<b>FICEK ELECTRIC &amp; COMM</b>		H S-BUILDING REPAIRS/MAI HS LINE		1,217	500.00	20-2542-323-2
		ELEMENTARY-BLDG REPAIR		1,217	255.00	20-2542-323-4
		H S-BUILDING REPAIRS/MAI NEW LINE ES		1,217	192.50	20-2542-323-2
					<u>\$947.50</u>	
<b>FRONTIER</b>		H S - TELEPHONE SERVICE		1,217	216.03	20-2542-340-2
		ELEM-TELEPHONE		1,217	143.60	20-2542-340-4
		PRIMARY-TELEPHONE SERV		1,217	95.42	20-2542-340-5
		H S - TELEPHONE SERVICE		1,217	217.03	20-2542-340-2
		ELEM-TELEPHONE		1,217	145.29	20-2542-340-4
					<u>\$817.37</u>	
<b>GARAVENTA USA INC</b>						

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		JR HI BLDG. REP/ MAINT LIFT		1,217	175.00	20-2542-323-3
					<u>\$175.00</u>	
<b>GOPHER SPORT</b>						
	27548	HS-SUPPLIES		1,217	177.51	10-1113-410-2
					<u>\$177.51</u>	
<b>GORENZ AND ASSOCIATES LTD.</b>						
		AUDIT/FINANCIAL SERVICES ANNUAL AUDIT		1,217	11,295.00	10-2310-317-6
					<u>\$11,295.00</u>	
<b>HATTON, JOANN</b>						
		CAFETERIA DUES AND FEES FOOD SANITATION (		1,217	125.00	10-2560-640-1-421000
					<u>\$125.00</u>	
<b>HEALTH CARE SERVICE CORPORAT</b>						
		HLTH NC S		96	321.00	20-481
		HLTH BP NC S		96	1,326.50	20-481
		HLTH E + C		96	2,837.23	10-481
		HLTH BP E + C		96	3,834.93	10-481
		HLTH NC S		96	1,284.00	10-481
		HLTH BP NC S		96	5,306.00	10-481
		HLTH CRT S		96	2,439.60	10-481
		HLTH BP CRT S		96	10,081.40	10-481
		HLTH E + C		96	257.93	20-481
		HLTH BP EMP+C		96	348.63	20-481
		HLTH ADM BP F		96	4,094.21	10-481
		HLTH BP ADM S		96	659.00	10-481
		HLTH NC E+S		96	369.18	10-481
		HLTH BP NC E+S		96	390.30	10-481
		HLTH CRT F		96	3,371.71	10-481
		HLTH BP CRT F		96	2,837.04	10-481
		HLTH NC F		96	562.89	10-481
		HLTH BP NC F		96	473.63	10-481
		HLTH CRT E + S		96	738.36	10-481
		HLTH BP CRTE+S		96	780.60	10-481
		HLTH CRT F		96	5.63	80-481
		HLTH BP CRT F		96	4.74	80-481
		HLTH ADM BP F		96	51.83	80-481
		HLTH CRT S		96	2,432.72	10-481
		HLTH CRT S		96	6.88	40-481
		HLTH BP CRT S		96	10,052.98	10-481
		HLTH BP CRT S		96	28.42	40-481
		HLTH CRT F		96	3,361.86	10-481
		HLTH CRT F		96	9.85	40-481
		HLTH CRT F		96	5.63	80-481
		HLTH BP CRT F		96	2,828.75	10-481
		HLTH BP CRT F		96	8.29	40-481
		HLTH BP CRT F		96	4.74	80-481
		HLTH CRT E + S		96	738.36	10-481
		HLTH BP CRTE+S		96	780.60	10-481
		HLTH NC E+S		96	369.18	10-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		HLTH BP NC E+S		96	390.30	10-481
		HLTH BP ADM S		96	659.00	10-481
		HLTH NC F		96	562.89	10-481
		HLTH BP NC F		96	473.63	10-481
		HLTH NC S		96	1,299.02	10-481
		HLTH NC S		96	305.98	20-481
		HLTH BP NC S		96	5,633.35	10-481
		HLTH BP NC S		96	1,264.45	20-481
		HLTH BP EMP+C		96	348.63	20-481
		HLTH E + C		96	2,835.14	10-481
		HLTH E + C		96	2.09	40-481
		HLTH BP E + C		96	3,832.11	10-481
		HLTH BP E + C		96	2.82	40-481
		HLTH E + C		96	257.93	20-481
		HLTH ADM BP F		96	4,094.21	10-481
		HLTH ADM BP F		96	51.83	80-481
					<u>\$85,017.98</u>	
<b>HENNEPIN BLDG IMPREST</b>						
		JH ATHL OFFICIALS		1,217	440.00	10-1501-319-3
		TITLE I 7-5		1,217	275.00	10-1250-332-36-430000
					<u>\$715.00</u>	
<b>HENNEPIN FOOD MART</b>						
		MEDICAID JH LIFE SKILLS		1,217	140.31	10-1220-411-11-499100
		ELEMENTARY-BLDG SUPPLIES		1,217	6.79	20-2542-410-4
		HS-SUPPLIES		1,217	95.65	10-1113-410-2
		HENN-CAFE FOOD		1,217	23.37	10-2560-410-4-421000
					<u>\$266.12</u>	
<b>HENNEPIN WATER DISTRICT</b>						
		ELEM-WATER		1,217	399.94	20-2542-322-4
		ELEM-WATER		1,217	138.47	20-2542-322-4
					<u>\$538.41</u>	
<b>HIGH SCHOOL IMPREST</b>						
		HS ATH DUES/FEES		1,217	1,415.00	10-1501-640-2
		HS ATHL OFFICIALS		1,217	395.00	10-1501-319-2
		PRINC OFFICE-POSTAGE		1,217	106.20	10-2410-341-1
					<u>\$1,916.20</u>	
<b>IAASE</b>						
		CROSS CAT DIR TRAVEL		1,217	225.00	10-1220-333-1
					<u>\$225.00</u>	
<b>IASA</b>						
		TITLE I 1-6 ESSA DASHBOARD CB/RC		1,217	125.00	10-1250-410-36-430000
					<u>\$125.00</u>	
<b>IL STATE POLICE</b>						
		BOARD DUES/FEES BACKGROUND		1,217	54.00	10-2310-640-6
		BOARD DUES/FEES BACKGROUND		1,217	27.00	10-2310-640-6
					<u>\$81.00</u>	
<b>IL VALLEY CELLULAR</b>						

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		ALL SCHOOL SERVICES		1,217	258.69	20-2542-321-1
					<u>\$258.69</u>	
<b>IMPACT NETWORKING, LLC</b>		PRIMARY R/M /COPIER		1,217	171.80	10-1111-323-5
					<u>\$171.80</u>	
<b>JALARAM TRADING COMPANY</b>		HS-SUPPLIES		1,217	23.58	10-1113-410-2
		F/C SCIENCE SUPPLY /181116801131		1,217	111.90	10-1113-412-2
		F/C SCIENCE SUPPLY /181114801197		1,217	100.10	10-1113-412-2
		F/C SCIENCE SUPPLY		1,217	76.00	10-1113-412-2
		F/C SCIENCE SUPPLY		1,217	115.99	10-1113-412-2
					<u>\$427.57</u>	
<b>JARVIS</b>		ELEMENTARY-BLDG REPAIR		1,217	5,500.00	20-2542-323-4
					<u>\$5,500.00</u>	
<b>JOHANNES BUS SERVICE INC.</b>		CONTRACT SERVICE-SP ED R		1,217	27,193.38	40-2550-326-1
		CONTRACT-EX CURRIC		1,217	8,084.29	40-2550-328-1
		CONTRACT SERVICE-AV		1,217	1,708.67	40-2550-327-1
		CONTRACT REG		1,217	45,823.61	40-2550-325-1
		CONTRACT ECE ROUTES		1,217	10,890.88	40-2550-331-1
					<u>\$93,700.83</u>	
<b>JUDD CONSTRUCTION INC</b>		ELEMENTARY-GROUNDS REPAIR SNOW REMOV		1,217	175.00	20-2543-323-4
					<u>\$175.00</u>	
<b>JUNIOR HIGH IMPREST</b>		JH ATHL OFFICIALS		1,217	960.00	10-1501-319-3
					<u>\$960.00</u>	
<b>KELLY SAUDER RUIPE</b>		PRIMARY-GROUNDS REP/MAI		1,217	187.20	20-2543-323-5
		H S- GROUNDS REPAIR/MAIN		1,217	187.19	20-2543-323-2
		PRIMARY-GROUNDS SUPPLIE		1,217	69.84	20-2543-410-5
		H S-GROUNDS SUPPLIES		1,217	69.83	20-2543-410-2
					<u>\$514.06</u>	
<b>KOHL WHOLESALE</b>		PRIMARY BREAKFAST		1,217	494.37	10-2560-410-1-5-422000
		PRIMARY MISC SUPPLY		1,217	83.45	10-2560-490-5-421000
		HS BREAKFAST		1,217	794.78	10-2560-410-1-2-422000
		HIGH SCHOOL- FOOD		1,217	4,676.16	10-2560-410-2-421000
		H S-CAFE MISC SUPPLIES		1,217	191.40	10-2560-490-2-421000
		HEN BREAKFAST		1,217	816.64	10-2560-410-1-4-422000
		HENN ELEM-CAFE MISC SUPP		1,217	44.30	10-2560-490-4-421000
		JH BREAKFAST		1,217	962.08	10-2560-410-422000
		JR HI-CAFE FOOD		1,217	3,079.27	10-2560-410-3-421000
		PRIMARY CAFE FOOD		1,217	2,828.67	10-2560-410-5-421000
		HENN-CAFE FOOD		1,217	2,994.21	10-2560-410-4-421000

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					<u>\$16,965.33</u>	
<b>KS STATE BANK</b>		TORT SUPPLIES		1,217	3,320.00	80-2365-410-7
					<u>\$3,320.00</u>	
<b>LEASE</b>		MEDICAID CD/AC/RS		1,217	57.00	10-1220-411-11-499100
					<u>\$57.00</u>	
<b>LETTERKRAFT PRINTERS</b>		SUPT OFFICE-SUPPLIES		1,217	221.00	10-2320-410-1
					<u>\$221.00</u>	
<b>LIGHTED WAY ASSOCIATION I</b>		LIGHTEDWAY/PEORIA CG/ES		1,217	10,565.90	10-1912-670-1
					<u>\$10,565.90</u>	
<b>LOOKOUT BOOKS</b>	27468	HS MEDIA BOOKS		1,217	252.10	10-2220-411-2
					<u>\$252.10</u>	
<b>LOUIS, WENDY</b>		HS-SUPPLIES		1,217	79.88	10-1113-410-2
					<u>\$79.88</u>	
<b>LYNN CARD COMPANY</b>	43699	BOARD SUPPLIES CARDS		1,217	154.00	10-2310-410-6
					<u>\$154.00</u>	
<b>MACGILL</b>	53310	NURSE-SUPPLIES		1,217	90.45	10-2134-410-1
					<u>\$90.45</u>	
<b>MACKIN EDUCATIONAL RESOURCE</b>		JH MEDIA BOOKS		1,217	168.64	10-2220-411-3
34109		JH MEDIA BOOKS		1,217	96.63	10-2220-411-3
					<u>\$265.27</u>	
<b>MCNABB TELEPHONE COMPANY</b>		SUPT-TELEPHONE		1,217	294.67	20-2542-340-1
		H S - TELEPHONE SERVICE		1,217	294.67	20-2542-340-2
		PRIMARY-TELEPHONE SERV		1,217	294.66	20-2542-340-5
		JR HI-TELEPHONE SERVICE		1,217	294.66	20-2542-340-3
		ELEM-TELEPHONE		1,217	294.66	20-2542-340-4
					<u>\$1,473.32</u>	
<b>MEDIACOM</b>		LEASE FD-NBS/MEDIACOM		1,217	262.87	10-2190-323-1
		LEASE FD-NBS/MEDIACOM		1,217	336.90	10-2190-323-1
					<u>\$599.77</u>	
<b>MENARDS PERU</b>		EX CURRICULAR VAN SUPPLIES		1,217	9.99	40-2550-324-1
		HIGH SCHOOL-BLDG SUPPLIE		1,217	15.43	20-2542-410-2
		VOC AG SUPPLIES		1,217	11.58	10-1401-410-2
		HIGH SCHOOL-BLDG SUPPLIE BALLASTS		1,217	41.98	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1,217	61.51	20-2542-410-3

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		VOC AG SUPPLIES		1,217	104.34	10-1401-410-2
					<u>\$244.83</u>	
<b>MUSIC SHOPPE, INC.</b>						
	27553	H S-BUILDING CAP OUTLAY SPEAKERS ACCESS		1,217	5,675.67	20-2542-540-2
		MUSIC REPAIRS JH		1,217	13.18	10-1115-323-1
					<u>\$5,688.85</u>	
<b>NCPERS GROUP LIFE INS.</b>						
		NCPERS INSURANCE		96	56.00	10-481
		NCPERS INSURANCE		96	8.00	20-481
		NCPERS INSURANCE		96	72.00	10-481
		NCPERS INSURANCE		96	8.00	20-481
					<u>\$144.00</u>	
<b>NETWORK BUSINESS SYSTEMS INC</b>						
		LEASE FD-NBS/MEDIACOM		1,217	200.00	10-2190-323-1
					<u>\$200.00</u>	
<b>NEWS TRIBUNE</b>						
		INFO SERV-ADVERTISING BB		1,217	80.00	10-2630-350-1
					<u>\$80.00</u>	
<b>NORTH CENTRAL BANK</b>						
		JR HI SUPPLIES		1,217	49.20	10-1112-410-3
		JR HI-ATHLETIC SUPPLIES		1,217	16.48	10-1501-410-3
		JR HI SUPPLIES		1,217	112.21	10-1112-410-3
		PRINC OFFICE-POSTAGE		1,217	306.25	10-2410-341-1
		BOARD OF ED/TRAVEL III CONFERENCE		1,217	925.00	10-2310-332-6
		EPIC TRAVEL K ENGLAND		1,217	468.46	10-2210-332-1
		H S-PURCHASED SERVICE		1,217	180.00	10-1113-390-2
		EPIC TRAVEL WIESBROCK		1,217	142.24	10-2210-332-1
		VOC AG SUPPLIES		1,217	19.95	10-1401-410-2
		F/C SCIENCE SUPPLY		1,217	84.09	10-1113-412-2
		HS-SUPPLIES		1,217	9.21	10-1113-410-2
		HIGH SCHOOL-BLDG SUPPLIE		1,217	334.76	20-2542-410-2
		VOC AG-FFA TRAVEL		1,217	114.45	10-1401-333-2
		HS BLDG TRAVEL OPERAT TRNG		1,217	150.00	20-2542-332-2
					<u>\$2,912.30</u>	
<b>OLSON, LYNETTE</b>						
		EPIC TRAVEL LO		1,217	244.44	10-2210-332-1
					<u>\$244.44</u>	
<b>ORIENTAL TRADING CO</b>						
	53312	PFA COMM SUPP /693493976-01		1,217	49.14	10-1125-412-1
					<u>\$49.14</u>	
<b>ORKIN EXTERMINATING CO IN</b>						
		ALL SCHOOL SERVICES		1,217	81.26	20-2542-321-1
		ALL SCHOOL SERVICES		1,217	84.59	20-2542-321-1
		ALL SCHOOL SERVICES		1,217	83.33	20-2542-321-1
					<u>\$249.18</u>	
<b>PC EMS</b>						

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		BOARD SUPPLIES CPR BOOKLETS		1,217	350.00	10-2310-410-6
					<u>\$350.00</u>	
<b>PCCU (NEC)</b>						
		NEC 24/20		99	1,028.81	10-481
		NEC 24/20		99	0.30	80-481
		NEC-ADMIN/10 MONTH		99	144.82	10-481
		NEC-ADMIN/10 MONTH		99	1.06	80-481
		DED NEC		99	18.42	10-481
		NEC-ADMIN/10 MONTH		99	144.82	10-481
		NEC-ADMIN/10 MONTH		99	1.06	80-481
		NEC 24/20		99	1,073.06	10-481
		NEC 24/20		99	2.17	40-481
		NEC 24/20		99	0.30	80-481
					<u>\$2,414.82</u>	
<b>PENSERV PLAN SERVICES INC</b>						
		PENSERV PLAN SERVICES		97	2,979.50	10-481
		PENSERV PLAN SERVICES		97	50.00	20-481
		PENSERV PLAN SERVICES		97	12.50	80-481
		PENSERV PLAN SERVICES		97	3,175.52	10-481
		PENSERV PLAN SERVICES		97	50.00	20-481
		PENSERV PLAN SERVICES		97	3.98	40-481
		PENSERV PLAN SERVICES		97	12.50	80-481
					<u>\$6,284.00</u>	
<b>PERMA- BOUND</b>						
		PRIM MEDIA BOOKS		1,217	87.62	10-2220-411-5
34116		JH MEDIA BOOKS		1,217	296.00	10-2220-411-3
					<u>\$383.62</u>	
<b>PRAIRIE FARMS PEORIA DIVISION</b>						
		PFA FOOD SUPP MILK		1,217	76.82	10-1125-411-1
		HIGH SCHOOL- FOOD		1,217	1,159.00	10-2560-410-2-421000
		JR HI-CAFE FOOD		1,217	1,004.00	10-2560-410-3-421000
		PRIMARY CAFE FOOD		1,217	1,236.00	10-2560-410-5-421000
		HENN-CAFE FOOD		1,217	1,009.00	10-2560-410-4-421000
					<u>\$4,484.82</u>	
<b>PUT CO PCEA/IEA DUES</b>						
		IEA CERT DUES		96	0.70	80-481
		NON-CERT DUES		96	77.56	20-481
		IEA CERT DUES		96	2,484.48	10-481
		NON-CERT DUES		96	483.69	10-481
		NON-CERT DUES		96	480.52	10-481
		NON-CERT DUES		96	73.02	20-481
		NON-CERT DUES		96	7.71	40-481
		IEA CERT DUES		96	2,480.10	10-481
		IEA CERT DUES		96	4.38	40-481
		IEA CERT DUES		96	0.70	80-481
					<u>\$6,092.86</u>	
<b>PUT CO SCHOOL (FED TRS)</b>						

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		TITLE I FED TRS 18 19 TITLE I		1,217	998.24	10-1250-210-36-430000
					<u>\$998.24</u>	
<b>PUT CO SCHOOL (TRS HEALTH)</b>						
		H S-MEDICAL INSURANCE		1,217	168.41	10-1113-222-2
		THIS P24/T20		99	3,831.53	10-481
		THIS P24/T20		99	1.13	80-481
		THIS ADMIN/10 MONTH		99	539.34	10-481
		THIS ADMIN/10 MONTH		99	3.95	80-481
		DED THIS		99	68.58	10-481
		THIS ADMIN/10 MONTH		99	539.34	10-481
		THIS ADMIN/10 MONTH		99	3.95	80-481
		THIS P24/T20		99	3,996.30	10-481
		THIS P24/T20		99	8.02	40-481
		THIS P24/T20		99	1.13	80-481
					<u>\$9,161.68</u>	
<b>PUT CO SCHOOL (TRS)</b>						
		TRS P24/T20		99	17,543.87	10-481
		TRS P24/T20		99	5.16	80-481
		TRS ADMI/10 MONTH		99	2,469.55	10-481
		TRS ADMI/10 MONTH		99	18.08	80-481
		TRS ADMI/10 MONTH		99	2,469.54	10-481
		TRS ADMI/10 MONTH		99	18.08	80-481
		DED TRS		99	314.02	10-481
		TRS P24/T20		99	18,298.04	10-481
		TRS P24/T20		99	36.81	40-481
		TRS P24/T20		99	5.16	80-481
					<u>\$41,178.31</u>	
<b>PUT CO SCHOOLS (IMRF)</b>						
		IM IMRF		98	631.42	20-481
		IMRFBRD SHARE		98	1,682.41	50-481
		IM IMRF		98	1,853.76	10-481
		IMRFBRD SHARE		98	5,036.99	50-481
		IMRF VOL CONTRIBUTIONS		98	74.59	10-481
		IM IMRF		98	36.70	10-481
		IM IMRF		98	36.70	10-481
		IM IMRF		98	2,325.63	10-481
		IM IMRF		98	651.52	20-481
		IM IMRF		98	112.43	40-481
		IMRFBRD SHARE		98	6,294.22	50-481
		IMRFBRD SHARE		98	1,735.97	50-481
		IMRFBRD SHARE		98	299.54	50-481
		IMRF VOL CONTRIBUTIONS		98	74.59	10-481
					<u>\$20,846.47</u>	
<b>PUTNAM CO COMM UNIT (IL)</b>						
		IL State Tax		99	9,475.35	10-481
		IL State Tax		99	10.27	80-481
		IL State Tax		99	610.51	20-481
		IL State Tax		99	10,932.83	10-481

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		IL State Tax		99	749.71	20-481
		IL State Tax		99	131.47	40-481
		IL State Tax		99	10.27	80-481
					<u>\$21,920.41</u>	
<b>PUTNAM CO SD FIT</b>						
		Federal Tax 2018		99	17,500.95	10-481
		Federal Tax 2018		99	30.24	80-481
		Federal Tax 2018		99	1,295.35	20-481
		Federal Tax 2018		99	20,746.84	10-481
		Federal Tax 2018		99	1,506.00	20-481
		Federal Tax 2018		99	153.30	40-481
		Federal Tax 2018		99	30.24	80-481
					<u>\$41,262.92</u>	
<b>PUTNAM CO SD MEDICARE</b>						
		MEDICARE (BRD PD)		99	2,340.31	50-481
		MEDICARE (CERT)		99	3.18	80-481
		MEDICARE (BRD PD)		99	3.18	50-481
		MEDICARE (CERT)		99	2,340.31	10-481
		MEDICARE (CERT)		99	2,548.73	10-481
		MEDICARE (CERT)		99	4.20	40-481
		MEDICARE (CERT)		99	3.18	80-481
		MEDICARE (BRD PD)		99	2,548.73	50-481
		MEDICARE (BRD PD)		99	4.20	50-481
		MEDICARE (BRD PD)		99	3.18	50-481
					<u>\$9,799.20</u>	
<b>PUTNAM COUNTY SD FICA</b>						
		FICA 2018		99	1,022.73	20-481
		MATCHING FICA		99	1,022.73	50-481
		FICA 2018		99	3,016.59	10-481
		MATCHING FICA		99	3,016.59	50-481
		MATCHING FICA		99	4,289.04	50-481
		MATCHING FICA		99	1,237.82	50-481
		MATCHING FICA		99	191.12	50-481
		FICA 2018		99	4,289.04	10-481
		FICA 2018		99	1,237.82	20-481
		FICA 2018		99	191.12	40-481
					<u>\$19,514.60</u>	
<b>REGIONAL OFFICE OF EDUCATION  </b>						
		EPIC TRAVEL JL JH		1,217	75.00	10-2210-332-1
					<u>\$75.00</u>	
<b>ROBBINS SCHWARTZ</b>						
		LEGAL FEES		1,217	2,082.50	80-2369-318-1
					<u>\$2,082.50</u>	
<b>ROE #47</b>						
		TUITION-PUBLIC		1,217	500.00	10-4210-600-1
					<u>\$500.00</u>	
<b>ROYAL PUBLISHING</b>						

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		INFO SERV-ADVERTISING		1,217	390.00	10-2630-350-1
					<u>\$390.00</u>	
<b>SCHMITT, RYAN</b>						
		TITLE I 7-5 CPI/AHPERD		1,217	185.90	10-1250-332-36-430000
					<u>\$185.90</u>	
<b>SCHOLASTIC</b>						
		JR HI TEXTBOOKS STORYWORKS		1,217	224.51	10-1112-420-3
					<u>\$224.51</u>	
<b>SCHOOL SPECIALTY</b>						
	27547	HS-SUPPLIES		1,217	52.54	10-1113-410-2
					<u>\$52.54</u>	
<b>SCHOOLSIN</b>						
	53383	PRIMARY MEDIA-AV		1,217	103.28	10-2220-430-5
					<u>\$103.28</u>	
<b>SPROUL, ETHAN</b>						
		TECH-TRAVEL		1,217	165.83	10-2226-332-1
					<u>\$165.83</u>	
<b>STAPLES CREDIT PLAN</b>						
		PRIMARY-SUPPLIES		1,217	91.98	10-1111-410-5
		SUPT OFFICE-SUPPLIES		1,217	5.41	10-2320-410-1
					<u>\$97.39</u>	
<b>STATE DISBURSEMENT UNIT</b>						
		CHILD SUPPORT		97	451.83	10-481
		CHILD SUPPORT		97	451.83	10-481
					<u>\$903.66</u>	
<b>SUMMIT FINANCIAL RESOURCES</b>						
		PRIMARY CAFE FOOD		1,217	42.87	10-2560-410-5-421000
		HENN-CAFE FOOD		1,217	55.74	10-2560-410-4-421000
		HENN-CAFE FOOD		1,217	55.74	10-2560-410-4-421000
		HIGH SCHOOL- FOOD		1,217	42.88	10-2560-410-2-421000
					<u>\$197.23</u>	
<b>SUN LIFE FINANCIAL EMPLOYEE BE</b>						
		DENT NC SINGLE		96	28.40	20-481
		DENT NC BP S		96	52.90	20-481
		DENTAL CERT S+		96	120.34	10-481
		DENT BP CRT S+		96	252.46	10-481
		DENTAL CRT F		96	262.03	10-481
		DENTAL BP CRT F		96	486.71	10-481
		DENT NC SINGLE		96	62.48	10-481
		DENT NC BP S		96	116.38	10-481
		DENT NC S+ 1		96	21.88	20-481
		DENT BP NC S+ 1		96	40.64	20-481
		DENTAL CERT S		96	170.40	10-481
		DENTAL BP CRT S		96	317.40	10-481
		DENT ADM BP F		96	160.56	10-481
		DENT ADM BP S		96	16.26	10-481

# Bills Payable List

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 PUTNAM COUNTY CUSD #535  
 Expense on Date: 12/1/2018 to 12/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		DENT NC S+ 1		96	63.24	10-481
		DENT BP NC S+ 1		96	52.06	10-481
		DENT NC FAMILY		96	80.40	10-481
		DENT NC BP FAM		96	80.16	10-481
		DENTAL CRT F		96	0.19	80-481
		DENTAL BP CRT F		96	0.35	80-481
		DENT ADMIN E+S		96	29.70	10-481
		DENT ADMIN E+S		96	1.56	80-481
		DENTAL CERT S		96	169.80	10-481
		DENTAL CERT S		96	0.60	40-481
		DENTAL BP CRT S		96	316.27	10-481
		DENTAL BP CRT S		96	1.13	40-481
		DENTAL CRT F		96	261.70	10-481
		DENTAL CRT F		96	0.33	40-481
		DENTAL CRT F		96	0.19	80-481
		DENTAL BP CRT F		96	486.10	10-481
		DENTAL BP CRT F		96	0.61	40-481
		DENTAL BP CRT F		96	0.35	80-481
		DENTAL CERT S+		96	120.34	10-481
		DENT BP CRT S+		96	252.46	10-481
		DENT ADM BP F		96	160.56	10-481
		DENT ADM BP S		96	16.26	10-481
		DENT ADMIN E+S		96	29.70	10-481
		DENT ADMIN E+S		96	1.56	80-481
		DENT NC FAMILY		96	80.40	10-481
		DENT NC BP FAM		96	80.16	10-481
		DENT NC S+ 1		96	63.24	10-481
		DENT NC S+ 1		96	21.88	20-481
		DENT BP NC S+ 1		96	52.06	10-481
		DENT BP NC S+ 1		96	40.64	20-481
		DENT NC SINGLE		96	63.81	10-481
		DENT NC SINGLE		96	27.07	20-481
		DENT NC BP S		96	129.43	10-481
		DENT NC BP S		96	50.43	20-481
					<u>\$4,843.58</u>	
<b>SUN LIFE FINANCIAL EMPLOYEE BE</b>						
		LIFE NC		96	4.44	20-481
		LIFE NC BP		96	8.34	20-481
		LIFE CERT		96	85.83	10-481
		LIFE CERT BP		96	160.63	10-481
		LIFE ADM BP		96	21.25	10-481
		LIFE NC		96	20.98	10-481
		LIFE NC BP		96	37.98	10-481
		LIFE CERT		96	0.01	80-481
		LIFE CERT BP		96	0.03	80-481
		LIFE ADM BP		96	21.25	10-481
		LIFE CERT		96	88.62	10-481
		LIFE CERT		96	0.18	40-481

# Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		LIFE CERT		96	0.01	80-481
		LIFE CERT BP		96	165.85	10-481
		LIFE CERT BP		96	0.31	40-481
		LIFE CERT BP		96	0.03	80-481
		LIFE NC		96	19.23	10-481
		LIFE NC		96	4.44	20-481
		LIFE NC		96	0.27	40-481
		LIFE NC BP		96	34.69	10-481
		LIFE NC BP		96	8.34	20-481
		LIFE NC BP		96	0.51	40-481
					<u>\$683.22</u>	
<b>SUN LIFE FINANCIAL EMPLOYEE BE</b>						
		VISION E+S		96	77.69	10-481
		VISION EMP		96	182.28	10-481
		VISION E+C		96	9.55	20-481
		VISION FAMILY		96	180.43	10-481
		VISION E+C		96	38.20	10-481
		VISION EMP		96	13.02	20-481
		VISION FAMILY		96	0.14	80-481
		VISION E+S		96	0.43	80-481
		VISION EMP		96	183.03	10-481
		VISION EMP		96	12.00	20-481
		VISION EMP		96	0.27	40-481
		VISION E+S		96	77.69	10-481
		VISION E+S		96	0.43	80-481
		VISION E+C		96	38.20	10-481
		VISION E+C		96	9.55	20-481
		VISION FAMILY		96	180.43	10-481
		VISION FAMILY		96	0.14	80-481
					<u>\$1,003.48</u>	
<b>SUN LIFE FINANCIAL EMPLOYEE BE</b>						
		LIFE VOL		96	82.16	10-481
		LIFE VOL		96	146.62	10-481
		LIFE VOL		96	0.02	40-481
					<u>\$228.80</u>	
<b>SUPERINTENDENT IMPREST</b>						
		BOARD SUPPLIES		1,217	72.35	10-2310-410-6
		TRUCK REPAIR/MAINT TRUCK STICKER		1,217	107.00	20-2542-320-3
		SUPT OFFICE-POSTAGE		1,217	7.20	10-2320-341-1
					<u>\$186.55</u>	
<b>SUPPLYWORKS</b>						
		HIGH SCHOOL-BLDG SUPPLIE		1,217	582.38	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1,217	582.38	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		1,217	582.37	20-2542-410-4
		PRIMARY BLDG SUPPLY		1,217	582.37	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE MICROWAVE		1,217	148.00	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE		1,217	20.58	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1,217	20.58	20-2542-410-3

# Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		ELEMENTARY-BLDG SUPPLIES		1,217	20.58	20-2542-410-4
		PRIMARY BLDG SUPPLY		1,217	20.58	20-2542-410-5
		VOC AG SUPPLIES TOOL BOXES		1,217	30.94	10-1401-410-2
		PRIMARY BLDG SUPPLY		1,217	112.10	20-2542-410-5
		PRIMARY BLDG SUPPLY		1,217	35.49	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		1,217	21.25	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE		1,217	27.06	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1,217	20.59	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		1,217	20.59	20-2542-410-4
		VOC AG SUPPLIES		1,217	29.96	10-1401-410-2
		H S ATHLETIC-SUPPLIES		1,217	10.40	10-1501-410-2
		PRIMARY BLDG SUPPLY		1,217	19.28	20-2542-410-5
					<u>\$2,887.48</u>	
<b>THE BABY FOLD</b>						
		LIGHTEDWAY/PEORIA		1,217	5,665.23	10-1912-670-1
		LIGHTEDWAY/PEORIA		1,217	6,261.57	10-1912-670-1
					<u>\$11,926.80</u>	
<b>THOMPSON, DEBBIE</b>						
		EPIC TRAVEL DT		1,217	24.49	10-2210-332-1
					<u>\$24.49</u>	
<b>TOEDTER OIL COMPANY</b>						
		TRANSP - YB SUPPLY		1,217	645.12	40-2550-411-1
		EX CURRICULAR VAN		1,217	806.40	40-2550-324-1
		DRIVERS ED SUPPLIES		1,217	89.60	10-1700-410-2
		TRUCK REPAIR/MAINT		1,217	250.87	20-2542-320-3
		TRANSP - YB SUPPLY		1,217	213.76	40-2550-411-1
		EX CURRICULAR VAN		1,217	267.21	40-2550-324-1
		DRIVERS ED SUPPLIES		1,217	29.69	10-1700-410-2
		TRUCK REPAIR/MAINT		1,217	83.12	20-2542-320-3
					<u>\$2,385.77</u>	
<b>TONIS FLOWER AND GIFT SHOP</b>						
		BOARD SUPPLIES		1,217	82.50	10-2310-410-6
					<u>\$82.50</u>	
<b>TRINITY CATHOLIC SCHOOL</b>						
		HIGH SCHOOL- FOOD		1,217	41.25	10-2560-410-2-421000
					<u>\$41.25</u>	
<b>UPS</b>						
		LEASE FD TECH SUPPLY		1,217	4.20	10-1112-410-1
					<u>\$4.20</u>	
<b>VAR RESOURCES LLC</b>						
		LEASE FD TECH SUPPLY		1,217	1,501.15	10-1112-410-1
					<u>\$1,501.15</u>	
<b>VILLAGE OF GRANVILLE</b>						
		HS- WATER		1,217	677.75	20-2542-322-2
		PRIMARY- WATER		1,217	245.75	20-2542-322-5
					<u>\$923.50</u>	

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>VIPOND, JIM</b>						
		H S-ATHLETIC TRAVEL		1,217	85.80	10-1501-332-2
					<u>\$85.80</u>	
<b>WALKER, CHRIS</b>						
		EPIC TRAVEL CW		1,217	252.88	10-2210-332-1
					<u>\$252.88</u>	
<b>WASHINGTON NATIONAL INS CO</b>						
		WASHINGTON NATL INS.		96	806.84	10-481
		WASHINGTON NATL INS.		96	125.05	20-481
		WASHINGTON NATL INS.		96	0.31	80-481
		WASHINGTON NATL INS.		96	827.18	10-481
		WASHINGTON NATL INS.		96	125.05	20-481
		WASHINGTON NATL INS.		96	25.46	40-481
		WASHINGTON NATL INS.		96	0.31	80-481
					<u>\$1,910.20</u>	
<b>WASTE MANAGEMENT</b>						
		ALL SCHOOL SERVICES		1,217	434.84	20-2542-321-1
		ALL SCHOOL SERVICES		1,217	227.24	20-2542-321-1
		ALL SCHOOL SERVICES		1,217	396.89	20-2542-321-1
		ALL SCHOOL SERVICES		1,217	202.29	20-2542-321-1
					<u>\$1,261.26</u>	
<b>WIESBROCK, HAILEE</b>						
		EPIC TRAVEL HW IAPHERD		1,217	150.90	10-2210-332-1
					<u>\$150.90</u>	
<b>ZIELINSKI, KEARSTEN</b>						
		MEDICAID JH LIFE SKILLS		1,217	37.48	10-1220-411-11-499100
					<u>\$37.48</u>	
<b>Report Total</b>					<u><u>\$503,818.71</u></u>	

# Revenue Ledger

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Education Fund 10							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
<b>Instruction</b>							
<b>Junior High</b>							
1112 Junior High	641.16	3,272,987.09	3,617,938.00	344,950.91	90.47	10-1112	
FIRST PRIOR YEAR LEVY	641.16	3,272,987.09	3,617,938.00	344,950.91	90.47	** Function	
<b>Middle-Junior High</b>							
1120 Middle-Junior High	0.00	0.00	0.00	0.00	0.00	10-1122	
TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00	** Function	
<b>High School</b>							
1130 High School	11.78	60,163.10	66,517.00	6,353.90	90.45	10-1130	
FIRST PRIOR YR LEASE	11.78	60,163.10	66,517.00	6,353.90	90.45	** Function	
<b>Accelerated Reading Program</b>							
1140 Accelerated Reading Program	9.41	48,134.27	53,208.00	5,073.73	90.46	10-1141	
SP ED PRIOR YEAR LEVY	9.41	48,134.27	53,208.00	5,073.73	90.46	** Function	
<b>Speech &amp; Lang. Impaired</b>							
1210 Speech & Lang. Impaired	0.00	0.00	0.00	0.00	0.00	10-1210	
MOBILE HOME PRIVILEGE TA	0.00	0.00	0.00	0.00	0.00	** Function	
<b>Special Education Programs Pre-K</b>							
1225 Special Education Programs Pre-K	0.00	1,077,798.80	2,069,168.00	991,369.20	52.09	10-1230	
CORP PERS PROP REPLC TAX	0.00	1,077,798.80	2,069,168.00	991,369.20	52.09	** Function	
<b>Remedial and Supplemental Programs Pre-K</b>							
1275 Remedial and Supplemental Programs Pre-K	0.00	0.00	0.00	0.00	0.00	10-1290	
WETLANDS	0.00	0.00	0.00	0.00	0.00	** Function	
<b>Adult Education</b>							
1310 Adult Education	0.00	111,535.40	327,350.00	215,814.60	34.07	10-1312	
PUPIL TUITION OTHER LEA	0.00	0.00	0.00	0.00	0.00	10-1313	
	0.00	111,535.40	327,350.00	215,814.60	34.07	** Function	
<b>Upgrdg In Current Occupn</b>							
1340 Upgrdg In Current Occupn	0.00	36,458.55	36,459.00	0.45	100.00	10-1342	
PUPIL TUI-SP ED OTHER LEA	0.00	36,458.55	36,459.00	0.45	100.00	** Function	
<b>Music</b>							
	0.00	0.00	0.00	0.00	0.00	10-1510	
TAX INTEREST	1,491.22	6,088.85	19,000.00	12,911.15	32.05	10-1511	
ED-INT ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00	10-1512	
INTEREST-SWANNEY BONDS	0.00	0.00	100.00	100.00	0.00	10-1513	
INTEREST-FARNSWORTH							

# Revenue Ledger

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Education Fund 10							
Function	1000	Instruction					
Function	1502	Music					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
<b>1502 Music</b>	1,491.22	6,088.85	19,100.00	13,011.15	31.88	** Function	
<b>Summer School</b>							
STUDENT LUNCH	15,945.99	54,221.86	116,000.00	61,778.14	46.74	10-1611	
STUDENT BREAKFAST	0.00	0.00	16,000.00	16,000.00	0.00	10-1612	
MILK SALES (OTHER)	419.60	991.60	4,000.00	3,008.40	24.79	10-1614	
ADULT LUNCHES/BREAKFAST	623.40	1,949.35	5,000.00	3,050.65	38.99	10-1620	
<b>1600 Summer School</b>	16,988.99	57,162.81	141,000.00	83,837.19	40.54	** Function	
<b>Gifted Programs</b>							
HEAD START LUNCHES	0.00	0.00	0.00	0.00	0.00	10-1690	
<b>1650 Gifted Programs</b>	0.00	0.00	0.00	0.00	0.00	** Function	
<b>Vocational Ed Handicapped</b>							
H S ATHLETIC ADMISSIONS	739.00	4,296.00	15,000.00	10,704.00	28.64	10-1711-2	
JR HI-ATHLETIC ADMISSION	1,371.00	1,687.00	5,000.00	3,313.00	33.74	10-1711-4	
H S / JR HI TOURNEY REV	0.00	0.00	3,000.00	3,000.00	0.00	10-1714	
ADMISSION - OTHERS	1,334.00	1,334.00	11,000.00	9,666.00	12.13	10-1719	
<b>1710 Vocational Ed Handicapped</b>	3,444.00	7,317.00	34,000.00	26,683.00	21.52	** Function	
<b>Vctnl Ed Lmt Eng Profrcncy</b>							
ACTIVITY FEES HS	240.00	9,135.00	18,000.00	8,865.00	50.75	10-1720	
ACTIVITY FEES JR H	400.00	4,190.00	4,500.00	310.00	93.11	10-1720	
<b>1720 Vctnl Ed Lmt Eng Profrcncy</b>	640.00	13,325.00	22,500.00	9,175.00	59.22	** Function	
<b>Vctnl Ed Acd /Econ Disadv</b>							
OTHER DISTRICT REVENUE	0.00	200.00	1,000.00	800.00	20.00	10-1790	
JH PE RESALE	0.00	3,160.00	5,500.00	2,340.00	57.45	10-1790-1-3	
H S PE RESALE	72.00	1,932.50	4,000.00	2,067.50	48.31	10-1790-2	
	0.00	0.00	0.00	0.00	0.00	10-1791	
MUSIC RESALE	0.00	0.00	200.00	200.00	0.00	10-1792	
<b>1730 Vctnl Ed Acd /Econ Disadv</b>	72.00	5,292.50	10,700.00	5,407.50	49.46	** Function	
<b>Bilingual Programs</b>							
PRIM-TEXTBOOK RENTAL	0.00	5,775.00	7,000.00	1,225.00	82.50	10-1811	
H S- TEXTBOOK RENTAL	80.00	17,653.68	22,500.00	4,846.32	78.46	10-1811	
JR HI-TEXTBOOK RENTAL	0.00	8,580.00	8,500.00	(80.00)	100.94	10-1811	
ELEM-TEXTBOOK RENTAL	0.00	4,950.00	7,000.00	2,050.00	70.71	10-1811-4	
INSTRUMENT RENTAL	0.00	0.00	0.00	0.00	0.00	10-1819	
<b>1800 Bilingual Programs</b>	80.00	36,958.68	45,000.00	8,041.32	82.13	** Function	
<b>Gifted Programs - Private Tuition</b>							
DONATIONS	0.00	3,812.52	25,000.00	21,187.48	15.25	10-1920	

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# Revenue Ledger

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Education Fund 10							
Function	1000	Instruction					
Function	1920	Gifted Programs - Private Tuition					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
		DONATIONS-NCF	0.00	0.00	0.00	0.00	10-1920
<b>1920</b>		<b>Gifted Programs - Private Tuition</b>	0.00	3,812.52	25,000.00	21,187.48	15.25 ** Function
<b>Truants Alternative/Optional Education Programs</b>							
		PSY LEA ASSESSEMENT	0.00	0.00	0.00	0.00	10-1940
		SW LEA ASSESSMENT	0.00	0.00	0.00	0.00	10-1941
		SPEECH LEA ASSESS	0.00	0.00	2,100.00	2,100.00	0.00 10-1941
			0.00	0.00	0.00	0.00	10-1942
		REFUND EXPENSES	0.00	1,672.45	0.00	(1,672.45)	0.00 10-1950
		DRIVERS ED FEE	0.00	2,650.00	3,000.00	350.00	88.33 10-1970
		OTHER LOCAL REVENUE	272.51	22,050.58	110,000.00	87,949.42	20.05 10-1999
		INSURANCE/PLAY EQUIPMENT	0.00	0.00	0.00	0.00	0.00 10-1999
		INTERNET REVENUE	0.00	0.00	0.00	0.00	0.00 10-1999-1
<b>1922</b>		<b>Truants Alternative/Optional Education Programs</b>	272.51	26,373.03	115,100.00	88,726.97	22.91 ** Function
<b>1000</b>		<b>Instruction</b>	23,651.07	4,763,407.60	6,583,040.00	1,819,632.40	72.36 * Function
<b>Support Services</b>							
<b>Comp Arts</b>							
		POVERTY GRANT	0.00	0.00	0.00	0.00	10-2200
<b>2196</b>		<b>Comp Arts</b>	0.00	0.00	0.00	0.00	0.00 ** Function
<b>Assessment/Testing</b>							
		ROE FLOW THRU	0.00	0.00	0.00	0.00	10-2230
<b>2230</b>		<b>Assessment/Testing</b>	0.00	0.00	0.00	0.00	0.00 ** Function
<b>2000</b>		<b>Support Services</b>	0.00	0.00	0.00	0.00	0.00 * Function
<b>Community Services</b>							
<b>Other Support Services</b>							
		GENERAL STATE AID	80,019.26	320,077.04	880,212.00	560,134.96	36.36 10-3001
		HOLD HARMLESS GSA	0.00	0.00	0.00	0.00	0.00 10-3002
<b>2900</b>		<b>Other Support Services</b>	80,019.26	320,077.04	880,212.00	560,134.96	36.36 ** Function
<b>Direction Of Community Sv</b>							
		SP ED PRIV FAC TUITION	0.00	21,752.52	115,000.00	93,247.48	18.92 10-3100
		SP ED EXTRA ORDINARY	0.00	0.00	54,000.00	54,000.00	0.00 10-3105
		SP ED PERSONNEL	0.00	0.00	115,000.00	115,000.00	0.00 10-3110
		SP ED ORPHANAGE	0.00	0.00	31,207.00	31,207.00	0.00 10-3120
		SP ED SUMMER SCHOOL	0.00	0.00	960.00	960.00	0.00 10-3145
<b>3100</b>		<b>Direction Of Community Sv</b>	0.00	21,752.52	316,167.00	294,414.48	6.88 ** Function
<b>Community Recreation Srv</b>							

# Revenue Ledger

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Education Fund 10							
Function	3000	Community Services					
Function	3200	Community Recreation Srv					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
CTEI GRANT-SRAVTE	0.00	0.00	19,688.00	19,688.00	0.00	10-3200	
VOC AG STATE GRTS	0.00	0.00	12,000.00	12,000.00	0.00	10-3215	
VOC AG SUPPLEMENTAL	0.00	9,794.00	2,489.00	(7,305.00)	393.49	10-3235	
FCAE GRANT	0.00	0.00	0.00	0.00	0.00	10-3299	
<b>3200 Community Recreation Srv</b>	<b>0.00</b>	<b>9,794.00</b>	<b>34,177.00</b>	<b>24,383.00</b>	<b>28.66</b>	<b>** Function</b>	
<b>Civic Services</b>							
TPI/TBE BILINGUAL ED	0.00	0.00	0.00	0.00	0.00	10-3305	
IL FREE LUNCH/BRKFST AIDE	0.00	1,256.07	3,500.00	2,243.93	35.89	10-3360	
IL BREAKFAST INITIATIVE	0.00	0.00	0.00	0.00	0.00	10-3360	
DRIVERS ED REIMBURSEMENT	3,228.86	6,335.18	15,000.00	8,664.82	42.23	10-3370-1	
<b>3300 Civic Services</b>	<b>3,228.86</b>	<b>7,591.25</b>	<b>18,500.00</b>	<b>10,908.75</b>	<b>41.03</b>	<b>** Function</b>	
<b>Welfare Activities Serv</b>							
SCHOOL IMP-HOP	0.00	0.00	0.00	0.00	0.00	10-3610	
SCHOOL IMP BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	10-3640	
LEARNING IMP GRANT	0.00	0.00	0.00	0.00	0.00	10-3641	
NATL BOARD CERTIFIC	0.00	0.00	0.00	0.00	0.00	10-3651-1	
SAFE TO LEARN GRANT	0.00	0.00	0.00	0.00	0.00	10-3695	
<b>3600 Welfare Activities Serv</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>** Function</b>	
<b>Nonpublic School Pupils</b>							
PRESCHOOL FOR ALL GRANT	0.00	60,000.00	261,362.00	201,362.00	22.96	10-3705	
READING IMPROVEMENT GRAN	0.00	0.00	0.00	0.00	0.00	10-3715	
	0.00	0.00	0.00	0.00	0.00	10-3725	
	0.00	0.00	0.00	0.00	0.00	10-3735	
ADA BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	10-3775	
	0.00	0.00	0.00	0.00	0.00	10-3792	
	0.00	0.00	0.00	0.00	0.00	10-3794	
<b>3700 Nonpublic School Pupils</b>	<b>0.00</b>	<b>60,000.00</b>	<b>261,362.00</b>	<b>201,362.00</b>	<b>22.96</b>	<b>** Function</b>	
<b>Home/School Services</b>							
	0.00	0.00	0.00	0.00	0.00	10-3800	
<b>3800 Home/School Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>** Function</b>	
<b>Other Community Services</b>							
LIBRARY GRNT/OTHER STATE REV	0.00	1,442.00	5,000.00	3,558.00	28.84	10-3999	
RESPRO GRANT	0.00	0.00	0.00	0.00	0.00	10-3999	
<b>3900 Other Community Services</b>	<b>0.00</b>	<b>1,442.00</b>	<b>5,000.00</b>	<b>3,558.00</b>	<b>28.84</b>	<b>** Function</b>	
<b>3000 Community Services</b>	<b>83,248.12</b>	<b>420,656.81</b>	<b>1,515,418.00</b>	<b>1,094,761.19</b>	<b>27.76</b>	<b>* Function</b>	
<b>Nonprogrammed Charges</b>							

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# Revenue Ledger

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PUTNAM COUNTY CUSD #535

Education Fund 10							
Function	4000	Nonprogrammed Charges					
Function	3900	Other Community Services					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
<b>Other Community Services</b>							
TITLE V INVO(CHAR CTS	0.00	0.00	0.00	0.00	0.00	10-4100	
<b>3900 Other Community Services</b>	0.00	0.00	0.00	0.00	0.00	** Function	
<b>Payments Reg Programs</b>							
4110 Payments Reg Programs	0.00	0.00	0.00	0.00	0.00	10-4110	
	0.00	0.00	0.00	0.00	0.00	** Function	
<b>Payments for Regular Programs - Tuition</b>							
FEDERAL LUNCH AID	16,140.40	42,308.17	175,000.00	132,691.83	24.18	10-4210	
<b>4210 Payments for Regular Programs - Tuition</b>	16,140.40	42,308.17	175,000.00	132,691.83	24.18	** Function	
<b>Payments for Special Education Programs - Tuition</b>							
FED BREAKFAST AID	4,615.05	12,257.06	36,000.00	23,742.94	34.05	10-4220	
<b>4220 Payments for Special Education Programs - Tuition</b>	4,615.05	12,257.06	36,000.00	23,742.94	34.05	** Function	
<b>Payments to Other Govt Units (In-Sate) Transfers</b>							
TITLE I GRANT	20,188.00	50,476.00	112,488.00	62,012.00	44.87	10-4300	
<b>4300 Payments to Other Govt Units (In-Sate) Transfers</b>	20,188.00	50,476.00	112,488.00	62,012.00	44.87	** Function	
<b>Payments to Other Govt Units - Out of State</b>							
TITLE IV A ESSA GRANT	0.00	0.00	0.00	0.00	0.00	10-4400	
<b>4400 Payments to Other Govt Units - Out of State</b>	0.00	0.00	0.00	0.00	0.00	** Function	
<b>Payments Other Govt Units Out of State Transfers</b>							
IDEA INCENTIVE	0.00	0.00	0.00	0.00	0.00	10-4620	
IDEA DISCRETIONARY	0.00	0.00	0.00	0.00	0.00	10-4620	
IDEA BLOCK GRT	0.00	113,457.52	118,579.00	5,121.48	95.68	10-4620	
DEMONSTR PROJ/LEASE	0.00	0.00	0.00	0.00	0.00	10-4620-1	
EXCESS (ROOM/BOARD)	0.00	36,520.70	115,000.00	78,479.30	31.76	10-4625-1	
STEP PROGRAM	5,300.00	5,300.00	17,696.00	12,396.00	29.95	10-4770-1	
CARL PERKINS	2,440.14	2,440.14	8,441.00	6,000.86	28.91	10-4770-1-40	
SFSF/GSA REVENUE	0.00	0.00	0.00	0.00	0.00	10-4850	
ARRA TITLE I	0.00	0.00	0.00	0.00	0.00	10-4854	
ARRA IDEA PART B	0.00	0.00	0.00	0.00	0.00	10-4857-1	
ARRA GSA	0.00	0.00	0.00	0.00	0.00	10-4870-1	
ARRA ED JOBS FUND	0.00	0.00	0.00	0.00	0.00	10-4880-1	
	0.00	0.00	0.00	0.00	0.00	10-4900	
TITLE II TEACHER QUALITY	0.00	6,658.00	0.00	(6,658.00)	0.00	10-4935	
	0.00	0.00	0.00	0.00	0.00	10-4945	
TITLE IID-TECH ENHANC	0.00	0.00	0.00	0.00	0.00	10-4971	
MEDICAID-ADMIN OUTREACH	144.55	6,788.19	20,000.00	13,211.81	33.94	10-4991-1	

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# Revenue Ledger

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PUTNAM COUNTY CUSD #535

Education Fund 10								
Function	4000	Nonprogrammed Charges						
Function	4430	Payments Other Govt Units Out of State Transfers						
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number		
				Revenue				
		MEDICAID-FEE FOR SERV	0.00	7,091.50	20,000.00	12,908.50	35.46	10-4992-1-11
			0.00	0.00	0.00	0.00	0.00	10-4998-1
<b>4430</b>		<b>Payments Other Govt Units Out of State Transfers</b>	<b>7,884.69</b>	<b>178,256.05</b>	<b>299,716.00</b>	<b>121,459.95</b>	<b>59.47</b>	** Function
<b>4000</b>		<b>Nonprogrammed Charges</b>	<b>48,828.14</b>	<b>283,297.28</b>	<b>623,204.00</b>	<b>339,906.72</b>	<b>45.46</b>	* Function
<b>Provision For Contingences</b>								
<u>Provision For Contingences</u>								
		TRANS OF WC TECH THRUST	0.00	0.00	0.00	0.00	0.00	10-7110
		PERM TRANSFER WC	0.00	0.00	0.00	0.00	0.00	10-7110
		TRANSFER OF WC	0.00	0.00	0.00	0.00	0.00	10-7110-1
<b>6000</b>		<b>Provision For Contingences</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	** Function
<u>Perm Trnf from W/C</u>								
		TRANS WC INTEREST	0.00	0.00	0.00	0.00	0.00	10-7120
		ACCURED INT B&I	0.00	0.00	0.00	0.00	0.00	10-7230
<b>7120</b>		<b>Perm Trnf from W/C</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	** Function
<b>6000</b>		<b>Provision For Contingences</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Function
<b>10</b>		<b>Education Fund</b>	<b>155,727.33</b>	<b>5,467,361.69</b>	<b>8,721,662.00</b>	<b>3,254,300.31</b>	<b>62.69</b>	Fund

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# Revenue Ledger

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Oper, Build, & Maint Fund 20							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
<b>Instruction</b>							
<b>Junior High</b>							
1112 Junior High		FIRST PRIOR YEAR LEVY	117.85	601,654.49	665,061.00	63,406.51	90.47 20-1112
	117.85		601,654.49	665,061.00	63,406.51	90.47	** Function
<b>Middle-Junior High</b>							
1120 Middle-Junior High		TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	20-1122
	0.00		0.00	0.00	0.00	0.00	** Function
<b>Special Education Programs Pre-K</b>							
1225 Special Education Programs Pre-K		CORP PERS PROP REPL TAX	0.00	0.00	200,000.00	200,000.00	0.00 20-1230
	0.00		0.00	200,000.00	200,000.00	0.00	** Function
<b>Music</b>							
1502 Music		BLD-INT	26.13	193.71	5,000.00	4,806.29	3.87 20-1511
		INTEREST - TREE FUND	0.00	0.00	50.00	50.00	0.00 20-1515
	26.13		193.71	5,050.00	4,856.29	3.84	** Function
<b>Pre-K Programs - Private Tuition</b>							
1910 Pre-K Programs - Private Tuition		HOUSE RENT	0.00	0.00	0.00	0.00	20-1910
	0.00		0.00	0.00	0.00	0.00	** Function
<b>Regular K-12 Programs - Private Tuition</b>							
1911 Regular K-12 Programs - Private Tuition		FACILITY/GROUND RENT	0.00	0.00	1,000.00	1,000.00	0.00 20-1911
	0.00		0.00	1,000.00	1,000.00	0.00	** Function
<b>Gifted Programs - Private Tuition</b>							
1920 Gifted Programs - Private Tuition		DONATIONS	0.00	0.00	500.00	500.00	0.00 20-1920
	0.00		0.00	500.00	500.00	0.00	** Function
<b>Truants Alternative/Optional Education Programs</b>							
1922 Truants Alternative/Optional Education Programs		REFUND PR YR EXP-BLDG	0.00	0.00	1,000.00	1,000.00	0.00 20-1950
		TORNADO INS/FEM/DON	0.00	0.00	0.00	0.00	0.00 20-1950
		OTHER LOCAL REVENUE	0.00	9,182.52	18,000.00	8,817.48	51.01 20-1999
	0.00		9,182.52	19,000.00	9,817.48	48.33	** Function
1000 Instruction	143.98		611,030.72	890,611.00	279,580.28	68.61	* Function
<b>Support Services</b>							
<b>Truants Alternative/Optional Education Programs</b>							
1922 Truants Alternative/Optional Education Programs		OTHER STATE REVENUE	0.00	0.00	0.00	0.00	20-2100
	0.00		0.00	0.00	0.00	0.00	** Function
2000 Support Services	0.00		0.00	0.00	0.00	0.00	* Function

# Revenue Ledger

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PUTNAM COUNTY CUSD #535

Oper, Build, & Maint Fund 20							
Function	3000	Community Services					
Function	3900	Other Community Services					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
<b>Community Services</b>							
<u>Other Community Services</u>							
		INFRA IMPROVE-PLAN/CONST	0.00	0.00	0.00	0.00	20-3920-1
		SCHL INFRASTRUCT/MAINT PROJ	0.00	0.00	0.00	0.00	20-3925-1-1
		OTHER STATE REVENUE	0.00	0.00	0.00	0.00	20-3999
<b>3900</b>	<b>Other Community Services</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	** Function
<b>3000</b>	<b>Community Services</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
<b>Nonprogrammed Charges</b>							
<u>Payments Other Govt Units Out of State Transfers</u>							
			0.00	0.00	0.00	0.00	20-4900
			0.00	0.00	0.00	0.00	20-4980
<b>4430</b>	<b>Payments Other Govt Units Out of State Transfers</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	** Function
<b>4000</b>	<b>Nonprogrammed Charges</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
<b>Provision For Contingences</b>							
<u>Provision For Contingences</u>							
		TRANSFER WC	0.00	0.00	168,458.00	168,458.00	0.00 20-7110
<b>6000</b>	<b>Provision For Contingences</b>		<u>0.00</u>	<u>0.00</u>	<u>168,458.00</u>	<u>168,458.00</u>	** Function
<b>Perm Trnf from W/C</b>							
		PERM TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00 20-7130-1
		SALE/COMP FIXED ASSETS	0.00	0.00	0.00	0.00	0.00 20-7400
<b>7120</b>	<b>Perm Trnf from W/C</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	** Function
<b>6000</b>	<b>Provision For Contingences</b>		<u>0.00</u>	<u>0.00</u>	<u>168,458.00</u>	<u>168,458.00</u>	* Function
<b>20</b>	<b>Oper, Build, &amp; Maint Fund</b>		<u>143.98</u>	<u>611,030.72</u>	<u>1,059,069.00</u>	<u>448,038.28</u>	<u>57.70</u> Fund

# Revenue Ledger

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PUTNAM COUNTY CUSD #535

Debt Service Fund or Fund Group 30							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
<b>Instruction</b>							
<b>Junior High</b>							
		FIRST PRIOR YEAR LEVY	21.97	2,804.27	2,807.00	2.73	99.90
1112	Junior High		21.97	2,804.27	2,807.00	2.73	99.90
							** Function
<b>Music</b>							
		B/I-INT INVESTMENTS	26.13	270.97	1,000.00	729.03	27.10
1502	Music		26.13	270.97	1,000.00	729.03	27.10
							** Function
1000	Instruction		48.10	3,075.24	3,807.00	731.76	80.78
							* Function
<b>Provision For Contingences</b>							
<b>Provision For Contingences</b>							
		PERM TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00
							** Function
<b>Perm Trnf from W/C</b>							
		ACCRUED INT ON BONDS SOL	0.00	0.00	0.00	0.00	0.00
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00
							** Function
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00
							* Function
30	Debt Service Fund or Fund Group		48.10	3,075.24	3,807.00	731.76	80.78
							Fund

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# Revenue Ledger

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Transportation Fund 40							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
<b>Instruction</b>							
<b>Junior High</b>							
1112 Junior High	47.15	240,661.76	266,027.00	25,365.24	90.47	40-1112	
FIRST PRIOR YR LEVY TRAN	47.15	240,661.76	266,027.00	25,365.24	90.47	** Function	
<b>Middle-Junior High</b>							
1120 Middle-Junior High	0.00	0.00	0.00	0.00	0.00	40-1122	
1ST PRIOR YR LEVY-TORT	0.00	0.00	0.00	0.00	0.00	** Function	
<b>Special Education Programs Pre-K</b>							
1225 Special Education Programs Pre-K	0.00	0.00	0.00	0.00	0.00	40-1230	
CORP REPLACEMNT PROP TAX	0.00	0.00	0.00	0.00	0.00	** Function	
<b>Home Ec Occupations</b>							
1421 Home Ec Occupations	0.00	0.00	0.00	0.00	0.00	40-1441	
ORPHANAGE TRANS REIMB	0.00	0.00	0.00	0.00	0.00	** Function	
<b>Music</b>							
1502 Music	117.58	597.08	2,000.00	1,402.92	29.85	40-1511	
TRANSP-INT	117.58	597.08	2,000.00	1,402.92	29.85	** Function	
<b>Truants Alternative/Optional Education Programs</b>							
1922 Truants Alternative/Optional Education Programs	0.00	0.00	48,000.00	48,000.00	0.00	40-1950	
REFUND TRANSP	0.00	0.00	0.00	0.00	0.00	40-1999	
OTHER LOCAL REVENUE	0.00	0.00	48,000.00	48,000.00	0.00	** Function	
1000 Instruction	164.73	241,258.84	316,027.00	74,768.16	76.34	* Function	
<b>Community Services</b>							
<b>Custody/Child Care Serv</b>							
3500 Custody/Child Care Serv	0.00	96,203.61	384,238.00	288,034.39	25.04	40-3500	
REG TRANSPORTATION AID	0.00	45,062.42	17,351.00	(27,711.42)	259.71	40-3505	
VOC TRANSPORTATION AID	0.00	0.00	248,054.00	248,054.00	0.00	40-3510	
SP ED TRANSPORTATION AID	0.00	0.00	0.00	0.00	0.00	40-3511	
OTHER STATE REVENUE	0.00	141,266.03	649,643.00	508,376.97	21.75	** Function	
<b>Nonpublic School Pupils</b>							
3700 Nonpublic School Pupils	0.00	0.00	75,000.00	75,000.00	0.00	40-3705	
ECE TRANSPORTATION	0.00	0.00	75,000.00	75,000.00	0.00	** Function	
3000 Community Services	0.00	141,266.03	724,643.00	583,376.97	19.49	* Function	
<b>Nonprogrammed Charges</b>							
<b>Payments Other Govt Units Out of State Transfers</b>							

# Revenue Ledger

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PUTNAM COUNTY CUSD #535

Transportation Fund 40								
Function	4000	Nonprogrammed Charges						
Function	4430	Payments Other Govt Units Out of State Transfers						
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number		
				Revenue				
		IDEA ARRA	0.00	0.00	0.00	0.00	0.00	40-4857
<b>4430</b>	<b>Payments Other Govt Units Out of State Transfers</b>		0.00	0.00	0.00	0.00	0.00	** Function
<b>4000</b>	<b>Nonprogrammed Charges</b>		0.00	0.00	0.00	0.00	0.00	* Function
<b>Provision For Contingences</b>								
<u>Provision For Contingences</u>								
		PERM TRANSFER W/C	0.00	0.00	0.00	0.00	0.00	40-7110-1
<b>6000</b>	<b>Provision For Contingences</b>		0.00	0.00	0.00	0.00	0.00	** Function
<u>Perm Trnf from W/C</u>								
		PERMANENT TRANSFER	0.00	0.00	0.00	0.00	0.00	40-7130-1
<b>7120</b>	<b>Perm Trnf from W/C</b>		0.00	0.00	0.00	0.00	0.00	** Function
<b>6000</b>	<b>Provision For Contingences</b>		0.00	0.00	0.00	0.00	0.00	* Function
<b>40</b>	<b>Transportation Fund</b>		164.73	382,524.87	1,040,670.00	658,145.13	36.76	Fund

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# Revenue Ledger

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I.M.R.F./Soc. Sec. Fund 50							
Function		1000	Instruction				
Function		1112	Junior High				
Description		M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Instruction</b>							
<b>Junior High</b>							
		FIRST PRIOR YR LEVY-IMRF	17.97	85,369.01	94,297.00	8,927.99	90.53 50-1112
		FIRST PRIOR YR-SS	27.34	129,916.40	143,497.00	13,580.60	90.54 50-1112
1112	Junior High		45.31	215,285.41	237,794.00	22,508.59	90.53 ** Function
<b>MUSIC</b>							
		MEDICARE-FIRST PRIOR YR	0.00	0.00	0.00	0.00	50-1115
1115	MUSIC		0.00	0.00	0.00	0.00	** Function
<b>Accelerated Reading Program</b>							
		FIRST PRIOR YR-S S	0.00	0.00	0.00	0.00	50-1150
1140	Accelerated Reading Program		0.00	0.00	0.00	0.00	** Function
<b>Special Education Programs Pre-K</b>							
		CORP PERS PROP REPL TAX	0.00	0.00	0.00	0.00	50-1230
1225	Special Education Programs Pre-K		0.00	0.00	0.00	0.00	** Function
<b>Music</b>							
		IMRF-INT	39.19	276.76	1,000.00	723.24	27.68 50-1511
1502	Music		39.19	276.76	1,000.00	723.24	27.68 ** Function
<b>Truants Alternative/Optional Education Programs</b>							
		OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	50-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	** Function
1000	Instruction		84.50	215,562.17	238,794.00	23,231.83	90.27 * Function
50	I.M.R.F./Soc. Sec. Fund		84.50	215,562.17	238,794.00	23,231.83	90.27 Fund

# Revenue Ledger

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Capital Projects Fund or Fund Group 60							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
<b>Instruction</b>							
<b>Junior High</b>							
1112 Junior High		FIRST PRIOR CAP PROJ	0.00	0.00	0.00	0.00	60-1112
			0.00	0.00	0.00	0.00	** Function
<b>Music</b>							
1502 Music		INTEREST-CAP PROJ	0.00	0.00	0.00	0.00	60-1511
			0.00	0.00	0.00	0.00	** Function
<b>Truants Alternative/Optional Education Programs</b>							
1922 Truants Alternative/Optional Education Programs		REFUND PRIOR YR EXP	0.00	0.00	0.00	0.00	60-1950
		OTHER LOCAL REV CAP PROJ	0.00	0.00	0.00	0.00	60-1999
			0.00	0.00	0.00	0.00	** Function
1000 Instruction			0.00	0.00	0.00	0.00	* Function
<b>Community Services</b>							
<b>Other Community Services</b>							
3900 Other Community Services		INFRA IMPROVE-PLAN/CONST	0.00	0.00	0.00	0.00	60-3920
			0.00	0.00	0.00	0.00	** Function
3000 Community Services			0.00	0.00	0.00	0.00	* Function
<b>Provision For Contingences</b>							
<b>Perm Trnf from W/C</b>							
7120 Perm Trnf from W/C		IEMA/CDB TRANSFER	0.00	0.00	0.00	0.00	60-7800
			0.00	0.00	0.00	0.00	** Function
6000 Provision For Contingences			0.00	0.00	0.00	0.00	* Function
60 Capital Projects Fund or Fund Group			0.00	0.00	0.00	0.00	Fund

# Revenue Ledger

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Working Cash Fund 70								
Function	1000	Instruction						
Function	1112	Junior High						
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Instruction</b>								
<b>Junior High</b>								
		FIRST PRIOR YR WRKG CASH	11.78	60,163.10	66,517.00	6,353.90	90.45	70-1112
1112	Junior High		11.78	60,163.10	66,517.00	6,353.90	90.45	** Function
<b>Music</b>								
		WC-INT	(963.69)	775.94	10,000.00	9,224.06	7.76	70-1511
1502	Music		(963.69)	775.94	10,000.00	9,224.06	7.76	** Function
1000	Instruction		(951.91)	60,939.04	76,517.00	15,577.96	79.64	* Function
<b>Provision For Contingences</b>								
<b>Perm Trnf from W/C</b>								
		PRINCIPAL ON BONDS SOLD	0.00	0.00	0.00	0.00	0.00	70-7210
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	* Function
70	Working Cash Fund		(951.91)	60,939.04	76,517.00	15,577.96	79.64	Fund

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# Revenue Ledger

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Tort Immunity and Judgment Fund 80							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
<b>Instruction</b>							
<b>Junior High</b>							
		FIRST PRIOR YEAR LEVY	58.56	278,368.51	307,485.00	29,116.49	90.53 80-1112
1112	Junior High		58.56	278,368.51	307,485.00	29,116.49	90.53 ** Function
<b>Special Education Programs Pre-K</b>							
		CORP PERS PROP REPLCMT TAX	0.00	0.00	0.00	0.00	0.00 80-1230-1
1225	Special Education Programs Pre-K		0.00	0.00	0.00	0.00	0.00 ** Function
<b>Music</b>							
		TORT-INTEREST	13.08	75.30	800.00	724.70	9.41 80-1511
1502	Music		13.08	75.30	800.00	724.70	9.41 ** Function
<b>Truants Alternative/Optional Education Programs</b>							
		REFUND PRIOR YR EXP	0.00	0.00	0.00	0.00	0.00 80-1950
		OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00 80-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	0.00 ** Function
1000	Instruction		71.64	278,443.81	308,285.00	29,841.19	90.32 * Function
80	Tort Immunity and Judgment Fund		71.64	278,443.81	308,285.00	29,841.19	90.32 Fund

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# Revenue Ledger

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Fire Prevention/Life Safety 90							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
<b>Instruction</b>							
<b>Junior High</b>							
		FIRST PRIOR YEAR LEVY L/	11.78	60,163.10	66,517.00	6,353.90	90.45 90-1112
1112	Junior High		11.78	60,163.10	66,517.00	6,353.90	** Function
<b>Special Education Programs Pre-K</b>							
		L/S CORP REPL TAX	0.00	0.00	0.00	0.00	90-1230
1225	Special Education Programs Pre-K		0.00	0.00	0.00	0.00	** Function
<b>Music</b>							
		LS-INT ON INVESTMENTS	26.13	159.20	500.00	340.80	31.84 90-1511
1502	Music		26.13	159.20	500.00	340.80	** Function
<b>Truants Alternative/Optional Education Programs</b>							
		OTHER REVENUE	0.00	0.00	0.00	0.00	90-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	** Function
1000	Instruction		37.91	60,322.30	67,017.00	6,694.70	* Function
<b>Provision For Contingences</b>							
<b>Perm Trnf from W/C</b>							
		TRANSFER FROM W/C	0.00	0.00	0.00	0.00	90-7120
		SALE OF BONDS	0.00	0.00	0.00	0.00	90-7210
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	0.00	0.00	* Function
90	Fire Prevention/Life Safety		37.91	60,322.30	67,017.00	6,694.70	90.01 Fund
<b>Report Total:</b>			<b>155,326.28</b>	<b>7,079,259.84</b>	<b>11,515,821.00</b>	<b>4,436,561.16</b>	<b>61.47</b>

# Expenditure Report

Printed: 12/5/2018 11:50 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	49,928.55	242,051.42	24,090.38	636,650.00	370,508.20	41.80	
200	Employee Benefits	13,036.58	57,559.67	6,519.50	134,000.00	69,920.83	47.82	
300	Purchased Services	1,659.57	6,255.54	730.80	62,429.00	55,442.66	11.19	
400	Supplies And Materials	35.96	6,861.93	0.00	32,300.00	25,438.07	21.24	
500	Capital Outlay	0.00	6,400.00	0.00	49,500.00	43,100.00	12.93	
1110	Elementary	64,660.66	319,128.56	31,340.68	914,879.00	564,409.76	38.31	** Function
100	Salaries	36,216.52	176,663.72	17,420.66	475,000.00	280,915.62	40.86	
200	Employee Benefits	8,922.33	46,098.87	4,464.29	119,000.00	68,436.84	42.49	
300	Purchased Services	1,145.73	5,496.03	749.50	16,000.00	9,754.47	39.03	
400	Supplies And Materials	105.55	5,999.18	391.68	32,300.00	25,909.14	19.79	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
1111	Primary	46,390.13	234,257.80	23,026.13	643,800.00	386,516.07	39.96	** Function
100	Salaries	53,288.90	242,199.46	24,194.64	667,000.00	400,605.90	39.94	
200	Employee Benefits	14,544.57	65,447.87	7,167.89	177,000.00	104,384.24	41.03	
300	Purchased Services	1,481.20	5,983.88	810.00	16,500.00	9,706.12	41.18	
400	Supplies And Materials	9,141.78	55,956.28	11,468.97	203,600.00	136,174.75	33.12	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	75.00	120.00	0.00	1,000.00	880.00	12.00	
1112	Junior High	78,531.45	369,707.49	43,641.50	1,066,600.00	653,251.01	38.75	** Function
100	Salaries	65,266.09	312,138.12	31,870.38	821,137.00	477,128.50	41.89	
200	Employee Benefits	17,815.65	81,691.47	9,167.66	222,000.00	131,140.87	40.93	
300	Purchased Services	1,754.77	8,260.28	810.00	17,500.00	8,429.72	51.83	
400	Supplies And Materials	2,892.06	47,961.20	2,042.78	111,850.00	61,846.02	44.71	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
1113	High School	87,728.57	450,051.07	43,890.82	1,174,987.00	681,045.11	42.04	** 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	7,087.04	34,246.00	3,427.87	85,000.00	47,326.13	44.32	
200	Employee Benefits	1,589.01	6,049.67	798.17	18,500.00	11,652.16	37.02	
300	Purchased Services	155.86	586.86	0.00	2,750.00	2,163.14	21.34	
400	Supplies And Materials	441.25	1,368.16	108.10	5,620.00	4,143.74	26.27	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	40.00	138.00	0.00	800.00	662.00	17.25	

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# Expenditure Report

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## 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	9,313.16	42,388.69	4,334.14	112,670.00	65,947.17	41.47	** 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	0.00	0.00	0.00	
1116	Accel Reader	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	11,387.08	54,542.14	5,468.54	137,500.00	77,489.32	43.64	
200	Employee Benefits	2,279.96	9,062.38	1,139.98	32,000.00	21,797.64	31.88	
300	Purchased Services	0.00	516.59	0.00	1,300.00	783.41	39.74	
400	Supplies And Materials	934.74	2,949.80	235.67	9,450.00	6,264.53	33.71	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1125	Pre-K Programs	14,601.78	67,070.91	6,844.19	180,250.00	106,334.90	41.01	** 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	750.00	0.00	5,000.00	4,250.00	15.00	
200	Employee Benefits	0.00	171.00	0.00	500.00	329.00	34.20	
300	Purchased Services	22,247.28	29,796.80	0.00	78,000.00	48,203.20	38.20	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1204	Physically Hndcap Homebound	22,247.28	30,717.80	0.00	83,500.00	52,782.20	36.79	** Function
300	Purchased Services	0.00	680.38	0.00	800.00	119.62	85.05	
1206	Visually Impaired (Vi)	0.00	680.38	0.00	800.00	119.62	85.05	** Function
300	Purchased Services	33.77	7,411.87	0.00	8,800.00	1,388.13	84.23	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	33.77	7,411.87	0.00	8,800.00	1,388.13	84.23	** Function
100	Salaries	4,424.72	24,451.22	2,212.36	54,000.00	27,336.42	49.38	
200	Employee Benefits	1,227.90	5,189.08	613.95	14,200.00	8,396.97	40.87	
300	Purchased Services	0.00	38,486.72	0.00	78,300.00	39,813.28	49.15	
400	Supplies And Materials	0.00	0.00	0.00	650.00	650.00	0.00	
1210	Speech & Lang.Impaired	5,652.62	68,127.02	2,826.31	147,150.00	76,196.67	48.22	** 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	

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# Expenditure Report

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## 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	70,353.73	327,785.91	33,778.56	997,000.00	635,435.53	36.27	
200	Employee Benefits	17,655.18	74,698.95	8,879.30	195,000.00	111,421.75	42.86	
300	Purchased Services	533.65	1,133.72	0.00	4,500.00	3,366.28	25.19	
400	Supplies And Materials	918.61	18,408.61	367.77	29,200.00	10,423.62	64.30	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1220</b>	<b>Cross-Categorical (Cc)</b>	<b>89,461.17</b>	<b>422,027.19</b>	<b>43,025.63</b>	<b>1,225,700.00</b>	<b>760,647.18</b>	<b>37.94</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	6,524.69	28,958.89	2,940.78	73,500.00	41,600.33	43.40	
200	Employee Benefits	1,714.10	7,359.71	857.05	20,000.00	11,783.24	41.08	
300	Purchased Services	0.00	26.95	0.00	500.00	473.05	5.39	
400	Supplies And Materials	0.00	157.81	0.00	800.00	642.19	19.73	
<b>1225</b>	<b>Special Education Programs Pre-K</b>	<b>8,238.79</b>	<b>36,503.36</b>	<b>3,797.83</b>	<b>94,800.00</b>	<b>54,498.81</b>	<b>42.51</b>	** Function
100	Salaries	7,366.66	30,539.81	3,458.33	86,430.00	52,431.86	39.34	
200	Employee Benefits	2,790.00	9,086.68	1,894.12	27,974.00	16,993.20	39.25	
300	Purchased Services	642.55	4,324.10	460.90	7,595.00	2,810.00	63.00	
400	Supplies And Materials	0.00	9,157.18	125.00	26,787.00	17,504.82	34.65	
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>10,799.21</b>	<b>53,107.77</b>	<b>5,938.35</b>	<b>148,786.00</b>	<b>89,739.88</b>	<b>39.69</b>	** Function
100	Salaries	8,128.39	35,532.53	3,614.20	97,000.00	57,853.27	40.36	
200	Employee Benefits	2,174.32	8,959.47	1,105.09	25,700.00	15,635.44	39.16	
300	Purchased Services	189.13	425.22	114.45	3,500.00	2,960.33	15.42	
400	Supplies And Materials	1,107.17	1,745.67	908.45	8,889.00	6,234.88	29.86	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	500.00	500.00	0.00	
<b>1401</b>	<b>VOCATIONAL AG</b>	<b>11,599.01</b>	<b>46,662.89</b>	<b>5,742.19</b>	<b>135,589.00</b>	<b>83,183.92</b>	<b>38.65</b>	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	

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# Expenditure Report

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## 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	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	
1402	INDUSTRIAL ARTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	2,526.74	12,038.88	1,218.37	29,700.00	16,442.75	44.64	
200	Employee Benefits	926.62	3,930.54	463.31	10,600.00	6,206.15	41.45	
300	Purchased Services	0.00	0.00	0.00	600.00	600.00	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	
1407	BUSINESS ED	3,453.36	15,969.42	1,681.68	40,900.00	23,248.90	43.16	** Function
100	Salaries	1,795.50	8,948.34	897.75	24,000.00	14,153.91	41.03	
200	Employee Benefits	272.12	756.16	136.06	2,900.00	2,007.78	30.77	
300	Purchased Services	180.95	180.95	64.90	1,000.00	754.15	24.59	
400	Supplies And Materials	0.00	0.00	0.00	300.00	300.00	0.00	
1459	CO-OP PROGRAM	2,248.57	9,885.45	1,098.71	28,200.00	17,215.84	38.95	** Function
100	Salaries	10,732.86	43,852.84	1,921.43	129,000.00	83,225.73	35.48	
200	Employee Benefits	1,286.41	1,463.28	291.20	6,000.00	4,245.52	29.24	
300	Purchased Services	2,458.82	6,460.16	920.80	36,900.00	29,519.04	20.00	
400	Supplies And Materials	1,035.87	5,407.48	400.48	17,700.00	11,892.04	32.81	
500	Capital Outlay	0.00	6,802.24	0.00	9,100.00	2,297.76	74.75	
600	Other Objects	1,895.00	8,438.00	1,415.00	13,000.00	3,147.00	75.79	
1501	ATHLETICS	17,408.96	72,424.00	4,948.91	211,700.00	134,327.09	36.55	** 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	
1502	Music	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	2,534.72	11,490.94	1,267.36	32,000.00	19,241.70	39.87	
200	Employee Benefits	374.92	374.92	187.45	3,000.00	2,437.63	18.75	
300	Purchased Services	0.00	0.00	0.00	500.00	500.00	0.00	
400	Supplies And Materials	2,624.69	2,624.69	2,015.00	6,300.00	1,660.31	73.65	
600	Other Objects	0.00	0.00	0.00	300.00	300.00	0.00	

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# Expenditure Report

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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	5,534.33	14,490.55	3,469.81	42,100.00	24,139.64	42.66	** Function
100	Salaries	0.00	6,750.00	0.00	18,000.00	11,250.00	37.50	
200	Employee Benefits	0.00	0.00	0.00	3,200.00	3,200.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	7.50	0.00	250.00	242.50	3.00	
1600	Summer School	0.00	6,757.50	0.00	21,450.00	14,692.50	31.50	** 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	1,755.00	6,770.68	845.00	25,500.00	17,884.32	29.87	
200	Employee Benefits	268.82	996.48	129.46	3,300.00	2,174.06	34.12	
300	Purchased Services	0.00	4,429.10	0.00	7,000.00	2,570.90	63.27	
400	Supplies And Materials	139.88	360.68	89.60	2,000.00	1,549.72	22.51	
1700	Drivers Education Program	2,163.70	12,556.94	1,064.06	37,800.00	24,179.00	36.03	** Function
100	Salaries	0.00	500.00	0.00	0.00	(500.00)	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	
1800	Bilingual Programs	0.00	500.00	0.00	0.00	(500.00)	0.00	** Function
600	Other Objects	62,811.99	159,965.13	16,827.47	400,000.00	223,207.40	44.20	
1912	Special Education Programs K-12 - Private Tuition	62,811.99	159,965.13	16,827.47	400,000.00	223,207.40	44.20	** Function
1000	Instruction	542,878.51	2,440,391.79	243,498.41	6,720,461.00	4,036,570.80	39.94	* Function
100	Salaries	9,646.06	47,807.56	4,823.03	117,000.00	64,369.41	44.98	
200	Employee Benefits	2,964.97	12,019.90	1,483.32	35,500.00	21,996.78	38.04	
300	Purchased Services	0.00	99.72	0.00	800.00	700.28	12.47	
400	Supplies And Materials	0.00	542.22	277.57	1,170.00	350.21	70.07	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	400.00	400.00	0.00	
2110	Attendance/Soc Wrk Serv	12,611.03	60,469.40	6,583.92	154,870.00	87,816.68	43.30	** Function
100	Salaries	3,718.46	18,385.96	1,859.23	49,000.00	28,754.81	41.32	
200	Employee Benefits	1,120.86	4,501.26	560.43	12,900.00	7,838.31	39.24	
300	Purchased Services	0.00	86.95	0.00	1,650.00	1,563.05	5.27	
400	Supplies And Materials	0.00	371.63	0.00	450.00	78.37	82.58	
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	

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# Expenditure Report

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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	4,839.32	23,345.80	2,419.66	64,100.00	38,334.54	40.20	** Function
100	Salaries	3,744.02	18,359.72	1,802.17	48,000.00	27,838.11	42.00	
200	Employee Benefits	535.80	2,679.00	267.90	6,500.00	3,553.10	45.34	
300	Purchased Services	0.00	85.00	0.00	1,700.00	1,615.00	5.00	
400	Supplies And Materials	0.00	778.44	90.45	1,350.00	481.11	64.36	
2134	Nurse Services	4,279.82	21,902.16	2,160.52	57,550.00	33,487.32	41.81	** Function
100	Salaries	1,372.93	6,829.76	686.47	17,000.00	9,483.77	44.21	
200	Employee Benefits	412.01	1,790.59	206.01	6,000.00	4,003.40	33.28	
300	Purchased Services	0.00	0.00	0.00	1,650.00	1,650.00	0.00	
400	Supplies And Materials	0.00	379.94	79.74	1,500.00	1,040.32	30.65	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	410.00	0.00	0.00	(410.00)	0.00	
2140	Psychological Services	1,784.94	9,410.29	972.22	26,150.00	15,767.49	39.70	** 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	
2149	Other Psychological Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	1,135.67	3,939.98	599.77	9,500.00	4,960.25	47.79	
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	1,135.67	3,939.98	599.77	9,500.00	4,960.25	47.79	** 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	1,551.45	15,372.26	383.33	40,000.00	24,244.41	39.39	

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# Expenditure Report

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PUTNAM COUNTY CUSD #535

## Education Fund 10

Function 2000 Support Services  
Function 2210 EPIC  
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	238.28	3,645.39	56.48	5,800.00	2,098.13	63.83	
300	Purchased Services	1,849.70	10,214.10	686.08	31,500.00	20,599.82	34.60	
400	Supplies And Materials	3,075.81	4,626.57	0.00	10,000.00	5,373.43	46.27	
2210	EPIC	6,715.24	33,858.32	1,125.89	87,300.00	52,315.79	40.07	** 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	
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 Assuarance	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	11,788.49	55,754.78	5,695.12	139,000.00	77,550.10	44.21	
200	Employee Benefits	1,938.40	8,075.00	969.20	23,200.00	14,155.80	38.98	
300	Purchased Services	86.30	199.71	0.00	1,900.00	1,700.29	10.51	
400	Supplies And Materials	1,349.31	4,368.14	1,055.46	14,765.00	9,341.40	36.73	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2220	MEDIA PROGRAM	15,162.50	68,397.63	7,719.78	178,865.00	102,747.59	42.56	** Function
100	Salaries	6,907.91	36,839.60	3,453.96	81,000.00	40,706.44	49.75	
200	Employee Benefits	2.78	610.51	1.39	4,950.00	4,338.10	12.36	
300	Purchased Services	0.00	1,144.76	165.83	8,500.00	7,189.41	15.42	
400	Supplies And Materials	0.00	0.00	0.00	2,700.00	2,700.00	0.00	
2226	TECHNOLOGY	6,910.69	38,594.87	3,621.18	97,150.00	54,933.95	43.45	** 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	263.10	1,052.40	131.55	6,700.00	5,516.05	17.67	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	2,208.37	12,220.00	47,295.00	32,866.63	30.51	

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# Expenditure Report

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PUTNAM COUNTY CUSD #535

## Education Fund 10

Function 2000 Support Services  
Function 2310 Brd Ed Services  
Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
400	Supplies And Materials	2,180.80	13,397.17	3,909.93	49,000.00	31,692.90	35.32	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	4,040.00	13,068.80	369.00	20,000.00	6,562.20	67.19	
<b>2310</b>	<b>Brd Ed Services</b>	<b>6,483.90</b>	<b>29,726.74</b>	<b>16,630.48</b>	<b>122,995.00</b>	<b>76,637.78</b>	<b>37.69</b>	** Function
100	Salaries	7,951.10	38,658.82	3,975.55	100,000.00	57,365.63	42.63	
200	Employee Benefits	3,192.74	16,482.74	1,596.37	40,000.00	21,920.89	45.20	
300	Purchased Services	1,426.41	8,127.42	730.80	18,500.00	9,641.78	47.88	
400	Supplies And Materials	561.20	2,084.65	226.41	0.00	(2,311.06)	0.00	
500	Capital Outlay	0.00	4,000.00	0.00	0.00	(4,000.00)	0.00	
600	Other Objects	0.00	1,525.00	0.00	0.00	(1,525.00)	0.00	
<b>2320</b>	<b>Executive Adm. Serv</b>	<b>13,131.45</b>	<b>70,878.63</b>	<b>6,529.13</b>	<b>158,500.00</b>	<b>81,092.24</b>	<b>48.84</b>	** Function
100	Salaries	42,992.84	218,840.59	21,331.16	548,000.00	307,828.25	43.83	
200	Employee Benefits	12,946.97	66,503.07	6,425.71	162,000.00	89,071.22	45.02	
300	Purchased Services	1,099.90	3,044.76	412.45	7,000.00	3,542.79	49.39	
400	Supplies And Materials	1,096.62	6,976.16	146.87	12,420.00	5,296.97	57.35	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	709.00	0.00	3,000.00	2,291.00	23.63	
<b>2410</b>	<b>Office Of Principal Serv</b>	<b>58,136.33</b>	<b>296,073.58</b>	<b>28,316.19</b>	<b>733,920.00</b>	<b>409,530.23</b>	<b>44.20</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	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2510</b>	<b>Dirctn Business Suppt Ser</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	9,825.16	48,182.61	2,125.99	118,000.00	67,691.40	42.63	
200	Employee Benefits	10.89	54.39	2.77	150.00	92.84	38.11	
300	Purchased Services	0.00	173.34	0.00	1,000.00	826.66	17.33	
400	Supplies And Materials	0.00	0.00	0.00	7,000.00	7,000.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
600	Other Objects	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
<b>2520</b>	<b>Fiscal Services</b>	<b>9,836.05</b>	<b>48,410.34</b>	<b>2,128.76</b>	<b>137,650.00</b>	<b>87,110.90</b>	<b>36.72</b>	** Function
100	Salaries	14,112.93	70,689.80	6,752.62	177,900.00	100,457.58	43.53	
200	Employee Benefits	2,225.16	11,125.86	1,112.49	28,325.00	16,086.65	43.21	
300	Purchased Services	0.00	0.00	0.00	2,800.00	2,800.00	0.00	

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# Expenditure Report

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PUTNAM COUNTY CUSD #535

**Education Fund 10**

Function 2000 Support Services  
Function 2560 Food Services  
Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
400	Supplies And Materials	19,176.17	64,744.92	21,653.77	226,500.00	140,101.31	38.15	
500	Capital Outlay	0.00	0.00	0.00	6,000.00	6,000.00	0.00	
600	Other Objects	0.00	53.00	0.00	1,100.00	1,047.00	4.82	
2560	Food Services	35,514.26	146,613.58	29,518.88	442,625.00	266,492.54	39.79	** Function
300	Purchased Services	126.50	1,305.05	0.00	7,000.00	5,694.95	18.64	
2630	Information Services	126.50	1,305.05	0.00	7,000.00	5,694.95	18.64	** 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	
2640	Function 2640	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
400	Supplies And Materials	2,000.00	2,495.00	0.00	14,600.00	12,105.00	17.09	
2660	DATA PROCESSING	2,000.00	2,495.00	0.00	19,600.00	17,105.00	12.73	** Function
2000	Support Services	178,667.70	855,421.37	108,326.38	2,298,775.00	1,335,027.25	41.92	* Function
600	Other Objects	0.00	48,697.78	0.00	55,000.00	6,302.22	88.54	
4120	Payments Sp Ed Programs	0.00	48,697.78	0.00	55,000.00	6,302.22	88.54	** 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	2,799.48	4,815.86	500.00	45,000.00	39,684.14	11.81	
4210	Payments for Regular Programs - Tuition	2,799.48	4,815.86	500.00	45,000.00	39,684.14	11.81	** Function
600	Other Objects	0.00	27,277.00	0.00	20,000.00	(7,277.00)	136.39	
4220	Payments for Special Education Programs - Tuition	0.00	27,277.00	0.00	20,000.00	(7,277.00)	136.39	** Function
600	Other Objects	0.00	19,125.00	0.00	57,000.00	37,875.00	33.55	
4240	Payments for CTE Programs - Tuition	0.00	19,125.00	0.00	57,000.00	37,875.00	33.55	** Function
4000	Nonprogrammed Charges	2,799.48	99,915.64	500.00	182,000.00	81,584.36	55.17	* Function
600	Other Objects	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
6000	Provision For Contingences	0.00	0.00	0.00	10,000.00	10,000.00	0.00	** Function
6000	Provision For Contingences	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

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# Expenditure Report

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PUTNAM COUNTY CUSD #535

Education Fund 10									
Function	8000	Other Financing Uses							
Function	8130	Prmt Trns From Ed Fund							
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
8000	Other Financing Uses		0.00	0.00	0.00	0.00	0.00	0.00	* Function
10	Education Fund		724,345.69	3,395,728.80	352,324.79	9,211,236.00	5,463,182.41	40.69	Fund

# Expenditure Report

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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	25,488.87	143,771.83	11,225.36	395,900.00	240,902.81	39.15	
200	Employee Benefits	3,513.00	18,744.86	1,777.01	44,700.00	24,178.13	45.91	
300	Purchased Services	14,606.99	70,132.76	13,137.03	273,600.00	190,330.21	30.43	
400	Supplies And Materials	21,857.66	116,632.55	18,332.27	339,200.00	204,235.18	39.79	
500	Capital Outlay	13,922.00	36,314.75	8,559.49	96,000.00	51,125.76	46.74	
2542	Care & Upkeep Bldg Serv	79,388.52	385,596.75	53,031.16	1,149,400.00	710,772.09	38.16	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	2,883.39	5,118.69	549.39	51,000.00	45,331.92	11.11	
400	Supplies And Materials	463.61	2,438.97	139.67	12,500.00	9,921.36	20.63	
500	Capital Outlay	1,800.00	26,101.00	0.00	49,000.00	22,899.00	53.27	
600	Other Objects	0.00	0.00	0.00	50.00	50.00	0.00	
2543	Care Upkeep Grnds Serv	5,147.00	33,658.66	689.06	112,550.00	78,202.28	30.52	** Function
2000	Support Services	84,535.52	419,255.41	53,720.22	1,261,950.00	788,974.37	37.48	* 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	84,535.52	419,255.41	53,720.22	1,261,950.00	788,974.37	37.48	Fund

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# Expenditure Report

Printed: 12/5/2018 11:50 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	7,350.00	7,350.00	0.00	12,575.00	5,225.00	58.45	
5200	Debt Service - Interest on Long-Term Debt	7,350.00	7,350.00	0.00	12,575.00	5,225.00	58.45	** Function
600	Other Objects	100,000.00	100,000.00	0.00	100,000.00	0.00	100.00	
5320	General Obligation Bonds	100,000.00	100,000.00	0.00	100,000.00	0.00	100.00	** Function
600	Other Objects	500.00	500.00	0.00	500.00	0.00	100.00	
5400	Debt Service Other - Short Term Debt Principal	500.00	500.00	0.00	500.00	0.00	100.00	** Function
5000	Debt Services	107,850.00	107,850.00	0.00	113,075.00	5,225.00	95.38	* 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	107,850.00	107,850.00	0.00	113,075.00	5,225.00	95.38	Fund

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# Expenditure Report

Printed: 12/5/2018 11:50 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	3,934.54	16,669.64	365.57	42,000.00	24,964.79	40.56	
200	Employee Benefits	469.38	1,493.00	46.18	1,500.00	(39.18)	102.61	
300	Purchased Services	187,691.90	283,353.29	816.39	971,268.00	687,098.32	29.26	
400	Supplies And Materials	1,055.70	40,351.74	645.12	5,000.00	(35,996.86)	819.94	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2550	Pupil Transportation Ser	193,151.52	341,867.67	1,873.26	1,019,768.00	676,027.07	33.71	** Function
2000	Support Services	193,151.52	341,867.67	1,873.26	1,019,768.00	676,027.07	33.71	* 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	193,151.52	341,867.67	1,873.26	1,019,768.00	676,027.07	33.71	Fund

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# Expenditure Report

Printed: 12/5/2018 11:50 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	1,670.31	5,356.87	814.98	21,550.00	15,378.15	28.64	
1110	Elementary	1,670.31	5,356.87	814.98	21,550.00	15,378.15	28.64	** Function
200	Employee Benefits	524.38	2,498.50	240.49	6,300.00	3,561.01	43.48	
1111	Primary	524.38	2,498.50	240.49	6,300.00	3,561.01	43.48	** Function
200	Employee Benefits	758.54	3,426.78	317.27	9,300.00	5,555.95	40.26	
1112	Junior High	758.54	3,426.78	317.27	9,300.00	5,555.95	40.26	** Function
200	Employee Benefits	1,369.83	6,661.40	639.44	18,000.00	10,699.16	40.56	
1113	High School	1,369.83	6,661.40	639.44	18,000.00	10,699.16	40.56	** 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	100.59	520.57	48.61	1,500.00	930.82	37.95	
1115	MUSIC	100.59	520.57	48.61	1,500.00	930.82	37.95	** 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	781.77	3,773.55	385.37	9,900.00	5,741.08	42.01	
1125	Pre-K Programs	781.77	3,773.55	385.37	9,900.00	5,741.08	42.01	** 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	10.32	0.00	75.00	64.68	13.76	
1204	Physically Hndcap Homebound	0.00	10.32	0.00	75.00	64.68	13.76	** 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	62.04	346.41	31.02	950.00	572.57	39.73	
1210	Speech & Lang.Impaired	62.04	346.41	31.02	950.00	572.57	39.73	** 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	5,148.47	27,456.40	2,498.11	77,200.00	47,245.49	38.80	
1220	Cross-Categorical (Cc)	5,148.47	27,456.40	2,498.11	77,200.00	47,245.49	38.80	** 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

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# Expenditure Report

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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	461.71	2,072.75	209.04	5,375.00	3,093.21	42.45	
1225	Special Education Programs Pre-K	461.71	2,072.75	209.04	5,375.00	3,093.21	42.45	** Function
200	Employee Benefits	101.75	491.63	46.33	1,650.00	1,112.04	32.60	
1250	Remedial and Supplemental Programs K-12	101.75	491.63	46.33	1,650.00	1,112.04	32.60	** Function
200	Employee Benefits	117.52	549.22	50.40	1,600.00	1,000.38	37.48	
1401	VOCATIONAL AG	117.52	549.22	50.40	1,600.00	1,000.38	37.48	** Function
200	Employee Benefits	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
200	Employee Benefits	34.63	216.38	16.66	475.00	241.96	49.06	
1407	BUSINESS ED	34.63	216.38	16.66	475.00	241.96	49.06	** 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	24.54	74.26	12.27	300.00	213.47	28.84	
1459	CO-OP PROGRAM	24.54	74.26	12.27	300.00	213.47	28.84	** Function
200	Employee Benefits	406.09	670.42	25.41	5,250.00	4,554.17	13.25	
1501	ATHLETICS	406.09	670.42	25.41	5,250.00	4,554.17	13.25	** 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	45.88	55.20	22.93	150.00	71.87	52.09	
1540	EXTRA CURRICULAR	45.88	55.20	22.93	150.00	71.87	52.09	** Function
200	Employee Benefits	0.00	0.00	0.00	450.00	450.00	0.00	
1600	Summer School	0.00	0.00	0.00	450.00	450.00	0.00	** 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	25.45	94.49	12.25	150.00	43.26	71.16	
1700	Drivers Education Program	25.45	94.49	12.25	150.00	43.26	71.16	** 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	11,633.50	54,275.15	5,370.58	160,175.00	100,529.27	37.24	* Function
200	Employee Benefits	348.74	1,832.31	174.37	4,700.00	2,693.32	42.70	
2110	Attendance/Soc Wrk Serv	348.74	1,832.31	174.37	4,700.00	2,693.32	42.70	** Function
200	Employee Benefits	51.94	258.82	25.97	775.00	490.21	36.75	

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# Expenditure Report

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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	51.94	258.82	25.97	775.00	490.21	36.75	** Function
200	Employee Benefits	715.33	3,389.72	344.01	8,500.00	4,766.27	43.93	
2134	Nurse Services	715.33	3,389.72	344.01	8,500.00	4,766.27	43.93	** Function
200	Employee Benefits	240.42	1,295.99	120.21	3,500.00	2,083.80	40.46	
2140	Psychological Services	240.42	1,295.99	120.21	3,500.00	2,083.80	40.46	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2149	Other Psychological Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	24.18	293.19	5.07	1,600.00	1,301.74	18.64	
2210	EPIC	24.18	293.19	5.07	1,600.00	1,301.74	18.64	** 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	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,219.97	5,869.38	599.74	14,300.00	7,830.88	45.24	
2220	MEDIA PROGRAM	1,219.97	5,869.38	599.74	14,300.00	7,830.88	45.24	** Function
200	Employee Benefits	1,356.69	6,337.83	678.35	15,700.00	8,683.82	44.69	
2226	TECHNOLOGY	1,356.69	6,337.83	678.35	15,700.00	8,683.82	44.69	** 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	46.06	95.83	23.03	1,425.00	1,306.14	8.34	
2310	Brd Ed Services	46.06	95.83	23.03	1,425.00	1,306.14	8.34	** Function
200	Employee Benefits	114.96	643.44	57.48	1,900.00	1,199.08	36.89	
2320	Executive Adm. Serv	114.96	643.44	57.48	1,900.00	1,199.08	36.89	** Function
200	Employee Benefits	1,298.12	3,158.42	648.79	8,000.00	4,192.79	47.59	
2365	Risk Management and Claims Services Payments	1,298.12	3,158.42	648.79	8,000.00	4,192.79	47.59	** Function
200	Employee Benefits	2,378.41	12,593.05	1,185.29	32,700.00	18,921.66	42.14	
2410	Office Of Principal Serv	2,378.41	12,593.05	1,185.29	32,700.00	18,921.66	42.14	** Function
200	Employee Benefits	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
200	Employee Benefits	1,841.71	9,128.98	397.56	23,600.00	14,073.46	40.37	
2520	Fiscal Services	1,841.71	9,128.98	397.56	23,600.00	14,073.46	40.37	** Function
200	Employee Benefits	4,617.78	26,919.34	2,164.12	64,500.00	35,416.54	45.09	

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# Expenditure Report

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

Function 2000 Support Services  
Function 2542 Care & Upkeep Bldg 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
2542	Care & Upkeep Bldg Serv	4,617.78	26,919.34	2,164.12	64,500.00	35,416.54	45.09	** 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	574.02	2,258.34	5.28	5,000.00	2,736.38	45.27	
2550	Pupil Transportation Ser	574.02	2,258.34	5.28	5,000.00	2,736.38	45.27	** Function
200	Employee Benefits	2,695.32	13,480.97	1,302.36	33,800.00	19,016.67	43.74	
2560	Food Services	2,695.32	13,480.97	1,302.36	33,800.00	19,016.67	43.74	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2640	Function 2640	0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services	17,523.65	87,555.61	7,731.63	220,000.00	124,712.76	43.31	* 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	29,157.15	141,830.76	13,102.21	380,175.00	225,242.03	40.75	Fund

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# Expenditure Report

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**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

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# Expenditure Report

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## 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	0.00	0.00	0.00	168,458.00	168,458.00	0.00	
8110	Permnt Trns Wrk Csh Abol	0.00	0.00	0.00	168,458.00	168,458.00	0.00	** 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	0.00	0.00	0.00	168,458.00	168,458.00	0.00	* Function
70	Working Cash Fund	0.00	0.00	0.00	168,458.00	168,458.00	0.00	Fund

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# Expenditure Report

Printed: 12/5/2018 11:50 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
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
1360	Special Interest	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	

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# Expenditure Report

Printed: 12/5/2018 11:50 AM  
PUTNAM COUNTY CUSD #535

## Tort Immunity and Judgment Fund 80

Function 1000 Instruction  
Function 1459 CO-OP 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
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	
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	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	
2134	Nurse Services	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	
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	31,679.00	0.00	26,000.00	(5,679.00)	121.84	
2362	Workers Comp/Workers Occ Disease Acts Payments	0.00	31,679.00	0.00	26,000.00	(5,679.00)	121.84	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	289.40	0.00	10,000.00	9,710.60	2.89	
2363	Unemployment Insurance Act Payments	0.00	289.40	0.00	10,000.00	9,710.60	2.89	** Function
300	Purchased Services	77.00	57,722.00	0.00	57,645.00	(77.00)	100.13	
2364	Insurance Payments (regular or self-insurance)	77.00	57,722.00	0.00	57,645.00	(77.00)	100.13	** Function
100	Salaries	11,978.26	64,132.69	5,989.13	172,000.00	101,878.18	40.77	
200	Employee Benefits	917.35	1,572.65	458.69	0.00	(2,031.34)	0.00	
400	Supplies And Materials	3,320.00	10,377.80	3,320.00	35,000.00	21,302.20	39.14	
500	Capital Outlay	43,752.75	43,752.75	0.00	65,000.00	21,247.25	67.31	
2365	Risk Management and Claims Services Payments	59,968.36	119,835.89	9,767.82	272,000.00	142,396.29	47.65	** Function
300	Purchased Services	1,539.99	10,778.91	695.00	15,000.00	3,526.09	76.49	
2367	Educational, Inspectional, Sup Serv due to loss	1,539.99	10,778.91	695.00	15,000.00	3,526.09	76.49	** Function
300	Purchased Services	473.75	17,042.53	2,082.50	45,000.00	25,874.97	42.50	
2369	Legal Services	473.75	17,042.53	2,082.50	45,000.00	25,874.97	42.50	** 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

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# Expenditure Report

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PUTNAM COUNTY CUSD #535

Tort Immunity and Judgment Fund 80								
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	
2560	Food Services	0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services	62,059.10	237,347.73	12,545.32	425,645.00	175,751.95	58.71	* Function
80	Tort Immunity and Judgment Fund	62,059.10	237,347.73	12,545.32	425,645.00	175,751.95	58.71	Fund

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# Expenditure Report

Printed: 12/5/2018 11:50 AM  
PUTNAM COUNTY CUSD #535

Fire Prevention/Life Safety 90									
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	0.00	0.00	0.00	0.00	0.00		
2548	L/S Capital Outlay	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
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	0.00	0.00	0.00	0.00	0.00		Fund
<b>Report Total:</b>		<u>1,201,098.98</u>	<u>4,643,880.37</u>	<u>433,565.80</u>	<u>12,580,307.00</u>	<u>7,502,860.83</u>	<u>40.36</u>		

# Balance Sheet (by fund)

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 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>
10-111-1	IMPREST FUND	13,800.00	0.00	13,800.00
10-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
10-110-1	CASH IN BANKS	2,477,225.08	(704,986.37)	1,772,238.71
10-121-1	REGULAR INVESTMENT ED	4,037,936.53	136,368.01	4,174,304.54
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>\$6,528,961.61</b>	<b>(\$568,618.36)</b>	<b>\$5,960,343.25</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	0.00	0.00	0.00
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	0.00	0.00	0.00
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>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
10-706-1	NET PROFIT/LOSS	(2,640,251.25)	568,618.36	(2,071,632.89)
10-730-1	FUND BALANCE	(3,888,710.36)	0.00	(3,888,710.36)
	<b>Total</b>	<b>(\$6,528,961.61)</b>	<b>\$568,618.36</b>	<b>(\$5,960,343.25)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

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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	3,639.86	0.00	3,639.86
20-131	PAYROLL CASH	0.00	0.00	0.00
20-110-1	CASH IN BANKS	298,961.56	(84,545.52)	214,416.04
20-121-1	REGULAR INVESTMENT O/M	176,439.31	153.98	176,593.29
	<b>Total</b>	<b>\$479,040.73</b>	<b>(\$84,391.54)</b>	<b>\$394,649.19</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	6.79	0.00	6.79
20-451	Delete This Account	0.00	0.00	0.00
20-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
20-452-1	Delete This Account	0.00	0.00	0.00
	<b>Total</b>	<b>\$6.79</b>	<b>\$0.00</b>	<b>\$6.79</b>
20-730-1	FUND BALANCE	(202,880.67)	0.00	(202,880.67)
20-706-1	NET PROFIT/LOSS	(276,166.85)	84,391.54	(191,775.31)
	<b>Total</b>	<b>(\$479,047.52)</b>	<b>\$84,391.54</b>	<b>(\$394,655.98)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

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 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	1,134.76	(500.00)	634.76
30-121-1	REGULAR INVESTMENT B/I	228,906.62	(107,301.90)	121,604.72
	<b>Total</b>	<b>\$230,041.38</b>	<b>(\$107,801.90)</b>	<b>\$122,239.48</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	(227,014.24)	0.00	(227,014.24)
30-706-1	NET PROFIT/LOSS	(3,027.14)	107,801.90	104,774.76
	<b>Total</b>	<b>(\$230,041.38)</b>	<b>\$107,801.90</b>	<b>(\$122,239.48)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

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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	325,027.92	(193,151.52)	131,876.40
40-121-1	REGULAR INVESTMENT TRANS	591,468.37	164.73	591,633.10
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>\$916,496.29</b>	<b>(\$192,986.79)</b>	<b>\$723,509.50</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	(233,643.99)	192,986.79	(40,657.20)
40-730-1	FUND BALANCE	(682,852.30)	0.00	(682,852.30)
	<b>Total</b>	<b>(\$916,496.29)</b>	<b>\$192,986.79</b>	<b>(\$723,509.50)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

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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	271,979.11	(29,157.15)	242,821.96
50-121-1	REGULAR INVESTMENT IMRF	235,478.64	84.50	235,563.14
50-185-1	IMRF-LONG TERM INVESTMEN	0.00	0.00	0.00
	<b>Total</b>	<b>\$507,457.75</b>	<b>(\$29,072.65)</b>	<b>\$478,385.10</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	(404,653.69)	0.00	(404,653.69)
50-706-1	NET PROFIT/LOSS	(102,804.06)	29,072.65	(73,731.41)
	<b>Total</b>	<b>(\$507,457.75)</b>	<b>\$29,072.65</b>	<b>(\$478,385.10)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

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 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)

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 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	1,190,943.06	(1,070.94)	1,189,872.12
70-185-1	INVESTMENT LONG TERM WC	1,279,169.98	119.03	1,279,289.01
70-141-1	W/C INTERFUND LOANS	0.00	0.00	0.00
70-110-1	CASH IN BANKS	58,659.13	0.00	58,659.13
	<b>Total</b>	<b>\$2,528,772.17</b>	<b>(\$951.91)</b>	<b>\$2,527,820.26</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	(2,466,881.22)	0.00	(2,466,881.22)
70-706-1	NET PROFIT/LOSS	(61,890.95)	951.91	(60,939.04)
	<b>Total</b>	<b>(\$2,528,772.17)</b>	<b>\$951.91</b>	<b>(\$2,527,820.26)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

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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	22,579.97	76.65	22,656.62
80-110-1	TORT-CASH IN BANKS	304,983.67	(62,064.11)	242,919.56
	<b>Total</b>	<b>\$327,563.64</b>	<b>(\$61,987.46)</b>	<b>\$265,576.18</b>
80-481	NON-CERT DUES	0.00	0.00	0.00
80-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
80-730-1	FUND BALANCE	(224,480.10)	0.00	(224,480.10)
80-706-1	NET PROFIT/LOSS	(103,083.54)	61,987.46	(41,096.08)
	<b>Total</b>	<b>(\$327,563.64)</b>	<b>\$61,987.46</b>	<b>(\$265,576.18)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 12/5/2018 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	116,646.56	37.91	116,684.47
90-110-1	CASH IN BANK-LIFE SAFETY	58,659.13	0.00	58,659.13
	<b>Total</b>	<b>\$175,305.69</b>	<b>\$37.91</b>	<b>\$175,343.60</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	(60,284.39)	(37.91)	(60,322.30)
90-730-1	FUND BALANCE	(115,021.30)	0.00	(115,021.30)
	<b>Total</b>	<b>(\$175,305.69)</b>	<b>(\$37.91)</b>	<b>(\$175,343.60)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Fund Balance Report

Printed: 12/5/2018 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	724,345.69	155,727.33	3,395,728.80	5,467,361.69	2,071,632.89	3,888,710.36	5,960,343.25
20	Oper, Build, & Maint Fund	84,535.52	143.98	419,255.41	611,030.72	191,775.31	202,880.67	394,655.98
30	Debt Service Fund or Fund Group	107,850.00	48.10	107,850.00	3,075.24	(104,774.76)	227,014.24	122,239.48
40	Transportation Fund	193,151.52	164.73	341,867.67	382,524.87	40,657.20	682,852.30	723,509.50
50	I.M.R.F./Soc. Sec. Fund	29,157.15	84.50	141,830.76	215,562.17	73,731.41	404,653.69	478,385.10
70	Working Cash Fund	0.00	(951.91)	0.00	60,939.04	60,939.04	2,466,881.22	2,527,820.26
80	Tort Immunity and Judgment Fund	62,059.10	71.64	237,347.73	278,443.81	41,096.08	224,480.10	265,576.18
90	Fire Prevention/Life Safety	0.00	37.91	0.00	60,322.30	60,322.30	115,021.30	175,343.60
		<u>\$1,201,098.98</u>	<u>\$155,326.28</u>	<u>\$4,643,880.37</u>	<u>\$7,079,259.84</u>	<u>\$2,435,379.47</u>	<u>\$8,212,493.88</u>	<u>\$10,647,873.35</u>

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**PCPS Activity Fund November**

Beginning Balance	\$9026.15
Deposits	\$3285.06
Expenditures	\$3410.67
Ending Balance	\$8900.54

**Deposits**

11/15/18	Book Fair, Shirts, Soda & Returned Ck	\$3285.06
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**Expenditures**

CK#			
----	11/13/18	Returned Check Spirit Gear CK Returned	\$100.00
979	11/08/18	Hobby Lobby Face Paint - FRN	\$33.53
980	11/08/18	Work Place Pro Shirts	\$281.45
981	11/13/18	Oriental Trading FRN Tattoos	\$20.36
982	11/13/18	North Central Bank Amazon-FRN	\$75.63
983	11/13/18	Casey's FRN Supper	\$19.98
984	11/19/18	Locker Room FRN Shirts	\$248.00
985	11/19/18	Pepsi Soda	\$55.92
986	11/19/18	Scholastic Book Fairs Book Fair	\$2458.35
987	11/28/18	Jalaram Trading PC Foods-FRN	\$74.35
988	11/28/18	Hinckley Springs Water	\$43.10

**PCPS Imprest Fund November**

Beginning Balance	\$1473.03
Deposits	\$
Expenditures	\$
Ending Balance	\$1198.89

**Deposits**

**Expenditures**

CK#

ACCT#

*Total request for reimbursement* \$0

## PCES Activity Fund November 2018

Beginning Balance November 01, 2018	\$22193.02
Deposits November 2018	\$3454.40
Expenditures November 2018	\$3601.21
Ending Balance November 30, 2018	\$22046.21

### Deposits

11/6/18	Kenn Nesbitti Book Sales	\$563.30
11/19/18	Concessions (575.00) Soda (117.30) Scholastic (2198.80)	\$2891.10

### Expenditure

11/6/18 – Check#1389	Kenn Nesbitt Books	\$470.40
11/6/18 – Check#1390	Jalarm Trading Co. Cookies for Family Reading Night	\$61.85
11/15/18 – Check#1391	Jalapeno's Lunch for American Ed Week	\$412.00
11/19/18 – Check#1392	Pepsi Soda for Lounge	\$240.06
11/19/18 – Check#1393	Hennepin Foods P/T Conf food & Drinks for Fam. Reading Night	\$217.96
11/19/18 – Check #1394	Scholastic Book Fair	\$2198.94

Total Expenditures	\$3601.21
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## PCES Imprest Fund Report November 2018

Beginning Balance November 01, 2018	\$1500.00
Balance November 30, 2018	\$785.00
Request for reimbursement	\$715.00
Attain Maximum Balance	\$1,500.00

### Deposits

### Expenditures

11/6/18 -Check#3247	ICE	\$275.00
11/12/18 – Check#3248	Amy Schultz – Title 1 Egan Hicks	\$55.00
11/12/18 – Check#3249	Ref 10-1501-319-3 Pete Heiden	\$55.00
11/13/18 – Check#3250	Ref 10-1501-319-3 Jeff Wedekind	\$55.00
11/13/18 – Check#3251	Ref 10-1501-319-3 Dana Eaves	\$55.00
11/27/18 – Check#3252	Ref 10-1501-319-3 Derek Neahrng	\$55.00
11/27/18 – Check#3253	Ref 10-1501-319-3 Derek Neahrng	\$55.00
11/30/18 – Check#3254	Ref 10-1501-319-3 Pete Heiden	\$55.00
11/30/18 – Check#3255	Ref 10-1501-319-3 Egan Hicks	\$55.00
	Ref 10-1501-319-3	

Total Expenditures \$715.00

Request for reimbursement \$715.00

Putnam County Junior High School  
 Imprest Fund  
 November, 2018  
 Account #010-146

Beginning Balance	\$ 1,200.00
Replenishment Request	<u>1,600.00</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	<u>960.00</u>
Balance	\$ 1,840.00
Replenishment Request	<u>\$ 960.00</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>
6094	11/01	Bill Andreoni	10-1501-319-3	official	60.00
6095	11/01	Chuck Deisbach	10-1501-319-3	official	60.00
6096	11/05	Pete Heiden	10-1501-319-3	official	60.00
6097	11/05	Derek Nearing	10-1501-319-3	official	60.00
6098	11/08	Bryan Delvallee	10-1501-319-3	official	60.00
6099	11/08	Steve Mazini	10-1501-319-3	official	60.00
6100	11/12	Steve Osborne	10-1501-319-3	official	60.00
6101	11/12	Rick Michael	10-1501-319-3	official	60.00
6102	11/13	Rick Michael	10-1501-319-3	official	60.00
6103	11/13	Todd Ryan	10-1501-319-3	official	60.00
6104	11/15	John Defreitis	10-1501-319-3	official	60.00
6105	11/15	Preston Lewis	10-1501-319-3	official	60.00
6106	11/20	Dave Baima	10-1501-319-3	official	60.00
6107	11/20	Joel Gerdovich	10-1501-319-3	official	60.00
6108	11/29	Jett Wedekind	10-1501-319-3	official	60.00
6109	11/29	Rick Michael	10-1501-319-3	official	60.00

expenditures	960.00
Replenishment request	960.00

Michael Olson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School  
 PCJH Cheerleading  
 November, 2018  
 Account #138-258

Beginning Balance	\$	673.71
Transfers In		<u>3,750.28</u>
Subtotal		4,423.99
Returned check		100.00
Less Expenditures		<u>00.00</u>
Balance		4,323.99

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

\_\_\_\_\_  
 Sandra A. Troglio, Secretary

Putnam County Junior High School  
 PCJH Girls Athletic Fund  
 November, 2018  
 Account #010-707

Beginning Balance	\$ 17,580.03
Transfers In	<u>642.00</u>
Subtotal	18,222.03
Less Expenditures	<u>00.00</u>
Balance	18,222.03

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

\_\_\_\_\_  
 Sandra A. Troglio, Secretary

Putnam County Junior High School  
Puma Crew  
November 2018  
Account #010-561

Beginning Balance	\$754.87
Transfers In	<u>\$1503.00</u>
Subtotal	\$2257.87
Less Expenditures	<u>94.09</u>
Balance	\$ 2163.78

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
663	11/6	Cosgroves	Concession Refill	\$64.08
664	11/8	Walmart	Drink Refill	\$30.01

<u>Deposits</u>	
<u>Date</u>	<u>Amount</u>
11/13	958.00
11/19	545.00

Putnam County Junior High School  
 PCJH Staff Soda  
 November, 2018  
 Account #010-650

Beginning Balance	\$ 9,238.28
Transfers In	<u>11,483.60</u>
Subtotal	20,721.88
Less Expenditures	<u>5,492.97</u>
Balance	15,228.91

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1559	11/02	Amy Carbone	VIP supplies	44.95
1560	11/06	Ruthie and Dana	8 <sup>th</sup> grade fund Raiser	5,425.68
1561	11/28	Water Store	Water Store	22.34

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

\_\_\_\_\_  
 Sandra A. Troglia, Secretary

Putnam County Junior High School  
Student Council  
November , 2018  
Account #138-096

Beginning Balance	\$1666.98
Transfers In	<u>\$ 0.00</u>
Subtotal	\$1666.98
Less Expenditures	<u>\$ 0.00</u>
Balance	\$ 1666.98

<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  
 November, 2018

<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	\$ 673.71	3,750.28	100.00	\$ 4,323.99
PCJH Girls Athletic 010-707	17,580.03	642.00	00.00	18,222.03
PCJH Puma Crew 010-561	754.87	1,503.00	94.09	2,163.78
Staff Soda 010-650	9,238.28	11,483.60	5,492.97	15,228.91
PCJH Student Council 138-096	1,666.98	00.00	00.00	1,666.98

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

\_\_\_\_\_  
 Sandra A. Troglio, Secretary

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

<b>From Date:</b>	11/1/2018
<b>To Date:</b>	11/30/2018

<b>From Acct:</b>	100
<b>To Account:</b>	604

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000100	Office	\$9,776.79	\$870.14	(\$857.00)	\$0.00	\$9,789.93	\$0.00	\$9,789.93
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	\$436.72	\$0.00	\$0.00	\$0.00	\$436.72	\$0.00	\$436.72
000115	PACC	\$106.67	\$0.00	\$0.00	\$0.00	\$106.67	\$0.00	\$106.67
000120	Baseball	\$2,269.71	\$0.00	\$0.00	\$0.00	\$2,269.71	\$0.00	\$2,269.71
000125	Girl's Softball	\$173.49	\$0.00	\$0.00	\$0.00	\$173.49	\$0.00	\$173.49
000130	PC Enterprises	\$968.24	\$0.00	\$0.00	\$0.00	\$968.24	\$0.00	\$968.24
000135	Golf	\$408.62	\$50.00	\$0.00	\$0.00	\$458.62	\$0.00	\$458.62
000137	Girls Golf	\$178.69	\$50.00	\$0.00	\$0.00	\$228.69	\$0.00	\$228.69
000140	Scholastic Bowl	\$413.63	\$0.00	\$0.00	\$0.00	\$413.63	\$0.00	\$413.63
000150	Interact Club	\$2,250.03	\$0.00	(\$81.92)	\$0.00	\$2,168.11	\$0.00	\$2,168.11
000155	Art	\$554.90	\$0.00	\$0.00	\$0.00	\$554.90	\$0.00	\$554.90
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	\$4,022.98	\$807.00	\$0.00	\$0.00	\$4,829.98	\$0.00	\$4,829.98
000300	Journalism	\$5,946.37	\$1,425.00	(\$50.00)	\$0.00	\$7,321.37	\$0.00	\$7,321.37
000310	Oldies Club	\$106.17	\$0.00	\$0.00	\$0.00	\$106.17	\$0.00	\$106.17
000320	Girl's Basketball	\$3,787.38	\$6,899.42	(\$1,769.17)	\$0.00	\$8,917.63	\$0.00	\$8,917.63
000325	Boy's Basketball	\$2,196.88	\$0.00	(\$514.00)	\$0.00	\$1,682.88	\$0.00	\$1,682.88
000330	Student Council	\$1,983.23	\$193.80	(\$475.32)	\$0.00	\$1,701.71	\$0.00	\$1,701.71
000340	N.H.S.	\$583.34	\$217.55	(\$192.44)	\$0.00	\$608.45	\$0.00	\$608.45
000345	Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000350	Landscaping	\$356.82	\$3.78	\$0.00	\$0.00	\$360.60	\$0.00	\$360.60
000360	FFA	\$546.32	\$1,998.00	\$0.00	\$0.00	\$2,544.32	\$0.00	\$2,544.32
000365	Greenhouse Project	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
000370	Cheerleading	\$2,186.55	\$1,845.00	(\$330.36)	\$0.00	\$3,701.19	\$0.00	\$3,701.19
000380	Panteras	\$1,744.24	\$3,518.93	(\$4,071.85)	\$0.00	\$1,191.32	\$0.00	\$1,191.32
000390	Media Club	\$1,286.32	\$0.00	\$0.00	\$0.00	\$1,286.32	\$0.00	\$1,286.32
000395	Computer Club	\$333.40	\$0.00	\$0.00	\$0.00	\$333.40	\$0.00	\$333.40
000400	Tournament Athletics	\$18,417.96	\$2,668.00	(\$9,525.00)	\$0.00	\$11,560.96	\$0.00	\$11,560.96
000405	PC Graduation Rollover	\$6,771.85	\$0.00	\$0.00	\$0.00	\$6,771.85	\$0.00	\$6,771.85
000410	Thespians	\$1,792.70	\$238.00	(\$479.44)	\$0.00	\$1,551.26	\$0.00	\$1,551.26
000420	Science Club	\$182.20	\$0.00	\$0.00	\$0.00	\$182.20	\$0.00	\$182.20
000425	Wrestling	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$5.00

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

<b>From Date:</b> 11/1/2018
<b>To Date:</b> 11/30/2018

<b>From Acct:</b> 100
<b>To Account:</b> 604

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000430	Music (Band)	\$362.79	\$2,543.54	(\$1,027.87)	\$0.00	\$1,878.46	\$0.00	\$1,878.46
000440	Music (Chorus)	\$469.19	\$0.00	\$0.00	\$0.00	\$469.19	\$0.00	\$469.19
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	\$676.18	\$0.00	\$0.00	\$0.00	\$676.18	\$0.00	\$676.18
000520	TP Coffee Shop	\$697.23	\$485.05	(\$210.18)	\$0.00	\$972.10	\$0.00	\$972.10
000525	Unified PE	\$0.00	\$2,110.00	(\$293.70)	\$0.00	\$1,816.30	\$0.00	\$1,816.30
000530	Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000540	Volleyball	\$3,475.93	\$0.00	(\$205.82)	\$0.00	\$3,270.11	\$0.00	\$3,270.11
000545	Class of 2017	\$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)
000595	Class of 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000600	Class of 2019	\$3,947.17	\$0.00	(\$217.03)	\$0.00	\$3,730.14	\$0.00	\$3,730.14
000602	Class of 2020	\$2,640.31	\$0.00	(\$1,137.43)	\$0.00	\$1,502.88	\$0.00	\$1,502.88
000603	Class of 2021	\$1,566.53	\$0.00	\$0.00	\$0.00	\$1,566.53	\$0.00	\$1,566.53
000604	Class of 2022	\$0.00	\$291.25	(\$217.92)	\$0.00	\$73.33	\$0.00	\$73.33
<b>Group Total</b>		\$85,563.00	\$26,214.46	(\$21,656.45)	\$0.00	\$90,121.01	\$0.00	\$90,121.01
<b>Activity Accounts Grand Total</b>		\$85,563.00	\$26,214.46	(\$21,656.45)	\$0.00	\$90,121.01	\$0.00	\$90,121.01

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  
 Nov-18  
 Clayton Theisinger, Principal

Balance October 31, 2018	\$2,231.00
replenishment requested	\$3,769.00
 Maximum Balance	 \$6,000.00
 Balance as of Novmeber 30, 2018	 \$4,083.80
Replenishment Requested	\$1,916.20

Princeton High School	10-1501-640-2	Girls Basketball Tourn	\$200.00
Farmington High School	10-1501-640-2	Cheer competition	\$125.00
Peoria High School	10-1501-640-2	Cheer competition	\$125.00
Wethersfield Athletic Booster	10-1501-640-2	Boys Basketball Tourn	\$130.00
IDTA	10-1501-640-2	Pantera membership fee	\$100.00
Metamora High School	10-1501-640-2	Wrestling Tourn	\$250.00
Bill Andreoni	10-1501-319-2	GBB official	\$50.00
TJ Cunningham	10-1501-319-2	GBB official	\$65.00
Kurt Hartke	10-1501-319-2	GBB official	\$65.00
Rich Cacciatori	10-1501-319-2	GBB official-2games	\$115.00
Eureka High School	10-1501-640-2	Fresh BBB Tourn	\$175.00
Pat Berlin	10-1501-319-2	Fresh BB official	\$50.00
Ryan Craig	10-1501-319-2	Fresh BB official	\$50.00
Sterling High School	10-1501-640-2	Wrestling Tourn	\$240.00
Dunlap High School	10-1501-640-2	Pantera Competition	\$70.00
USPO	10-2410-341-1	Certified Mail-stamps	\$106.20

SUPERINTENDENT IMPREST  
NOVEMBER 2018

BANK BALANCE		\$ 1,631.02
REPLENISHMENT REQUEST OCTOBER		\$ 333.70
IMPREST BALANCE		\$ 1,964.72
REPLENISHMENT AMOUNT REQUESTED		\$ 186.55
BALANCE		\$ 1,778.17
Check # 3100	Kaddywampus 10-2310-410-6	\$ 72.35
Check # 3101	Al Cioni Ford – Sticker for truck 20-2542-320-3	\$ 107.00
Check #3102	USPS Priority Mail AS 10-2320-341-1	\$ 7.20
TOTAL REIMBURSEMENT		\$ 186.55

**Putnam County Community Unit School District #535**

**Treasurer's Report November 30, 2018**

	Fund 10 EDUCATION	Fund 20 O & M	Fund 30 BOND & INT	Fund 40 TRANSPORT	Fund 50 IMRF/SS	Fund 70 WORK CASH	Fund 80 TORT	Fund 90 LIFE SAFETY	Outstanding Checks	Totals
<b>Cash Balances, Beginning of Month</b>	6,528,961.61	479,047.52	230,041.38	916,496.29	507,457.75	2,528,772.17	327,563.64	175,305.69	-	11,693,646.05
Add: Receipts	155,727.33	143.98	48.10	164.73	84.50	(951.91)	71.64	37.91		155,326.28
Less: Expenditures	724,345.69	84,535.52	107,850.00	193,151.52	29,157.15	-	62,059.10	-		1,201,098.98
Less: Outstanding Deposits										-
Interest										-
Adjusting Entries										-
<b>District Balances 11/30/2018</b>	<b>5,960,343.25</b>	<b>394,655.98</b>	<b>122,239.48</b>	<b>723,509.50</b>	<b>478,385.10</b>	<b>2,527,820.26</b>	<b>265,576.18</b>	<b>175,343.60</b>	<b>-</b>	<b>10,647,873.35</b>
Add: Outstanding Checks									85,653.41	85,653.41
<b>Reconciliation Balance 11/30/18</b>	<b>5,960,343.25</b>	<b>394,655.98</b>	<b>122,239.48</b>	<b>723,509.50</b>	<b>478,385.10</b>	<b>2,527,820.26</b>	<b>265,576.18</b>	<b>175,343.60</b>	<b>85,653.41</b>	<b>10,733,526.76</b>

(these balances should equal Total Cash & Investments)

**Bank Balances Made up of the Following Funds**

<b>NOW Accounts: APY</b>											
Granville National Bank	0.05%	854,295.03	14,904.61	-	41,473.29	-	-	-	-	910,672.93	
First State Bank	0.15%	918,225.09	201,448.02	634.76	89,520.98	242,822.06	58,659.13	242,914.46	58,659.13	1,812,883.63	
North Central Bank	0.00%	-	-	-	-	-	-	-	-	-	
Subtotal:		1,772,520.12	216,352.63	634.76	130,994.27	242,822.06	58,659.13	242,914.46	58,659.13	2,723,556.56	
<b>Money Market Accounts: APY</b>											
First State Bank	0.30%	491,051.00	107,607.42	96,313.92	76,456.18	75,933.87	85,958.21	7,819.23	80,906.92	1,022,046.75	
North Central Bank	0.03%	3,414,863.71	68,985.87	27,683.60	515,176.92	159,629.27	1,103,913.91	14,837.39	35,777.55	5,340,868.22	
Eureka Savings Bank	0.35%	256,082.71	-	-	-	-	-	-	-	256,082.71	
IL Fund	0.00%	11,307.12	-	-	-	-	-	-	-	11,307.12	
INB	0.00%	1,000.00	-	-	-	-	-	-	-	1,000.00	
Subtotal:		4,174,304.54	176,593.29	123,997.52	591,633.10	235,563.14	1,189,872.12	22,656.62	116,684.47	6,631,304.80	
<b>Certificates of Deposits</b>											
First State Bank	2.52%						212,459.67			212,459.67	
North Central Bank	1.58%						339,630.48			339,630.48	
North Central Bank	1.57%						727,198.86			727,198.86	
Subtotal:							1,279,289.01			1,279,289.01	
Tree Fund / NCB CD			3,639.86							3,639.86	
Imprest Fund		13,800.00								13,800.00	
<b>TOTAL CASH &amp; INVESTMENTS:</b>		<b>5,960,624.66</b>	<b>396,585.78</b>	<b>124,632.28</b>	<b>722,627.37</b>	<b>478,385.20</b>	<b>2,527,820.26</b>	<b>265,571.08</b>	<b>175,343.60</b>	<b>-</b>	<b>10,651,590.23</b>
Difference		(281.41)	(1,929.80)	(2,392.80)	882.13	(0.10)	-	5.10	-	(3,716.88)	
Outstanding Checks									85,653.41	81,936.53	

*Daniel J. Wajch 12-11-18*

402 East Silverspoon Ave.  
Granville, Ill. 61326



Office (815) 882-2800  
Fax (815) 339-2628

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

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**BOARD REPORT:** December 2018

**GENERAL INFORMATION**

**Fall Play**

The PCHS Theatre Department put on “The Diary of Anne Frank” on Friday, November 16, and Saturday, November 17. The play displayed the nonfiction story of the young Jewish girl in her time of hiding during the Holocaust. The play had 11 acting cast members with a plethora of other participation by crew members. The photo below includes Kaleb Wright (senior) as Otto Frank and Ellie Larson (Senior) as Miep, an individual who helped the Franks during hiding.



*(Photo attributed to PC Record)*

## Winter Concert

The PCHS Music Department put on its annual Winter Concert on Monday, December 10, in the auditorium. The evening featured holiday selections by the chorus and band. Photos from the evening is below:



## **ACADEMICS**

### **College- and Career-Readiness Indicator**

One of the indicators for high school accountability according to the Every Student Succeeds Act (ESSA) is college- and career-readiness. Data collection is set to begin this school year as a preparation for future years; this measure will count towards 6.25% of a school's rating beginning the 2020-2021 school year. Though the State has provided limited information on its definition and implementation, we are attempting to use the resources they have provided to begin procedures for data collection. Through the School Improvement Team, we have identified a need to collect data on students' preparation for post-secondary transition in the areas of academics and employability. The current plan is to have a coordination between the main office and guidance office to accomplish two tasks: 1) inform students of the components that identify them as college- and career-ready and 2) collect accurate data regarding completion of these components. Further discussions are to be had regarding the expansion of our program of studies to include career pathways through the Postsecondary and Workforce Readiness Act.

### **SAT Suite of Assessments – Goal Setting**

In an effort to make results from the SAT Suite of Assessments more useful at the individual student and classroom level, the School Improvement Team identified a plan for engaging students in goal-based discussions. As Mr. Tyler Ellena, guidance counselor, meets with each student to plan for the next school year's courses, he will also review the student's latest score results and help them set goals for future learning and assessments. The School Improvement Team and faculty will be exploring more ways to foster these discussions between all teachers and students.

### **Enrollment**

Enrollment as of December 4<sup>th</sup>, 2018 is as follows:

Freshman	59 (0)
Sophomore	74 (+1)
Junior	65 (0)
Senior	72 (-1)
Post-Grad	5 (0)
Other	1 (0)
Total	276 (0)

# December Board Report

PRINCIPAL: RONDA CROSS

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## **PCPS Enrollment:**

PreK - 78

K - 49

1 - 68

2 - 50

## **CALENDAR EVENTS:**

- Dec. 17<sup>th</sup> PTO Christmas Ornament Project
- Dec. 18<sup>th</sup> Jr Hg/PreK ABC Book Day
- Dec. 19<sup>th</sup> Early Dismissal: Blue Point Training Drill
- Dec. 20<sup>th</sup> Santa Visits (Mr. Olson!); PJ/Donut Day, Gross Motor Parent Workshop, PreK-2<sup>nd</sup> grade program/parties; Early Dismissal
- Jan. 7<sup>th</sup> Institute Day: ELA Pilot Curr. Planning, Sped Mtgs, Mentoring, EPIC Council Redesign Mtg., 5Essential Staff Survey
- Jan. 8<sup>th</sup> Annual PreK Parent Survey Distributed
- Jan. 11<sup>th</sup> Trimester Mid-Term Reports Distributed
- Jan. 22<sup>nd</sup> Universal Screening Begins

## **Grant Update:**

I have received notice that effective Dec. 12<sup>th</sup> I would lose our ISBE Title I consultant again. There was no reason provided, but I will note that she was excellent at providing technical assistance and timely communication. This will be our fifth change in the past three years. I have not received any indication of who will replace her or our final allocations for the year. This will trigger the need for an amendment to be created, submitted and approved by the State.

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## **ELA Adoption Process:**

We just about to start our next ELA curriculum adoption series, Fountas and Pinnell. We will be planning out the pilot on January 7<sup>th</sup> and teachers will be implementing in January. The teams will then assess the merits of the series and report out at our next committee meeting in February.

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## KINDERGARTEN FEAST PROGRAM



## *Student & Staff Surfers of the Week!*



ADAAN DELGADO– Preschool



GIADA WRIGHT - Preschool



DOMINIC GONZALEZ- Kindergarten



CLARA MINI – Kindergarten



GUILIANA CIMEI – Kindergarten



MARLEE SMITH – 1<sup>st</sup> Grade



MCKLAY GENSINI – 2<sup>nd</sup> Grade



SHANIA STORY – 2<sup>nd</sup> Grade



JOLENE POOLE – 1<sup>st</sup> Grade



MRS. RUTHERFORD – Special Education



MRS. BELL – 2<sup>nd</sup> Grade



*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

### **Putnam County Junior High Board Report December 17, 2018**

#### **Enrollment:**

6th Grade- 70 (No Change)

7th Grade- 59 (No Change)

8th Grade- 63 (No Change)

Total= 192, 190 attending PCJH with 1 7th @ Truancy School and 1 8th @Ottawa Jr. High's Hearing Impaired/Spec Ed Program (No Change)

#### **Student Activities**

- Volleyball
  - We have 21 6th Graders, 14 7th Graders and 15 8th Graders playing Volleyball. Looking forward to a great season.
- Cheerleading
  - Our 18 cheerleaders are preparing for their Winter Dance for all staff and students.
- Boys Basketball
  - Our 3 teams are playing well in the start of their season.
  - Our 6th Grade Team finished 2nd at the Parkside Tourney.
- PUMA PACC
  - Ms. Judd has created the PUMA PACC- Positive Actions Create Change. They delivered a small packet of Skittles with a positive message for every student and staff member to "brighten" their day.
  
- Winter Concert

- We had a great Winter concert under Mr. Masini's guidance. The band played great and the choir sang terrifically. They both ended the concert performing together.
- After School Activities
  - We have started and are having great numbers each Monday and Wednesday- averaging 25-30 students who receive extra homework help and social/emotional lessons.

#### 5 Essentials Survey

- We are in the process of completing our 5 Essential Surveys.
  - Currently PCJH has 47% of our parents completed
  - 93% of our students have taken it with the rest being made up
  - Our staff will complete as part of the Jan. 7th Institute
  - This will help drive our school improvement with data on our climate at our school

#### Interact

- We helped the PC Rotary on Saturday, December 8th deliver Poinsettias on their annual delivery date. We had 15 PCJH students help deliver!

#### STEM

- Our STEM program is getting better and better, and providing great opportunities for hands on, critical thinking activities. They are currently working on learning how to build rockets through learning about thrust, speed, velocity, and propulsion. More later and we are planning a STEM night to show our projects.

#### Evaluations

- I have all the evaluation finished for all non-tenured staff and some of the tenured. I will complete the second rounds and the remaining tenured after break.

#### School Improvement

- Our last PD time was spent on school improvement planning. We examined our PARCC & MAP data to see where we can identify for improvement. We also starting compiling a list of students at risk to start problem solving on- behavior, academic, and /or social/emotional concerns.

#### PSAT/8

- To help the High School gain a better understanding of the strengths and weaknesses of our incoming Freshman, and to help the Freshman prepare for the SAT, I am in the process of preparing our school for the PSAT in April.

#### November Students of the Month

6th Grade-Deacon Cwikla 7th Grade-Avery Moutray 8th Grade-Katie Todd



PCJH Sending our thoughts and prayers to the Holy Cross team for the loss of their student.



Mr. Masini and the PCJH Band performing the “ March of the Nutcracker” and the Winter Concert.



PCJH Interact members assisting the PC Rotary for their annual Poinsettia holiday deliveries.

Thank you for a great first semester and have a wonderful holiday!



**Putnam County Elementary School**

*326 S. 5<sup>th</sup> St.  
Hennepin, IL 61327*

*Phone Number 1-815-882-2800  
Fax Number 1-815-925-7435*

**December 2018 Board Report**  
*Mrs. Courtney Balestri*

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**Enrollment**

**3rd Grade = 56** (class sizes of 17, 19, 20)

**4<sup>th</sup> Grade = 49** (class sizes of 16, 16, 17)

**5<sup>th</sup> Grade = 51** (class sizes of 16, 17, 18)

**PC Picasso's**

The after school art program, PC Picasso's, is about wrap up its second session of the school year. Each session has hosted 25 students who have not only learned a little about art history, but also created masterpieces of their own. Upon returning from winter break, if there are enough student's interested, we will have a third session. Thank you to the PCEF for funding this program! It continues to be an outstanding opportunity for our elementary students.



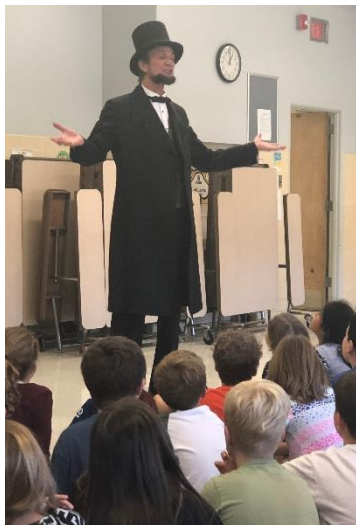
### 4<sup>th</sup> Grade Birdhouse Project

Once per school year, Mr. Heiser brings several FFA students to the elementary building to construct birdhouses. This has turned into a tradition that all of us look forward to each year. Each 4<sup>th</sup> grade student is given the materials and steps to create their own birdhouse. We are appreciative that the FFA takes the time to not only prep the materials but also take time out of their day to do this project with the 4<sup>th</sup> graders. We look forward to continuing this tradition!



### Abe Lincoln Assembly

Thanks to the U of I Extension office, we were able to have an outstanding assembly with President Lincoln and his wife, Mary Todd Lincoln. Students were absolutely amazed to see the resemblance of these two actors and their real-life counterparts. President Lincoln and his wife spoke about local history and answered many student questions. Actors Michael Krebs and Debra Ann Miller are well known actors across the United States as they have done many presentations in schools, libraries, and museums.





### **Holiday Concert**

Our holiday concert was yet another success this year! I'm very proud of our students for their hard work and great behavior on the evening of the concert. Mr. Masini did a great job with all of our students and preparing them for the concert. We are looking forward to the spring concert which will highlight general music students and 5<sup>th</sup> grade band.

**MERRY CHRISTMAS AND  
HAPPY NEW YEAR FROM ALL  
OF US AT PCES!**

## State Funding Update 12/17/18

The state still owes in the following categories

Special Education      \$ 28,212.93

Transportation      \$134,343.82

\$162,556.75

Investment Report  
December 17, 2018

Dan Wujek, our School Board Treasurer, contacted me about two weeks ago seeking approval to begin discussions with our local banks inquiring about other investment options. The goal has and continues to be trying to maximize higher returns on our money in the banks. During my discussion with Dan, he indicated he believed we should be able to capture higher returns than what we have been receiving. The concern that both Dan and I share is this inquiry puts a bit of “community” pressure on each local bank. As you have noticed in the last few bids on our CD’s, one particular bank has been a significantly higher interest rate than the rest. This is true for various reasons and the ability for each bank to compete equally. I believe it is extremely beneficial for our board and myself to know what types of options are out there in order for us to handle our fiscal matters as effectively as we can. A year ago at this time, I started discussions with one of the banks in Spring Valley about their investment options. At that time, they were presenting higher rates than our banks in the county. However, since that time, the rates on our CD’s have become much more competitive. Also, the “community” pressure I speak of pertains to what our taxpayers and local banks support might become if we ever looked at moving funds out of the county. So, I appreciate the work Dan is doing on behalf of the district. We are researching this strategically and discussions have been ongoing. At this point, we have received feedback from First State Bank and are awaiting any possible responses from the other two. I just wanted to keep the board updated that work continues to take place in the background examining our fiscal conditions in order to maximize returns on our investment portfolios.

Due to scheduling conflicts for both myself and the investment officer, we have not been able to secure a date to meet and discuss other investment options. We will continue to lock down a date to meet to see what options we may have for possible review.

## Transportation Report

### December 17, 2018

I conducted our monthly administrative team meeting on Wednesday, December 12, 2018. At that time we have not had any major issues reported in the past month. However, today (12.13.18) it was brought to my attention via a parental phone call sharing concern that her children are being bullied at the bus stop. The principals from the buildings involving the students have investigated the issue and are working to remedy the situation. The issue is some older students making completely inappropriate and gross comments to some younger students. The matter will be resolved as outlined in our disciplinary procedures outlined in our parent/student handbooks.

- Overall, I am proud to report that things continue to go well.

# LEVY INPUT PAGE - ASSUMPTIONS

Tax Levy Year:

District Name:  *Enter District Name*  
 District Number:  *Enter District Number*  
 County 1:   
 County 2:   
 County 3:   
 County 4:

*Fill out County names as needed - leave other boxes blank*

PTELL - Tax Capped:  *Choose Yes or No*

Cook County Prior Year EAV Limit:  *Choose Yes or No*

Original Tax Levy Certificate:   
 Amended Tax Levy Certificate:

*Enter "x" in one box only*

Consumer Price Index:  *CPA for 2017, for the 2018 Levy*

Actual Total EAV for 2017:  *Enter Actual rate setting EAV for 2017*  
 Estimated % change from 2017 EAV:  *Enter reassessment percentage before New Construction*

Estimated New Construction for 2018:  *Enter Estimated New Construction*  
 Estimated Total EAV for 2018:  *Includes New Construction*  
 Total change from prior year:  *Includes New Construction*

No. of Tax Levied Bond Issues Outstanding:

	Input Maximum Tax Rate:	Total 2017 Extension for all Counties:	Input 2017 Putnam, Marshall, LaSalle County Extension:
Educational	2.72%	\$3,452,125.64	3,452,125.64
Operations & Maintenance	0.50%	\$634,581.92	634,581.92
Transportation	0.20%	\$253,832.77	253,832.77
Working Cash	0.05%	\$63,458.19	63,458.19
Municipal Retirement		\$89,869.49	89,869.49
Social Security		\$136,765.10	136,765.10
Fire Prevention & Safety *	0.05%	\$63,458.19	63,458.19
Tort Immunity		\$293,049.93	293,049.93
Special Education	0.04%	\$50,766.55	50,766.55
Leasing	0.05%	\$63,458.19	63,458.19
Input Fund Name:		\$0.00	

Total Aggregate Extension for 2017:

SEDOL IMRF (Lake County Only):

Bond and Interest Extension for 2017:

Total 2017 Extension:

\* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

2018 LEVY CALCULATION PAGE

Consumer Price Index:	2.10%
Actual Total EAV for 2017:	\$129,926,759
Estimated % change from 2017 EAV:	3.00%
Estimated New Construction for 2018:	\$703,021
Estimated Total EAV for 2018:	\$134,527,583
Total change from prior year:	3.54%

	Prior Year Extension:	Maximum Tax Rate:	Individual Fund Estimated Maximum Extension:	Individual Fund Estimated Maximum Extension:	Individual Fund Estimated Maximum Extension:	Manual Override and Non-Capped funds levy input:	Ballroom % input:	Levy Amount:	Truth in Taxation
Educational	\$3,452,125.64	2.72%	\$3,659,150.25	\$3,659,150.25	\$3,659,150.25			\$3,659,150.00	
Operations & Maintenance	\$634,581.92	0.50%	\$672,637.91	\$672,637.91	\$672,637.91			\$672,638.00	EXCEEDS EST. MAX
Transportation	\$253,832.77	0.20%	\$269,055.17	\$269,055.17	\$269,055.17			\$269,055.00	
Working Cash	\$63,458.19	0.05%	\$67,263.79	\$67,263.79	\$67,263.79			\$67,264.00	EXCEEDS EST. MAX
Municipal Retirement	\$89,869.49					\$100,000		\$100,000.00	
Social Security	\$136,765.10					\$140,000		\$140,000.00	
Fire Prevention & Safety *	\$63,458.19	0.05%	\$67,263.79	\$67,263.79	\$67,263.79			\$67,264.00	EXCEEDS EST. MAX
Tort Immunity	\$293,049.93					\$500,000		\$500,000.00	
Special Education	\$50,766.55	0.04%	\$53,811.03	\$53,811.03	\$53,811.03			\$53,811.00	
Leasing	\$63,458.19	0.05%	\$67,263.79	\$67,263.79	\$67,263.79			\$67,264.00	EXCEEDS EST. MAX
	\$0.00	0.00%	\$0.00	\$0.00	\$0.00			\$0.00	
Extension/Levy	\$5,101,365.97		\$4,856,445.74	\$4,856,445.74	\$4,856,445.74	\$740,000.00		\$5,596,446.00	9.70% YES
SEDOL IMRF	\$0.00							\$0.00	N/A
Bond and Interest:	\$111,600.00							\$0.00	-100.00%
Total Extension/Levy	\$5,212,965.97							\$5,596,446.00	7.36%

Levy in excess of estimated extension:

SEDOL IMRF

Bond and Interest:

Total Levy

Assessor Estimated EAV Report by Tax District  
 Putnam County

Totals		New Construction	
Board of Review Abstract	173,789,111	Commercial	0
- Exemptions	0	Farm	0
- Under Assessed	0	Industrial	0
+ State Assessed	1,401,083	Local Rail Road	0
Total EAV	175,190,194	Mineral	0
- TIF Increment / Ezone	42,507,549	Residential	0
Rate Setting EAV	132,682,645	Total	0

Exemption Category	Commercial		Farm		Industrial		Local Rail Road		Mineral		Residential		State Rail Road		Totals	
	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count
Parcel Count		280		1,862		63		0		20		2,918		0	173,789,111	5,143
Board of Review Abstract	8,613,779		40,332,505		59,150,207		0		1,901		65,690,719		0		173,789,111	0
- Home Improvement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Veteran's	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
+ State Assessed	0	0	0	0	3,588	0	0	0	0	0	0	0	0	0	1,397,495	0
= EAV	8,613,779	0	40,332,505	0	59,153,795	0	0	0	1,901	0	65,690,719	0	0	1,397,495	1,401,083	0
- Senior Assessment Freeze	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Owner Occupied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Senior Citizen's	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Disabled Person	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Disabled Veteran	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Returning Veteran	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Natural Disaster	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Fraternal Freeze	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Vet Freeze	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Under Assessed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- E-Zone	0	0	1,596,590	3	40,910,959	10	0	0	0	0	0	0	0	0	42,507,549	13
- TIF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Drainage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
= Taxable Value	8,613,779		38,735,915		18,242,836		0		1,901		65,690,719		0	2,794,990	132,682,645	0

*for the rate per a 1.0000 as to tentative multiples - (C)*

## FINAL Tax Computation Report Putnam County

Property Type	Total EAV	Rate Setting EAV	PTELL Values		Equalization Factor 1.000000		Overlapping County		Overlap EAV	
			EZ Value Abated	EZ Tax Abated	LaSalle County	Marshall County	Total	Total Extension	Affor TIF & EZ	Total Extension w/Overlaps
Farm	38,682,534	37,542,715			32,873,744		1,897,928			
Residential	52,322,037	52,318,814			\$1,321,350.30		1,112,447			
Commercial	8,562,012	7,978,942			963,565					
Industrial	59,478,529	27,734,675			0					
Mineral	1,900	1,900			0					
State Railroad	1,339,338	1,339,338			0					
Local Railroad	0	0			9,633,805					
County Total	160,386,360	126,916,384			0					
Total + Overlap	163,396,725	129,926,759			586,222					
Fund/Name	Levy Request	Maximum Rate	Calced Rate	Actual Rate	Non-PTELL Total Extension	Limited Rate	Certified Rate	Total Extension	Total Extension Affor TIF & EZ	Total Extension w/Overlaps
002 EDUCATION	3,536,052	2.72000	2.721573	2.72000	\$3,452,125.64	2.72000	2.72000	\$4,362,508.72	\$3,452,125.64	\$3,534,007.84
003 BONDS AND INTEREST	0	0.00000	0.000000	0.00000	\$0.00	0.00000	0.00000	\$0.00	\$0.00	\$0.00
004 OPERATIONS & MAINTENAN	650,010	0.50000	0.500290	0.50000	\$634,581.92	0.50000	0.50000	\$601,931.75	\$634,581.92	\$649,633.80
005 I. M. R. F.	92,000	0.00000	0.070809	0.07081	\$89,869.49	0.07081	0.07081	\$113,569.57	\$89,869.49	\$92,001.14
030 TRANSPORTATION SYSTEM	280,004	0.20000	0.200116	0.20000	\$253,832.77	0.20000	0.20000	\$320,772.70	\$253,832.77	\$259,853.52
031 WORKING CASH	65,001	0.05000	0.050029	0.05000	\$63,458.19	0.05000	0.05000	\$80,193.18	\$63,458.19	\$64,963.36
032 FIRE PREVENTION AND SAF	65,001	0.05000	0.050029	0.05000	\$63,458.19	0.05000	0.05000	\$80,193.18	\$63,458.19	\$64,963.36
033 SPECIAL EDUCATION	52,001	0.04000	0.040023	0.04000	\$50,766.55	0.04000	0.04000	\$64,154.54	\$50,766.55	\$51,970.70
035 TORT IMMUNITY INSURANCI	300,000	0.00000	0.230899	0.23090	\$293,049.93	0.23090	0.23090	\$370,332.08	\$293,049.93	\$300,000.89
047 SOCIAL SECURITY	140,000	0.00000	0.107753	0.10776	\$136,765.10	0.10776	0.10776	\$172,832.33	\$136,765.10	\$140,009.08
057 LEASING	65,001	0.05000	0.050029	0.05000	\$63,458.19	0.05000	0.05000	\$80,193.18	\$63,458.19	\$64,963.36
Totals (Capped)	5,225,070		4.021550	4.01947	\$5,101,365.97	4.01947	4.01947	\$6,446,681.23	\$5,101,365.97	\$5,222,367.11
Totals (Not Capped)	0		0.000000	0.00000	\$0.00	0.00000	0.00000	\$0.00	\$0.00	\$0.00
Totals (All)	5,225,070		4.021550	4.01947	\$5,101,365.97	4.01947	4.01947	\$6,446,681.23	\$5,101,365.97	\$5,222,367.11

Given under my hand and the official seal of my  
office this 14th day of May 2018  
  
Daniel S. Kuhn, Putnam County Clerk

## **Recommendation to Approve Tax Levy**

**As superintendent, I recommend approval of the 2018 Tax Levy for Putnam County CUSD 535.**

### **Rationale**

**Please note that the Putnam County Tax Assessor has set the tentative Rate Setting EAV for Tax Year 2018 at \$134,527,583. The actual Rate Setting EAV for Tax Year 2017 was \$129,926,759. 2017 at \$129,639,406. The actual Rate Setting EAV for Tax Year 2016 was \$118,183,567. The anticipated difference is 3.54% increase in EAV value. The tax rate for 2017 was 4.01947. If the Rate Setting EAV comes in close to the anticipated valued, the possible tax rate for 2018 could fall between 4.02 and 4.06. The district is requesting an additional \$350,000 in the Tort fund to help offset school security projects and initiatives to increase student and staff safety. Also, we estimate to lose close to \$300,000 in CPPRT revenue. The possible increase in Rate Setting EAV and even a slightly higher tax rate could generate some additional revenue to offset the CPPRT loss and finance the security projects. The loss of CPPRT revenues puts a strain on the reserves the district worked so responsibly to maintain for economic times such as the one we are working through now. Please note the attachment which provides detailed tax levy worksheet with information utilizing this projected EAV.**

**There are two other items for the board to consider when looking at the levy. There is a lot of discussion swirling regarding the election of a new Governor and what will be done to continue funding the Evidence Based Funding model. One other huge factor that just came up is a possible proposal for 20-30% fuel tax increase to generate funds for infrastructure needs. The proposed tax levy is conservative estimates balanced between what is going on politically and economically.**

**The notice of a Truth and Taxation meeting was published in The Record on December 12, 2018 and met the posting requirements. The tentative levy was presented at the November 19, 2018 Board of Education Meeting.**

### **District Goal**

**Maintain strong fiscal responsibility in the Putnam County School District.**

# Update Memo

Please distribute to board members and appropriate staff.

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### Online Instructions

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, do not create a new account; reset your password using your district email address.
  - 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 Ken Carter at [kcarter@iasb.com](mailto:kcarter@iasb.com).
3. Under **My Account Links**, click on **PRESS Login**.

For additional help, click the ? in the upper right corner. Also available is a 10-minute video tutorial at [www.iasb.com/policy](http://www.iasb.com/policy).

# 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; Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219; Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1211; or Brian Zumpf, Director, Policy Services, 630/629-3776, ext. 1214.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated **Policy Reference Manual (PRM)** pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words.

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to [www.iasb.com/policy/](http://www.iasb.com/policy/) to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

## PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **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. 8.

Please spend time reviewing the **PRESS** online 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 when necessary.

## Governance

The school board governance-related laws passed during the 100th General Assembly's session included:

1. 105 ILCS 5/10-16.5, amended by P.A. 100-1055, eff. 1-1-19. It changes the school board member oath of office to add six additional board member responsibilities, including, but not limited to a board member's "role in the equitable and quality education of every student in the school district" and

that board members “shall strive to work together with the district superintendent to lead the school district toward fulfilling the vision the board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.”

2. 105 ILCS 5/24-12 and 105 ILCS 5/24A-4, amended by P.A. 100-768. An Alliance initiative, this law answers the Open Meetings Act (OMA) questions that arose when *Education Reform* (Senate Bill 7) laws passed years ago by specifically exempting the Reduction in Force (RIF) and Performance Educational Reform Act (PERA) Joint Committees from the OMA.
3. 105 ILCS 5/10-10.5, amended by P.A. 100-800, eff. 1-1-19. It requires a board to submit a proposition to its voters when it fails to fill a vacancy created with an area of residence qualification.

The following **PRESS** materials are updated:

- 2:70, Vacancies on the School Board – Filling Vacancies
- 2:80, Board Member Oath and Conduct
- 2:80-E, Board Member Code of Conduct
- 2:150, Committees
- 2:150-AP, Superintendent Committees

## Employee Benefits

The General Assembly addressed several employee benefit laws. Those laws included:

1. The Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19, provides that a school district that enters into a contract or employment agreement that contains a provision for severance pay with an employee must include specified provisions in the contract. It also limits severances that exceed an amount greater than 20 weeks of compensation and prohibits severance if an employee is fired for *misconduct* (including sexual harassment or sexual discrimination).
2. The Local Records Act, 50 ILCS 205/, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements it enters into because an employee or contractor was *found* to have engaged in sexual harassment or sexual discrimination. Certain restrictions apply.
3. For school years beginning on or after July 1, 2018, the Ill. Pension Code, 40 ILCS 5/, amended by P.A. 100-587, caps end-of-career salary increases for Ill. Teachers Retirement System (TRS) members at three percent (formerly six percent).
4. The Nursing Mothers in the Workplace Act, 820 ILCS 260/, amended by P.A. 100-1003, requires employers to provide employees reasonable paid break time for nursing mothers to express milk.

## 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 procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between – documents and staff documents, board work, and staff work.

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

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

**Administrative Procedures.** Administrative procedures are 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, and they do not require formal board adoption. **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.

**Exhibits labeled with an “E” may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.**

**Administrative procedures exhibits, always labeled with the “AP, E” format should be dated for implementation by the administrative staff.**

5. The Ill. Wage Payment and Collection Act, 820 ILCS 115/, amended by P.A. 100-1094, requires employers to reimburse employees for all *necessary expenditures* or losses incurred by the employee that are within the scope of employment and directly related to services performed for the employer.

The following **PRESS** materials are updated:

- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 2:260, Uniform Grievance Procedure
- 3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process

- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:10-AP, Workplace Accommodations for Nursing Mothers
- 5:20, Workplace Harassment Prohibited
- 5:60, Expenses
- 5:200, Terms and Conditions of Employment and Dismissal
- 5:300, Schedules and Employment Year

## Safety

The following laws addressing safety issues impacted several sample materials in the IASB **PRESS PRM**:

1. 775 ILCS 50/5(e), amended by P.A. 100-671, eff. 1-1-19, requires school administrators to post the Ill. Dept. of Human Service's model human trafficking notice in the administrative office or another location in view of school employees.
2. 20 ILCS 2630/3.3, amended by P.A. 100-718, establishes authority for the Ill. Dept. of State Police to collect fees from districts wishing to participate in the Federal Rap Back Service.
3. 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-984, eff. 1-1-19, establishes a definition of *school resource officer* and incorporates certification requirements for school resource officers contained in the new 50 ILCS 705/10.22.
4. 105 ILCS 128/20, amended by P.A. 100-996, eff. 1-1-19, requires that schools conduct active shooter drills

no later than 90 days after the first day of school each year, that the drill be conducted when students are normally present, and that all personnel and students present participate unless exempted by administrators or school support personnel.

The following **PRESS** materials are updated:

- 3:60-E, Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security – **RENAMED & REWRITTEN**
- 4:170, Safety
- 4:170-AP1, Comprehensive Safety and Security Plan
- 4:170-AP2, Routine Communications Concerning Safety and Security
- 5:30, Hiring Process and Criteria
- 5:30-AP2, Investigations
- 7:150-AP, Agency and Police Interviews – **REWRITTEN**
- 7:190-AP7, Student Discipline Guidelines
- 7:190-E3, Memorandum of Understanding

## Teacher Licensure & Recruitment

Laws impacting licensure qualifications and teacher recruitment include:

1. 40 ILCS 5/16-118 and 105 ILCS 5/21B-20, amended by P.A. 100-596, permit until 6-30-20, substitute teachers who are TRS annuitants to teach up to 120 paid days or 600 paid hours in each school year (increased from 100 paid days or 500 paid hours). The amendments to 105 ILCS 5/21B-20, amended by P.A. 100-596, also established a Short-Term Substitute Teaching License (eff. 7-1-18 through 6-30-23) and require boards to develop, in collaboration with teachers or their exclusive bargaining representatives, a short-term substitute teacher training program.

2. 40 ILCS 5/16-150.1, amended by P.A. 100-743, allows TRS annuitants to return to teaching in a subject shortage area until 6-30-19 (previously 6-30-13).
3. 105 ILCS 5/24-5(b-5), added by P.A. 100-855, allows schools to require new substitute teachers to provide evidence of physical fitness to perform duties, and requires new substitute teachers to provide evidence of freedom of communicable diseases.

The following **PRESS** materials are updated:

- 5:190, Teacher Qualifications
- 5:220, Substitute Teachers
- 5:220-AP, Substitute Teachers

## Instruction & Curriculum | School Calendar & Day

Many School Code provisions were amended to clarify existing instruction and curriculum requirements. Other changes adding new requirements also occurred. These included:

1. 105 ILCS 5/18-8.05(F), repealed by P.A. 100-582, formerly allowed flexible scheduling options for parent-teacher conferences yet ISBE rules implementing it are still in effect at 23 Ill.Admin.Code §1.420(f).
2. 105 ILCS 5/27-20.4, amended by P.A. 100-634, eff. 1-1-19, permits schools to meet Black history study requirements through an online program or course.
3. 105 ILCS 5/27-9.1, amended by P.A. 100-684, requires all grade 6-12 sex education courses to include material and instruction on what constitutes sexual consent and what may be considered sexual harassment or sexual assault.
4. Two Public Acts addressed dual credit opportunities:
  - a. 105 ILCS 5/10-20.62, renumbered and amended by P.A. 100-792, eff. 1-1-19, mandates that qualified dual enrollment students are allowed to enroll in and earn an unlimited amount of academic credits from dual credit courses if the courses are taught by an Illinois Instructor.
  - b. The Dual Credit Quality Act, 110 ILCS 27/, amended by P.A. 100-1049, requires community college districts to enter into a dual credit partnership agreement with any school districts within their jurisdictions that request one. It also created new provisions governing out-of-state dual credit contracts, recognition of dual credit coursework completion, and the development of a Model Partnership Agreement through a Dual Credit Committee involving collaboration between ISBE and the Ill. Community College Bd.
5. 105 ILCS 5/10-22.6, amended by P.A. 100-1035, allows in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel. It also permits districts to employ a school social worker or licensed mental health professional to oversee an in-school suspension program.
6. 105 ILCS 5/27-23.1, amended by P.A. 100-1043, requires ISBE to assist school districts that offer an evidence-based parenting educational model. It also requires ISBE to implement a 3-year pilot program for parenting education beginning with the 2019-2020 school year.
7. 105 ILCS 5/27-23.11, added by P.A. 100-1056, requires all boards serving K-8 students to adopt a policy on educating students on the effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

The following **PRESS** materials are updated:

- 2:20-E, Waiver and Modification Request Resource Guide
- 5:230, Maintaining Student Discipline
- 6:20, School Year Calendar and Day
- 6:60, Curriculum Content
- 6:60-AP, Comprehensive Health Education Program
- 6:60-~~AP~~, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes – **RENUMBERED**
- 6:60-AP, E2, Resources for Biking and Walking Safety Education – **NEW**
- 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students
- 7:190, Student Behavior
- 7:190-E2, Student Handbook Checklist
- 7:200, Suspension Procedures

## Student Health

Laws addressing student health issues impacted the most sample materials in the IASB **PRESS PRM**. These laws included:

1. 105 ILCS 5/22-33 (*Ashley's Law*), added by P.A. 100-660, requires school districts to authorize a parent, guardian or designated caregiver of a student who is a qualifying patient to administer a medical cannabis infused product to the student on school premises or a school bus if both the student and the parent, guardian or designated caregiver have been issued registry identification cards. Certain restrictions apply.
2. 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19, changes the definition of asthma medication to mean quick-relief asthma medication approved by the U.S. Food and Drug Administration for the treatment of respiratory distress. It also allows school districts to maintain a supply of undesignated asthma medication.
3. 105 ILCS 5/22-30, amended by P.A. 100-759, eff. 1-1-19 addressed a district supply of undesignated opioid antagonists.
4. 105 ILCS 5/22-30, amended by P.A. 100-799, eff. 1-1-19, amends the definition of epinephrine injector to include pre-filled syringes approved by the U.S. Food and Drug Administration and deleted *auto-* from ~~auto-~~ injector.

5. The Communicable Disease Prevention Act, 410 ILCS 315/, amended by P.A. 100-741, requires the Ill. Dept. of Public Health (IDPH) to provide all students entering sixth grade and their parent(s)/guardian(s) with written information about the link between human papillomavirus (HPV) and certain cancers, as well as the availability of an HPV vaccine.
6. The Dept. of Public Health Powers and Duties Law, 20 ILCS 2310/, amended by P.A.s 100-977 and 100-747, eff. 1-1-19, requires the IDPH to:
  - a. Develop, provide, or approve and publish informational materials for school districts regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations (P.A. 100-977). Also 105 ILCS 5/27-8.1, amended by P.A. 100-977, requires school districts to include such materials when they provide information on school health issues to students' parent(s)/guardian(s).
  - b. Develop, publish, and disseminate a brochure regarding the effects of concussions in children, and requires schools to distribute this brochure to any child (or the child's parent/guardian) who may have sustained a concussion (P.A. 100-747, eff. 1-1-19).
7. A big change for high school and unit school districts, 105 ILCS 5/27-8.1, amended by P.A. 100-829, requires all children entering kindergarten, second, sixth, and ninth grades to have a dental examination.
8. 105 ILCS 5/10-22.39, amended by P.A. 100-903, requires in-service training to identify the warning signs of mental illness and suicidal behavior in youth at least once every two years for all licensed school personnel and administrators who work with K-12 students.
9. The Hunger-Free Students' Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092, allows students, regardless of ability to pay, to accumulate a minimum school lunch debt of \$500 dollars. Once the \$500 threshold has been passed, the law allows schools to go through the Office of the Illinois Comptroller's offset system to attempt to recoup the money owed.
10. 105 ILCS 5/14-6.01, amended by P.A. 100-1112, requires schools boards to provide notice that students found ineligible for special education services under the Individuals with Disabilities Education Act may be eligible for services under Section 504 of the Rehabilitation Act of 1973.

The following **PRESS** materials are updated:

- 4:45, Insufficient Fund Checks and Debt Recovery
- 4:130, Free and Reduced-Price Food Services
- 4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications
- 5:100, Staff Development Program
- 6:120-AP1, E1, Notice to Parents/Guardians Regarding Section 504 Rights
- 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
- 7:190, Student Behavior
- 7:260, Exemption from Physical Education
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine ~~Auto~~-Injectors, and/or Opioid Antagonists – **RENAMED**
- 7:270-E1, School Medication Authorization Form – **RE-NUMBERED**
- 7:270-E2, School Medication Authorization Form – Medical Cannabis – **NEW**
- 7:285-AP, Implementing a Food Allergy Management Program
- 7:290, Suicide and Depression Awareness and Prevention
- 7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness Prevention Program
- 7:305, Student Athlete Concussions and Head Injuries
- 7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries

## Student Attendance & Truancy

Several School Code provisions were amended regarding how schools must address student attendance and truancy issues. Those legislative amendments included:

1. 105 ILCS 5/10-22.6, amended by P.A. 100-810, requires school districts to make reasonable efforts to provide ongoing professional development on the appropriate and available supportive services for the promotion of student attendance and engagement.
2. 105 ILCS 5/26-2, amended by P.A. 100-825, removes the ability of a school district to deny reenrollment for 17 year old students who fail to meet minimum academic standards.
3. 105 ILCS 5/26-12, amended by P.A. 100-825, prohibits a truant minor from being expelled for nonattendance unless: he/she has accrued 15 consecutive days of absences without valid cause; and the student cannot be located or the student has been located but the school district cannot, after exhausting all available support services, compel the student to return to school.
4. 105 ILCS 5/26-2a, amended by P.A. 100-918, defines a truant as a child who is absent without valid cause for more than 1% but less than 5% of the past 180 school days.

The following **PRESS** materials are updated:

- 2:120, Board Member Development
- 5:100, Staff Development Program
- 7:70, Attendance and Truancy
- 7:190, Student Behavior

## Miscellaneous

The following **PRESS** materials are updated due to miscellaneous legislative, administrative rule, clean-up, and/or continuous review changes. These are also detailed in the [Revisions to Policies, Administrative Procedures, and Exhibits Table](#) in numerical order beginning on p. 8.

Please also spend time reviewing the **PRESS** online 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 when necessary.

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

- 3:40, Superintendent
- 4:15, Identity Protection
- 6:50, Wellness
- 6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct
- 7:250, Student Support Services
- 7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs Problems

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

Topics	Our Response
<p><b>IEP – Assistive Technology</b></p> <p>105 ILCS 4/14-8.02(b), amended by P.A. 100-993, provides that if a child’s individualized education program (IEP) team determines that the child does not require assistive technology services or devices, the team shall include a statement in the child’s IEP that informs the child’s parent/guardian of the decision and the basis for it.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>Youth With Disabilities</b></p> <p>The Interagency Coordinating Council Act, 20 ILCS 3970/, repealed by P.A. 100-866, added responsibilities in 20 ILCS 4095/15 to the work of the Employment and Economic Opportunity for Persons with Disabilities Task Force that concern the post-secondary transition of youth with disabilities.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>Due Process Hearing Written Decision Timeline</b></p> <p>105 ILCS 5/14-8.02a(g-55), amended by P.A. 100-849, clarifies that written due process hearing decisions must be issued within 10 calendar days, excluding Saturday, Sunday, and any State holiday, after the conclusion of the due process hearing.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>ESEA Section 8546 Policy Requirement</b></p> <p>On 6-27-18, the U.S. Dept. of Education’s Office of Elementary and Secondary Education issued a <i>Dear Colleague Letter</i> to all Chief State School Officers reminding them of their obligation under Section 8546 of the Elementary and Secondary Education Act (ESEA) that “every State, SEA, or LEA that receives ESEA funds must have in place laws, regulations, or policies that prohibit the SEA, an LEA, or school, as well as any school employee, contractor, or agent, from providing a recommendation of employment for an employee, contractor, or agent that the SEA, LEA, or school, or the individual acting on behalf of the SEA, LEA, or school, knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.”</p>	<p>No <b>PRESS</b> materials are affected at this time. We will monitor the situation, collaborate with ISBE, and update if necessary.</p>

## Progress Report *continued* - The contents of this table frequently change.

Topics	Our Response
<p><b>Substitute Teacher Recruitment</b></p> <p>105 ILCS 5/2-3.173, added by P.A. 100-813, requires ISBE to implement a program and adopt rules to allow school districts to supplement their substitute teacher recruitment with the use of recruiting firms by 1-1-19.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>Ill. Human Rights Act Complaint Timeline</b></p> <p>775 ILCS 5/7A-102, amended by P.A. 100-1066; 23 Ill.Admin.Code Part 2520, amended at 42 Ill.Reg. 17235, extends the timeline for filing a complaint under the Ill. Human Rights Act from 180 days to 300 days.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>IDPH Certificate of Child Health Examination Form</b></p> <p>The IDPH Social and Emotional Learning Stakeholder group began meeting in March 2018 to review changes to the IDPH Certificate of Child Health Examination Form and develop the rules required by 105 ILCS 5/27-8.1, amended by P.A. 99-927, that will require that health examinations to contain age-appropriate developmental and age-appropriate social and emotional screenings. The IDPH anticipates this process will take 12-18 months, and the law's requirements will not be implemented until at least the 2019-2020 school year.</p>	<p>We will address any required changes once the IDPH Certificate of Child Health Examination Form is updated and IDPH rules are established, in approximately 12-18 months.</p>
<p><b>School Bus Identification</b></p> <p>625 ILCS 5/12-806, amended by P.A. 100-791, specifies that its restrictions on the use of a school bus's signs, stop signal arm, and flashing signal system apply when a school bus is transporting passengers over 18 years old not in connection with an activity of the district.</p>	<p>No <b>PRESS</b> materials are affected.</p>

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

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
2:20-E, Waiver and Modification Request Resource Guide	<p>The exhibit is updated in response to:</p> <ol style="list-style-type: none"> <li>105 ILCS 5/2-3.25g, amended by P.A. 100-465, governing waivers of mandates in the School Code.</li> <li>105 ILCS 5/18-8.05(F), repealed by P.A. 100-582. This allowed flexible scheduling options for parent-teacher conferences, and ISBE rules implementing it are still in effect at 23 Ill.Admin.Code §1.420(f).</li> </ol>	<input type="checkbox"/>
2:70, Vacancies on the School Board – Filling Vacancies	<p>The policy is unchanged. The footnotes are updated to:</p> <ol style="list-style-type: none"> <li>Clarify the meanings of infamous crime and official misconduct.</li> <li>Incorporate 105 ILCS 5/10-10.5, amended by P.A. 100-800, eff. 1-1-19, which requires a board proposition to be submitted to voters if a board failed to fill a vacancy due to area of residence requirements.</li> </ol>	<input type="checkbox"/>
2:80, Board Member Oath and Conduct	The policy and footnotes are updated. The oath reflects 105 ILCS 5/10-16.5, amended by P.A. 100-1055, eff. 1-1-19.	<input type="checkbox"/>
2:80-E, Board Member Code of Conduct	The exhibit is unchanged.	<input type="checkbox"/>
2:120, Board Member Development	The policy and footnotes are updated in response to 105 ILCS 5/10-22.6, amended by P.A. 100-810. It requires school districts to make reasonable efforts to provide ongoing professional development about appropriate and available supportive services for the promotion of student attendance and engagement.	<input type="checkbox"/>
2:150, Committees	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/24-12 and 105 ILCS 5/24A-4, amended by P.A. 100-768, exempting the Reduction in Force (RIF) and Performance Educational Reform Act (PERA) Joint Committees from the Open Meetings Act.	<input type="checkbox"/>
2:150-AP, Superintendent Committees	The procedure is updated to align with the same law discussed in 2:150, Committees, above. The <b>Title I Parent Advisory Committee</b> subhead is updated as underscored for continuous improvement and to reflect changes in federal law.	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	<p>The exhibit is updated in response to a new transparency law 50 ILCS 205/3c, amended by P.A. 100-1040. It requires school districts to post certain information within 72 hours about severance agreements when an employee or contractor is found to have engaged in sexual harassment or sexual discrimination.</p> <p>A note is also added to discuss the Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19. It prohibits severance agreements for employees with contract provisions from receiving any severance when they are fired for misconduct, which includes sexual harassment and/or discrimination.</p>	<input type="checkbox"/>
2:260, Uniform Grievance Procedure	The policy is unchanged. The footnotes are updated to reflect 50 ILCS 205/3c, added by P.A. 100-1040 and the Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19. Both laws are discussed in 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i> , above, and in 3:40-E, <i>Checklist for the Superintendent Employment Contract Negotiation Process</i> , below.	<input type="checkbox"/>

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

3:40, Superintendent	The policy is unchanged. The footnotes are updated to reflect an amendment to 23 Ill. Admin.Code §25.355 and for continuous improvement.	<input type="checkbox"/>
3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process	<p>The exhibit is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 40 ILCS 5/15-155(g-1), amended by P.A. 100-587 (the threshold to prevent school districts from granting double-digit pension-boosting raises to employees approaching retirement was reduced from six percent (in place since 2005) to three percent).</li> <li>2. Severance pay restriction, prohibition, and transparency laws: <ol style="list-style-type: none"> <li>a. The Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19 provides severance pay restrictions and prohibitions – most notably prohibiting severances for employees who are fired for misconduct (discussed above in 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records).</li> <li>b. 50 ILCS 205/3c, added by P.A. 100-1040 provides specific transparency requirements for severance agreements with employees who are found to have engaged in sexual harassment and/or discrimination as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964.</li> </ol> </li> </ol>	<input type="checkbox"/>
3:60-E, <u>Event Reporting and Notice</u> Requirements for Building Principals Concerning School Safety and Security	This exhibit is <b>RENAMED</b> and <b>REWRITTEN</b> . It is updated with additional items and separates reporting requirements from notice requirements.	<input type="checkbox"/>
4:15, Identity Protection	The policy is unchanged. The footnotes are updated to clarify requirements under the Personal Information Protection Act, 815 ILCS 530/, amended by P.A. 99-503. An option is also clarified. Districts choosing that option should update the policy.	<input type="checkbox"/>
4:45, Insufficient Fund Checks and Debt Recovery	The policy, Legal References, and footnotes are updated in response to the Hunger-Free Students’ Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092.	<input type="checkbox"/>
4:130, Free and Reduced-Price Food Services	The policy is unchanged. The footnotes include a new option for boards that want to inform their communities about the Hunger-Free Students’ Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092.	<input type="checkbox"/>
4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications	The exhibit is updated in response to the Hunger-Free Students’ Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092.	<input type="checkbox"/>
4:170, Safety	The policy is updated in response to 105 ILCS 128/20, amended by P.A. 100-996, eff. 1-1-19, requiring schools to conduct active shooter drills no later than 90 days after the first day of school each year. The footnotes are updated to discuss this addition and for continuous improvement. A correction is made to a Legal References citation.	<input type="checkbox"/>
4:170-AP1, Comprehensive Safety and Security Plan	The procedure and footnotes are updated in response to 105 ILCS 128/, amended by P.A. 100-996, eff. 1-1-19, and 105 ILCS 5/10-20.67 (final citation pending), amended by P.A. 100-984, eff. 1-1-19. Additional continuous improvement updates are made to the procedure.	<input type="checkbox"/>
4:170-AP2, Routine Communications Concerning Safety and Security	The procedure is updated in response to Ashley’s Law, 105 ILCS 5/22-3, added by P.A. 100-660, to add reference to 7:270-E2, <i>School Medication Authorization Form – Medical Cannabis</i> .	<input type="checkbox"/>

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

5:10, Equal Employment Opportunity and Minority Recruitment	The policy is unchanged. The footnotes are updated to incorporate amendments to the Right to Breastfeed Act, 820 ILCS 260/, amended by P.A. 100-1003, the Medical Cannabis Pilot Program Act, 410 ILCS 130/, amended by P.A. 100-660, and <i>Ashley's Law</i> , 105 ILCS 5/22-33, added by P.A. 100-660.	<input type="checkbox"/>
5:10-AP, Workplace Accommodations for Nursing Mothers	The procedure and footnotes are updated to reflect amendments to the Nursing Mothers in the Workplace Act, 820 ILCS 260/, amended by P.A. 100-1003. It prohibits employers from reducing an employee's compensation for time used for the purpose of expressing milk or nursing a baby.	<input type="checkbox"/>
5:20, Workplace Harassment Prohibited	The policy is unchanged. The footnotes discuss a new sexual harassment reporting hotline and website, along with discussions about the new severance pay restriction, prohibition, and transparency laws (1) the Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19, and (2) 50 ILCS 205/3c, amended by P.A. 100-1040, both discussed in 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i> and 3:40-E, <i>Checklist for the Superintendent Employment Contract Negotiation Process</i> above.	<input type="checkbox"/>
5:30, Hiring Process and Criteria	The policy, footnotes, Legal References, and cross references are updated in response to: <ol style="list-style-type: none"> <li>1. 20 ILCS 2630/3.3, added by P.A. 100-718 (federal Rap Back Service).</li> <li>2. Continuous improvements related to: <ol style="list-style-type: none"> <li>a. <i>Facebook Password Law</i>, 820 ILCS 55/10, amended by P.A. 99-610.</li> <li>b. IASB Foundational Principles of Governance.</li> </ol> </li> </ol> Legal References are also updated for style and two cross references are added.	<input type="checkbox"/>
5:30-AP2, Investigations	The procedure is updated for the reasons discussed in 5:30, <i>Hiring Process and Criteria</i> , above.	<input type="checkbox"/>
5:60, Expenses	The policy, footnotes, and Legal References are updated in response to the Ill. Wage Payment Collection Act (WPCA), 820 ILCS 115/9.5, added by P.A. 100-1094, eff. 1-1-19. The optional policy sentence clarifies that school districts are not responsible for losses due to employee negligence, normal wear, or losses due to theft, unless the theft was due to the district's own negligence. Legal References are updated in response to the WPCA and for style.	<input type="checkbox"/>
5:100, Staff Development Program	The policy is unchanged. A Legal Reference is updated. Footnotes options for the staff development program text include are updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.39(b), amended by P.A. 100-903, eff. 1-1-19 (changing training for licensed school personnel and administrators who work with students in grades kindergarten (previously grade 7) through 12).</li> <li>2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19 (adding appropriate and available services for the promotion of student attendance and engagement to the list of professional development requirements pertaining to the adverse consequences of school exclusion, etc.).</li> </ol>	<input type="checkbox"/>
5:190, Teacher Qualifications	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/21B-20, amended by P.A. 100-596 (teacher shortage provisions); and 23 Ill.Admin.Code Part 25, amended at 42 Ill. Reg. 8830 (governing educator licensure).	<input type="checkbox"/>

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

5:200, Terms and Conditions of Employment and Dismissal	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 820 ILCS 260, amended by P.A. 100-1003. It requires employers to provide employees reasonable paid break time for nursing mothers to express milk.</li> <li>2. 105 ILCS 5/18-8.05(F), repealed by P.A. 100-582. It governed clock hour requirements for student attendance days.</li> <li>3. Continuous improvement.</li> </ol>	<input type="checkbox"/>
5:220, Substitute Teachers	<p>The policy, footnotes, and Legal References are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 40 ILCS 5/16-118, amended by P.A. 100-596, permitting substitute teachers who are TRS annuitants to teach up to 120 paid days or 600 paid hours in each school year (instead of 100 paid days or 500 paid hours).</li> <li>2. 105 ILCS 5/21B-20, amended by P.A. 100-596, establishing a Short-Term Substitute Teaching License (eff. 7-1-18 through 6-30-23).</li> <li>3. 40 ILCS 5/16-150.1, amended by P.A. 100-743, allowing TRS annuitants to return to teaching in a subject shortage area until 6-30-19 (previously 6-30-13).</li> <li>4. 105 ILCS 5/24-5(b-5), added by P.A. 100-855, allowing schools to require new substitute teachers to provide evidence of physical fitness to perform duties, and requiring new substitute teachers to provide evidence of freedom of communicable diseases.</li> </ol> <p>Additional continuous improvement updates are made to the footnotes.</p>	<input type="checkbox"/>
5:220-AP, Substitute Teachers	The procedure and footnotes are updated. See 5:220, Substitute Teachers, above.	<input type="checkbox"/>
5:230, Maintaining Student Discipline	The policy is unchanged. Footnote 3 is updated in response to 105 ILCS 5/10-22.6, amended by P.A. 100-1035. It allows in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel.	<input type="checkbox"/>
5:300, Schedules and Employment Year	The policy is unchanged. A footnote is updated in response to 820 ILCS 260, amended by P.A. 100-1003 (requiring employers to provide employees reasonable paid break time for nursing mothers to express milk).	<input type="checkbox"/>
6:20, School Year Calendar and Day	The policy is unchanged. Footnote 5 is updated in response to the repeal of 105 ILCS 5/18-8.05(F), which governed clock hour requirements for student attendance days. Additional continuous improvement updates are made to the footnotes and Legal References.	<input type="checkbox"/>
6:50, School Wellness	The policy is unchanged. Footnotes are updated to reflect a state rule amendment and updated web links.	<input type="checkbox"/>
6:60, Curriculum Content	<p>The policy, footnotes, and Legal References are updated to:</p> <ol style="list-style-type: none"> <li>1. More comprehensively discuss driver education course requirements.</li> <li>2. Clarify that a unit of instruction is to be determined by the Superintendent or designee.</li> <li>3. Reflect the requirement of 105 ILCS 5/27-23.11, added by P.A. 100-1056, to make education available to students in grades kindergarten through 8 concerning methods of preventing and avoiding traffic injuries related to walking and bicycling.</li> <li>4. Reflect the requirements of 105 ILCS 5/27-23.1, amended by P.A. 100-1043, for ISBE to assist school districts that offer an evidence-based parenting educational model and to implement a 3-year pilot program for parenting education beginning with the 2019-2020 school year</li> <li>5. Other minor style changes.</li> </ol>	<input type="checkbox"/>

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

6:60-AP, Comprehensive Health Education Program	<p>The procedure and its footnotes are updated to:</p> <ol style="list-style-type: none"> <li>1. Reflect statutes amended by new Public Acts.</li> <li>2. Reflect the requirement of 105 ILCS 5/27-23.11, added by P.A. 100-1056, to make education available to students in grades kindergarten through 8 concerning methods of preventing and avoiding traffic injuries related to walking and bicycling.</li> </ol>	<input type="checkbox"/>
6:60-AP, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes	The exhibit is <b>RENUMBERED</b> . The exhibit and its footnotes are updated to allow a waiver of attendance for all areas of instruction required by 105 ILCS 5/27-9.1.	<input type="checkbox"/>
6:60-AP, E2, Resources for Biking and Walking Safety Education	This <b>NEW</b> exhibit lists educational resources related to biking and walking safety education.	<input type="checkbox"/>
6:120-AP1, E1, Notice to Parents/Guardians Regarding Section 504 Rights	The exhibit and footnotes are updated for continuous improvement. A new footnote is added in response to 105 ILCS 5/14-6.01, amended by P.A. 100-1112, requiring schools boards to provide notice that students found ineligible for special education services under the Individuals with Disabilities Education Act may be eligible for services under Section 504 of the Rehabilitation Act of 1973.	<input type="checkbox"/>
6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct	Legal Reference correction.	<input type="checkbox"/>
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students	<p>The policy, footnotes, and Legal References are updated to incorporate:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-20.62, renumbered and amended by P.A. 100-792, eff. 1-1-19, mandating that qualified dual enrollment students are allowed to enroll in and earn an unlimited amount of academic credits from dual credit courses taught by an Ill. Instructor.</li> <li>2. The Dual Credit Quality Act, 110 ILCS 27/, amended by P.A. 100-1049, requiring community college districts to enter into a dual credit partnership agreement with any school districts within their jurisdiction that request one.</li> <li>3. 23 Ill.Admin.Code §1.425, amended at 42 Ill. Reg. 11542, governing substitutions for physical education.</li> <li>4. 105 ILCS 5/2-3.173, added by P.A. 100-992, establishing a registered apprenticeship program.</li> </ol>	<input type="checkbox"/>
7:70, Attendance and Truancy	<p>The policy, footnotes, and Cross References are updated to incorporate amendments to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/26-2(c), amended by P.A. 100-825, to only permit reenrollment denial to a student 17 years of age or older for failure to meet minimum attendance standards.</li> <li>2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19, requiring ongoing professional development on appropriate and available supportive services to promote student attendance and engagement.</li> <li>3. 105 ILCS 5/26-12, amended by P.A. 100-825, prohibiting punitive action “unless available supportive services and other school resources have been provided to the student.”</li> </ol> <p>Additional continuous improvement updates are made to the footnotes and Cross References.</p>	<input type="checkbox"/>

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

<p>7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students</p>	<p>The policy, footnotes, and Legal References are updated to incorporate amendments to:</p> <ol style="list-style-type: none"> <li>1. The Communicable Disease Prevention Act, 410 ILCS 315/, amended by P.A. 100-741, requires the Ill. Dept. of Public Health (IDPH) to provide all students entering sixth grade and their parent(s)/guardian(s) with written information about the link between human papillomavirus (HPV) and certain cancers, as well as the availability of an HPV vaccine.</li> <li>2. The Dept. of Public Health Powers and Duties Law, 20 ILCS 2310/, amended by P.A. 100-977, requires the IDPH to develop, provide, or approve and publish informational materials for school districts regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations. An accompanying amendment to 105 ILCS 5/27-8.1 requires school districts to include such materials when they provide information on school health issues to students' parent(s)/guardian(s).</li> <li>3. 105 ILCS 5/27-8.1, amended by P.A. 100-829, requires all children entering kindergarten, second, sixth, and ninth grades to have a dental examination. Note: The addition of ninth grade affects high school and unit school districts.</li> </ol> <p>Additional continuous improvement updates are made to the policy, footnotes and Legal References.</p>	<input type="checkbox"/>
<p>7:150-AP, Agency and Police Interviews</p>	<p>The exhibit is <b>REWRITTEN</b>. It now directs the reader to the <i>Ill. Council of School Attorney Guidelines for Interviews of Students at School by Law Enforcement Authorities</i> and provides a website link.</p>	<input type="checkbox"/>
<p>7:190, Student Behavior</p>	<p>The policy, footnotes, and Legal References are updated to incorporate amendments to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.6, amended by P.A. 100-1035, allowing in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel.</li> <li>2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19, requiring ongoing professional development on appropriate and available supportive services to promote student attendance and engagement.</li> <li>3. 105 ILCS 5/22-33 (<i>Ashley's Law</i>), added by P.A. 100-660, requiring school districts to authorize a parent, guardian or designated caregiver of a student who is a qualifying patient to administer a medical cannabis infused product to the student on school premises or a school bus if both the student and the parent, guardian or designated caregiver have been issued registry identification cards.</li> <li>4. 105 ILCS 5/26-2a, amended by P.A. 100-918, defining a truant.</li> </ol> <p>Additional continuous improvement updates are made to the policy, footnotes and Legal References.</p>	<input type="checkbox"/>
<p>7:190-AP7, Student Discipline Guidelines</p>	<p>The procedure and footnotes are updated for continuous improvement and to incorporate:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, discussed 7:190, <i>Student Behavior</i>, above.</li> <li>2. 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-984, eff. 1-1-19, defining school resource officer.</li> </ol>	<input type="checkbox"/>

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

7:190-E2, Student Handbook Checklist	<p>The exhibit is updated to reflect:</p> <p>105 ILCS 5/27-23.11, added by P.A. 100-1056 (make education available to students in grades kindergarten through 8 concerning methods of preventing and avoiding traffic injuries related to walking and bicycling); and</p> <p><i>Ashley's Law</i>, 105 ILCS 5/22-33, added by P.A. 100-660 and 410 ILCs 130/, amended by P.A. 100-660 (allows students to be given medical cannabis infused products at school or on the school bus subject to certain conditions).</p>	<input type="checkbox"/>
7:190-E3, Memorandum of Understanding	<p>The exhibit and footnotes are updated to reflect 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-984, eff. 1-1-19 (definition of school resource officer and certification requirements). In addition, information about including a district's targeted school violence prevention program in the MOU is added. Other minor continuous improvement updates are made.</p>	<input type="checkbox"/>
7:200, Suspension Procedures	<p>The policy is unchanged. The footnotes are updated for continuous improvement and to incorporate amendments to 105 ILCS 5/10-22.6 by P.A.s 100-810 and 100-1035 (see 7:190, <i>Student Behavior</i>, above).</p>	<input type="checkbox"/>
7:250, Student Support Services	<p>The policy is updated for continuous improvement. The footnotes are updated to incorporate:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/14-1.09, amended by P.A. 100-750 (amending the definition of school psychologist); and</li> <li>2. 23 Ill.Admin.Code §§ 1.760(a), 23.130, 25.235, amended at 42 Ill. Reg. 8900 (governing school support personnel).</li> </ol>	<input type="checkbox"/>
7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health <u>Needs Problems</u>	<p><b>RENAMED.</b> The procedure is updated for continuous improvement. The footnotes are updated to align with the same laws discussed in 7:250, <i>Student Support Services</i>, above.</p>	<input type="checkbox"/>
7:260, Exemption from Physical Education	<p>The policy, footnotes, and Legal References are updated in response to 23 Ill.Admin.Code §1.425, amended at 42 Ill. Reg. 11542, governing substitutions for physical education and to align with 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students</i>.</p>	<input type="checkbox"/>
7:270, Administering Medicines to Students	<p>The policy, footnotes, Legal References, and Administrative Procedure References are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19 (district supply of undesignated asthma medication);</li> <li>2. <i>Ashley's Law</i>, 105 ILCS 5/22-33, added by P.A. 100-660 and 410 ILCs 130/, amended by P.A. 100-660 (allows students to be given medical cannabis infused products at school or on the school bus subject to certain conditions);</li> <li>3. 105 ILCS 5/20-30, amended by P.A. 100-799, eff. 1-1-19 (defining epinephrine injector to mean an auto-injector and a pre-filled syringe); and</li> <li>4. 105 ILCS 5/22-30, amended by P.A. 100-759, eff. 1-1-19 (district supply of undesignated opioid antagonists).</li> </ol>	<input type="checkbox"/>

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

7:270-AP1, Dispensing Medication	The procedure and Legal References are updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above.	<input type="checkbox"/>
7:270-AP2, Checklist for District Supply of Undesignated <u>Asthma Medication</u> , Epinephrine <del>Auto</del> -Injectors, and/or Opioid Antagonists	<b>RENAMED.</b> The procedure and Legal References are updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above.	<input type="checkbox"/>
7:270-E1, School Medication Authorization Form	<b>RENUMBERED.</b> The exhibit is updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above.	<input type="checkbox"/>
7:270-E2, School Medication Authorization Form – Medical Cannabis	<b>NEW.</b> The exhibit is created in response to <i>Ashley’s Law</i> , 105 ILCS 5/22-33, added by P.A. 100-660 and 410 ILCS 130/, amended by P.A. 100-660.	<input type="checkbox"/>
7:285-AP, Implementing a Food Allergy Management Program	The procedure is updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above along with continuous improvement pinpoint legal citations.	<input type="checkbox"/>
7:290, Suicide and Depression Awareness and Prevention	The policy, footnotes, and Legal References are updated to incorporate amendments to 105 ILCS 5/10-22.39 by P.A. 100-903, eff. 1-1-19. It requires in-service training to identify the warning signs of mental illness and suicidal behavior in youth at least once every two years for all licensed school personnel and administrators who work with K-12 students. Other continuous improvement updates are made.	<input type="checkbox"/>
7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness Prevention Program	The procedure is updated for the same reasons discussed in 7:290, <i>Suicide and Depression Awareness and Prevention</i> , above.	<input type="checkbox"/>
7:305, Student Athlete Concussions and Head Injuries	The policy and footnotes are updated in response to the Youth Sports Concussion Safety Act, 105 ILCS 5/22-80, amended by P.A. 100-747, eff. 1-1-19. It requires schools to distribute an IDPH brochure to any child (or the child’s parent/guardian) who may have sustained a concussion. Other continuous improvement updates are made.	<input type="checkbox"/>
7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries	The procedure is updated for the same reasons discussed in 7:305, <i>Student Athlete Concussions and Head Injuries</i> , above.	<input type="checkbox"/>



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**IASB Staff Members**, especially Policy Services Directors and Consultants and Field Services Directors

## Special Acknowledgement to IASB Administrative Assistants

The following individuals provide us with excellent assistance between and during the drafting of each **PRESS** issue. We also thank them and appreciate their dedication and contributions to the quality of this service.

**Christine Crilly**, Office of General Counsel, preparation, formatting, quality assurance, editor

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

## Document Status: Draft Update

### 2:80 Board Member Oath and Conduct

Each School Board member, before taking his or her seat on the Board, shall take the following oath of office:

I, (*name*), **do solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Putnam County Community Unit School District 535, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I **further swear** (or affirm) that:

I **shall respect** taxpayer interests by serving as a faithful protector of the School District's assets;

I **shall encourage** and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I **shall recognize** that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; **and**

I **shall abide** by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

**As part of the Board of Education**, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District; [PRESSPlus1](#)

I **shall foster** with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for (*name of School District*);

I **shall assist** in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I **shall strive** to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I **shall serve** as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for (*name of School District*); and

I **shall strive** to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

Each Board member who is taking office shall read the oath during an open meeting and swear or affirm to follow it as indicated in the oath.

The Board adopts the Illinois Association of School Boards' "Code of Conduct for Members of School Boards." A copy of the Code shall be displayed in the regular Board meeting room.

LEGAL REF.:

105 ILCS 5/10-16.5.

CROSS REF.:1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:50 (Board Member Term of Office), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational School Board Meeting)

**ADOPTED: November 17, 2014**

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### PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-16.5, amended by P.A. 100-1055, eff. 1-1-19, added six additional board member responsibilities to the school board member oath of office. To ensure compliance, those members that are newly elected or

appointed and returning by re-appointment and/or re-election should take the oath as the policy directs it to be administered. **Issue 99, October/November 2018**

## *Document Status: 5-Year-Review - Needs Review*

### **2:80-E Exhibit - Board Member Code of Conduct**

As a member of my local School Board, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:

1. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my Board membership for personal gain or publicity.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in School Board meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonably knowledgeable about local, State, national, and global education issues.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by my State and national school board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep my Board focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance.

DATED: October 21, 2013

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## Document Status: Draft Update

### 2:120 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 elected or appointed to fill a vacancy of at least one year's duration must complete at least 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.
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, appropriate and available supportive services for the promotion of student attendance and engagement, [PRESSPlus1](#) 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:

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: ~~December 19, 2016~~

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6, amended by P.A. 100-810. **Issue 99, October/November 2018**

## *Document Status: Draft Update*

### **4:130 Free and Reduced-Price Food Services**

#### Notice

The Superintendent or designee shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

#### Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

#### Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

#### Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

#### Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal. [PRESSPlus1](#)

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

#### LEGAL REF.:

U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.

U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.

105 ILCS 125/ et seq. and 126/.

23 Ill.Admin.Code §305.10 et seq.

**ADOPTED: December 21, 2009**

Question 1. See Comment PRESSPlus1. Has the Board adopted the optional sentence to inform the community about students' rights under the HFSBRA? Type yes or no. If yes, PRESS Plus will add the Hunger-Free Students' Bill of Rights Act to the Legal References.

Answer:

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## **PRESSPlus Comments**

PRESSPlus 1. The Hunger-Free Students' Bill of Rights Act (HFSBRA) (105 ILCS 123/, added by P.A. 100-1092) requires the district to provide a free meal or snack to a student who requests it, regardless of his or her ability to pay.

The HFSBRA does not contain a publication requirement. For boards that wish to inform their communities about students' rights under the HFSBRA, insert the following sentence:

The status of a student's appeal or eligibility for free or reduced-price food services shall not relieve the District of its obligation to provide him or her with a free meal or snack under the Hunger-Free Students' Bill of Rights Act if he or she requests one, regardless of his or her ability to pay.

See **Questions** to indicate whether the Board has adopted this optional sentence. **Issue 99, October/November 2018**

## Document Status: Draft Update

### 4:130-E Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications

On District letterhead, website, in student handbook, newsletters, bulletins, and/or calendars

Date:

To: ~~Students~~, Parents/Guardians, ~~Students~~, and Staff

Re: Eligibility and Meal Charge Notifications

The following notification is provided at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services* and 4:140, *Waiver of Student Fees*. For more information, see [www.fns.usda.gov/school-meals/unpaid-meal-charges](http://www.fns.usda.gov/school-meals/unpaid-meal-charges), and/or contact the Building Principal or designee.

#### Free and Reduced-Price Food Services Eligibility

When the ~~parents/guardians~~ of students are unable to pay for their ~~child(ren)~~'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. ~~Department~~ Dept. of Agriculture, and distributed by the ~~Illinois~~ Ill. State Board of Education.

#### Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your ~~child(ren)~~'s charges may be carried over at the end of the school year, i.e., beyond June 30<sup>th</sup>.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/, added by P.A. 100-1092). The District will make reasonable efforts to collect charges classified as delinquent debt.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact ~~parents(s)/guardian(s)~~ to attempt collection of the owed money when the amount owed is more than the amount of five lunches. ~~PRESSPlus1~~ If a parent/guardian regularly fails to provide meal money for the ~~child(ren)~~ that he/she is responsible for in the District and does not qualify for free meal benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

LEGAL REF.:

Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296).

7 C.F.R. §245.5.

~~105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.~~

23 Ill.Admin.Code Part 305, School Food Service.

~~DATED: May 15, 2017~~

Question 1. See Comment ~~PRESSPlus1~~. Has the Board adopted a lower amount than five meals to trigger contact with a student's parent/guardian to collect owed monies? Type yes or no. If yes, type the number of meals adopted.

Answer:

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#### PRESSPlus Comments

PRESSPlus 1. The Hunger-Free Students' Bill of Rights Act allows school districts to determine a lower amount than five meals to trigger contact with a student's parent/guardian to collect owed monies. Before the board and the superintendent engage in a conversation about lowering this number, the superintendent may want to consider a conversation with his or her staff regarding the logistics of contacting a student's parent(s)/guardian(s) more than once per week (five lunches (the law states one free lunch or snack per day)) as setting a lower number may be impracticable for staff members to implement. See **Questions** to indicate whether a lower amount has been adopted.

**If a lower amount is adopted, and if the district's policy 4:45 includes language regarding the Local Debt Recovery Program that may become available through the Illinois Office of the Comptroller in the future, ensure that the number matches the number listed in policy 4:45, *Insufficient Fund Checks and Debt Recovery*.** If the Local Debt Recovery Program is included in policy 4:45, see the **Question** listed for 4:45 in **PRESS Plus** Issue 99. (If the Local Debt Recovery Program is not included in the district's policy 4:45, policy 4:45 is not included in Issue 99 for your district.)

**Issue 99, October/November 2018**

## Document Status: Draft Update

### 4:170 Safety

#### Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

#### School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel. [PRESSPlus1](#)

#### Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Illinois State Board of Education (29 Ill.Admin.Code Part 1500).

#### Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

#### Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting

device, and

3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

#### Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

#### Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

#### Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Illinois Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

#### Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

#### LEGAL REF.:

105 ILCS 5/10-20.2, 5/10-20.5~~67~~, 5/18-12, and 5/18-12.5.

105 ILCS 128/, School Safety Drill Act, implemented by 29 Ill.Admin.Code Part 1500.

210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.

225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: January 16, 2018

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 128/20, amended by P.A. 100-996, eff. 1-1-19. **Issue 99, October/November 2018**

## Document Status: Draft Update

### 5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80 (c) of the School Code.

All applicants must complete a District application in order to be considered for employment.

#### Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration. [PRESSPlus1](#)

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

#### Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. [PRESSPlus2](#) The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. Department Dept. of State Police and/or Statewide Sex Offender Database. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws. [PRESSPlus3](#)

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/ 21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's personal online account, [PRESSPlus4](#) such as social networking website, including a request for passwords to such accounts sites.

#### Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

## Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

### LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

820 ILCS 55/, Right to Privacy in the Workplace Act.

~~Employee Credit Privacy Act~~, 820 ILCS 70/, Employee Credit Privacy Act.

~~Right to Privacy in the Workplace Act, 820 ILCS 55/.~~

Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.

Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.

Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.

~~105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 et seq.~~

~~820 ILCS 55/ and 70/.~~

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985) ~~483 N.E.2d 956 (Ill.App.1, 1985)~~, *aff'd in part and remanded* 115 Ill.2d 482 ~~505 N.E.2d 314 (Ill., 1987)~~.

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984) ~~468 N.E.2d 822 (Ill.App.2, 1984)~~.

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945) ~~59 N.E.2d 695 (Ill.App.1, 1945)~~.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel - Duties and Qualifications)

~~ADOPTED: November 17, 2014~~

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## **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-16.7. The foundation for a productive employment relationship begins with a board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: [www.iasb.com/pdf/found\\_prin.pdf](http://www.iasb.com/pdf/found_prin.pdf). See also 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, for best practice discussions about establishing the board-superintendent employment relationship and contract. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/10-21.9(b) and 105 ILCS 5/21B-10. The School Code requires the board president to keep a conviction record confidential. It is impossible to know whether a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases on a successful superintendent candidate will come back with a conviction record.

Therefore, in accordance with best practice (ensuring compliance and aligning with good governance principles), this policy does not assign a designee for the board president to complete this task. However, to balance the requirement to keep conviction records confidential with the practical implementation of ensuring a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases are performed on each successful superintendent applicant, a board president may want to designate the duty to order these checks to the individuals otherwise listed in 105 ILCS 5/10-21.9(b). **Issue 99, October/November 2018**

PRESSPlus 3. If a board wants to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, including the federal *Rap Back Service* (20 ILCS 2630/3.3, added by P.A. 100-718) and/or checks through consumer reporting agencies regulated by the Fair Credit Reporting Act (15 U.S.C. § 1681 *et seq.*), consult the board attorney. **Issue 99, October/November 2018**

PRESSPlus 4. Revised to more closely align to the legislative changes made to 820 ILCS 55/10 (*Facebook Password Law*) by P.A. 99-610. A *personal online account* is defined as an online account used primarily by a person for personal purposes. *Personal online account* does not include an account created, maintained, used, or accessed for the business purpose of a person's employer or prospective employer. **Issue 99, October/November 2018**

## *Document Status: Draft Update*

### **5:60 Expenses**

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

The School Board shall reimburse employees for expenses necessary for the performance of their duties, provided the expenses have been approved by the Superintendent or designee. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required.

The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. [PRESSPlus1](#) Employees must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses, attaching receipts to the voucher if possible. Expense vouchers shall be presented to the Board in its regular bill process.

LEGAL REF.:

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

105 ILCS 5/10-22.32.

820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

ADOPTED: February 21, 2017

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### **PRESSPlus Comments**

PRESSPlus 1. Optional. 820 ILCS 115/9.5, added by P.A. 100-1094, eff. 1-1-19. The purpose of this sentence is to provide information to employees and the community about Ill. Wage Payment and Collection Act exclusions from reimbursable expenses. **Issue 99, October/November 2018**

## Document Status: Draft Update

### 5:100 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 two 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 two 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 two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two 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 licensed school personnel and administrators who work with students in grades kindergarten through 12 to identify the warning signs of mental illness and suicidal behavior in youth adolescents and teens PRESSPlus1 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 five 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.
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, the appropriate and available supportive services for the promotion of student attendance and engagement, PRESSPlus2 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 on or after 8-19-2014 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, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.

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.
12. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
13. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.

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.:

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296.

7 C.F.R. Parts 210 and 235.

105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.610 (P.A. 100-14, final citation pending), 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), and 5/24-5.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

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 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 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: January 16, 2018

**PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-22.39(b), amended by P.A. 100-903, eff. 1-1-19. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19. **Issue 99, October/November 2018**

## Document Status: Draft Update

### 5:220 Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent. [PRESSPlus1](#)

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days. [PRESSPlus2](#)

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. [PRESSPlus3](#) Beginning July 1, 2020, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

#### Short-Term Substitute Teachers [PRESSPlus4](#)

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. [PRESSPlus5](#) Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

#### Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

#### Internal Substitution

**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.**

LEGAL REF.:

105 ILCS 5/10-20.67 (P.A. 100-596, final citation pending), 5/21B-20(2), and 5/21B-20(3), and 5/21B-20(4).

23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

**ADOPTED:** January 16, 2018

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### **PRESSPlus Comments**

PRESSPlus 1. Each board may require new substitute teacher employees to furnish evidence of physical fitness to perform duties assigned and must require new substitute teacher employees to furnish evidence of freedom from communicable disease. 105 ILCS 5/24-5(b-5), added by P.A. 100-855. Evidence may consist of a physical examination, which must be

performed within 90 days before the time it is presented to the board, and the substitute teacher bears the cost of the physical examination. Id. A new or existing substitute teacher may also be subject to additional health examinations as required by the Ill. Dept. of Public Health or by order of a local public health official. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/21B-20(4), added by P.A. 100-596. (Eff. 7-1-18 through 6-30-23) **Issue 99, October/November 2018**

PRESSPlus 3. 40 ILCS 5/16-118, amended by P.A. 100-596. **Issue 99, October/November 2018**

PRESSPlus 4. 105 ILCS 5/21B-20(4), added by P.A. 100-596, governs Short-Term Substitute Teaching Licenses, which may be issued from 7-1-18 until 6-30-23. Short-Term Substitute Teaching Licenses are not eligible for endorsements. Id. Applicants for a Short-Term Substitute Teaching License must hold an associate's degree or have completed at least 60 credit hours from a regionally accredited institution of higher education. Individuals who have had their Professional Educator License or Educator License with Stipulations suspended or revoked are not eligible to be short-term substitutes. Id. Short-term substitutes may not be hired for teacher absences lasting six or more days. **Issue 99, October/November 2018**

PRESSPlus 5. 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-596, requires boards to conduct this training. This requirement provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for a short-term substitute teacher training program that provides individuals who hold a Short-Term Substitute Teaching License with information on curriculum, classroom management techniques, school safety, and district and building operations. See also 5:220-AP, *Substitute Teachers*, and f/n 3 in 5:220-AP. These expectations will be most effective when they reflect local conditions and circumstances. Training and curriculum for a short-term substitute teacher training program may be subjects of mandatory collective bargaining, therefore consulting with the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new programs for staff without first offering to negotiate them with the applicable exclusive bargaining representative.

School boards may choose to also offer this training program to individuals who hold a Substitute Teaching License and/or substitute teachers holding a Professional Educator License. This provision repeals on 7-1-23. **Issue 99, October/November 2018**

## Document Status: Draft Update

### 6:20 School Year Calendar and Day

#### School Calendar

The School Board, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

#### Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

#### School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

#### LEGAL REF.:

105 ILCS 5/10-19, 5/10-24.46, ~~5/18-8.05~~ [PRESSPlus1](#) 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.

10 ILCS 5/11-4.1.

23 Ill.Admin.Code §1.420(f).

Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir., 1995).

CROSS REF.:2:20 (Powers and Duties of the School Board; Indemnification), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

~~ADOPTED: December 15, 2014~~

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#### **PRESSPlus Comments**

PRESSPlus 1. Repealed by 100-582, eff. 3-23-18. **Issue 99, October/November 2018**

## Document Status: Draft Update

### 6:60 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. Before the completion of grade 5, students will be offered at least one unit of cursive instruction.
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, 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 courses during the previous two 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: [PRESSPlus1](#) (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) 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.
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 in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. 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 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 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 as determined by the Superintendent or designee 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. [PRESSPlus2](#)
16. In all schools, the curriculum includes a unit of instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction as determined by the Superintendent or designee 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.
20. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling. [PRESSPlus3](#)

#### LEGAL REF.:

Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.

Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

47 C.F.R. §54.520

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, 5/27-20.7, 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, 5/27-23.11, 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 21st 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 Education)

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## **PRESSPlus Comments**

PRESSPlus 1. The driver's education course requirements added to this policy are not new. They have been added to make the policy's discussion of the course more comprehensive. **Issue 99, October/November 2018**

PRESSPlus 2. Edited to clarify that a *unit of instruction* is to be determined by the Superintendent or designee. **Issue 99, October/November 2018**

PRESSPlus 3. 105 ILCS 5/27-23.11, added by P.A. 100-1056, requires districts that maintain any of the grades kindergarten through 8 to adopt policy language regarding biking and walking safety education. The law is silent about how to educate students on this topic. See 6:60-AP, E1, *Resources for Biking and Walking Safety Education*, for additional information. **Issue 99, October/November 2018**

## Document Status: Draft Update

### 6:240 Field Trips and Recreational Class Trips

*Title has been updated. Original Title: Field Trips and Recreational Class Trips*

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip; and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, *Waiver of Student Fees* free or reduced school lunches. [PRESSPlus1](#) All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

#### Recreational Class Trips

Recreational class trips are permissible provided they do not interfere with the District's educational goals. The provisions in this policy concerning field trips are also applicable to recreational class trips, except those regarding educational value.

LEGAL REF.:

105 ILCS 5/29-3.1.

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)

~~ADOPTED: May 20, 2013~~

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 98, May/June 2018**

## Document Status: Draft Update

### 6:250 Community Resource Persons and Volunteers

The School Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee; [PRESSPlus1](#)
5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the *Child Murderer and Violent Offender Against Youth Registration Act*, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

720 ILCS 5/12C-50.1, *Failure to Report Hazing*.

730 ILCS 150/1 *et seq.*, *Sex Offender Registration Act*.

730 ILCS 152/101 *et seq.*, *Sex Offender Community Notification Law*. ~~and~~

730 ILCS 154/75 *et seq.* ~~105~~, *Murderer and Violent Offender Against Youth Community Notification Law*.

730 ILCS 154/101 *et seq.*, *Murderer and Violent Offender Against Youth Registration Act*.

CROSS REF.: 4:170 (Safety), 4:175 (*Convicted Child Sex Offender; Screening; Notifications*), 5:90 (*Abused and Neglected Child Reporting*), 5:280 (*Duties and Qualifications*), 8:30 (*Visitors to and Conduct on School Property*), 8:95 (*Parental Involvement*)

~~ADOPTED: January 21, 2014~~

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### PRESSPlus Comments

PRESSPlus 1. Updated to reflect a long-standing School Code provision that schools may use resource persons and volunteers for crisis intervention services. **Issue 98, May/June 2018**

## Document Status: Draft Update

### 6:310 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 or high school courses offering dual credit courses at both the college and high school level [PRESSPlus1](#)
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 Tech Prep 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; registered apprenticeship program.** [PRESSPlus2](#) 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 or a registered apprenticeship program 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 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. Ongoing participation 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 or extracurricular athletic program; [PRESSPlus3](#)
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 who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*. **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 American Council on Education

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.

### 110 ILCS 27/, Dual Credit Quality Act.

23 Ill.Admin.Code §§1.425(e) ~~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 Education)

~~ADOPTED: January 16, 2018~~

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### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-20.62, renumbered and amended by P.A. 100-792, eff. 1-1-19, mandates that qualified dual enrollment students are allowed to enroll in and earn an unlimited amount of academic credits from dual credit courses taught by an Illinois Instructor.

The Dual Credit Quality Act, 110 ILCS 27/, amended by P.A. 100-1049, requires community college districts to enter into a dual credit partnership agreement with any school districts within their jurisdiction that request one. If the district and community college cannot agree within 180 days of a district's initial request to enter into a partnership agreement, the two parties must use the model partnership agreement located at 110 ILCS 27/19, added by P.A. 100-1049, eff. 1-1-19. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/2-3.173, added by P.A. 100-992, established a registered apprenticeship program. **Issue 99, October/November 2018**

PRESSPlus 3. 23 Ill.Admin.Code §1.425(e)(2), added at 42 Ill. Reg. 11542, defines *interscholastic* and *extracurricular athletic programs* as "those programs that are sponsored by the school district as defined by school district policy." Boards have no authority to honor parental excuses based upon students' participation in athletic training, activities or competition conducted outside the auspices of the school district. 23 Ill.Admin.Code §1.425(e)(6), added at Ill. Reg. 11543. **Issue 99, October/November 2018**

## Document Status: Draft Update

### 7:70 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), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. 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 protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. 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.
6. 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.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent 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*.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement. [PRESSPlus1](#)
9. 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.
10. 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.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant minor [PRESSPlus2](#) for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. 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.

13. A process for a 17 year old resident to participate in the District's various programs and resources for truant. 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*.
14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum ~~academic or~~ attendance ~~academic or~~ PRESSPlus3 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, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 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:~~ January 16, 2018

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**PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/26-12, amended by P.A. 100-825. A truant minor may not be expelled for nonattendance unless he or she has accrued 15 consecutive days of absences without valid cause and the student cannot be located by the school district or the school district has located the student but cannot, after exhausting all available support services, compel the student to return to school. **Issue 99, October/November 2018**

PRESSPlus 3. 105 ILCS 5/26-2(c)(3), amended by P.A. 100-825. **Issue 99, October/November 2018**

## Document Status: Draft Update

### 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

#### Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all female students entering sixth grade and their parent(s)/guardian(s) information about the link between human papilloma virus (HPV) and cervical HPV-related cancers and the availability of the HPV vaccine. [PRESSPlus1](#)
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s). [PRESSPlus2](#)

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

#### Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

#### Dental Examination [PRESSPlus3](#)

All children in kindergarten and the second, **and sixth, and ninth** grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, **or sixth, or ninth** grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

#### Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious **or medical** grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if **the examining physician, advanced registered practice nurse, or physician assistant** provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

#### Homeless Child

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

#### LEGAL REF.:

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

105 ILCS 5/27-8.1 and 45/1-20.

410 ILCS 45/7.1 and 315/2e.

23 Ill.Admin.Code §1.530.

77 Ill.Admin.Code Part 665.

77 Ill.Admin.Code Part 690.

CROSS REF.:6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

**ADOPTED: May 15, 2017**

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#### **PRESSPlus Comments**

PRESSPlus 1. The Communicable Disease Prevention Act, 410 ILCS 315/, amended by P.A. 100-741. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/27-8.1(8.5), added by P.A. 100-977, eff. 1-1-19. **Issue 99, October/November 2018**

PRESSPlus 3. 105 ILCS 5/27-8.1, amended by P.A. 100-829, now requires students entering ninth grade to have a dental examination. **Issue 99, October/November 2018**

## Document Status: Draft Update

### 7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

#### When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including ~~medical cannabis~~, marijuana, ~~and~~ hashish, and ~~medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law~~). [PRESSPlus1](#)
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited ~~unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law~~.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's

parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised. [PRESSPlus2](#)
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look alikes* of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

### LEGAL REF.:

~~20 U.S.C. §6081, Pro-Children Act of 1994.~~ ~~Gun-Free Schools Act, 20 U.S.C. §7961 et seq.~~

~~Pro-Children Act of 1994, 20 U.S.C. §6081.~~ ~~20 U.S.C. §7961 et seq.,~~ Gun Free Schools Act.

~~105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.~~

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

~~105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.~~

23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular

Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: January 16, 2018

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## **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/22-33 (*Ashley's Law*), added by P.A. 100-660, provides that school districts "shall authorize a parent or guardian or any other individual registered with the Ill. Dept. of Public Health as a designated caregiver of a student who is a registered qualifying patient to administer a medical cannabis infused product to the student on the premises of the child's school or on the child's school bus if both the student (as a registered qualifying patient) and the parent or guardian or other individual (as a registered designated caregiver) have been issued registry identification cards under the Compassionate Use of Medical Cannabis Pilot Program Act." Once the product is administered, the designated caregiver must remove the product from the school premises/bus. The product may not be administered in a manner that would (in the school or district's opinion) create a disruption or expose other students to the product, and schools are not required to authorize use of the product if the school or district would lose federal funding as a result. For more discussion, see 7:270, *Administering Medicines to Students*. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/10-22.6, amended by P.A. 100-1035, allows in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. Providing programming during in-school suspensions is not required, however providing such programming will help distinguish them from exclusionary suspensions. **Issue 99, October/November 2018**

## Document Status: Draft Update

### 7:250 Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school 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 school 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 school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. Guidance and school 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 ~~need/problems~~ **PRESSPlus1** that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such ~~need/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.:

405 ILCS 49/, Children's Mental Health Act of 2003.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

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:** January 16, 2018

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#### PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 99, October/November 2018**

## Document Status: Draft Update

### 7:260 Exemption from Physical 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. 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*.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

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.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course: [PRESSPlus1](#)

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

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: January 16, 2018

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### PRESSPlus Comments

PRESSPlus 1. Updated in response to 23 Ill.Admin.Code §1.425, amended at 42 Ill. Reg. 11542. The board may insert additional criteria; if additional criteria is adopted, insert it and select "Adopted with Additional District Edits" as the Save Status. **Issue 99, October/November 2018**

## Document Status: Draft Update

### 7:270 Administering Medicines to Students

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

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

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

#### Self-Administration of Medication

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

#### School District Supply of Undesignated Asthma Medication [PRESSPlus1](#)

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law.

*Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, [PRESSPlus2](#) may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### Designated Caregiver Administration of Medical Cannabis [PRESSPlus3](#)

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District, [PRESSPlus4](#) and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*. [PRESSPlus5](#)

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. [PRESSPlus6](#) Smoking and/or vaping medical cannabis is prohibited. [PRESSPlus7](#)

After administering the product to the student, the designated caregiver shall immediately [PRESSPlus8](#) remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. [PRESSPlus9](#)

Discipline of a student for being administered a product by a designated caregiver pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication. [PRESSPlus10](#)

The **Designated Caregiver Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

#### Administration of Undesignated Medication

Upon any administration of an undesignated asthma medication, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

#### Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parent(s)/guardians of students, should rely on the District for the availability of undesignated asthma medication. This policy does not guarantee the availability of undesignated medications. Students and their parent(s)/guardian(s) should consult their own physician regarding these medication(s).

#### LEGAL REF.:

105 ILCS 5/10-20.14b, 5/10-22.21b, ~~and 5/22-30~~, and 5/22-33.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program Act, and scheduled to be repealed on July 1, 2020.

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

CROSS REF.:7:285 (Food Allergy Management)

~~ADOPTED: October 17, 2016~~

Question 1. Has the Board adopted the optional subsection regarding a School District Supply of Undesignated Asthma Medication? Type yes or no.

Answer:

Question 2. Has the Board adopted the subsection regarding Designated Caregiver Administration of Medical Cannabis? Type yes or no.

Answer:

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#### **PRESSPlus Comments**

PRESSPlus 1. Optional. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19. The law permits a district to maintain a supply of undesignated asthma medication in any secure location that is accessible before, during, and after school where a person is most at risk, including, but not limited to a classroom or the nurse's office, and use them when necessary. The P.A. 100-726, eff. 1-1-19, amendment requiring accessibility before, during, and after school does not address the logistical issues that classrooms are typically locked before and after school. Consult the board attorney about the implementation issues with this new phrase in the law.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated asthma medication, implement a plan for its use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is when the district provides them, but does not have them accessible before, during, and after school where an asthmatic person is most at risk as required by 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19.

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the

assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated asthma medication in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

See **Questions** to indicate whether the board has adopted the School District Supply of Undesignated Asthma Medication subsection.

#### **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/22-30(a), amended by P.A. 100-726, eff. 1-1-19, defines *trained personnel* as any school employee or volunteer personnel authorized in Sections 10-22.34, 10-22.34a, and 10-22.34b of the School Code who has completed training required by 105 ILCS 5/22-30(g), amended by P.A. 100-726, eff. 1-1-19 to recognize and respond to anaphylaxis, an opioid overdose, or respiratory distress. ISBE must develop the training curriculum for trained personnel, and it may be conducted online or in person. **Issue 99, October/November 2018**

PRESSPlus 3. 105 ILCS 5/22-33(g), added by P.A. 100-660 (*Ashley's Law*), allows students to be given medical cannabis infused products at school or on the school bus and requires school boards to adopt a policy to implement the law. **Important: Implementation of this policy may cause a district to lose federal funding. Consult the board attorney.**

See **Questions** to indicate whether the board has adopted the Designated Caregiver Administration of Medical Cannabis subsection.

#### **Issue 99, October/November 2018**

PRESSPlus 4. The laws are silent about copies of the cards being provided to the district. Requiring copies of the registry cards is a best practice. Consult the board attorney about any records laws implicated in requiring and maintaining copies of these registry cards. **Issue 99, October/November 2018**

PRESSPlus 5. A completed and signed school medication authorization form is not required by *Ashley's Law* but is a best practice and consistent with this sample policy's language for other medications. See sample exhibit 7:270-E2, *School Medication Authorization Form - Medical Cannabis*, available by logging in to **PRESS Online** at iasb.com. **Issue 99, October/November 2018**

PRESSPlus 6. Consult the board attorney regarding the controversial issue of students using at, or bringing to school, cannabis-infused products without THC that are derived from *industrial hemp* (hemp oil or cannabidiol (CBD) oil, the naturally occurring cannabinoid constituent of cannabis). **Issue 99, October/November 2018**

PRESSPlus 7. Optional sentence. 410 ILCS 130/10(q), amended by P.A. 100-660, and scheduled to be repealed on July 1, 2020, prohibits medical cannabis from being smoked. District administrators may find providing this information to the community helpful to enforcement of this policy. **Issue 99, October/November 2018**

PRESSPlus 8. The word *immediately* is not in *Ashley's law*. It is added to ensure legal compliance with federal laws that could affect federal funding. For example, consider administrators who may be in the situation where a designated caregiver provides his or her child the product and then wants to volunteer in the school or greet another child in the school while carrying the product in the building which may violate the Cannabis Control Act (720 ILCS 550/). Consult the board attorney about the best term to use here, if any, as nothing in the law addresses these common scenarios that school administrators will encounter. **Issue 99, October/November 2018**

PRESSPlus 9. 105 ILCS 5/22-33(e), added by P.A. 110-660. **Issue 99, October/November 2018**

PRESSPlus 10. Discuss with the board attorney whether the board should remove this sentence when the district reaches full implementation of this section. **Issue 99, October/November 2018**

## Document Status: Draft Update

### 7:290 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

#### Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.1663(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate [PRESSPlus1](#)
  - a. ~~For students in grades 7 through 12, implementation shall incorporate~~ The training required by 105 ILCS 5/10-22.39 for ~~school guidance counselors, teachers, school social workers, and other~~ licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. ~~For all students, implementation shall incorporate Illinois~~ Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
  - a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
  - c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - d. State and/or federal resources that address emotional or mental health safety plans for students who are at a potentially increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

#### Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, *Board Policy Development*.

#### Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

#### Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

#### LEGAL REF.:

105 ILCS 5/2-3.166~~3~~, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.

745 ILCS 10/.

CROSS REF.:2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

**ADOPTED:December 21, 2015**

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#### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-22.39, amended by P.A. 100-903, eff. 1-1-19, requires licensed school personnel and administrators who work with students in kindergarten through grade 12 to be trained to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques. **Issue 99, October/November 2018**

## Document Status: Draft Update

### 7:305 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. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
  - a. The Board must appoint or approve member(s) 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, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); 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.
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*, 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, advanced practice registered nurse, physician assistant 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 staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available. [PRESSPlus1](#)
9. Include a requirement for certified athletic trainers to complete and submit a monthly report to the IHSA 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), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

ADOPTED: January 16, 2018

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**PRESSPlus Comments**

PRESSPlus 1. Required by 20 ILCS 2310/2310-307, added by P.A. 100-747, eff. 1-1-19. **Issue 99, October/November 2018**

## Document Status: Draft Update - Rewritten

### 3:40-E Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

The School Board hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7. As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: [www.iasb.com/pdf/found\\_prin.pdf](http://www.iasb.com/pdf/found_prin.pdf). [PRESSPlus1](#)

The foundation for a productive employment relationship begins when the Board identifies the most qualified superintendent candidate (*successful superintendent candidate*) after an established interview process. The Board then extends an offer of employment to the successful superintendent candidate. The employment search process and resulting relationship should consist of mutual respect and a clear understanding of respective roles, responsibilities, and expectations. This relationship should begin with the Board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See *Principles* at: [www.iasb.com/pdf/found\\_prin.pdf](http://www.iasb.com/pdf/found_prin.pdf).

Below, the *Checklist for the Superintendent Employment Contract Negotiation Process (Checklist)* provides a column entitled **Superintendent Contract Term Considerations for the Board**. It lists common superintendent employment contract terms and points of consideration for boards to prepare for during the contract formation process. Another column entitled **Explanation, Special Considerations, and Resources** provides extra information about these common superintendent employment contract terms.

The *Checklist* is intended to serve as a resource to educate and guide the Board through the employment contract negotiation process with its successful superintendent candidate. Board members who are educated about the content within the *Checklist* are crucial to successful negotiation processes. An educated contract formation and negotiation process, along with a well-written contract and job description for the Superintendent, all set the foundation for mutual respect and a clear understanding of the Board and Superintendent's respective roles, responsibilities, and expectations. **Important:** This *Checklist* is a resource for contract formation; it is not a list of *must have* items for a superintendent's employment contract or a basis for a board to re-open contracts currently in effect. [PRESSPlus2](#)

Prior to providing the successful superintendent candidate an offer for employment and contract for review, consideration, and negotiation, consult the Board Attorney about the *Checklist* and the scope of the terms the Board wishes to offer the successful superintendent candidate. The Board and the successful superintendent candidate should expect and encourage the other to seek the advice of their respective attorneys during the employment contract formation process.

Many attorneys agree and best practices suggest that boards and successful superintendent candidates work with their own separate attorneys in an amicable and cooperative manner to complete the employment contract negotiation process.

**Board Attorney.** Prior to providing any successful superintendent candidate with an offer for employment and a contract for review, consideration, and negotiation, best practices suggest consulting the Board Attorney about the *Checklist*. **Note:** Boards should view a successful superintendent candidate retraining his or her own attorney as a best practice (as opposed to a warning sign). Each party is beginning the employment relationship in a cooperative manner to set an appropriate foundation to the future working relationship.

#### Power and Duties of the Superintendent

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duties	Does the Board enumerate the duties of the Superintendent in the employment contract? <ol style="list-style-type: none"> <li>1. Are the statutory duties of the Superintendent listed?</li> <li>2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment?</li> </ol> See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.
	How will the Board address outside activities of the Superintendent?

Full-time, Attention and Energy Clause	<ol style="list-style-type: none"> <li>1. How will the Board define <i>outside activities</i>?</li> <li>2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract?</li> <li>3. Will the Board require approval/notification before the Superintendent engages in outside activities?</li> </ol>
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**Employment and Compensation**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duration of Contract	<p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p>
Salary	<p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> <li>1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (prior to 7-1-18 (40 ILCS 5/15-155(g), amended by P.A. 100-587)) or three percent (40 ILCS 5/15-155 (g-1), amended by P.A. 100-587) prior to retirement? <a href="#">PRESSPlus3</a></li> <li>2. What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary of \$177,412 (P.A. 100-23 now makes school districts responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds \$177,412)?</li> <li>3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)?</li> </ol> <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> <li>1. A fixed salary for each year of the contract.</li> <li>2. A guaranteed minimum salary.</li> <li>3. Compensation increases.</li> </ol>
Severance Agreements	<p>The Government Severance Pay Act (GSPA), 5 ILCS 415/10, added by P.A. 100-895, eff. 1-1-19, requires the following contract provisions: <a href="#">PRESSPlus4</a></p> <ol style="list-style-type: none"> <li>1. A restriction to an amount not exceeding 20 weeks of compensation; and</li> <li>2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. See the <i>Severance Pay</i> row under the <b>Changes to the Superintendent's Employment Contract</b> subhead below for a definition of what misconduct means in the context of this law.</li> </ol>
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	<p>How does the Board want to address:</p> <ol style="list-style-type: none"> <li>1. Pension contributions (TRS-THIS)?</li> <li>2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation?</li> <li>3. Unforeseen pension reform issues?</li> </ol>

**Conditions of Employment**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	Does the Board want to require the successful superintendent candidate to guarantee that as the

Administrative License	future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?
Criminal Background Check Law	105 ILCS 5/10-21.9. See also <b>PRESS</b> sample policy 5:30, <i>Hiring Process and Criteria</i> and the subhead entitled <b>Fingerprint-based Criminal History Records Information Check</b> in administrative procedure 5:30-AP2, <i>Investigations</i> .
Other Background Check Laws	<p>Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9 and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 <i>et seq.</i>, Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party <i>consumer reporting agencies</i>, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer.</p> <p>820 ILCS 75/, Ill. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (<i>a/k/a ban the box law</i>).</p> <p>820 ILCS 55/, Ill. Right to Privacy in the Workplace Act, prohibits employers from:</p> <ol style="list-style-type: none"> <li>1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account;</li> <li>2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and</li> <li>3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's use of a lawful product off District property during nonworking hours, i.e., tobacco or alcohol.</li> </ol> <p>820 ILCS 70/, Ill. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a <i>bona fide occupational requirement</i>, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than \$100; and (3) involve having access to confidential and financial information. <b>Note:</b> Any one of these grounds alone is sufficient.</p>
Medical Examination	<p>105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</p> <p>The Americans With Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r).</p> <p>See also <b>PRESS</b> sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns 18 and 19.</p>
Tenure	<p>Suspension of Tenure</p> <p>With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost.</p> <p>Continued Tenure</p> <p>Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure.</p> <p>See 105 ILCS 5/10-23.8 and the <i>Duration of Contract</i> row in the <b>Employment and Compensation</b> checkbox, above.</p>

Evaluations and Goals

Superintendent	
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Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
<p>Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent</p>	<p>105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine.</p> <p>Regarding its goals and indicators, has the Board:</p> <ol style="list-style-type: none"> <li>1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states “and other information as the Board may determine”)?</li> <li>2. Included them in the body of the employment contract? Or as an exhibit to it?</li> <li>3. Set them to be: <ol style="list-style-type: none"> <li>a. Measurable and achievable, i.e., are they within the Superintendent’s control?</li> <li>b. Objective, subjective or a combination of both?</li> </ol> </li> <li>4. Set a timeline for achievement, and if so is it on an: <ol style="list-style-type: none"> <li>a. Annual basis?</li> <li>b. Prior to completion of the employment contract?</li> </ol> </li> <li>5. Set them as procedural, substantive, or a combination of both?</li> </ol> <p>For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see:</p> <p>IASB’s <i>Field Services Catalog</i> at:  <a href="http://www.iasb.com/pdf/fieldservicecatalog.pdf">www.iasb.com/pdf/fieldservicecatalog.pdf</a>.</p> <p>Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for boards to hold their superintendents accountable for district performance, including academic achievement:</p> <p><i>Setting District Goals and Direction</i> (leads a board and superintendent to develop their own district-language for specific measurable, and attainable goals and indicators)</p> <p><i>The Superintendent Evaluation Process</i> (describes an effective method of holding the superintendent accountable)</p> <p><i>The Board and its Superintendent</i> (workshop assisting a board in developing an effective relationship with its superintendent).</p>
<p>Superintendent Evaluation</p>	<p>Once the Board has developed its goals and indicators (as discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to:</p> <ol style="list-style-type: none"> <li>1. “Direct, through policy, its superintendent in his or her charge of the administration of the school district;” and</li> <li>2. Evaluate the superintendent in his or her “administration of school board policies and his or her stewardship of the assets of the district.”</li> </ol> <p>How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?</p> <p>Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? <b>Note:</b> Some districts do not consider the superintendent evaluation to be a <i>one-time event</i> and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime.</p> <p>Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent’s evaluation process?</p> <p>What evaluation instrument will be used? How will the evaluation be documented?</p>

Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?

Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine?

For more information about best practices when planning for and evaluating the Superintendent, see:

*The Superintendent Evaluation Process* at: [www.iasb.com/training/superintendent-evaluation-process.pdf](http://www.iasb.com/training/superintendent-evaluation-process.pdf);

IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: [www.iasb.com/principles.cfm](http://www.iasb.com/principles.cfm); stating "the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy".

**Expenses and Benefits**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Expenses	<p>How will the Board address expenses in its employment contract negotiations with the successful superintendent candidate?</p> <p>Business</p> <ol style="list-style-type: none"> <li>1. What standard will the Board use, e.g., reasonable, itemized, etc.?</li> <li>2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent's expenses?</li> </ol> <p>Transportation</p> <p>Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include:</p> <ol style="list-style-type: none"> <li>1. Vehicle insurance reimbursement(s)</li> <li>2. Vehicle repair reimbursement(s)</li> <li>3. A travel allowance only at either a set amount or the District's per mile rate</li> <li>4. A vehicle</li> <li>5. Out-of-district travel</li> </ol>
Insurance	<p>Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate?</p> <p>Some items successful superintendent candidates request include:</p> <ol style="list-style-type: none"> <li>1. Insurance contributions as part of a Cafeteria Plan, or in the alternative, the Board paying the premiums.</li> <li>2. Specific insurance coverages from the Board, such as health, dental, vision, life, disability, etc.</li> </ol>
Vacation	<p>Will the Board address vacation days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> <li>1. How many days?</li> <li>2. Will vacation days accumulate? And, if so, how?</li> <li>3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process.</li> <li>4. Will the Board address reimbursement for unused days?</li> </ol>
Sick Leave/Days	<p>Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> <li>1. Will sick leave be limited to annual sick leave days in the District's teachers' contract?</li> </ol>

Sick Leave/Days	<ol style="list-style-type: none"> <li>2. How will sick day accumulation be addressed?</li> <li>3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.</li> </ol>
Professional Activities and Organizations   Memberships in Community Organizations	<p>Will the Board address memberships in professional activities/organizations and/or community organizations its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> <li>1. How many organizations will the Board allow the Superintendent to join?</li> <li>2. Which organizations will be allowed?</li> <li>3. What is the Board's limit for the cost of dues to professional organizations?</li> </ol>
Retirement	<p>Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then:</p> <ol style="list-style-type: none"> <li>1. Has the Board thoroughly examined and addressed: <ol style="list-style-type: none"> <li>a. Any consequences or other penalties to it?</li> <li>b. The impact of any prior salary increases?</li> <li>c. Potential pension reform issues?</li> </ol> </li> <li>2. Often, a successful superintendent candidate's attorney has interest in the following issues: <ol style="list-style-type: none"> <li>a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc.</li> <li>b. Whether a potential retirement payment will be properly creditable for TRS purposes. <b>Note:</b> Ultimately, only TRS has the authority to determine creditability.</li> </ol> </li> </ol>
Annuities and Other Deferred Compensation	<p>Will the Board address any type of annuities and other deferred compensation issues? If yes, then:</p> <ol style="list-style-type: none"> <li>1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary?</li> <li>2. Will it contribute creditable earnings for TRS purposes?</li> </ol>

**Changes to the Superintendent's Employment Contract**

<b>Superintendent Contract Term Considerations for the Board</b>	<b>Explanation, Special Considerations, and Resources</b>
Non-Renewal at End of Contract	<p>How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it?</p> <ol style="list-style-type: none"> <li>1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable?</li> <li>2. Will the Board require the Superintendent to remind it of the non-renewal date?</li> <li>3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification?</li> <li>4. Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal?</li> </ol>
Renewal at End of Contract	<p>Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then:</p> <ol style="list-style-type: none"> <li>1. What date would be the earliest that the Board could renew its employment contract with the Superintendent?</li> <li>2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.</li> </ol>
Contract Extensions	<p>Will the Board agree to allow for an extension of its employment contract during its term? If yes, then:</p> <ol style="list-style-type: none"> <li>1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board's stated goals and indicators of student performance and academic improvement and other information it required?</li> <li>2. Will the Board agree to extend a one-year contract when the Superintendent is not required to</li> </ol>

	<p>meet any goals?</p> <p>See 105 ILCS 5/10-23.8.</p>
Terminations	<p>If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term?</p> <ol style="list-style-type: none"> <li>1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement?</li> <li>2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent?</li> <li>3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other?</li> <li>4. Will the Board terminate the employment contract for permanent disability of the Superintendent? <ol style="list-style-type: none"> <li>a. How will the Board define permanent disability in the contract?</li> <li>b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or</li> <li>c. Will the Board consider duration of absence; e.g., 90-days or exhaustion of sick leave, whichever is greater?</li> </ol> </li> </ol> <p>See <b>PRESS</b> sample policy 5:180, <i>Temporary Illness or Temporary Incapacity</i>.</p> <ol style="list-style-type: none"> <li>5. What standard will the Board use to terminate the employment contract for cause? Items to consider include: <ol style="list-style-type: none"> <li>a. Any conduct detrimental/prejudicial to the District;*</li> <li>b. Just cause;</li> <li>c. Sufficient to dismiss a tenured teacher;</li> <li>d. Material breach of contract; or</li> <li>e. Not arbitrary and capricious.</li> </ol> <p>*50 ILCS 205/3c, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See <b>Severance Pay</b> row directly below.</p> </li> <li>6. Will the Board agree to provisions for hearing and due process for the Superintendent?</li> <li>7. How will the Board address death of its Superintendent during the duration of the employment contract?</li> </ol>
Severance Pay	<p>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1), added by P.A. 100-895, eff. 1-1-19:</p> <ol style="list-style-type: none"> <li>1. A restriction to an amount not exceeding 20 weeks of compensation; and</li> <li>2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c, amended by P.A. 100-1040 limits sexual harassment or discrimination to instances when an employee is "found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964." For more discussion about these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.</li> </ol>
Liquidated Damages	<p>Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?</p> <ol style="list-style-type: none"> <li>1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys?</li> <li>2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?</li> </ol>

Amendments	How will the Board and Superintendent agree to allow for amendments to the employment contract?
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**What technical clauses need to be in the Superintendent's employment contract?**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Technical clauses (common in contracts)	<p>If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent's attorney reviewed them?</p> <ol style="list-style-type: none"> <li>1. Notice</li> <li>2. Applicable law</li> <li>3. Headings and numbers</li> <li>4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract?</li> <li>5. Counterparts</li> <li>6. Effect of Policy Amendments</li> <li>7. Severability</li> <li>8. Advice of Counsel</li> </ol>

**Miscellaneous Issues**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Obligations Under the Employment Contract	<p>Do all members of the Board understand the District's obligations under the employment contract and what not complying with them will mean to the District?</p> <p>Specifically, are Board members aware of the Board's specific obligations regarding:</p> <ol style="list-style-type: none"> <li>1. The Superintendent Evaluation</li> <li>2. Goal setting</li> <li>3. Required notifications/actions by each party prior to termination of the employment contract</li> </ol>
Ongoing Monitoring of Each Party's Compliance with the Contract	Are the Board and Superintendent actually complying with the terms of the employment contract? Has the Board Attorney explained how the Board should monitor compliance with the employment contract?
Legislative Issues	How might pending pension reform legislation or other trending legislation affect the employment contract?

**PRESSPlus Comments**

PRESSPlus 1. This Board exhibit is REWRITTEN for Issue 99. For a redline showing the changes made, see PRESS Online at [iasb.com](http://iasb.com). **Issue 99, October/November 2018**

PRESSPlus 2. Added for clarity. **Issue 99, October/November 2018**

PRESSPlus 3. P.A. 100-587 amended the threshold to prevent school districts from granting double-digit pension-boosting raises to employees approaching retirement. It was reduced from six percent (in place since 2005) to three percent. **Issue 99, October/November 2018**

PRESSPlus 4. The Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19, prohibits severance agreements for employees with contract provisions from receiving any severance when they are fired for misconduct, which includes sexual harassment and/or discrimination. **Issue 99, October/November 2018**







# FICEK ELECTRIC & COMMUNICATION SYSTEMS, INC.

Electrical / PBX / IP Telephony / Video / Sound  
Security / Fire & Intrusion Alarms / Access Control

<b>Date</b>	9/11/2018
<b>Ref#</b>	PCE911182/RCA
<b>Proposal Expiration</b>	10/31/2018
<b>Account Executive</b>	Nick Melnyk (815) 223-2775

<b>Site Address</b>	<b>Billing Address</b>	<b>Customer Contact</b>	<b>Account Executive</b>
Putnam County Elementary 326 N. 5th Street Hennepin, IL 61327	Putnam County CUD 535 400 E. Silverspoon Ave. Granville, IL 61326	Mr. Tracey Reaska (815) 882-2800 <a href="mailto:reaskat@pcschools535.org">reaskat@pcschools535.org</a>	Nick Melnyk (815) 223-2775
Job #:	CPO #:	Acceptance Date:	Start Date:

**Private Alarm Contractor Agency License # 127.001406**

**As a Low Voltage Contractor, we thank you for the opportunity to review your Access Control/Security requirements. The following is our proposed solution to meet your objectives. This proposal is based on HID, Keyscan compatible equipment installed in a professional manner. The following is a list of proposed equipment as per plans and information we received from you regarding this facility. This proposal does not guarantee that the quantity of equipment listed will properly facilitate the project due to changes in the scope of work during installation.**

Line Item #	Description	Quantity	Misc.
1	4 Door Reader Controller	1	
2	Network Communications Module	1	
3	16.5 VAC 40 VA Power Transformer	3	
4	12 VDC Back Up Battery	2	
5	Single Door Reader Controller w/ Network Module	1	
6	HID Multi Class SE Reader Head	4	
7	12/24 VDC 1.2 Amp Power Supply	2	
8	12 VDC Back Up Battery	2	
9	18" Stainless Door Cord for Power to Electric Lock	2	
10	Access Control Composite Cable (Non Plenum)	Lot	
11	Category 6 Cable (Non Plenum)	Lot	
12	Connection to New Electric Lock at New/Added Doors	2	
13	Connection to New ADA Door Opener Paddle	2	
14	120 VAC Circuit/Receptacle for New Controller & Power Supply	2	
15	120 VAC Circuit/Receptacle for New Main Entry Doors (2 Sets)	1	
16	Removal of Existing System	1	
17	*Initial System Configuration and Programming	1	
18	*Network Connection & Configuration	1	
19	Customer Training of System Programming and Operation	1	
20	Test of System Operation and Functions	1	

## Needs Assessment / Scope of Work

### Description:

- 1) Labor to install and provide the above equipment. Access Control System is designed to integrate with the customers existing network.
- 2) Existing wire, power supplies, electric locks, REX devices and all other access control devices shall be reused (except for reader heads and reader controller panels). Any defective devices shall be replaced at an additional cost for equipment and labor and is not included in this proposal.
- 3) Electric Locks for New / Added Doors are not included - provided by others. Any additional work required to rewire or conceal cable in door frames of new/replaced electric locks is not included in this proposal.
- 4) \*Network Connections, IP Addresses, Access through Firewalls, and Port Access are the customers responsibility. Up to 2 hours have been allocated to configure controllers into network. Any additional required time shall be done at an additional cost.

### Project Parameters:

- 1) Only the equipment and quantities listed above have been included in this proposal. Any alterations or deviations from the above, involving additional cost of material or labor, will be executed only upon signed change order and will become an extra charge over the sum mentioned. All agreements must be made in writing.
- 2) Work shall be performed during normal business hours, 7:00 AM - 3:30 PM. If after business hours work must be performed, the premium rate of \$187.50 hour for time and one half and \$250.00 an hour for double time will be billed.

**Exclusions:**

- 1) Conduit, Raceways, and Penetrations are not included, unless otherwise stated above.
- 2) Any required 120VAC dedicated or non-dedicated circuits for the proposed equipment is included.
- 3) Permit fees or any special license fees are NOT included and will be invoiced separately once the cost is incurred from the AHJ or village.
- 4) Testing and inspection of existing access control equipment is NOT included. Also, existing equipment is not guaranteed by the work performed under this contract.
- 5) Any required drafting or wet stamp charges by an Illinois professional engineer are NOT included.
- 6) Any revisions, additions, or changes to the original scope of work made by the AHJ are NOT included.
- 7) Any additional and or revised plan reviews required by the AHJ are NOT included.

**Customer Responsibility:**

- 1) Please sign below and fax back to our office (815) 224-5097 to accept this quotation. For project quotations of \$9,000.00 or less, a 50% job mobilization deposit payment is required before any work begins, or any material is ordered. For projects over \$9,000.00, a 25% job mobilization deposit payment is required before any work begins, or any material is ordered.
- 2) Provide one project foreman for on site coordination meeting prior to the start of this project if requested.
- 3) Provide notification and scheduling information in a timely fashion.
- 4) Assign one single point of contact with the authority to approve change orders. The on site contact person will be \_\_\_\_\_ and can be reached at \_\_\_\_\_.
- 5) Provide adequate space for equipment in an environment suitable for the required equipment.
- 6) Payment shall be net 30 days.
- 7) If this job is non-taxable, customer shall provide tax-exempt certificate.

**Terms and Conditions:**

- 1) **WARRANTIES AND LIMITATIONS** - Ficek Electric & Communication Systems, Inc. warrants the installation and equipment provided hereunder to be free from defects in material and workmanship provided these defects are not caused by accident, abuse, neglect, power surges, lightning strikes, or any acts of god.  
Defective equipment shall be replaced under manufacturer warranty free of charge for the equipment. Labor to replace any defective equipment shall be billed at a discounted service rate and labor shall be performed during normal business hours of 7:00 am to 3:30 pm, excluding holidays.  
*Equipment and installation will be warranted for a period of one year from the in service date of the system(s).* Unauthorized repairs or modifications to the equipment, wiring, or installation will void this warranty. Existing customer equipment that has been installed by others is not covered by this warranty. If replacement of this said equipment is necessary, customer/purchaser agrees to pay for all equipment, labor, and taxes in full.
- 2) **LIMITATIONS OF LIABILITY** - The customer/purchaser of this quotation or service agrees that Ficek Electric & Communication Systems, Inc. is not an insurer and that any payment for equipment, labor, or services furnished hereunder, either by direct sale, quotation, or service is solely based upon the value of such services or material, and is not the intention of the parties that Ficek Electric & Communication Systems, Inc. assumes responsibility or liability for any loss occurred by malfunction of the product or service furnished hereunder. It is further agreed that the customer/purchaser, for itself and all parties claiming under it, releases and discharges Ficek Electric & Communication Systems, Inc. from and against any and all hazards covered by insurance, and it being expressly agreed that no insurer shall have any right of subrogation against Ficek Electric & Communication Systems, Inc.

Any claim, action, or proceeding against Ficek Electric & Communication Systems, Inc. hereunder must be commenced within one year after the equipment or services were or were to be provided upon which the claim or cause of action is based. If not commenced by the period, any such claim shall be forever barred. Nor judicial, legislative, or statutory extension shall apply to the one-year period. The liability of Ficek Electric & Communication Systems, Inc. is further limited to the value of the material or services provided hereunder, or five hundred dollars (\$500.00), whichever is less, and the customer/purchaser agrees that such sum shall be accepted in full settlement as liquidated damages.

3) NOTICE - The laws of the State of Illinois shall govern all transactions. The foregoing terms and conditions shall prevail notwithstanding any variance with the term and conditions of any order submitted by the customer/purchaser for the material or services, regardless of whether or not the material or services were delivered or performed hereunder, and in any event, no other modifications or amendments shall be binding upon Ficek Electric & Communication Systems, Inc. unless specifically agreed to in writing by an officer of Ficek Electric & Communication Systems, Inc.

## Price

**Total Investment: \$14,903.00**

**Fourteen Thousand Nine Hundred Three and 00/100-----**

## Proposal Acceptance

*The price specified and conditions of this proposal are satisfactory and hereby acceptable. I/We have read, acknowledge and understand the terms and conditions and now authorize Ficek Electric & Communication Systems, Inc. to do the work as specified in this document. I/We understand that all invoices are due and payable upon presentation and there shall be no retention unless agreed to in writing. Any unpaid balance shall bear interest from the due date until paid, at the rate of 1.5% per month. If the account is referred for collection, the Buyer agrees to pay collection costs, court fees and attorney's fees.*

Submitted By:  
Ficek Electric & Communication Systems, Inc.

Accepted By:  
Putnam County CUD 535, Granville, IL

  
Signature

Signature

**Nick Melnyk**

**Fire Alarm/Security  
Specialist**

Name

Title

Name

Title

**9/11/2018**

Date

Date

## Our Commitment to You

Along with addressing the needs and providing solutions for your business, it is important to select an organization that can provide the following. Ficek Electric & Communication Systems, Inc. takes pride in who we are, what we offer and the fact that **"We do ALL that we say we will do!"**

# Local Contractor in business for over 30 years

# End-User Training

# Family Business operating on Family Values

# Project Management

# Live Customer Service Help Desk

# Certified Technical Staff

# Engineering

# Fire Alarm Systems

# Technical Support

# Security, Access Control, CCTV, Intercom Systems

# Maintenance Services

# Full Turnkey Professional Services



# FICEK ELECTRIC & COMMUNICATION SYSTEMS, INC.

Electrical / PBX / IP Telephony / Video / Sound  
Security / Fire & Intrusion Alarms / Access Control

<b>Date</b>	9/12/2018
<b>Ref#</b>	PCS912181/DE
<b>Proposal Expiration</b>	4/30/2018
<b>Account Executive</b>	Nick Melnyk (815) 223-2775

<b>Site Address</b>	<b>Billing Address</b>	<b>Customer Contact</b>	<b>Account Executive</b>
Putnam County Schools (3) 326 N. 5th Street Hennepin, IL 61327	Putnam County CUD 535 400 E. Silverspoon Ave. Granville, IL 61326	Mr. Tracey Reaska (815) 882-2800 <a href="mailto:reaskat@pcschoos535.org">reaskat@pcschoos535.org</a>	Nick Melnyk (815) 223-2775
Job #:	CPO #:	Acceptance Date:	Start Date:

**Private Alarm Contractor Agency License # 127.001406**

**As a Low Voltage Contractor, we thank you for the opportunity to review your Access Control/Security requirements. The following is our proposed solution to meet your objectives. This proposal is based on using Avaya, Viking, Altronix compatible equipment installed in a professional manner. The following is a list of proposed equipment as per plans and information we received from you regarding this facility. This proposal does not guarantee that the quantity of equipment listed will properly facilitate the project due to changes in the scope of work during installation.**

Line Item #	Description	Quantity	Misc.
1	Remote Touch Tone Controller with Relays	3	
2	Hands Free Speaker Phone w/ Dialer, Vandal Resistant	3	
3	Surface Mounted Powder Coated Back Box	3	
4	Category 6 Cable (Non Plenum)	Lot	
6	Installation Hardware	Lot	
7	Connection to Existing Electric Door Lock	3	
8	Connection to Existing Phone System	3	
9	Phone System Configuration and Programming	3	
10	Test of System Operation and Functions	3	

## Needs Assessment / Scope of Work

### Description:

- 1) Labor to install and provide the above equipment. Door Entry - Intercom System is designed to integrate with the customers existing phone system.
- 2) Network Connections, IP Addresses, Access through Firewalls, and Port Access are the customers responsibility.
- 3) **This is a combined proposal which includes the 3 schools that request a door intercom/entry system. Putnam County High School , Elementary School and Junior High School.**

### Project Parameters:

- 1) Only the equipment and quantities listed above have been included in this proposal. Any alterations or deviations from the above, involving additional cost of material or labor, will be executed only upon signed change order and will become an extra charge over the sum mentioned. All agreements must be made in writing.
- 2) Work shall be performed during normal business hours, 7:00 AM - 3:30 PM. If after business hours work must be performed, the premium rate of \$187.50 hour for time and one half and \$250.00 an hour for double time will be billed.

### Exclusions:

- 1) Conduit, Raceways, and Penetrations are not included, unless otherwise stated above.
- 2) Any required 120VAC dedicated or non-dedicated circuits for the proposed equipment is not included.
- 3) Permit fees or any special license fees are NOT included and will be invoiced separately once the cost is incurred from the AHJ or village.
- 4) Testing and inspection of existing door release/intercom equipment is NOT included. Also, existing equipment is not guaranteed by the work performed under this contract.

- 5) Any required drafting or wet stamp charges by an Illinois professional engineer are NOT included.
- 6) Any revisions, additions, or changes to the original scope of work made by the AHJ are NOT included.
- 7) Any additional and or revised plan reviews required by the AHJ are NOT included.

**Customer Responsibility:**

- 1) Please sign below and fax back to our office (815) 224-5097 to accept this quotation. For project quotations of \$9,000.00 or less, a 50% job mobilization deposit payment is required before any work begins, or any material is ordered. For projects over \$9,000.00, a 25% job mobilization deposit payment is required before any work begins, or any material is ordered.
- 2) Provide one project foreman for on site coordination meeting prior to the start of this project if requested.
- 3) Provide notification and scheduling information in a timely fashion.
- 4) Assign one single point of contact with the authority to approve change orders. The on site contact person will be \_\_\_\_\_ and can be reached at \_\_\_\_\_.
- 5) Provide adequate space for equipment in an environment suitable for the required equipment.
- 6) Payment shall be net 30 days.
- 7) If this job is non-taxable, customer shall provide tax-exempt certificate.

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*Equipment and installation will be warranted for a period of one year from the in service date of the system(s).* Unauthorized repairs or modifications to the equipment, wiring, or installation will void this warranty. Existing customer equipment that has been installed by others is not covered by this warranty. If replacement of this said equipment is necessary, customer/purchaser agrees to pay for all equipment, labor, and taxes in full.
- 2) **LIMITATIONS OF LIABILITY** - The customer/purchaser of this quotation or service agrees that Ficek Electric & Communication Systems, Inc. is not an insurer and that any payment for equipment, labor, or services furnished hereunder, either by direct sale, quotation, or service is solely based upon the value of such services or material, and is not the intention of the parties that Ficek Electric & Communication Systems, Inc. assumes responsibility or liability for any loss occurred by malfunction of the product or service furnished hereunder. It is further agreed that the customer/purchaser, for itself and all parties claiming under it, releases and discharges Ficek Electric & Communication Systems, Inc. from and against any and all hazards covered by insurance, and it being expressly agreed that no insurer shall have any right of subrogation against Ficek Electric & Communication Systems, Inc.  
Any claim, action, or proceeding against Ficek Electric & Communication Systems, Inc. hereunder must be commenced within one year after the equipment or services were or were to be provided upon which the claim or cause of action is based. If not commenced by the period, any such claim shall be forever barred. Nor judicial, legislative, or statutory extension shall apply to the one-year period. The liability of Ficek Electric & Communication Systems, Inc. is further limited to the value of the material or services provided hereunder, or five hundred dollars (\$500.00), whichever is less, and the customer/purchaser agrees that such sum shall be accepted in full settlement as liquidated damages.

3) NOTICE - The laws of the State of Illinois shall govern all transactions. The foregoing terms and conditions shall prevail notwithstanding any variance with the term and conditions of any order submitted by the customer/purchaser for the material or services, regardless of whether or not the material or services were delivered or performed hereunder, and in any event, no other modifications or amendments shall be binding upon Ficek Electric & Communication Systems, Inc. unless specifically agreed to in writing by an officer of Ficek Electric & Communication Systems, Inc.

## Price

**Total Investment: \$8,743.00**

**Eight Thousand Seven Hundred Forty Three and 00/100-----**

## Proposal Acceptance

*The price specified and conditions of this proposal are satisfactory and hereby acceptable. I/We have read, acknowledge and understand the terms and conditions and now authorize Ficek Electric & Communication Systems, Inc. to do the work as specified in this document. I/We understand that all invoices are due and payable upon presentation and there shall be no retention unless agreed to in writing. Any unpaid balance shall bear interest from the due date until paid, at the rate of 1.5% per month. If the account is referred for collection, the Buyer agrees to pay collection costs, court fees and attorney's fees.*

Submitted By:  
Ficek Electric & Communication Systems, Inc.

Accepted By:  
Putnam County CUD 535, Granville, IL

Signature

Signature

**Nick Melnyk**

**Fire Alarm/Security  
Specialist**

Name

Title

Name

Title

**9/12/2018**

Date

Date

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# Live Customer Service Help Desk

# Certified Technical Staff

# Engineering

# Fire Alarm Systems

# Technical Support

# Security, Access Control, CCTV, Intercom Systems

# Maintenance Services

# Full Turnkey Professional Services

12 GUNIA DRIVE • P.O. BOX 1456 • LA SALLE, ILLINOIS 61301  
(815) 223-2775 • FAX (815) 224-5097 • (800) 444-4902 • WWW.FICEKELECTRIC.COM

**AVAYA**

**BUSINESSPARTNER**  
SME Expert

## Recommendation to Approve Entry Way Work in District

As superintendent, I recommend to approve the entry way work in the district

### Rationale

- As part of the School Board Safety Committee's recommendations, this next phase of work will update the entry way at the Hennepin Building by providing new card readers, doors, and handicapped accessible entry as well making everything up to code. The lesser quote form Ficek's would give us uniform key fobs with all four buildings being on the same system and network. This is extremely more efficient and all law enforcement can access to any building with a single key fob versus 3 or 4. I have already built this part of the project into the overall expenditure plan under school security. This will help make our security and access uniform and efficient for all stakeholders.

### District Goal

Maintain strong fiscal responsibility in the Putnam County School District.

**RESOLUTION AUTHORIZING AND APPROVING  
NOTICE TO REMEDY TO ALISA STEWART**

WHEREAS, Alisa Stewart is a teacher in the employment of Putnam County Community Unit School District No. 535, County of Putnam, State of Illinois; and

WHEREAS, the Board of Education has received reports from the administration concerning the conduct of said teacher in violation of school policy; and

WHEREAS, the Board hereby finds and determines that such reports state causes, charges, reasons and defects in the conduct of Alisa Stewart, which, if not removed and remedied, are causes, charges and reasons warranting discharge and dismissal of Alisa Stewart from the employee's current position in the School District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Putnam County Community Unit School District No. 535, County of Putnam, State of Illinois, as follows:

Section 1. The Board of Education hereby approves and ratifies the Notice to Remedy attached hereto, which is incorporated herein by reference and made a part hereof, which Notice to Remedy enumerates causes, charges, reasons and defects which this Board determines, if not removed and remedied, may result in the discharge and/or dismissal of Alisa Stewart from the employee's current position in the School District.

Section 2. The Resolution shall be in full force and effect forthwith upon its passage. Any resolution previously adopted that is in conflict with this Resolution shall hereby be repealed to the extent of the conflict.

After a full and complete discussion thereof, Member \_\_\_\_\_ moved and Member \_\_\_\_\_ seconded the Motion that this Resolution be adopted.

The President directed the Secretary to call the roll for a vote upon the Motion to adopt this Resolution.

Upon a roll call vote, the following vote was received:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Whereupon the President declared the Motion carried and the Resolution adopted this 17<sup>th</sup> day of December, 2018.

BOARD OF EDUCATION  
PUTNAM COUNTY COMMUNITY UNIT  
SCHOOL DISTRICT NO. 535  
COUNTY OF PUTNAM  
STATE OF ILLINOIS

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

December 17, 2018

Alisa Stewart  
742 Second St  
PO Box 74  
West Brooklyn, IL 61378

**NOTICE TO REMEDY**

You are hereby informed that your conduct has placed your employment in the school district at risk. The impact of said failures and deficiencies, and required remediations, are listed on Exhibit A attached hereto and made a part hereof. These deficiencies were discussed with you in conferences between you and supervisory staff of the District.

This Board of Education informs you that the Board has determined these deficiencies to be causes, charges, reasons and defects, which, if not removed, may result in charges against you and your dismissal as an employee of this School District. You are hereby instructed to remove and remedy each and every reason, cause, charge and defect stated on Exhibit A.

In addition to conferences, which have been, and may be in the future if appropriate, held from time to time with you by members of the supervisory staff of the School District, please feel free to request the assistance of these members of the supervisory staff as you may wish to bring about a correction of the deficiencies. It is our expectation that these deficiencies will be remedied immediately.

Sincerely,

BOARD OF EDUCATION  
PUTNAM COUNTY COMMUNITY UNIT  
SCHOOL DISTRICT NO. 535  
COUNTY OF PUTNAM  
STATE OF ILLINOIS

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

**EXHIBIT A**

This document memorializes anticipated deficiencies in your conduct as a teacher at Putnam County Community Unit School District No. 535, Putnam County, Illinois.

**CONDUCT:**

- 1. **Failure to exercise professional judgment.** As a teacher in the school district, you are required to exercise professional judgment in your communications with students, both during class time and when interacting with students outside of class time.

**REMEDIATION:**

- 1. Refrain from using terms that bear racial connotations, are considered racial slurs, that are offensive or demeaning, and/or are in violation of Board Policy.
- 2. Refrain from using slang terms with students, particularly those terms that you do not understand their meaning.
- 3. Refrain from sharing highly personal information about yourself and/or your family members with students.
- 4. Refrain from using students as a resource to understand slang, language, or communications you do not understand.

**CONDUCT:**

- 1. **Failure to maintain appropriate boundaries with students.** As a teacher in the school district, you are required to maintain appropriate professional boundaries with students in the School District.

**REMEDIATION:**

- 1. Refrain from sharing highly personal information about yourself and/or your family members with students.
- 2. Refrain from using students as a resource to understand slang, language, or communications that you do not understand.

These matters shall be addressed and corrected by you immediately. Any failure by you to correct these deficiencies could result in further disciplinary action against you, up to and including discharge.

Received by \_\_\_\_\_ on December \_\_\_\_, 2018.

Alisa Stewart

## Recommend Motion to Adopt Resolution Authorizing and Approving Notice to Remedy Alisa Stewart

As superintendent, I recommend to approve the resolution authorizing and approving notice to remedy Alisa Stewart

### Rationale

- As a result of administrative follow up from a reported incident concerning a district staff member, the recommendation is to discipline the district employee. After discussion with legal counsel, the board must formally adopt this resolution in open session. The discipline can be assigned. The district staff member declined a hearing before the board on this matter. After emailing Superintendent Carlson declining, it was stated that a rebuttal would be sent to the district office. To date, the rebuttal letter has not been received. The district staff member received a formal letter of remedy from administration in February 2018 outlining expectations. If future issues of this nature happen again, the administration and school board can pursue stricter consequences or even termination is warranted. Again, legal counsel is supportive of these steps and provided the guidance on the motion and documentation.

### District Goal

Maintain open communication between all stakeholders in the Putnam County School District.

## Recommend Approval to Seek Bids through E-Rate Application Concerning Increased Internet Speeds

As superintendent, I recommend to approve to seek bids through E-Rate application for increased internet speeds.

### Rationale

- As part of our E-Rate spending schedule, we are looking to go to bids for service providers to get increased internet speeds. I am seeking approval from the board because it may require a capital expense on the district up front. However, E-Rate is a reimbursement program that contributes back in our case 40% of the expenditure. Overall, the cost may not be as significant once the reimbursement rate kicks in. Ethan has been working with our E-Rate consultant and has drafted a very competitive request for proposal. I am seeking approval to move forward. If bids don't come in competitive to our expectation, we can decline and still be in good shape. We believe the providers will come in competitively and we can see an increase in service as a significantly reduced cost. This is important step as we continue to upgrade our infrastructure to meet our unique rural needs.

### District Goal

Maintain strong fiscal responsibility in the Putnam County School District.

PUTNAM COUNTY CUSD #535  
BOARD OF EDUCATION EXECUTIVE SESSION AGENDA  
December 17, 2018  
6:30 p.m.

- I. Hires:
  - Jamie Vice – Primary Paraprofessional
  
- II. Retirements:
  - Susan Shevokas – PCJH Cook effective December 20, 2018
  
- III. Review Superintendent Goals
  
- IV. School Safety
  
- V. Other

December 6, 2018

Dear Putnam County Administration,

I am retiring at 1 P.M.  
on December 20, 2018. I  
cannot express how fond I  
am of all the Putnam County  
students.

Thank you for  
allowing me to  
serve them.

Sincerely,  
Susan Hollock

As Superintendent, I recommend to approve hiring and resignation:

### Hires

- Jamie Vice as Primary School Paraprofessional

### Resignation

- Sue Holocker as Junior High School Head Cook

### Rationale

- Jamie Vice has been filling in as a substitute paraprofessional throughout the district for the past year or so. She has a great knowledge and understanding as to the needs and expectations for the position. This position will address the needs of students per IEP requirements.
- Sue Holocker submitted a letter of resignation effective after the last day of student attendance on December 20<sup>th</sup>. We thank her for her service to the district and wish her the best.

### District Goal

Demonstrate increased academic achievement for all students

## Putnam County Primary School

**Ronda Cross, Principal**

*400 E. Silverspoon Street*

*Granville, Illinois 61326*

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### **RECOMMENDATION FOR HIRING SPECIAL EDUCATION PARAPROFESSIONAL**

I am making my recommendation for the PCPS special education paraprofessional position this month. I posted the paraprofessional position for two weeks internally and externally with two media outlets. I received 2 letters of application and interviewed 2 candidates with Mrs. McNelis, Director of Special Education.

- Recommendation for hire: Jamie Vice

Mrs. Vice will come to us with 12 years of experience as a licensed home daycare in Putnam County. She completed her paraprofessional exam in July or 2018. She is positive and passionate about students and students with special needs and we are excited to welcome her aboard.

As Superintendent, I recommend to approve hiring and resignation:

### Hires

- Jamie Vice as Primary School Paraprofessional

### Resignation

- Sue Holocker as Junior High School Head Cook

### Rationale

- Jamie Vice has been filling in as a substitute paraprofessional throughout the district for the past year or so. She has a great knowledge and understanding as to the needs and expectations for the position. This position will address the needs of students per IEP requirements.
- Sue Holocker submitted a letter of resignation effective after the last day of student attendance on December 20<sup>th</sup>. We thank her for her service to the district and wish her the best.

### District Goal

Demonstrate increased academic achievement for all students