

PUTNAM COUNTY CUSD #535  
BOARD OF EDUCATION MEETING AGENDA  
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER  
February 16, 2010  
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. IL State Scholars
- VI. CONSENT AGENDA
  - A. Approve January 19, 2010 Board of Education Regular and Executive Session Meeting Minutes 3
  - B. Approve District Bills 7
  - C. Approve Financial Reports 16
  - D. Approve Treasurer's Report 72
- VII. REPORTS, UPDATES AND INFORMATIONAL ITEMS
  - A. Principals' Reports 76
  - B. Superintendent's Report
    - 1. State Funding 85
  - C. Committee Reports
    - 1. Building/Grounds Committee
    - 2. Policy Committee
    - 3. Negotiations Committee
- VIII. OLD BUSINESS
  - A. Spring IASB Dinner
- IX. NEW BUSINESS

A. Approve Seniority List (Action)	86
B. Adopt 2010/2011 School Calendar (Action)	101
C. ROE Compliance Visit	
D. ISBE Focus Monitoring	
E. Administrative Procedures	103
F. Summer School Proposal	105
X. EXECUTIVE SESSION TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE AND/OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DISTRICT AND COLLECTIVE BARGAINING NEGOTIATIONS	107
XI. ACTION ITEMS FOLLOWING EXECUTIVE SESSION	
A. Board Policy - Press Plus - First Reading	110
B. Rehire Administrators	205
C. Rehire Non-Union Personnel	206
D. Maintenance Plan	207
XII. ADJOURNMENT	

#### REMINDERS - MARCH MEETING

-Rehire/Not Rehire Certified and Non-Certified Staff

-Staffing and Enrollment Projections for Next School Year

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

Board of Education  
Regular Meeting  
6:30 p.m., January 19, 2010  
Media Center Putnam County Primary School

Board President Judy Hopkins called the meeting to order at 6:30 p.m.

The meeting continued with the Pledge of Allegiance.

PLEDGE

The following members were present to answer roll call: Mrs. Entwistle, Mrs. Hopkins, Mr. Kettman, Mrs. Nauman, Mrs. Popurella, Mrs. Smoode, and Mrs. Stoddard.

ROLL CALL

Mrs. Dudek, Junior High Science Teacher demonstrated video steaming and the smart board that she uses in her classroom.

DELEGATIONS

Mrs. Stoddard moved and Mrs. Smoode seconded the motion to approve the Consent Agenda - Regular session and Executive session minutes of December 21, 2009, Financial Reports for the month of December, Treasurer's Report for month of December, and bills for month of January. On roll call the members voted as follows: Mrs. Stoddard, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; and Mrs. Smoode, aye. Motion carried.

CONSENT AGENDA

Principals' reports are included in the board book.

PRINCIPALS'  
REPORTS

Primary Building Update – punch list is almost complete. The Building and Grounds Committee will meet to discuss summer maintenance plans. The mid-year Financial Report was highlighted. The District has received 69% of Budgeted Revenue and spent 51% of Budgeted Expenditures.

SUPERINTENDENT  
REPORT

There were no committee reports

BOARD  
COMMITTEE  
REPORTS

The Board reviewed their retreat minutes with the District Administration. Mr. Carlson reported the Junior High music program has improved this year with more students enrolled in band and chorus.

OLD BUSINESS

Chemical Safety Act Procedure was discussed.

At 7:25 p.m. Mrs. Entwistle moved and Mr. Kettman seconded the motion to move to executive session for the purpose of appointment, employment, compensation, performance, and/or dismissal of specific employees of the school district and collective bargaining negotiations. On roll call the members voted as follows: Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; Mrs. Smoode, aye; and Mrs. Stoddard, aye. Motion carried.

EXECUTIVE  
SESSION

PUTNAM COUNTY BOARD OF EDUCATION

January 19, 2010

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At 10:05 p.m. Mrs. Popurella moved and Mr. Kettman seconded the motion to return to open session. On roll call the members voted as follows: Mrs. Popurella, aye; Mrs. Smoode, aye; Mrs. Stoddard, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; and Mrs. Nauman, aye. Motion carried.

Mr. Kettman moved and Mrs. Nauman seconded the motion to transfer Debbie Thompson to JH Media Aide. On roll call the members voted as follows: Mr. Kettman, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; Mrs. Smoode, aye; Mrs. Stoddard, aye; Mrs. Entwistle, aye; and Mrs. Hopkins, aye. Motion carried. PERSONNEL

Mrs. Stoddard moved and Mrs. Popurella seconded the motion to hire Jeanne Crotteau as HS Math Coach. On roll call the members voted as follows: Mrs. Stoddard, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; and Mrs. Smoode, aye. Motion carried.

At 10:15 p.m. Mrs. Smoode moved and Mr. Kettman seconded the motion to adjourn. All ayes, motion carried. ADJOURN

Respectfully submitted.  
Pamela Ellena, Board Secretary

APPROVED _____ BOARD PRESIDENT	_____ DATE
_____ BOARD SECRETARY	_____ DATE



Putnam County Community Unit School District No. 535  
Granville, Illinois 61326  
EXECUTIVE SESSION MINUTES  
JANUARY 19, 2010

- CALL TO ORDER                   The School Board of Putnam County met in regular session in the media center at the Primary Building.
- ROLL CALL                    The following members answered roll call: Mrs. Entwistle, Mrs. Hopkins, Mr. Kettman, Mrs. Nauman, Mrs. Popurella, Mrs. Smoode, and Mrs. Stoddard.
- EXECUTIVE SESSION        At 7:25 p.m. Mrs. Entwistle moved and Mr. Kettman seconded the motion to move to executive session for the purpose of appointment, employment, compensation, performance, or dismissal of specific employees of the school district and collective bargaining negotiations. On roll call the members voted as follows: Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; Mrs. Smoode, aye; and Mrs. Stoddard, aye. Motion carried.
- ITEMS DISCUSSED            1. Personnel – Transfer Debbie Thompson – JH Media Aide  
  2.                                – Hire Jeanne Crotteau – HS Math Coach  
  3. Superintendent Evaluation  
  4. Principals Evaluation  
  5. Review Non-Union Personnel Contracts  
  6. Collective Bargaining Negotiations
- ADJOURN RETURN TO OPEN MEETING    At 10:05 p.m. Mrs. Popurella moved and Mr. Kettman seconded the motion to return to open session. On roll call the members voted as follows: Mrs. Popurella, aye; Mrs. Smoode, aye; Mrs. Stoddard, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; and Mrs. Nauman, aye. Motion carried.

APPROVED: \_\_\_\_\_

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

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
AIRGAS NORTH CENTRAL	VOC AG SUPPLIES		\$19.17	10-1401-410-2
		Total	\$19.17	
ALLEMAN, DIANNE	TITLE IIA TRAVEL		\$108.61	10-1110-332-42
		Total	\$108.61	
ALLIED WASTE SERVICES #36	ALL SCHOOL SERVICES		\$324.30	20-2542-321-1
		Total	\$324.30	
AMEREN IP	JR HI-ELECTRICAL SERVICE		\$21.94	20-2542-466-3
	JR HI-ELECTRICAL SERVICE		\$56.21	20-2542-466-3
	PRIMARY NATURAL GAS		\$4,529.87	20-2542-465-5
	PRIMARY-ELECTRIC SERVIC		\$3,008.28	20-2542-466-5
	H S-NATURAL GAS SERVICE		\$1,969.38	20-2542-465-2
	JR HI-NATURAL GAS		\$4,066.43	20-2542-465-3
	ELEMENTARY-NATURAL GAS		\$4,581.58	20-2542-465-4
	H S- ELECTRIC SERVICE		\$7,069.77	20-2542-466-2
	JR HI-ELECTRICAL SERVICE		\$3,621.34	20-2542-466-3
	ELEMENTARY-ELECTRIC SERVI		\$1,402.35	20-2542-466-4
		Total	\$30,327.15	
AMSAN LLC	ELEMENTARY-BLDG SUPPLIES		\$910.57	20-2542-410-4
		Total	\$910.57	
ARAMARK ROCKFORD	ALL SCHOOL SERVICES		\$592.77	20-2542-321-1
	ALL SCHOOL SERVICES		\$444.85	20-2542-321-1
	ALL SCHOOL SERVICES		\$575.18	20-2542-321-1
	ALL SCHOOL SERVICES		\$269.48	20-2542-321-1
	ALL SCHOOL SERVICES		\$605.60	20-2542-321-1
		Total	\$2,487.88	
BEHAVIOR DISORDER PROGRSP	ED TUITION PUBLIC		\$1,440.00	10-4240-670-1
		Total	\$1,440.00	
CDWG INC.	TECHNOLOGY	24123	\$101.10	10-1120-410-1
	TECHNOLOGY	24123	\$553.31	10-1120-410-1
	TECHNOLOGY	24124	\$16.34	10-1120-410-1
	TECHNOLOGY	24124	\$63.31	10-1120-410-1
	TECHNOLOGY	24125	\$575.80	10-1120-410-1
	H S-BUILDING REPAIRS/MAI	24126	\$264.06	20-2542-323-2
	TECHNOLOGY	24128	\$290.81	10-1120-410-1
		Total	\$1,864.73	
CHRISTENSEN FORD SALES	HIGH SCHOOL-BLDG SUPPLIE		\$295.00	20-2542-410-2
		Total	\$295.00	
CLASSROOM DIRECT	IDEA ARRA SUPPLY	42508	\$76.95	10-1220-410-44
		Total	\$76.95	
COMTECH HOLDINGS, INC.	H S-BUILDING REPAIRS/MAI		\$112.00	20-2542-323-2
		Total	\$112.00	
CORRIGAN, VANESSA	JR HI-TRAVEL		\$70.50	10-1120-332-3
	H S TRAVEL		\$70.50	10-1130-332-2

**Bills Payable List**

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
		Total	\$141.00	
COSGROVE DISTRIBUTORS	JR HI-CAFE FOOD		\$114.80	10-2560-410-3
	JR HI-CAFE MISC SUPPLIES		\$4.99	10-2560-490-3
	PRIMARY-SUPPLIES	50162	\$14.15	10-1111-410-5
		Total	\$133.94	
CULLIGAN TRI CO SALES	ALL SCHOOL SERVICES		\$303.75	20-2542-321-1
		Total	\$303.75	
DAVIS, ANNETTE E	HEARING IMP-TRAVEL		\$36.28	10-1207-332-1
	MEDIA PROG-TRAVEL		\$13.72	10-2220-332-1
		Total	\$50.00	
DOANE AGRICULTURAL SERVOG AG-DUES		24174	\$149.00	10-1401-640-2
		Total	\$149.00	
ETA CUISENAIRE	IDEA ARRA SUPPLY	42587	\$223.89	10-1220-410-44
		Total	\$223.89	
EVAN-MOOR	IDEA ARRA SUPPLY	42582	\$384.99	10-1220-410-44
	MEDICAID	42583	\$246.00	10-1220-411-11
		Total	\$630.99	
FICEK ELECTRIC & COMM	ALL SCHOOL SERVICES		\$330.04	20-2542-321-1
		Total	\$330.04	
FIRST STUDENT	CONTRACT REG		\$32,236.73	40-2550-325-1
	CONTRACT SERVICE-SP ED R		\$14,200.78	40-2550-326-1
	CONTRACT SERVICE-AV		\$1,418.40	40-2550-327-1
	CONTRACT ECE ROUTES		\$4,616.16	40-2550-331-1
	AFTER SCHOOL/TITLE I		\$615.52	40-2550-331-36
	CONTRACT-EX CURRIC		\$2,955.64	40-2550-328-1
		Total	\$56,043.23	
FOX RIVER FOODS CO	HENN-CAFE FOOD		\$2,151.70	10-2560-410-4
	HEN BREAKFAST		\$683.76	10-2560-410-1-4
	HENN ELEM-CAFE MISC SUPP		\$111.94	10-2560-490-4
	PRIMARY CAFE FOOD		\$1,770.51	10-2560-410-5
	PRIMARY BREAKFAST		\$490.33	10-2560-410-1-5
	PRIMARY MISC SUPPLY		\$283.11	10-2560-490-5
	HIGH SCHOOL- FOOD		\$2,935.24	10-2560-410-2
	HS BREAKFAST		\$905.85	10-2560-410-1-2
	JR HI-CAFE FOOD		\$3,579.88	10-2560-410-3
	JH BREAKFAST		\$416.38	10-2560-410
	JR HI-CAFE MISC SUPPLIES		\$20.96	10-2560-490-3
	ECE FOOD SUPP 17-6		\$277.08	10-1225-411-26
		Total	\$13,626.74	
FREY SCIENTIFIC	HS-SUPPLIES	24167	\$419.82	10-1130-410-2
		Total	\$419.82	
G & B MECHANICAL	ELEMENTARY-BLDG REPAIR		\$574.75	20-2542-323-4
		Total	\$574.75	

**Bills Payable List**

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
GARCIA, DAVID	ATHLETIC DIR. TRAVEL		\$131.60	10-1501-333-2
		Total	\$131.60	
GOETZ, JODIE L	LEASE BLOCK GRANT		\$23.50	10-1220-332-38
		Total	\$23.50	
GOODALE, SUSAN D	TITLE I 7-5	50163	\$641.93	10-1250-332-36
		Total	\$641.93	
GRANVILLE FLOOR & WALL	HIGH SCHOOL-BLDG SUPPLIE		\$75.84	20-2542-410-2
		Total	\$75.84	
HAMBY, STACEY	HENN ELEM-TRAVEL		\$51.12	10-1110-332-4
	PRIMARY-TRAVEL		\$51.12	10-1111-332-5
		Total	\$102.24	
HELSEK, KAREN	F/C SCIENCE SUPPLY		\$2.72	10-1130-412-2
	F/C SCIENCE SUPPLY		\$20.20	10-1130-412-2
		Total	\$22.92	
HENNEPIN BLDG IMPREST	PRINC OFFICE-POSTAGE		\$44.00	10-2410-341-1
	TITLE I ARRA TRAVEL		\$450.00	10-1250-332-44
	TITLE IIA TRAVEL		\$199.00	10-1110-332-42
		Total	\$693.00	
HENNEPIN BOAT STORE LLC.H S-	GROUNDS CAP OUTLAY		\$227.50	20-2543-540-2
		Total	\$227.50	
HENNEPIN FOOD MART	HENN ELEM-SUPPLIES		\$7.25	10-1110-410-4
	ELEMENTARY-BLDG SUPPLIES		\$24.52	20-2542-410-4
	HENN-CAFE FOOD		\$28.56	10-2560-410-4
	HIGH SCHOOL- FOOD		\$86.13	10-2560-410-2
		Total	\$146.46	
HERFF JONES INC.	TITLE I 1-6		\$34.90	10-1250-410-36
		Total	\$34.90	
HIGH SCHOOL IMPREST	HS ATHL OFFICIALS		\$1,160.00	10-1501-319-2
	MUSIC DUES		\$438.00	10-1502-640-1
	HS ATH DUES/FEES		\$700.00	10-1501-640-2
		Total	\$2,298.00	
HILLMANN PEDIATRIC THER.PHYS	IMP-CONTRACT SERVIC		\$5,583.36	10-1204-319-1
		Total	\$5,583.36	
HINCKLEY SPRING WATER C	BOARD SUPPLIES		\$93.74	10-2310-410-6
		Total	\$93.74	
HOARD'S DAIRYMAN	VOC AG SUPPLIES	24175	\$18.00	10-1401-410-2
		Total	\$18.00	
HOFFMAN, JANICE	ECE COMM TRAVEL 25-5		\$108.95	10-1225-336-26
		Total	\$108.95	

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
HOLM, AMANDA	MEDICAID		\$44.18	10-1220-411-11
		Total	\$44.18	
HOPKINS, NANCY	JR HI-SUPPLIES REG PROG		\$99.15	10-1120-410-3
		Total	\$99.15	
HORSE ILLUSTRATED	VOC AG SUPPLIES	24173	\$33.00	10-1401-410-2
		Total	\$33.00	
HULSTROM, NATALIE	TITLE IIA TRAVEL		\$453.39	10-1110-332-42
	MUSIC TRAVEL		\$94.00	10-1502-332-1
		Total	\$547.39	
IL ASSO OF SCHOOL BOARDSBOARD SUPPLIES		63030	\$500.00	10-2310-410-6
		Total	\$500.00	
IL VALLEY BUSINESS EQUIP	HEN R/M/COPIERS		\$422.80	10-1110-323-4
	PRIMARY R/M /COPIER		\$422.80	10-1111-323-5
	JH R/M/COPIER		\$422.80	10-1120-323-3
	HS R/M / COPIER		\$422.80	10-1130-323-2
	SUP COPY MACHINE		\$422.80	10-2320-323-1
	HS R/M / COPIER		\$350.00	10-1130-323-2
	HS OFFICE - SUPPLIES	24171	\$171.00	10-2410-410-2
		Total	\$2,635.00	
IL VALLEY CELLULAR	SUPT-TELEPHONE		\$10.17	20-2542-340-1
	ALL SCHOOL SERVICES		\$104.98	20-2542-321-1
	ALL SCHOOL SERVICES		\$49.04	20-2542-321-1
		Total	\$164.19	
IL VALLEY WASTE SERVICES	ALL SCHOOL SERVICES		\$354.31	20-2542-321-1
	ALL SCHOOL SERVICES		\$457.79	20-2542-321-1
		Total	\$812.10	
INFINITEC	MEDICAID		\$193.00	10-1220-411-11
		Total	\$193.00	
INNOVATIVE LEARNING CONDEA	ARRA SUPPLY	42592	\$1,706.10	10-1220-410-44
		Total	\$1,706.10	
INSPIRATION SOFTWARE, INC	IDEA ARRA SUPPLY	42547	\$76.00	10-1220-410-44
		Total	\$76.00	
INTERSTATE BRANDS CORP	HENN-CAFE FOOD		\$126.18	10-2560-410-4
	HIGH SCHOOL- FOOD		\$220.14	10-2560-410-2
	JR HI-CAFE FOOD		\$236.48	10-2560-410-3
	PRIMARY CAFE FOOD		\$178.55	10-2560-410-5
	HS BREAKFAST		\$70.38	10-2560-410-1-2
	HEN BREAKFAST		\$64.38	10-2560-410-1-4
		Total	\$896.11	
JOHNSTONE SUPPLY	HIGH SCHOOL-BLDG SUPPLIE		\$599.70	20-2542-410-2
		Total	\$599.70	
JUDD CONSTRUCTION INC	ELEMENTARY-GROUNDS REPAIR		\$250.00	20-2543-323-4

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
		Total	\$250.00	
JUNIOR HIGH IMPREST	JH ATHL OFFICIALS		\$1,100.00	10-1501-319-3
	TITLE I ARRA TRAVEL		\$247.00	10-1250-332-44
	JR HI-TRAVEL		\$50.00	10-1120-332-3
	JR HI-SUPPLIES REG PROG		\$102.68	10-1120-410-3
		Total	\$1,499.68	
KOZIKOWSKI, MARY	SPEECH IMP-SALARIES		\$3,325.00	10-1210-112-1
		Total	\$3,325.00	
LANTER REFRIGERATED DISH	HENN-CAFE FOOD		\$47.78	10-2560-410-4
	JR HI-CAFE FOOD		\$47.78	10-2560-410-3
	HIGH SCHOOL- FOOD		\$46.80	10-2560-410-2
		Total	\$142.36	
LASALLE CO R.O.E.	PRINC OFFICE-TRAVEL		\$150.00	10-2410-332-1
	ECE TRAVEL 7-5		\$75.00	10-1225-332-26
		Total	\$225.00	
LASALLE PERU AREA CAREEA V	VOCATIONAL SCHOOL		\$15,909.00	10-4140-670-2
		Total	\$15,909.00	
LEASE	SP ED TUITION PUBLIC		\$14,498.00	10-4240-670-1
		Total	\$14,498.00	
LETTERKRAFT	HS OFFICE - SUPPLIES		\$300.00	10-2410-410-2
	HS-SUPPLIES		\$132.95	10-1130-410-2
		Total	\$432.95	
LIBRARY STORE, THE	HS MEDIA SUPPLIES	24099	\$88.81	10-2220-410-2
	HS MEDIA-AV	24100	\$118.37	10-2220-430-2
		Total	\$207.18	
LIBRARY VIDEO COMPANY	HS MEDIA-AV	24152	\$76.85	10-2220-430-2
		Total	\$76.85	
LIGHTED WAY ASSOCIATION	OCTOBER		\$17,395.20	10-1912-670-1
	JANUARY		\$14,785.92	10-1912-670-1
		Total	\$32,181.12	
LOCKER ROOM	H S ATHLETIC-SUPPLIES	24107	\$240.00	10-1501-410-2
		Total	\$240.00	
LOHMAN COMPANIES	LOHMANS CAFE. PLAN		\$2,500.00	10-496
		Total	\$2,500.00	
MAXCOM	ALL SCHOOL SERVICES		\$620.00	20-2542-321-1
		Total	\$620.00	
MAXIIS	INTERNET		\$200.00	10-2190-323-1
		Total	\$200.00	
MCCANN, MICHAEL S	PRINC OFFICE-TRAVEL		\$28.20	10-2410-332-1

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
		Total	\$28.20	
MCNABB TELEPHONE COMP	SUPT-TELEPHONE		\$244.85	20-2542-340-1
	H S - TELEPHONE SERVICE		\$244.85	20-2542-340-2
	JR HI-TELEPHONE SERVICE		\$309.28	20-2542-340-3
	ELEM-TELEPHONE		\$244.85	20-2542-340-4
	PRIMARY-TELEPHONE SERV		\$244.85	20-2542-340-5
		Total	\$1,288.68	
MEDIACOM LLC	INTERNET		\$249.95	10-2190-323-1
		Total	\$249.95	
MENARDS PERU	ELEMENTARY-BLDG SUPPLIES		\$313.79	20-2542-410-4
		Total	\$313.79	
MYRES, PEG	HS BLDG TRAVEL		\$28.20	20-2542-332-2
		Total	\$28.20	
N C I M D	HIGH SCHOOL- FOOD		\$1,101.85	10-2560-410-2
	JR HI-CAFE FOOD		\$1,117.67	10-2560-410-3
	HENN-CAFE FOOD		\$1,011.35	10-2560-410-4
	PRIMARY CAFE FOOD		\$1,361.97	10-2560-410-5
		Total	\$4,592.84	
NORTH CENTRAL BANK	SUPT OFFICE-TRAVEL		\$105.21	10-2320-332-1
	SUPT OFFICE-SUPPLIES		\$10.29	10-2320-410-1
	INTERNET		\$133.00	10-2190-323-1
	LEASE FD TECH SUPPLY	50032	\$199.00	10-1120-410-1
		Total	\$447.50	
ORKIN EXTERMINATING CO	ALL SCHOOL SERVICES		\$50.00	20-2542-321-1
	ALL SCHOOL SERVICES		\$189.38	20-2542-321-1
		Total	\$239.38	
PAVILION FOUNDATION	HOMEBOUND-SALARY		\$200.00	10-1204-122-1
		Total	\$200.00	
PC FOODS, INC.	F/C SCIENCE SUPPLY		\$151.39	10-1130-412-2
	BOARD SUPPLIES		\$31.02	10-2310-410-6
	HIGH SCHOOL- FOOD		\$8.96	10-2560-410-2
	JR HI-CAFE FOOD		\$56.50	10-2560-410-3
	PRIMARY CAFE FOOD		\$69.46	10-2560-410-5
		Total	\$317.33	
PCI EDUCATIONAL PUBLISHING	IDEA ARRA SUPPLY	42580	\$198.95	10-1220-410-44
		Total	\$198.95	
PENSERV PLAN SERVICES	JANUARY		\$25.00	10-2310-640-6
		Total	\$25.00	
PEPPER & SON, JW	MUSIC SUPPLY-HS	24149	\$142.00	10-1115-410-2
	MUSIC SUPPLY-HS	24149	\$23.49	10-1115-410-2
		Total	\$165.49	
PERMA- BOUND	HS MEDIA BOOKS	24097	\$348.44	10-2220-411-2

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
		Total	\$348.44	
PERRY MEMORIAL HOSPITAL	STUDENT DRUG TESTING		\$555.25	10-2310-390-6
		Total	\$555.25	
PETERSON, ROBERT	PRINC OFFICE-TRAVEL		\$174.84	10-2410-332-1
		Total	\$174.84	
PITNEY BOWES, INC.	PRINC OFFICE-POSTAGE		\$165.72	10-2410-341-1
		Total	\$165.72	
POPURELLA, KRISTINA	BOARD OF ED/TRAVEL		\$16.07	10-2310-332-6
		Total	\$16.07	
PRAIRIE AREA LIBRARY SYS	QUARTERLY BILLING	24101	\$869.86	10-1130-470-1
		Total	\$869.86	
PRIMARY IMPREST	BOARD SUPPLIES		\$60.00	10-2310-410-6
	TITLE IIA TRAVEL		\$199.00	10-1110-332-42
		Total	\$259.00	
PUTNAM COUNTY RECORD	INFO SERV-ADVERTISING		\$114.00	10-2630-350-1
	INFO SERV-ADVERTISING		\$71.25	10-2630-350-1
		Total	\$185.25	
QUILL	HS OFFICE - SUPPLIES	24151	\$87.74	10-2410-410-2
		Total	\$87.74	
R&H THEATRICALS	SPRING PLAY	24143	\$1,710.00	10-1540-410-1
		Total	\$1,710.00	
RANDOLPH, GENE	PSYCH-TRAVEL		\$183.30	10-2140-332-1
	LEASE BLOCK GRANT		\$354.02	10-1220-332-38
		Total	\$537.32	
REALLY GOOD STUFF	MEDICAID	42584	\$80.85	10-1220-411-11
		Total	\$80.85	
REGIONAL OFFICE OF EDUC	TUITION QUARTERLY		\$250.00	10-4120-600-1
		Total	\$250.00	
ROBBINS SCHWARTZ NICHOL	BOARD LEGAL FEES		\$1,393.75	10-2310-319-6
		Total	\$1,393.75	
SABOTTA, CHRISTINE	NURSE-TRAVEL		\$87.42	10-2134-332-1
		Total	\$87.42	
SAXON PUBLISHERS	HENN ELEM-SUPPLIES	42594	\$176.66	10-1110-410-4
		Total	\$176.66	
SCHMIDT, ED	TECH-TRAVEL		\$227.48	10-2226-332-1
	LEASE FD TECH SUPPLY		\$9.85	10-1120-410-1
		Total	\$237.33	

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
SCHOOL SPECIALTY	H S-TEXTBOOKS	24141	\$216.00	10-1130-420-2
	IDEA ARRA SUPPLY	42507	\$135.21	10-1220-410-44
	Total		\$351.21	
SMART KIDS SOFTWARE	IDEA ARRA SUPPLY	42590	\$366.99	10-1220-410-44
		Total	\$366.99	
SMITH, LYN	RESPRO T/W		\$18.80	10-1120-333-3
		Total	\$18.80	
SMITH, SHERI	SPEC ED TRANS		\$827.20	40-2550-326-1
		Total	\$827.20	
SPECIALIZED DATA SYSTEM	TRAINING		\$1,470.00	10-1130-470-1
	TRAINING		\$237.50	10-1130-470-1
	Total		\$1,707.50	
SPRINGFIELD ELECTRIC SUPPLY	HIGH SCHOOL-BLDG SUPPLIE		\$522.00	20-2542-410-2
		Total	\$522.00	
STANDARD STATIONARY SUPPLY	PRIMARY OFFICE - SUPPLIES	50104	\$4.74	10-2410-410-5
	PRIMARY OFFICE - SUPPLIES	50105	\$53.00	10-2410-410-5
	Total		\$57.74	
STAPLES CREDIT PLAN	HENN ELEM-SUPPLIES		\$13.99	10-1110-410-4
	EMPLOYEE COMPUTERS		\$949.94	10-199
	Total		\$963.93	
STREAMWOOD BEHAVIOR HEALTH	HOMEBOUND-SALARY		\$70.00	10-1204-122-1
	HOMEBOUND-SALARY		\$210.00	10-1204-122-1
	HOMEBOUND-SALARY		\$70.00	10-1204-122-1
	HOMEBOUND-SALARY		\$175.00	10-1204-122-1
	Total		\$525.00	
SUPERINTENDENT IMPREST	SUPT OFFICE-POSTAGE		\$24.50	10-2320-341-1
	BOARD DUES/FEES		\$78.50	10-2310-640-6
	SUPT OFFICE-TRAVEL		\$67.53	10-2320-332-1
	Total		\$170.53	
SWINGEL, EDWARD	CO OP TRAVEL		\$61.10	10-1459-332-2
		Total	\$61.10	
TODDLE TIME EXPRESS, INC.	CONTRACT SERVICE-SP ED R		\$990.00	40-2550-326-1
		Total	\$990.00	
TONIS FLOWER AND GIFT SHOP	BOARD SUPPLIES		\$50.00	10-2310-410-6
		Total	\$50.00	
TRANSPORTATION WITH A PIA	CONTRACT SERVICE-SP ED R		\$3,870.00	40-2550-326-1
		Total	\$3,870.00	
TRINITY CATHOLIC SCHOOL	HENN-CAFE FOOD		\$141.75	10-2560-410-4
		Total	\$141.75	

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
TRUCK & AUTO SUP	HIGH SCHOOL-BLDG SUPPLIE		\$12.86	20-2542-410-2
		Total	\$12.86	
URNIKIS, DAVE	JR HI-BUILDING TRAVEL		\$9.40	20-2542-332-3
		Total	\$9.40	
VERIZON NORTH	H S - TELEPHONE SERVICE		\$75.09	20-2542-340-2
		Total	\$75.09	
VILLAGE OF GRANVILLE	PRIMARY- WATER		\$140.80	20-2542-322-5
	PRIMARY- WATER		\$404.00	20-2542-322-5
		Total	\$544.80	
WARD, DEBBIE	EPIC-TUITION REIMB		\$510.00	10-2210-320-1
		Total	\$510.00	
WNET	HS MEDIA-AV	24098	\$30.90	10-2220-430-2
		Total	\$30.90	
WRAGGE, DARYLE	VOC AG- TRAVEL		\$226.54	10-1401-332-2
		Total	\$226.54	
		Report Total	\$228,672.66	

# Fund Balance Report

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	569,832.01	648,398.39	4,190,289.09	5,112,381.58	922,092.49	2,903,484.20	3,825,576.70
20	Oper, Build, & Maint Fund	65,371.11	15,941.36	679,651.98	1,090,299.04	410,647.06	1,958,917.71	2,369,564.77
30	Debt Service Fund or Fund Group	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	Transportation Fund	51,754.79	115,322.68	315,000.57	561,575.77	246,575.20	(51,031.59)	195,543.61
50	I.M.R.F./Soc. Sec. Fund	20,314.12	656.77	121,576.19	234,014.92	112,438.73	250,535.37	362,974.10
60	Capital Projects Fund or Fund Group	10,147.78	1,188.81	770,500.21	495,059.12	(275,441.09)	1,431,025.48	1,155,584.39
70	Working Cash Fund	0.00	2,573.67	0.00	76,323.18	76,323.18	1,703,921.98	1,780,245.16
80	Tort Immunity and Judgment Fund	0.00	382.47	74,069.73	77,350.98	3,281.25	434,434.77	437,716.02
90	Fire Prevention/Life Safety	13,200.00	233.84	163,501.85	58,938.86	(104,562.99)	125,706.17	21,143.18
		\$730,619.81	\$784,697.99	\$6,314,589.62	\$7,705,943.45	\$1,391,353.83	\$8,756,994.09	\$10,148,347.92

# Balance Sheet Fund 10

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-10	AP-Accrual for Fund 10	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
10-110-1	CASH IN BANKS	\$93,392.16	\$248.61	\$93,640.77
10-185-1	LONG TERM INVESTMENTS	\$1,057,497.83	\$794.46	\$1,058,292.29
10-111-1	IMPREST FUND	\$12,800.00	\$0.00	\$12,800.00
10-121-1	REGULAR INVESTMENT ED	\$2,581,859.31	\$77,405.44	\$2,659,264.75
10-122-1	FARNSWORTH INVESTMENT	\$0.00	\$0.00	\$0.00
10-131	PAYROLL CASH	\$0.00	\$0.00	\$0.00
10-199-1	EMPLOYEE COMPUTERS	\$3,570.26	(\$54.21)	\$3,516.05
	<b><u>Total</u></b>	<b><u>\$3,749,119.57</u></b>	<b><u>\$78,394.30</u></b>	<b><u>\$3,827,513.87</u></b>
10-490-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-454-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-455-1	Delete This Account	(\$5.44)	\$0.00	(\$5.44)
10-456-1	Delete This Account	(\$25.00)	\$0.00	(\$25.00)
10-457-1	Delete This Account	(\$25.00)	\$0.00	(\$25.00)
10-458-1	Delete This Account	\$0.00	(\$148.72)	(\$148.72)
10-459-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-453-1	Delete This Account	(\$5.44)	\$0.00	(\$5.44)
10-481-1	TEACHER RET. PAYABLE	(\$316.89)	\$0.00	(\$316.89)
10-496-1	LOHMANS CAFE. PLAN	(\$1,729.97)	\$320.80	(\$1,409.17)
10-493-1	MEDICARE INS. PAYABLE	(\$1.51)	\$0.00	(\$1.51)
10-495-1	LIFE INS PAYABLE	\$0.00	\$0.00	\$0.00
10-497-1	SUPPORT PERS. DUES	\$0.00	\$0.00	\$0.00
10-460-1	DISABILITY INS. PAYABLE	\$0.00	\$0.00	\$0.00
10-452-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-498-1	TEACHER RET 2.2	\$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
10-411-1	LOAN TO LIFE SAFETY	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>(\$2,109.25)</u></b>	<b><u>\$172.08</u></b>	<b><u>(\$1,937.17)</u></b>
10-706-1	NET PROFIT/LOSS	(\$843,526.11)	(\$78,566.38)	(\$922,092.49)
10-730-1	FUND BALANCE	(\$2,903,484.20)	\$0.00	(\$2,903,484.20)
	<b><u>Total</u></b>	<b><u>(\$3,747,010.32)</u></b>	<b><u>(\$78,566.38)</u></b>	<b><u>(\$3,825,576.70)</u></b>
		<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>

# Balance Sheet Fund 20

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-20	AP-Accrual for Fund 20	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
20-110-1	CASH IN BANKS	\$138,118.03	(\$153.34)	\$137,964.69
20-121-1	REGULAR INVESTMENT O/M	\$2,002,295.76	(\$49,927.64)	\$1,952,368.12
20-183-1	TREE FUND INVESTMENTS	\$3,453.85	\$0.00	\$3,453.85
20-184-1	LAND FUND INVESTMENT	\$0.00	\$0.00	\$0.00
20-185-1	LONG TERM INVESTMENTS	\$275,126.88	\$651.23	\$275,778.11
20-131	PAYROLL CASH	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$2,418,994.52</b>	<b>(\$49,429.75)</b>	<b>\$2,369,564.77</b>
20-451	Delete This Account	\$0.00	\$0.00	\$0.00
20-452-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-453-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-454-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-497-1	SUPPORT PERS. DUES	\$0.00	\$0.00	\$0.00
20-481-1	ANNUITIES PAYABLE	\$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
20-456-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
20-706-1	NET PROFIT/LOSS	(\$460,076.81)	\$49,429.75	(\$410,647.06)
20-730-1	FUND BALANCE	(\$1,958,917.71)	\$0.00	(\$1,958,917.71)
	<b><u>Total</u></b>	<b>(\$2,418,994.52)</b>	<b>\$49,429.75</b>	<b>(\$2,369,564.77)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet Fund 30

PUTNAM COUNTY CUSD #535

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

# Balance Sheet Fund 40

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-40	AP-Accrual for Fund 40	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
40-121-1	REGULAR INVESTMENT TRANS	\$131,975.72	\$63,567.89	\$195,543.61
40-131	PAYROLL CASH	\$0.00	\$0.00	\$0.00
40-185-1	LONG TERM INVESTMENTS	\$0.00	\$0.00	\$0.00
40-110-1	CASH IN BANKS	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$131,975.72</b>	<b>\$63,567.89</b>	<b>\$195,543.61</b>
40-452-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-411-1	LOANS FROM W/C	\$0.00	\$0.00	\$0.00
40-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
40-481-1	EMPLOYEE INCENTIVE	\$0.00	\$0.00	\$0.00
40-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-456-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-454-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-453-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-451-1	Delete This Account	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
40-706-1	NET PROFIT/LOSS	(\$183,007.31)	(\$63,567.89)	(\$246,575.20)
40-730-1	FUND BALANCE	\$51,031.59	\$0.00	\$51,031.59
	<b><u>Total</u></b>	<b>(\$131,975.72)</b>	<b>(\$63,567.89)</b>	<b>(\$195,543.61)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Balance Sheet Fund 50**

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
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	\$0.00	\$0.00	\$0.00
50-121-1	REGULAR INVESTMENT IMRF	\$227,508.48	(\$20,054.76)	\$207,453.72
50-185-1	IMRF-LONG TERM INVESTMEN	\$155,122.97	\$397.41	\$155,520.38
	<b>Total</b>	<b>\$382,631.45</b>	<b>(\$19,657.35)</b>	<b>\$362,974.10</b>
50-481-1	MEDICARE EMPLOYEE (10)	\$0.00	\$0.00	\$0.00
50-431-1	ACCOUNTS PAYABLE	\$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
50-493-1	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	(\$250,535.37)	\$0.00	(\$250,535.37)
50-706-1	NET PROFIT/LOSS	(\$132,096.08)	\$19,657.35	(\$112,438.73)
	<b>Total</b>	<b>(\$382,631.45)</b>	<b>\$19,657.35</b>	<b>(\$362,974.10)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Balance Sheet Fund 60**

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
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	\$1,164,543.36	(\$8,958.97)	\$1,155,584.39
60-110-1	CASH IN BANK-CAP PROJ	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$1,164,543.36</b>	<b>(\$8,958.97)</b>	<b>\$1,155,584.39</b>
60-431-1	A/P CAP PROJECTS	\$0.00	\$0.00	\$0.00
60-411-1	LOAN FROM W/C	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
60-706-1	NET PROFIT/LOSS	\$266,482.12	\$8,958.97	\$275,441.09
60-730-1	FUND BALANCE	(\$1,431,025.48)	\$0.00	(\$1,431,025.48)
	<b>Total</b>	<b>(\$1,164,543.36)</b>	<b>\$8,958.97</b>	<b>(\$1,155,584.39)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet Fund 70

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-70	AP-Accrual for Fund 70	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
70-185-1	INVESTMENT LONG TERM WC	\$1,449,231.67	\$2,242.40	\$1,451,474.07
70-110-1	CASH IN BANKS	(\$13,983.08)	\$0.00	(\$13,983.08)
70-141-1	W/C INTERFUND LOANS	\$0.00	\$0.00	\$0.00
70-121-1	REGULAR INVESTMENT WC	\$342,422.90	\$331.27	\$342,754.17
	<b><u>Total</u></b>	<b><u>\$1,777,671.49</u></b>	<b><u>\$2,573.67</u></b>	<b><u>\$1,780,245.16</u></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><u>Total</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
70-706-1	NET PROFIT/LOSS	(\$73,749.51)	(\$2,573.67)	(\$76,323.18)
70-730-1	FUND BALANCE	(\$1,703,921.98)	\$0.00	(\$1,703,921.98)
	<b><u>Total</u></b>	<b><u>(\$1,777,671.49)</u></b>	<b><u>(\$2,573.67)</u></b>	<b><u>(\$1,780,245.16)</u></b>
		<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>

**Balance Sheet Fund 80**

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
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>
80-121-1	TORT-REG INVESTMENT	\$437,333.55	\$382.47	\$437,716.02
80-110-1	TORT-CASH IN BANKS	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$437,333.55</b>	<b>\$382.47</b>	<b>\$437,716.02</b>
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	(\$434,434.77)	\$0.00	(\$434,434.77)
80-706-1	NET PROFIT/LOSS	(\$2,898.78)	(\$382.47)	(\$3,281.25)
	<b>Total</b>	<b>(\$437,333.55)</b>	<b>(\$382.47)</b>	<b>(\$437,716.02)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet Fund 90

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-90	AP-Accrual for Fund 90	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
90-185-1	LONG TERM L/S	\$45,384.19	\$118.27	\$45,502.46
90-121-1	REGULAR INVESTMENT L/S	\$108,725.15	(\$13,084.43)	\$95,640.72
90-110-1	CASH IN BANK-LIFE SAFETY	(\$120,000.00)	\$0.00	(\$120,000.00)
	<b><u>Total</u></b>	<b>\$34,109.34</b>	<b>(\$12,966.16)</b>	<b>\$21,143.18</b>
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
90-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
90-411-1	LOAN DUE TO EDUCATION	\$0.00	\$0.00	\$0.00
90-412-1	LOAN DUE TO WORKING CASH	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
90-706-1	NET PROFIT/LOSS	\$91,596.83	\$12,966.16	\$104,562.99
90-730-1	FUND BALANCE	(\$125,706.17)	\$0.00	(\$125,706.17)
	<b><u>Total</u></b>	<b>(\$34,109.34)</b>	<b>\$12,966.16</b>	<b>(\$21,143.18)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet Fund 90

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
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# Revenue Report

## Education Fund

10

Function 1000 Instruction  
 Function 1112 Reading IMP

Account	Description	A		B	B - A	A / B	State Account Number
		M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	
10-111200-1	FIRST PRIOR YEAR LEVY	\$0.00	\$3,095,473.67	\$3,310,800.00	\$215,326.33	93.50	10-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	3,095,473.67	3,310,800.00	215,326.33	93.50	** Function
10-112200-1	TORT IMMUNITY-1ST PRIOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1122
<b>1120</b>	<b>Middle-Junior High</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-113000-1	FIRST PRIOR YR LEASE	\$0.00	\$56,947.03	\$60,801.00	\$3,853.97	93.66	10-1130
<b>1130</b>	<b>High School</b>	0.00	56,947.03	60,801.00	3,853.97	93.66	** Function
10-114100-1	SP ED PRIOR YEAR LEVY	\$0.00	\$45,396.83	\$48,604.00	\$3,207.17	93.40	10-1141
<b>1140</b>	<b>Accelerated Reading Program</b>	0.00	45,396.83	48,604.00	3,207.17	93.40	** Function
10-121000-1	MOBILE HOME PRIVILEGE TA	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1210
<b>1210</b>	<b>Speech &amp; Lang.Impaired</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-123000-1	CORP PERS PROP REPLC TAX	\$300,566.94	\$760,816.55	\$1,559,000.00	\$798,183.45	48.80	10-1230
<b>1225</b>	<b>Special Education Programs Pre-K</b>	300,566.94	760,816.55	1,559,000.00	798,183.45	48.80	** Function
10-129000-1	WETLANDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1290
<b>1275</b>	<b>Remedial and Supplemental Program</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-131200-1	PUPIL TUITION OTHER LEA	\$71,831.76	\$71,831.76	\$165,025.00	\$93,193.24	43.53	10-1312
10-131300-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1313
<b>1310</b>	<b>Adult Education</b>	71,831.76	71,831.76	165,025.00	93,193.24	43.53	** Function
10-134200-1	PUPIL TUI-SP ED OTHER LEA	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1342
<b>1340</b>	<b>Upgrdg In Current Occuptn</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-151000-1	TAX INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1510
10-151100-1	ED-INT ON INVESTMENTS	\$3,539.71	\$26,506.59	\$55,000.00	\$28,493.41	48.19	10-1511
10-151200-1	INTEREST-SWANEY BONDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1512
10-151300-1	INTEREST-FARNSWORTH	\$0.00	(\$80.00)	\$0.00	\$80.00	0.00	10-1513
<b>1502</b>	<b>Music</b>	3,539.71	26,426.59	55,000.00	28,573.41	48.05	** Function
10-161100-1	STUDENT LUNCH	\$13,365.85	\$76,327.55	\$130,000.00	\$53,672.45	58.71	10-1611
10-161200-1	STUDENT BREAKFAST	\$1,684.80	\$8,679.50	\$14,500.00	\$5,820.50	59.86	10-1612
10-161400-1	MILK SALES (OTHER)	\$1,112.40	\$5,882.70	\$12,000.00	\$6,117.30	49.02	10-1614
10-162000-1	ADULT LUNCHESES/BREAKFAST	\$381.50	\$2,491.60	\$5,000.00	\$2,508.40	49.83	10-1620
<b>1600</b>	<b>Summer School</b>	16,544.55	93,381.35	161,500.00	68,118.65	57.82	** Function
10-169000-1	HEAD START LUNCHESES	\$742.00	\$3,059.10	\$6,000.00	\$2,940.90	50.99	10-1690
<b>1650</b>	<b>Gifted Programs</b>	742.00	3,059.10	6,000.00	2,940.90	50.99	** Function
10-171102-2	H S ATHLETIC ADMISSIONS	\$3,620.10	\$9,657.35	\$15,000.00	\$5,342.65	64.38	10-1711-2
10-171104-3	JR HI-ATHLETIC ADMISSION	\$925.00	\$2,603.00	\$6,000.00	\$3,397.00	43.38	10-1711-4

# Revenue Report

## Education Fund

10

Function 1000 Instruction  
 Function 1710 Vocational Ed Handicapped

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	A	B	B - A	A / B	State Account Number
				Revenue Budget	Budget Balance	Revenue	% of Budget	
10-171400-1	H S / JR HI TOURNEY REV	\$0.00	\$949.00	\$4,000.00	\$3,051.00		23.73	10-1714
10-171900-1	ADMISSION - OTHERS	\$0.00	\$894.00	\$5,000.00	\$4,106.00		17.88	10-1719
<b>1710</b>	<b>Vocational Ed Handicapped</b>	4,545.10	14,103.35	30,000.00	15,896.65		47.01	** Function
10-172000-1	VOCATIONAL FEE HS	\$0.00	\$3,190.00	\$4,000.00	\$810.00		79.75	10-1720
10-172000-2	ACTIVITY FEES HS	\$0.00	\$7,855.00	\$10,000.00	\$2,145.00		78.55	10-1720
10-172000-3	ACTIVITY FEES JR H	\$200.00	\$2,965.00	\$4,000.00	\$1,035.00		74.13	10-1720
<b>1720</b>	<b>Vctnl Ed Lmt Eng Profcncy</b>	200.00	14,010.00	18,000.00	3,990.00		77.83	** Function
10-179000-1	DRIVER ED FEE	\$0.00	\$40.00	\$3,000.00	\$2,960.00		1.33	10-1790
10-179000-8	H S PE RESALE	\$103.25	\$3,270.25	\$3,500.00	\$229.75		93.44	10-1790
10-179001-8	JH PE RESALE	\$64.00	\$3,836.00	\$3,000.00	(\$836.00)		127.87	10-1790-1
10-179100-9		\$0.00	\$0.00	\$0.00	\$0.00		0.00	10-1791
10-179200-10	MUSIC RESALE	\$0.00	\$0.00	\$200.00	\$200.00		0.00	10-1792
<b>1730</b>	<b>Vctnl Ed Acd /Econ Disadv</b>	167.25	7,146.25	9,700.00	2,553.75		73.67	** Function
10-181100-1	ELEM-TEXTBOOK RENTAL	\$0.00	\$13,700.00	\$12,500.00	(\$1,200.00)		109.60	10-1811
10-181100-2	H S- TEXTBOOK RENTAL	\$35.00	\$14,652.00	\$15,000.00	\$348.00		97.68	10-1811
10-181100-3	JR HI-TEXTBOOK RENTAL	\$0.00	\$8,657.50	\$12,500.00	\$3,842.50		69.26	10-1811
10-181900-1	INSTRUMENT RENTAL	\$0.00	\$0.00	\$200.00	\$200.00		0.00	10-1819
<b>1800</b>	<b>Bilingual Programs</b>	35.00	37,009.50	40,200.00	3,190.50		92.06	** Function
10-192000-1	DONATIONS	\$0.00	\$3,503.69	\$3,500.00	(\$3.69)		100.11	10-1920
<b>1920</b>	<b>Gifted Programs - Private Tuition</b>	0.00	3,503.69	3,500.00	(3.69)		100.11	** Function
10-194000-1	PSY LEA ASSESSEMENT	\$0.00	\$0.00	\$0.00	\$0.00		0.00	10-1940
10-194100-1	SW LEA ASSESSMENT	\$0.00	\$0.00	\$0.00	\$0.00		0.00	10-1941
10-194110-1	HEARING IMP ASSESS.	\$0.00	\$0.00	\$0.00	\$0.00		0.00	10-1941
10-194200-1		\$0.00	\$0.00	\$0.00	\$0.00		0.00	10-1942
10-195000-1	REFUND EXPENSES	\$0.00	\$561.72	\$0.00	(\$561.72)		0.00	10-1950
10-197000-1		\$0.00	\$0.00	\$0.00	\$0.00		0.00	10-1970
10-199900-1	OTHER LOCAL REVENUE	\$28.28	\$1,687.89	\$15,000.00	\$13,312.11		11.25	10-1999
10-199900-3	INSURANCE/PLAY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00		0.00	10-1999
10-199901-1	INTERNET REVENUE	\$0.00	\$0.00	\$0.00	\$0.00		0.00	10-1999-1
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	28.28	2,249.61	15,000.00	12,750.39		15.00	** Function
<b>1000</b>	<b>Instruction</b>	398,200.59	4,231,355.28	5,483,130.00	1,251,774.72		77.17	* Function
10-220000-1	POVERTY GRANT	\$0.00	\$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
10-223000-1	ROE FLOW THRU	\$0.00	\$0.00	\$0.00	\$0.00		0.00	10-2230

# Revenue Report

## Education Fund

10

Function 2000 Support Services  
 Function 2230 Assessment/Testing

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<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
10-300100-1	GENERAL STATE AID	\$43,093.94	\$236,839.29	\$85,951.00	(\$150,888.29)	275.55	10-3001
10-300200-1	HOLD HARMLESS GSA	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3002
<b>2900</b>	<b>Other Support Services</b>	43,093.94	236,839.29	85,951.00	(150,888.29)	275.55	** Function
10-310000-1	SP ED PRIV FAC TUITION	\$27,097.50	\$57,391.83	\$90,000.00	\$32,608.17	63.77	10-3100
10-310500-1	SP ED EXTRA ORDINARY	\$31,759.24	\$98,133.70	\$100,000.00	\$1,866.30	98.13	10-3105
10-311000-1	SP ED PERSONNEL	\$55,149.37	\$152,709.81	\$200,000.00	\$47,290.19	76.35	10-3110
10-312000-1	SP ED ORPHANAGE	\$0.00	\$41,275.45	\$45,000.00	\$3,724.55	91.72	10-3120
10-314500-1	SP ED SUMMER SCHOOL	\$0.00	\$0.00	\$550.00	\$550.00	0.00	10-3145
<b>3100</b>	<b>Direction Of Community Sv</b>	114,006.11	349,510.79	435,550.00	86,039.21	80.25	** Function
10-322000-40	CTEI GRANT-SRAVTE	\$0.00	\$0.00	\$2,386.00	\$2,386.00	0.00	10-3200
10-321500-18	VOC AG STATE GRTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3215
10-323500-19	VOC AG SUPPLEMENTAL	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00	10-3235
10-329900-40	FCAE GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3299
<b>3200</b>	<b>Community Recreation Srv</b>	0.00	0.00	6,886.00	6,886.00	0.00	** Function
10-330500-20		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3305
10-335000-21		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3350
10-336000-1	IL FREE LUNCH/BRKFST AIDE	\$0.00	\$2,331.12	\$5,000.00	\$2,668.88	46.62	10-3360
10-336500-1	IL BREAKFAST INITIATIVE	\$0.00	\$731.07	\$1,000.00	\$268.93	73.11	10-3360
10-337000-1	DRIVERS ED REIMBURSEMENT	\$0.00	\$5,265.40	\$2,599.00	(\$2,666.40)	202.59	10-3370-1
<b>3300</b>	<b>Civic Services</b>	0.00	8,327.59	8,599.00	271.41	96.84	** Function
10-361002-1	SCHOOL IMP-HOP	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3610
10-364000-24	SCHOOL IMP BLOCK GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3640
10-364100-31	LEARNING IMP GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3641
10-369500-1	SAFE TO LEARN GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3695
<b>3600</b>	<b>Welfare Activities Serv</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-370500-26	EARLY CHILDHOOD GRT GRANT	\$52,836.00	\$103,380.00	\$158,507.00	\$55,127.00	65.22	10-3705
10-371500-27	READING IMPROVEMENT GRAN	\$0.00	\$0.00	\$24,869.00	\$24,869.00	0.00	10-3715
10-372500-28		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3725
10-373500-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3735
10-377500-43	ADA BLOCK GRANT	\$0.00	\$0.00	\$32,000.00	\$32,000.00	0.00	10-3775
10-379200-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3792
10-379400-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3794

# Revenue Report

## Education Fund

10

Function 3000 Community Services  
 Function 3700 Nonpublic School Pupils

Account	Description			A	B	B - A	A / B	State Account Number
		M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	Revenue	% of Budget	
<b>3700</b>	<b>Nonpublic School Pupils</b>							
10-380000-32	STATE LIBRARY GRANT	52,836.00	103,380.00	215,376.00	111,996.00	48.00	** Function	10-3800
<b>3800</b>	<b>Home/School Services</b>	\$0.00	\$0.00	\$700.00	\$700.00	0.00	** Function	
10-399900-1	OTHER STATE REVENUE	0.00	0.00	700.00	700.00	0.00	** Function	10-3999
10-399901-1	RESPRO GRANT	\$0.00	\$2,841.96	\$1,000.00	\$1,000.00	0.00	** Function	10-3999
<b>3900</b>	<b>Other Community Services</b>	\$0.00	\$2,841.96	\$5,000.00	\$2,158.04	56.84	** Function	
<b>3000</b>	<b>Community Services</b>	0.00	2,841.96	6,000.00	3,158.04	47.37	* Function	10-4100
10-410000-37	TITLE V INVO(CHAR CTS	209,936.05	700,899.63	759,062.00	58,162.37	92.34	** Function	10-4100
<b>3900</b>	<b>Other Community Services</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00	** Function	
10-411000-46		0.00	0.00	0.00	0.00	0.00	** Function	10-4110
<b>4110</b>	<b>Payments Reg Programs</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00	** Function	
10-421000-1	FEDERAL LUNCH AID	\$9,295.29	\$51,728.15	\$115,000.00	\$63,271.85	44.98	** Function	10-4210
<b>4210</b>	<b>Payments for Regular Programs - Tu</b>	9,295.29	51,728.15	115,000.00	63,271.85	44.98	** Function	
10-422000-1	FED BREAKFAST AID	\$2,479.38	\$12,983.06	\$25,000.00	\$12,016.94	51.93	** Function	10-4220
<b>4220</b>	<b>Payments for Special Education Prog</b>	2,479.38	12,983.06	25,000.00	12,016.94	51.93	** Function	
10-430000-36	TITLE I GRANT	\$12,366.00	\$37,098.00	\$95,379.00	\$58,281.00	38.90	** Function	10-4300
<b>4300</b>	<b>Payments to Other Govt Unitis (In-S</b>	12,366.00	37,098.00	95,379.00	58,281.00	38.90	** Function	
10-440000-33	TITLE IV GRT DRUG FREE	\$798.00	\$2,392.00	\$2,300.00	(\$92.00)	104.00	** Function	10-4400
<b>4400</b>	<b>Payments to Other Govt Units - Out</b>	798.00	2,392.00	2,300.00	(92.00)	104.00	** Function	
10-462000-38	SP ED INCENTIVE GRT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	** Function	10-4620
10-462001-38	DISCRETIONARY FUNDS	\$0.00	\$0.00	\$31,000.00	\$31,000.00	0.00	** Function	10-4620
10-462002-38	SP ED BLOCK GRT	\$0.00	\$0.00	\$9,861.00	\$9,861.00	0.00	** Function	10-4620
10-462003-38	DEMONSTR PROJ/LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	** Function	10-4620-1
10-462500-1	EXCESS (ROOM/BOARD)	\$0.00	\$0.00	\$0.00	\$0.00	0.00	** Function	10-4625-1
10-474500-40	CARL PERKINS	\$2,000.00	\$4,000.00	\$8,002.00	\$4,002.00	49.99	** Function	10-4745
10-485000-44	SFSF/GSA REVENUE	\$0.00	\$0.00	\$362,561.00	\$362,561.00	0.00	** Function	10-4850
10-485400-1	ARRA TITLE I SCHOOL IMP	\$0.00	\$0.00	\$49,335.00	\$49,335.00	0.00	** Function	10-4854
10-485700-44	ARRA IDEA PART B	\$0.00	\$0.00	\$158,373.00	\$158,373.00	0.00	** Function	10-4857-1
10-487000-44	ARRA OTHER GOVT SERVC	\$0.00	\$21,487.86	\$21,488.00	\$0.14	100.00	** Function	10-4870-1
10-490000-11		\$0.00	\$0.00	\$0.00	\$0.00	0.00	** Function	10-4900
10-490001-11	MEDICAID-FEE FOR SERV	\$2,749.08	\$16,399.52	\$19,000.00	\$2,600.48	86.31	** Function	10-4900
10-490002-11	MEDICAID-ADMIN OUTREACH	\$0.00	\$10,340.08	\$18,000.00	\$7,659.92	57.44	** Function	10-4900
10-493000-42	TITLE II TEACHER QUALITY	\$4,574.00	\$13,722.00	\$0.00	(\$13,722.00)	0.00	** Function	10-4930
10-494500-14		\$0.00	\$0.00	\$0.00	\$0.00	0.00	** Function	10-4945

# Revenue Report

## Education Fund

10

Function 4000 Nonprogrammed Charges  
 Function 4430 Payments Other Govt Units Out of State Transfers

			A	B	B - A	A / B	
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
10-497100-1	TITLE IID-TECH ENHANC	\$0.00	\$841.00	\$1,500.00	\$659.00	56.07	10-4971
10-499900-1	OTHER FEDERAL(STEP)	\$6,000.00	\$9,135.00	\$12,180.00	\$3,045.00	75.00	10-4999-1
<b>4430</b>	<b>Payments Other Govt Units Out of State Transfers</b>	15,323.08	75,925.46	691,300.00	615,374.54	10.98	** Function
<b>4000</b>	<b>Nonprogrammed Charges</b>	40,261.75	180,126.67	928,979.00	748,852.33	19.39	* Function
10-711000-1	TRANS OF WC TECH THRUST	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-7110
10-711002-1	PERM TRANSFER WC	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-7110
10-711001-1	TRANSFER OF WC	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-7110-1
<b>6000</b>	<b>Provision For Contingences</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-712000-1	TRANS WC INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-7120
10-723000-1	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>	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>10</b>	<b>Education Fund</b>	648,398.39	5,112,381.58	7,171,171.00	2,058,789.42	71.29	Fund

# Revenue Report

## Oper, Build, & Maint Fund

20

Function 1000 Instruction  
 Function 1112 Reading IMP

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	A / B % of Budget	State Account Number
20-111200-1	FIRST PRIOR YEAR LEVY	\$0.00	\$569,464.31	\$608,611.00	\$39,146.69	93.57	20-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	569,464.31	608,611.00	39,146.69	93.57	** Function
20-112200-1	TORT IMMUNITY-1ST PRIOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-1122
<b>1120</b>	<b>Middle-Junior High</b>	0.00	0.00	0.00	0.00	0.00	** Function
20-123000-1	CORP PERS PROP REPL TAX	\$13,030.02	\$500,000.00	\$500,000.00	\$0.00	100.00	20-1230
<b>1225</b>	<b>Special Education Programs Pre-K</b>	13,030.02	500,000.00	500,000.00	0.00	100.00	** Function
20-151100-1	BLD-INT	\$2,911.34	\$16,304.73	\$75,000.00	\$58,695.27	21.74	20-1511
20-151500-1	INTEREST - TREE FUND	\$0.00	\$0.00	\$100.00	\$100.00	0.00	20-1515
<b>1502</b>	<b>Music</b>	2,911.34	16,304.73	75,100.00	58,795.27	21.71	** Function
20-191000-1	HOUSE RENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-1910
<b>1910</b>	<b>Pre-K Programs - Private Tuition</b>	0.00	0.00	0.00	0.00	0.00	** Function
20-191100-1	FACILITY/GROUND RENT	\$0.00	\$500.00	\$500.00	\$0.00	100.00	20-1911
<b>1911</b>	<b>Regular K-12 Programs - Private Tuition</b>	0.00	500.00	500.00	0.00	100.00	** Function
20-192000-1	DONATIONS	\$0.00	\$4,000.00	\$0.00	(\$4,000.00)	0.00	20-1920
<b>1920</b>	<b>Gifted Programs - Private Tuition</b>	0.00	4,000.00	0.00	(4,000.00)	0.00	** Function
20-195000-1	REFUND PR YR EXP-BLDG	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-1950
20-195001-1	TORNADO INS/FEM/DON	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-1950
20-199900-1	OTHER LOCAL REVENUE	\$0.00	\$30.00	\$1,000.00	\$970.00	3.00	20-1999
<b>1922</b>	<b>Truants Alternative/Optional Education</b>	0.00	30.00	1,000.00	970.00	3.00	** Function
<b>1000</b>	<b>Instruction</b>	15,941.36	1,090,299.04	1,185,211.00	94,911.96	91.99	* Function
20-210000-1	OTHER STATE REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-2100
<b>1922</b>	<b>Truants Alternative/Optional Education</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
20-392000-1	INFRA IMPROVE-PLAN/CONST	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-3920-1
20-399900-1	OTHER STATE REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-3999
<b>3900</b>	<b>Other Community Services</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>3000</b>	<b>Community Services</b>	0.00	0.00	0.00	0.00	0.00	* Function
20-490000-11		\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-4900
20-498000-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-4980
<b>4430</b>	<b>Payments Other Govt Units Out of State</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
20-711001-1	TRANSFER WC	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-7110
<b>6000</b>	<b>Provision For Contingences</b>	0.00	0.00	0.00	0.00	0.00	** Function

# Revenue Report

## Oper, Build, & Maint Fund

20

Function 6000 Provision For Contingences  
 Function 7120 Perm Trnf from W/C

			A	B	B - A	A / B	
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
20-740000-1	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>	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>20</b>	<b>Oper, Build, &amp; Maint Fund</b>	15,941.36	1,090,299.04	1,185,211.00	94,911.96	91.99	Fund

# Revenue Report

## Debt Service Fund or Fund Group

30

Function 1000 Instruction  
 Function 1112 Reading IMP

			A	B	B - A	A / B	
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
30-111200-1	FIRST PRIOR YEAR LEVY	\$0.00	\$0.00	\$0.00	\$0.00	0.00	30-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	0.00	0.00	0.00	0.00	** Function
30-151100-1	B/I-INT INVESTMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	30-1511
<b>1502</b>	<b>Music</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>1000</b>	<b>Instruction</b>	0.00	0.00	0.00	0.00	0.00	* Function
30-723000-1	ACCRUED INT ON BONDS SOL	\$0.00	\$0.00	\$0.00	\$0.00	0.00	30-7230
<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 Contingencs</b>	0.00	0.00	0.00	0.00	0.00	* Function
<b>30</b>	<b>Debt Service Fund or Fund Group</b>	0.00	0.00	0.00	0.00	0.00	Fund

# Revenue Report

## Transportation Fund

40

Function 1000 Instruction  
 Function 1112 Reading IMP

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	A	B	B - A	A / B	State Account Number
				Revenue Budget	Budget Balance	% of Budget		
40-111200-1	FIRST PRIOR YR LEVY TRAN	\$0.00	\$227,622.16	\$243,400.00	\$15,777.84	93.52		40-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	227,622.16	243,400.00	15,777.84	93.52	**	Function
40-112200-1	1ST PRIOR YR LEVY-TORT	\$0.00	\$0.00	\$0.00	\$0.00	0.00		40-1122
<b>1120</b>	<b>Middle-Junior High</b>	0.00	0.00	0.00	0.00	0.00	**	Function
40-123000-1	CORP REPLACEMNT PROP TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00		40-1230
<b>1225</b>	<b>Special Education Programs Pre-K</b>	0.00	0.00	0.00	0.00	0.00	**	Function
40-144100-1	ORPHANAGE TRANS REIMB	\$0.00	\$0.00	\$0.00	\$0.00	0.00		40-1441
<b>1421</b>	<b>Home Ec Occupations</b>	0.00	0.00	0.00	0.00	0.00	**	Function
40-151100-1	TRANSP-INT	\$156.60	\$1,335.87	\$1,000.00	(\$335.87)	133.59		40-1511
<b>1502</b>	<b>Music</b>	156.60	1,335.87	1,000.00	(335.87)	133.59	**	Function
40-195000-1	REFUND TRANSP	\$0.00	\$0.00	\$0.00	\$0.00	0.00		40-1950
40-199900-1	OTHER LOCAL REVENUE	\$1,160.00	\$2,934.00	\$4,000.00	\$1,066.00	73.35		40-1999
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	1,160.00	2,934.00	4,000.00	1,066.00	73.35	**	Function
<b>1000</b>	<b>Instruction</b>	1,316.60	231,892.03	248,400.00	16,507.97	93.35	*	Function
40-350000-1	REG TRANSPORTATION AID	\$72,050.68	\$198,310.11	\$341,183.00	\$142,872.89	58.12		40-3500
40-350500-1	VOC TRANSPORTATION AID	\$0.00	\$0.00	\$12,632.00	\$12,632.00	0.00		40-3505
40-351000-1	SP ED TRANSPORTATION AID	\$41,955.40	\$115,676.63	\$204,683.00	\$89,006.37	56.52		40-3510
40-351100-1	OTHER STATE REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00		40-3511
<b>3500</b>	<b>Custody/Child Care Serv</b>	114,006.08	313,986.74	558,498.00	244,511.26	56.22	**	Function
40-370500-26	ECE TRANSPORTATION	\$0.00	\$15,697.00	\$15,697.00	\$0.00	100.00		40-3705
<b>3700</b>	<b>Nonpublic School Pupils</b>	0.00	15,697.00	15,697.00	0.00	100.00	**	Function
<b>3000</b>	<b>Community Services</b>	114,006.08	329,683.74	574,195.00	244,511.26	57.42	*	Function
<b>40</b>	<b>Transportation Fund</b>	115,322.68	561,575.77	822,595.00	261,019.23	68.27		Fund

# Revenue Report

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

50

Function 1000 Instruction  
 Function 1112 Reading IMP

			A	B	B - A	A / B	
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
50-111200-1	FIRST PRIOR YR LEVY-IMRF	\$0.00	\$0.00	\$0.00	\$0.00	0.00	50-1112
50-111201-1	FIRST PRIOR YR-SS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	50-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	0.00	0.00	0.00	0.00	** Function
50-111500-1	MEDICARE-FIRST PRIOR YR	\$0.00	\$0.00	\$0.00	\$0.00	0.00	50-1115
<b>1115</b>	<b>MUSIC</b>	0.00	0.00	0.00	0.00	0.00	** Function
50-115000-1	FIRST PRIOR YR-S S	\$0.00	\$131,005.76	\$140,002.00	\$8,996.24	93.57	50-1150
<b>1140</b>	<b>Accelerated Reading Program</b>	0.00	131,005.76	140,002.00	8,996.24	93.57	** Function
50-123000-1	CORP PERS PROP REPL TAX	\$0.00	\$100,000.00	\$100,000.00	\$0.00	100.00	50-1230
<b>1225</b>	<b>Special Education Programs Pre-K</b>	0.00	100,000.00	100,000.00	0.00	100.00	** Function
50-151100-1	IMRF-INT	\$656.77	\$3,009.16	\$1,500.00	(\$1,509.16)	200.61	50-1511
<b>1502</b>	<b>Music</b>	656.77	3,009.16	1,500.00	(1,509.16)	200.61	** Function
50-199900-1	OTHER LOCAL REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	50-1999
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>1000</b>	<b>Instruction</b>	656.77	234,014.92	241,502.00	7,487.08	96.90	* Function
<b>50</b>	<b>I.M.R.F./Soc. Sec. Fund</b>	656.77	234,014.92	241,502.00	7,487.08	96.90	Fund

# Revenue Report

## Capital Projects Fund or Fund Group

60

Function 1000 Instruction  
 Function 1112 Reading IMP

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	A	B	B - A	A / B	State Account Number
				Revenue Budget	Budget Balance	Revenue	% of Budget	
60-111200-1	FIRST PRIOR CAP PROJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	60-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
60-151100-1	INTEREST-CAP PROJ	\$1,188.81	\$9,026.42	\$1,000.00	(\$8,026.42)	902.64	902.64	60-1511
<b>1502</b>	<b>Music</b>	1,188.81	9,026.42	1,000.00	(8,026.42)	902.64	902.64	** Function
60-195000-1	REFUND PRIOR YR EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	60-1950
60-199900-1	OTHER LOCAL REV CAP PROJ	\$0.00	\$477,048.08	\$0.00	(\$477,048.08)	0.00	0.00	60-1999
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	0.00	477,048.08	0.00	(477,048.08)	0.00	0.00	** Function
<b>1000</b>	<b>Instruction</b>	1,188.81	486,074.50	1,000.00	(485,074.50)	48,607.45	48,607.45	* Function
60-392000-1	INFRA IMPROVE-PLAN/CONST	\$0.00	\$8,984.62	\$310,936.00	\$301,951.38	2.89	2.89	60-3920
<b>3900</b>	<b>Other Community Services</b>	0.00	8,984.62	310,936.00	301,951.38	2.89	2.89	** Function
<b>3000</b>	<b>Community Services</b>	0.00	8,984.62	310,936.00	301,951.38	2.89	2.89	* Function
60-780000-1	IEMA/CDB TRANSFER	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	60-7800
<b>7120</b>	<b>Perm Trnf from W/C</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
<b>6000</b>	<b>Provision For Contingencs</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
<b>60</b>	<b>Capital Projects Fund or Fund Group</b>	1,188.81	495,059.12	311,936.00	(183,123.12)	158.71	158.71	Fund

# Revenue Report

## Working Cash Fund

70

Function 1000 Instruction  
 Function 1112 Reading IMP

		A	B	B - A	A / B	
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	State Account Number
70-111200-1	FIRST PRIOR YR WRKG CASH	\$0.00	\$56,946.66	\$60,801.00	\$3,854.34	70-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	56,946.66	60,801.00	3,854.34	** Function
70-151100-1	WC-INT	\$2,573.67	\$19,376.52	\$45,000.00	\$25,623.48	70-1511
<b>1502</b>	<b>Music</b>	2,573.67	19,376.52	45,000.00	25,623.48	** Function
<b>1000</b>	<b>Instruction</b>	2,573.67	76,323.18	105,801.00	29,477.82	* Function
70-721000-1	PRINCIPAL ON BONDS SOLD	\$0.00	\$0.00	\$0.00	\$0.00	70-7210
<b>7120</b>	<b>Perm Trnf from W/C</b>	0.00	0.00	0.00	0.00	** Function
<b>6000</b>	<b>Provision For Contingencs</b>	0.00	0.00	0.00	0.00	* Function
<b>70</b>	<b>Working Cash Fund</b>	2,573.67	76,323.18	105,801.00	29,477.82	Fund

# Revenue Report

## Tort Immunity and Judgment Fund

80

Function 1000 Instruction  
 Function 1112 Reading IMP

			A	B	B - A	A / B	
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
80-111200-1	FIRST PRIOR YEAR LEVY	\$0.00	\$74,828.82	\$80,010.00	\$5,181.18	93.52	80-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	74,828.82	80,010.00	5,181.18	93.52	** Function
80-151100-1	TORT-INTEREST	\$382.47	\$1,910.16	\$1,000.00	(\$910.16)	191.02	80-1511
<b>1502</b>	<b>Music</b>	382.47	1,910.16	1,000.00	(910.16)	191.02	** Function
80-195000-1	REFUND PRIOR YR EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00	80-1950
80-199900-1	OTHER LOCAL REVENUE	\$0.00	\$612.00	\$0.00	(\$612.00)	0.00	80-1999
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	0.00	612.00	0.00	(612.00)	0.00	** Function
<b>1000</b>	<b>Instruction</b>	382.47	77,350.98	81,010.00	3,659.02	95.48	* Function
<b>80</b>	<b>Tort Immunity and Judgment Fund</b>	382.47	77,350.98	81,010.00	3,659.02	95.48	Fund

# Revenue Report

## Fire Prevention/Life Safety

90

Function 1000 Instruction  
 Function 1112 Reading IMP

		A	B	B - A	A / B		
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
90-111200-1	FIRST PRIOR YEAR LEVY L/	\$0.00	\$57,429.90	\$60,801.00	\$3,371.10	94.46	90-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	57,429.90	60,801.00	3,371.10	94.46	** Function
90-123000-1	L/S CORP REPL TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00	90-1230
<b>1225</b>	<b>Special Education Programs Pre-K</b>	0.00	0.00	0.00	0.00	0.00	** Function
90-151100-1	LS-INT ON INVESTMENTS	\$233.84	\$1,508.96	\$2,000.00	\$491.04	75.45	90-1511
<b>1502</b>	<b>Music</b>	233.84	1,508.96	2,000.00	491.04	75.45	** Function
90-199900-1	OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	90-1999
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>1000</b>	<b>Instruction</b>	233.84	58,938.86	62,801.00	3,862.14	93.85	* Function
90-712000-1	TRANSFER FROM W/C	\$0.00	\$0.00	\$0.00	\$0.00	0.00	90-7120
90-721000-1	SALE OF BONDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	90-7210
<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>90</b>	<b>Fire Prevention/Life Safety</b>	233.84	58,938.86	62,801.00	3,862.14	93.85	Fund
<b>Report Total:</b>		784,697.99	7,705,943.45	9,982,027.00	2,276,083.55	77.20	

# Expenditure Report

## Invalid Code

0

Function 8800 Transfer To  
 Function 99 Agency Fund or Fund Group  
 Object 800 Termination Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	A Open Encumb.	B Current Budget	C C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
800	Termination Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
99	<b>Agency Fund or Fund Group</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 8800	<b>Transfer To</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
0	<b>Invalid Code</b>	0.00	0.00	0.00	0.00	0.00	0.00	Fund

# Expenditure Report

## Education Fund

10

Function 1000 Instruction  
 Function 1110 Hennepin Elementary  
 Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	(A + B) / C	State Account Number
100	Salaries	47,797.87	381,039.09	0.00	456,000.00	74,960.91	83.56	
200	Employee Benefits	12,653.84	77,244.13	0.00	119,000.00	41,755.87	64.91	
300	Purchased Services	1,593.19	9,753.10	0.00	7,500.00	(2,253.10)	130.04	
400	Supplies And Materials	0.00	21,240.27	294.71	22,000.00	465.02	97.89	
500	Capital Outlay	1,835.00	2,595.00	0.00	30,500.00	27,905.00	8.51	
<b>1110</b>	<b>Hennepin Elementary</b>	<b>63,879.90</b>	<b>491,871.59</b>	<b>294.71</b>	<b>635,000.00</b>	<b>142,833.70</b>	<b>77.51</b>	** Function
100	Salaries	27,562.55	136,403.75	0.00	459,000.00	322,596.25	29.72	
200	Employee Benefits	7,615.14	34,246.77	0.00	102,000.00	67,753.23	33.58	
300	Purchased Services	40.54	3,462.51	0.00	7,500.00	4,037.49	46.17	
400	Supplies And Materials	0.00	13,749.67	0.00	14,000.00	250.33	98.21	
500	Capital Outlay	0.00	0.00	0.00	500.00	500.00	0.00	
<b>1111</b>	<b>Hopkins Elementary</b>	<b>35,218.23</b>	<b>187,862.70</b>	<b>0.00</b>	<b>583,000.00</b>	<b>395,137.30</b>	<b>32.22</b>	** Function
100	Salaries	2,662.35	19,232.29	0.00	37,500.00	18,267.71	51.29	
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	
<b>1112</b>	<b>Reading IMP</b>	<b>2,662.35</b>	<b>19,232.29</b>	<b>0.00</b>	<b>37,500.00</b>	<b>18,267.71</b>	<b>51.29</b>	** Function
100	Salaries	8,645.00	59,906.16	0.00	104,240.00	44,333.84	57.47	
200	Employee Benefits	3,185.95	19,478.57	0.00	36,200.00	16,721.43	53.81	
300	Purchased Services	0.00	568.36	0.00	3,750.00	3,181.64	15.16	
400	Supplies And Materials	0.00	2,268.32	659.29	5,900.00	2,972.39	49.62	
500	Capital Outlay	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	286.00	0.00	1,000.00	714.00	28.60	
<b>1115</b>	<b>MUSIC</b>	<b>11,830.95</b>	<b>82,507.41</b>	<b>659.29</b>	<b>152,090.00</b>	<b>68,923.30</b>	<b>54.68</b>	** Function
100	Salaries	47,187.77	343,093.26	0.00	577,000.00	233,906.74	59.46	
200	Employee Benefits	12,633.82	76,695.99	0.00	143,000.00	66,304.01	53.63	
300	Purchased Services	4,547.00	10,386.40	0.00	11,300.00	913.60	91.92	
400	Supplies And Materials	288.79	43,677.68	3,064.11	55,655.00	8,913.21	83.98	
500	Capital Outlay	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
<b>1120</b>	<b>Middle-Junior High</b>	<b>64,657.38</b>	<b>473,853.33</b>	<b>3,064.11</b>	<b>787,955.00</b>	<b>311,037.56</b>	<b>60.53</b>	** Function
100	Salaries	3,666.01	27,745.36	0.00	45,488.00	17,742.64	60.99	
200	Employee Benefits	765.18	4,557.38	0.00	8,740.00	4,182.62	52.14	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	133.24	0.00	800.00	666.76	16.66	
<b>1125</b>	<b>Pre-K Programs</b>	<b>4,431.19</b>	<b>32,435.98</b>	<b>0.00</b>	<b>55,028.00</b>	<b>22,592.02</b>	<b>58.94</b>	** Function

# Expenditure Report

## Education Fund

10

Function 1000 Instruction  
 Function 1130 High School  
 Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
100	Salaries	60,681.24	421,985.00	0.00	726,182.00	304,197.00	58.11	
200	Employee Benefits	17,537.80	112,139.55	0.00	212,000.00	99,860.45	52.90	
300	Purchased Services	47.00	4,102.09	0.00	8,000.00	3,897.91	51.28	
400	Supplies And Materials	2,004.18	74,374.04	20,515.21	105,000.00	10,110.75	90.37	
500	Capital Outlay	0.00	1,598.00	0.00	2,000.00	402.00	79.90	
600	Other Objects	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
<b>1130</b>	<b>High School</b>	<b>80,270.22</b>	<b>614,198.68</b>	<b>20,515.21</b>	<b>1,054,182.00</b>	<b>419,468.11</b>	<b>60.21</b>	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	6,000.00	6,000.00	0.00	
<b>1140</b>	<b>Accelerated Reading Program</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>	** Function
600	Other Objects	0.00	20,259.45	0.00	0.00	(20,259.45)	0.00	
<b>1203</b>	<b>Emh Handicapped lighted way</b>	<b>0.00</b>	<b>20,259.45</b>	<b>0.00</b>	<b>0.00</b>	<b>(20,259.45)</b>	<b>0.00</b>	** Function
100	Salaries	105.00	3,225.00	0.00	3,000.00	(225.00)	107.50	
200	Employee Benefits	0.00	562.88	0.00	400.00	(162.88)	140.72	
300	Purchased Services	0.00	30,982.41	0.00	70,000.00	39,017.59	44.26	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1204</b>	<b>Physically Hndcap Homebound</b>	<b>105.00</b>	<b>34,770.29</b>	<b>0.00</b>	<b>73,400.00</b>	<b>38,629.71</b>	<b>47.37</b>	** Function
300	Purchased Services	0.00	634.50	0.00	1,200.00	565.50	52.88	
<b>1206</b>	<b>Visually Impaired (Vi)</b>	<b>0.00</b>	<b>634.50</b>	<b>0.00</b>	<b>1,200.00</b>	<b>565.50</b>	<b>52.88</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	18.05	129.58	0.00	600.00	470.42	21.60	
400	Supplies And Materials	0.00	0.00	0.00	100.00	100.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1207</b>	<b>Hard Of Hearing (Hh)</b>	<b>18.05</b>	<b>129.58</b>	<b>0.00</b>	<b>700.00</b>	<b>570.42</b>	<b>18.51</b>	** Function
100	Salaries	5,035.08	42,465.40	0.00	71,000.00	28,534.60	59.81	
200	Employee Benefits	1,167.42	7,698.08	0.00	21,700.00	14,001.92	35.48	
300	Purchased Services	0.00	42.83	0.00	1,500.00	1,457.17	2.86	
400	Supplies And Materials	0.00	500.16	0.00	700.00	199.84	71.45	
<b>1210</b>	<b>Speech &amp; Lang. Impaired</b>	<b>6,202.50</b>	<b>50,706.47</b>	<b>0.00</b>	<b>94,900.00</b>	<b>44,193.53</b>	<b>53.43</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	

# Expenditure Report

## Education Fund

10

Function 1000 Instruction  
 Function 1214 PRESCHOOL  
 Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
<b>1214</b>	<b>PRESCHOOL</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	(46.01)	(46.01)	0.00	0.00	46.01	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	125.43	0.00	(125.43)	0.00	
<b>1219</b>	<b>Pre Kind EARLY CHILDHOOD</b>	(46.01)	(46.01)	125.43	0.00	(79.42)	0.00	** Function
100	Salaries	53,383.14	346,786.77	0.00	593,958.00	247,171.23	58.39	
200	Employee Benefits	14,051.69	74,249.54	0.00	147,087.00	72,837.46	50.48	
300	Purchased Services	0.00	2,030.79	0.00	11,361.00	9,330.21	17.88	
400	Supplies And Materials	(9,967.56)	18,942.11	8,376.55	81,945.00	54,626.34	33.34	
500	Capital Outlay	11,330.98	11,330.98	0.00	0.00	(11,330.98)	0.00	
<b>1220</b>	<b>Cross-Categorical (Cc)</b>	68,798.25	453,340.19	8,376.55	834,351.00	372,634.26	55.34	** 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>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	11,810.23	80,276.51	0.00	139,743.00	59,466.49	57.45	
200	Employee Benefits	1,216.44	6,082.20	0.00	12,500.00	6,417.80	48.66	
300	Purchased Services	0.00	289.12	0.00	1,400.00	1,110.88	20.65	
400	Supplies And Materials	113.11	1,907.28	55.00	4,300.00	2,337.72	45.63	
<b>1225</b>	<b>Special Education Programs Pre-K</b>	13,139.78	88,555.11	55.00	157,943.00	69,332.89	56.10	** Function
100	Salaries	10,725.17	67,070.60	0.00	128,702.00	61,631.40	52.11	
200	Employee Benefits	6,350.17	34,390.47	0.00	71,450.00	37,059.53	48.13	
300	Purchased Services	0.00	1,290.93	641.93	12,500.00	10,567.14	15.46	
400	Supplies And Materials	0.00	(6,751.29)	0.00	500.00	7,251.29	-1,350.26	
<b>1250</b>	<b>Remedial and Supplemental Programs K</b>	17,075.34	96,000.71	641.93	213,152.00	116,509.36	45.34	** Function
100	Salaries	5,884.12	40,220.82	0.00	70,190.00	29,969.18	57.30	
200	Employee Benefits	1,287.50	7,168.98	0.00	13,800.00	6,631.02	51.95	
300	Purchased Services	80.84	2,245.20	0.00	3,500.00	1,254.80	64.15	
400	Supplies And Materials	702.58	5,328.73	1,121.60	11,833.00	5,382.67	54.51	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	149.00	500.00	351.00	29.80	

# Expenditure Report

## Education Fund

10

Function 1000 Instruction  
 Function 1401 VOCATIONAL AG  
 Object 600 Other Objects

		A	B	C	C - (A + B)	(A + B) / C		
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
<b>1401</b>	<b>VOCATIONAL AG</b>	7,955.04	54,963.73	1,270.60	99,823.00	43,588.67	56.33	** Function
100	Salaries	2,927.17	20,326.99	0.00	33,844.00	13,517.01	60.06	
200	Employee Benefits	1,541.36	9,852.59	0.00	18,800.00	8,947.41	52.41	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	4,595.20	0.00	6,513.00	1,917.80	70.55	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1402</b>	<b>INDUSTRIAL ARTS</b>	4,468.53	34,774.78	0.00	59,157.00	24,382.22	58.78	** Function
100	Salaries	4,142.80	20,714.00	0.00	41,728.00	21,014.00	49.64	
200	Employee Benefits	1,383.67	8,334.09	0.00	15,500.00	7,165.91	53.77	
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>1407</b>	<b>BUSINESS ED</b>	5,526.47	29,048.09	0.00	57,228.00	28,179.91	50.76	** 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>1415</b>	<b>IVCC TECH PREP</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	2,822.81	18,150.89	0.00	33,006.00	14,855.11	54.99	
200	Employee Benefits	1,034.06	5,608.54	0.00	6,800.00	1,191.46	82.48	
300	Purchased Services	28.20	350.15	0.00	1,100.00	749.85	31.83	
400	Supplies And Materials	0.00	100.82	0.00	200.00	99.18	50.41	
<b>1459</b>	<b>CO-OP PROGRAM</b>	3,885.07	24,210.40	0.00	41,106.00	16,895.60	58.90	** Function
100	Salaries	5,292.18	46,974.07	0.00	104,100.00	57,125.93	45.12	
200	Employee Benefits	0.00	1,061.08	0.00	14,000.00	12,938.92	7.58	
300	Purchased Services	2,298.48	9,034.67	0.00	27,900.00	18,865.33	32.38	
400	Supplies And Materials	326.93	29,140.65	2,768.99	34,358.00	2,448.36	92.87	
500	Capital Outlay	0.00	7,407.55	1,758.50	12,203.00	3,036.95	75.11	
600	Other Objects	425.00	3,623.85	0.00	5,500.00	1,876.15	65.89	
<b>1501</b>	<b>ATHLETICS</b>	8,342.59	97,241.87	4,527.49	198,061.00	96,291.64	51.38	** 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	

# Expenditure Report

## Education Fund

10

Function 1000 Instruction  
 Function 1502 Music  
 Object 500 Capital Outlay

		A	B	C	C - (A + B)	(A + B) / C		
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	
600	Other Objects	0.00	33.00	0.00	0.00	(33.00)	0.00	
<b>1502</b>	<b>Music</b>	0.00	33.00	0.00	0.00	(33.00)	0.00	** Function
100	Salaries	1,383.84	10,577.21	0.00	32,000.00	21,422.79	33.05	
200	Employee Benefits	0.00	0.00	0.00	4,100.00	4,100.00	0.00	
300	Purchased Services	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
400	Supplies And Materials	0.00	1,245.05	1,710.00	7,000.00	4,044.95	42.22	
600	Other Objects	0.00	0.00	0.00	50.00	50.00	0.00	
<b>1540</b>	<b>EXTRA CURRICULAR</b>	1,383.84	11,822.26	1,710.00	44,650.00	31,117.74	30.31	** Function
100	Salaries	0.00	0.00	0.00	26,150.00	26,150.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	3,300.00	3,300.00	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	250.00	250.00	0.00	
<b>1600</b>	<b>Summer School</b>	0.00	0.00	0.00	29,700.00	29,700.00	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	
800	Termination Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1650</b>	<b>Gifted Programs</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	2,495.03	12,475.19	0.00	29,940.00	17,464.81	41.67	
200	Employee Benefits	1,724.66	8,432.30	0.00	18,500.00	10,067.70	45.58	
300	Purchased Services	560.88	1,532.41	0.00	2,800.00	1,267.59	54.73	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1700</b>	<b>Drivers Education Program</b>	4,780.57	22,439.90	0.00	51,240.00	28,800.10	43.79	** 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	
<b>1800</b>	<b>Bilingual Programs</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	14,783.86	72,249.87	0.00	140,000.00	67,750.13	51.61	
<b>1912</b>	<b>Special Education Programs K-12 - Priv</b>	14,783.86	72,249.87	0.00	140,000.00	67,750.13	51.61	** Function
4 <b>1000</b>	<b>Instruction</b>	419,369.10	2,993,096.17	41,240.32	5,407,366.00	2,373,029.51	56.11	* Function
100	Salaries	8,767.24	61,817.78	0.00	112,296.00	50,478.22	55.05	
200	Employee Benefits	3,217.58	19,828.70	0.00	38,500.00	18,671.30	51.50	
300	Purchased Services	105.04	292.57	0.00	1,500.00	1,207.43	19.50	

# Expenditure Report

## Education Fund

10

Function 2000 Support Services  
 Function 2110 Attendance/Soc Wrk Serv  
 Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
400	Supplies And Materials	50.00	434.07	0.00	1,300.00	865.93	33.39	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	200.00	200.00	0.00	
<b>2110</b>	<b>Attendance/Soc Wrk Serv</b>	12,139.86	82,373.12	0.00	153,796.00	71,422.88	53.56	** Function
100	Salaries	4,858.90	33,666.44	0.00	58,350.00	24,683.56	57.70	
200	Employee Benefits	814.56	4,237.53	0.00	11,900.00	7,662.47	35.61	
300	Purchased Services	0.00	237.35	0.00	1,350.00	1,112.65	17.58	
400	Supplies And Materials	0.00	235.65	0.00	500.00	264.35	47.13	
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	
<b>2120</b>	<b>Guidance Services</b>	5,673.46	38,376.97	0.00	72,200.00	33,823.03	53.15	** Function
100	Salaries	2,583.85	18,641.26	0.00	33,600.00	14,958.74	55.48	
300	Purchased Services	96.82	514.65	0.00	1,600.00	1,085.35	32.17	
400	Supplies And Materials	0.00	1,036.71	104.24	1,500.00	359.05	76.06	
<b>2134</b>	<b>Nurse Services</b>	2,680.67	20,192.62	104.24	36,700.00	16,403.14	55.30	** Function
100	Salaries	4,831.02	34,725.79	0.00	64,061.00	29,335.21	54.21	
200	Employee Benefits	193.61	1,158.25	0.00	1,300.00	141.75	89.10	
300	Purchased Services	113.27	552.25	0.00	2,650.00	2,097.75	20.84	
400	Supplies And Materials	596.95	667.27	0.00	2,000.00	1,332.73	33.36	
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>2140</b>	<b>Psychological Services</b>	5,734.85	37,103.56	0.00	70,011.00	32,907.44	53.00	** Function
300	Purchased Services	449.95	5,010.13	0.00	12,000.00	6,989.87	41.75	
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>2190</b>	<b>Other Support Svs Pupils</b>	449.95	5,010.13	0.00	12,000.00	6,989.87	41.75	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	1,446.71	0.00	1,000.00	(446.71)	144.67	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2191</b>	<b>OTHER SUPPORT</b>	0.00	1,446.71	0.00	1,000.00	(446.71)	144.67	** 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	

# Expenditure Report

## Education Fund

10

Function 2000 Support Services  
 Function 2192 TITLE V CHART COUNTS  
 Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	A Open Encumb.	B Current Budget	C C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
<b>2192</b>	<b>TITLE V CHART COUNTS</b>	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	
<b>2193</b>	<b>Title IV</b>	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	
<b>2196</b>	<b>Comp Arts</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	460.00	9,480.00	0.00	28,000.00	18,520.00	33.86	
200	Employee Benefits	141.23	776.25	0.00	4,500.00	3,723.75	17.25	
300	Purchased Services	2,550.00	14,040.00	0.00	23,000.00	8,960.00	61.04	
<b>2210</b>	<b>EPIC</b>	3,151.23	24,296.25	0.00	55,500.00	31,203.75	43.78	** 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	
<b>2212</b>	<b>CURRICULUM DIRECTOR</b>	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	
<b>2215</b>	<b>TITLE II CLASS REDUCTION</b>	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	507.74	0.00	0.00	(507.74)	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2218</b>	<b>Quality Assurance</b>	0.00	507.74	0.00	0.00	(507.74)	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	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	

# Expenditure Report

## Education Fund

10

Function 2000 Support Services  
 Function 2219 BLOCK GRANT  
 Object 500 Capital Outlay

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	C Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
<b>2219</b>	<b>BLOCK GRANT</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	7,876.04	50,316.95	0.00	88,608.00	38,291.05	56.79	
200	Employee Benefits	222.47	9,391.32	0.00	21,000.00	11,608.68	44.72	
300	Purchased Services	18.24	343.72	0.00	2,200.00	1,856.28	15.62	
400	Supplies And Materials	0.00	7,707.07	1,123.14	16,350.00	7,519.79	54.01	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2220</b>	<b>MEDIA PROGRAM</b>	8,116.75	67,759.06	1,123.14	128,158.00	59,275.80	53.75	** 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	
<b>2225</b>	<b>TECH THRUST</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	7,035.59	53,106.31	0.00	100,493.00	47,386.69	52.85	
200	Employee Benefits	1,469.58	8,852.10	0.00	17,000.00	8,147.90	52.07	
300	Purchased Services	124.08	4,251.34	0.00	7,500.00	3,248.66	56.68	
400	Supplies And Materials	0.00	3,384.27	0.00	3,000.00	(384.27)	112.81	
<b>2226</b>	<b>TECHNOLOGY</b>	8,629.25	69,594.02	0.00	127,993.00	58,398.98	54.37	** Function
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	
<b>2227</b>	<b>CLOSING GAP</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	4,891.00	33,902.18	0.00	58,692.00	24,789.82	57.76	
200	Employee Benefits	1,114.98	6,303.38	0.00	12,600.00	6,296.62	50.03	
300	Purchased Services	0.00	72.85	0.00	900.00	827.15	8.09	
<b>2230</b>	<b>Assessment/Testing</b>	6,005.98	40,278.41	0.00	72,192.00	31,913.59	55.79	** Function
100	Salaries	97.52	3,404.49	0.00	3,950.00	545.51	86.19	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	9,750.08	27,121.30	0.00	48,500.00	21,378.70	55.92	
400	Supplies And Materials	1,232.61	15,497.95	1,479.32	31,000.00	14,022.73	54.77	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	236.50	11,896.17	0.00	16,500.00	4,603.83	72.10	
<b>2310</b>	<b>Brd Ed Services</b>	11,316.71	57,919.91	1,479.32	99,950.00	40,550.77	59.43	** Function
100	Salaries	7,834.50	56,111.50	0.00	96,700.00	40,588.50	58.03	
200	Employee Benefits	2,068.74	14,775.04	0.00	24,820.00	10,044.96	59.53	
300	Purchased Services	99.55	5,034.51	0.00	14,500.00	9,465.49	34.72	
400	Supplies And Materials	209.00	4,158.05	0.00	8,000.00	3,841.95	51.98	

# Expenditure Report

## Education Fund

10

Function 2000 Support Services  
 Function 2320 Executive Adm. Serv  
 Object 500 Capital Outlay

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
500	Capital Outlay	0.00	0.00	0.00	3,000.00	3,000.00	0.00	
600	Other Objects	0.00	1,583.25	0.00	2,600.00	1,016.75	60.89	
<b>2320</b>	<b>Executive Adm. Serv</b>	10,211.79	81,662.35	0.00	149,620.00	67,957.65	54.58	** Function
100	Salaries	32,290.12	225,159.09	0.00	390,700.00	165,540.91	57.63	
200	Employee Benefits	10,424.50	73,605.76	0.00	127,000.00	53,394.24	57.96	
300	Purchased Services	913.33	7,324.93	954.00	11,000.00	2,721.07	75.26	
400	Supplies And Materials	0.00	11,591.00	1,836.79	13,800.00	372.21	97.30	
500	Capital Outlay	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	1,233.88	0.00	2,000.00	766.12	61.69	
<b>2410</b>	<b>Office Of Principal Serv</b>	43,627.95	318,914.66	2,790.79	545,500.00	223,794.55	58.97	** 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>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	6,660.50	48,593.28	0.00	82,500.00	33,906.72	58.90	
200	Employee Benefits	381.98	3,049.67	0.00	5,100.00	2,050.33	59.80	
300	Purchased Services	0.00	494.96	0.00	2,700.00	2,205.04	18.33	
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	500.00	500.00	0.00	
<b>2520</b>	<b>Fiscal Services</b>	7,042.48	52,137.91	0.00	90,800.00	38,662.09	57.42	** Function
100	Salaries	10,220.05	68,260.09	0.00	124,550.00	56,289.91	54.81	
200	Employee Benefits	0.00	0.00	0.00	50.00	50.00	0.00	
300	Purchased Services	0.00	361.58	0.00	2,400.00	2,038.42	15.07	
400	Supplies And Materials	15,461.93	99,346.93	0.00	193,000.00	93,653.07	51.48	
500	Capital Outlay	0.00	0.00	0.00	4,000.00	4,000.00	0.00	
600	Other Objects	0.00	35.00	0.00	400.00	365.00	8.75	
<b>2560</b>	<b>Food Services</b>	25,681.98	168,003.60	0.00	324,400.00	156,396.40	51.79	** Function
300	Purchased Services	0.00	1,827.60	0.00	5,500.00	3,672.40	33.23	
<b>2630</b>	<b>Information Services</b>	0.00	1,827.60	0.00	5,500.00	3,672.40	33.23	** Function
300	Purchased Services	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	4,000.00	4,000.00	0.00	

# Expenditure Report

## Education Fund

10

Function 2000 Support Services  
 Function 2660 DATA PROCESSING  
 Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
2660	<b>DATA PROCESSING</b>	0.00	0.00	0.00	9,000.00	9,000.00	0.00	** Function
4 2000	<b>Support Services</b>	150,462.91	1,067,404.62	5,497.49	1,954,320.00	881,417.89	54.90	* 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	
800	Termination Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
3696	<b>Safe To Learn</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 3000	<b>Community Services</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
600	Other Objects	0.00	56,810.82	0.00	0.00	(56,810.82)	0.00	
4120	<b>Payments Sp Ed Programs</b>	0.00	56,810.82	0.00	0.00	(56,810.82)	0.00	** Function
600	Other Objects	0.00	15,900.00	0.00	26,000.00	10,100.00	61.15	
4140	<b>Payments for CTE Programs</b>	0.00	15,900.00	0.00	26,000.00	10,100.00	61.15	** Function
300	Purchased Services	0.00	0.00	0.00	4,000.00	4,000.00	0.00	
4190	<b>Other Pymnts Gov In State</b>	0.00	0.00	0.00	4,000.00	4,000.00	0.00	** Function
600	Other Objects	0.00	625.00	0.00	0.00	(625.00)	0.00	
4210	<b>Payments for Regular Programs - Tuition</b>	0.00	625.00	0.00	0.00	(625.00)	0.00	** Function
600	Other Objects	0.00	7,307.48	0.00	9,000.00	1,692.52	81.19	
4220	<b>Payments for Special Education Program</b>	0.00	7,307.48	0.00	9,000.00	1,692.52	81.19	** Function
600	Other Objects	0.00	49,145.00	0.00	130,000.00	80,855.00	37.80	
4240	<b>Payments for CTE Programs - Tuition</b>	0.00	49,145.00	0.00	130,000.00	80,855.00	37.80	** Function
4 4000	<b>Nonprogrammed Charges</b>	0.00	129,788.30	0.00	169,000.00	39,211.70	76.80	* Function
600	Other Objects	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
6000	<b>Provision For Contingences</b>	0.00	0.00	0.00	10,000.00	10,000.00	0.00	** Function
4 6000	<b>Provision For Contingences</b>	0.00	0.00	0.00	10,000.00	10,000.00	0.00	* Function
10	<b>Education Fund</b>	569,832.01	4,190,289.09	46,737.81	7,540,686.00	3,303,659.10	56.19	Fund

# Expenditure Report

## Oper, Build, & Maint Fund

20

Function 2000 Support Services  
 Function 2527 Property Accounting Serv  
 Object 500 Capital Outlay

		A	B	C	C - (A + B)	(A + B) / C		
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	
<b>2527</b>	<b>Property Accounting Serv</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	23,392.10	184,533.59	0.00	304,200.00	119,666.41	60.66	
200	Employee Benefits	1,835.48	12,784.85	0.00	23,650.00	10,865.15	54.06	
300	Purchased Services	6,099.12	62,947.43	264.06	126,500.00	63,288.51	49.97	
400	Supplies And Materials	23,178.41	147,080.49	0.00	345,000.00	197,919.51	42.63	
500	Capital Outlay	3,837.30	242,985.64	0.00	277,000.00	34,014.36	87.72	
<b>2542</b>	<b>Care &amp; Upkeep Bldg Serv</b>	58,342.41	650,332.00	264.06	1,076,350.00	425,753.94	60.44	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	7,582.34	0.00	23,000.00	15,417.66	32.97	
400	Supplies And Materials	278.70	639.76	0.00	18,000.00	17,360.24	3.55	
500	Capital Outlay	6,750.00	21,097.88	0.00	31,000.00	9,902.12	68.06	
<b>2543</b>	<b>Care Upkeep Grnds Serv</b>	7,028.70	29,319.98	0.00	72,000.00	42,680.02	40.72	** Function
4 <b>2000</b>	<b>Support Services</b>	65,371.11	679,651.98	264.06	1,148,350.00	468,433.96	59.21	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>6000</b>	<b>Provision For Contingences</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>6000</b>	<b>Provision For Contingences</b>	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	
<b>8190</b>	<b>Other Uses</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>8000</b>	<b>Other Financing Uses</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
<b>20</b>	<b>Oper, Build, &amp; Maint Fund</b>	65,371.11	679,651.98	264.06	1,148,350.00	468,433.96	59.21	Fund

# Expenditure Report

## 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	A Open Encumb.	B Current Budget	C C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>5140</b>	<b>State Aid Anticipation Certificates</b>	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	
<b>5200</b>	<b>Debt Service - Interest on Long-Term De</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>5000</b>	<b>Debt Services</b>	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	
<b>8140</b>	<b>Prmt Transf Of Interest</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>8000</b>	<b>Other Financing Uses</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
<b>30</b>	<b>Debt Service Fund or Fund Group</b>	0.00	0.00	0.00	0.00	0.00	0.00	Fund

# Expenditure Report

## Transportation Fund

40

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

		A	B	C	C - (A + B)	(A + B) / C		
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	695.00	3,520.00	0.00	23,850.00	20,330.00	14.76	
200	Employee Benefits	196.41	952.88	0.00	1,275.00	322.12	74.74	
300	Purchased Services	50,863.38	310,527.69	0.00	713,236.44	402,708.75	43.54	
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>2550</b>	<b>Pupil Transportation Ser</b>	<b>51,754.79</b>	<b>315,000.57</b>	<b>0.00</b>	<b>738,361.44</b>	<b>423,360.87</b>	<b>42.66</b>	** Function
4 <b>2000</b>	<b>Support Services</b>	<b>51,754.79</b>	<b>315,000.57</b>	<b>0.00</b>	<b>738,361.44</b>	<b>423,360.87</b>	<b>42.66</b>	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>6000</b>	<b>Provision For Contingencs</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
4 <b>6000</b>	<b>Provision For Contingencs</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
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>8140</b>	<b>Prmt Transf Of Interest</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
4 <b>8000</b>	<b>Other Financing Uses</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
<b>40</b>	<b>Transportation Fund</b>	<b>51,754.79</b>	<b>315,000.57</b>	<b>0.00</b>	<b>738,361.44</b>	<b>423,360.87</b>	<b>42.66</b>	Fund

# Expenditure Report

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

50

Function 1000 Instruction  
 Function 1110 Hennepin Elementary  
 Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
200	Employee Benefits	621.37	4,992.78	0.00	7,630.00	2,637.22	65.44	
<b>1110</b>	<b>Hennepin Elementary</b>	621.37	4,992.78	0.00	7,630.00	2,637.22	65.44	** Function
200	Employee Benefits	349.10	1,792.94	0.00	7,100.00	5,307.06	25.25	
<b>1111</b>	<b>Hopkins Elementary</b>	349.10	1,792.94	0.00	7,100.00	5,307.06	25.25	** Function
200	Employee Benefits	499.99	2,963.97	0.00	7,800.00	4,836.03	38.00	
<b>1112</b>	<b>Reading IMP</b>	499.99	2,963.97	0.00	7,800.00	4,836.03	38.00	** Function
200	Employee Benefits	111.02	560.09	0.00	1,700.00	1,139.91	32.95	
<b>1115</b>	<b>MUSIC</b>	111.02	560.09	0.00	1,700.00	1,139.91	32.95	** Function
200	Employee Benefits	533.19	4,146.65	0.00	8,700.00	4,553.35	47.66	
<b>1120</b>	<b>Middle-Junior High</b>	533.19	4,146.65	0.00	8,700.00	4,553.35	47.66	** Function
200	Employee Benefits	229.90	1,052.52	0.00	3,105.00	2,052.48	33.90	
<b>1125</b>	<b>Pre-K Programs</b>	229.90	1,052.52	0.00	3,105.00	2,052.48	33.90	** Function
200	Employee Benefits	1,253.57	8,253.34	0.00	19,050.00	10,796.66	43.32	
<b>1130</b>	<b>High School</b>	1,253.57	8,253.34	0.00	19,050.00	10,796.66	43.32	** Function
200	Employee Benefits	0.00	26.67	0.00	50.00	23.33	53.34	
<b>1204</b>	<b>Physically Hndcap Homebound</b>	0.00	26.67	0.00	50.00	23.33	53.34	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1207</b>	<b>Hard Of Hearing (Hh)</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	31.98	326.55	0.00	1,100.00	773.45	29.69	
<b>1210</b>	<b>Speech &amp; Lang.Impaired</b>	31.98	326.55	0.00	1,100.00	773.45	29.69	** Function
200	Employee Benefits	0.00	670.72	0.00	0.00	(670.72)	0.00	
<b>1214</b>	<b>PRESCHOOL</b>	0.00	670.72	0.00	0.00	(670.72)	0.00	** Function
200	Employee Benefits	(8.65)	1,078.23	0.00	0.00	(1,078.23)	0.00	
<b>1219</b>	<b>Pre Kind EARLY CHILDHOOD</b>	(8.65)	1,078.23	0.00	0.00	(1,078.23)	0.00	** Function
200	Employee Benefits	4,015.88	21,725.95	0.00	48,102.00	26,376.05	45.17	
<b>1220</b>	<b>Cross-Categorical (Cc)</b>	4,015.88	21,725.95	0.00	48,102.00	26,376.05	45.17	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1222</b>	<b>MI</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	769.42	3,158.15	0.00	9,500.00	6,341.85	33.24	
<b>1225</b>	<b>Special Education Programs Pre-K</b>	769.42	3,158.15	0.00	9,500.00	6,341.85	33.24	** Function
200	Employee Benefits	144.57	895.92	0.00	2,000.00	1,104.08	44.80	
<b>1250</b>	<b>Remedial and Supplemental Programs K</b>	144.57	895.92	0.00	2,000.00	1,104.08	44.80	** Function
200	Employee Benefits	82.56	564.00	0.00	1,100.00	536.00	51.27	

# Expenditure Report

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

50

Function 1000 Instruction  
 Function 1401 VOCATIONAL AG  
 Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	C Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
1401	<b>VOCATIONAL AG</b>	82.56	564.00	0.00	1,100.00	536.00	51.27	** Function
200	Employee Benefits	33.88	235.17	0.00	525.00	289.83	44.79	
1402	<b>INDUSTRIAL ARTS</b>	33.88	235.17	0.00	525.00	289.83	44.79	** Function
200	Employee Benefits	54.18	270.38	0.00	675.00	404.62	40.06	
1407	<b>BUSINESS ED</b>	54.18	270.38	0.00	675.00	404.62	40.06	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1415	<b>IVCC TECH PREP</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	27.85	85.99	0.00	325.00	239.01	26.46	
1459	<b>CO-OP PROGRAM</b>	27.85	85.99	0.00	325.00	239.01	26.46	** Function
200	Employee Benefits	84.16	821.61	0.00	2,900.00	2,078.39	28.33	
1501	<b>ATHLETICS</b>	84.16	821.61	0.00	2,900.00	2,078.39	28.33	** Function
200	Employee Benefits	0.00	209.98	0.00	0.00	(209.98)	0.00	
1502	<b>Music</b>	0.00	209.98	0.00	0.00	(209.98)	0.00	** Function
200	Employee Benefits	23.10	174.60	0.00	1,125.00	950.40	15.52	
1540	<b>EXTRA CURRICULAR</b>	23.10	174.60	0.00	1,125.00	950.40	15.52	** Function
200	Employee Benefits	0.00	0.00	0.00	495.00	495.00	0.00	
1600	<b>Summer School</b>	0.00	0.00	0.00	495.00	495.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1650	<b>Gifted Programs</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	30.90	155.39	0.00	525.00	369.61	29.60	
1700	<b>Drivers Education Program</b>	30.90	155.39	0.00	525.00	369.61	29.60	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1800	<b>Bilingual Programs</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 1000	<b>Instruction</b>	8,887.97	54,161.60	0.00	123,507.00	69,345.40	43.85	* Function
200	Employee Benefits	214.96	1,530.61	0.00	5,150.00	3,619.39	29.72	
2110	<b>Attendance/Soc Wrk Serv</b>	214.96	1,530.61	0.00	5,150.00	3,619.39	29.72	** Function
200	Employee Benefits	69.90	484.11	0.00	950.00	465.89	50.96	
2120	<b>Guidance Services</b>	69.90	484.11	0.00	950.00	465.89	50.96	** Function
200	Employee Benefits	485.25	2,873.02	0.00	7,400.00	4,526.98	38.82	
2134	<b>Nurse Services</b>	485.25	2,873.02	0.00	7,400.00	4,526.98	38.82	** Function
200	Employee Benefits	171.94	1,235.79	0.00	4,350.00	3,114.21	28.41	
2140	<b>Psychological Services</b>	171.94	1,235.79	0.00	4,350.00	3,114.21	28.41	** Function

# Expenditure Report

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

50

Function 2000 Support Services  
 Function 2192 TITLE V CHART COUNTS  
 Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2192</b>	<b>TITLE V CHART COUNTS</b>	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	
<b>2193</b>	<b>Title IV</b>	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	
<b>2196</b>	<b>Comp Arts</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	14.81	237.04	0.00	1,300.00	1,062.96	18.23	
<b>2210</b>	<b>EPIC</b>	14.81	237.04	0.00	1,300.00	1,062.96	18.23	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2212</b>	<b>CURRICULUM DIRECTOR</b>	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	
<b>2215</b>	<b>TITLE II CLASS REDUCTION</b>	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	
<b>2218</b>	<b>Quality Assurance</b>	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	
<b>2219</b>	<b>BLOCK GRANT</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	851.56	3,567.94	0.00	8,275.00	4,707.06	43.12	
<b>2220</b>	<b>MEDIA PROGRAM</b>	851.56	3,567.94	0.00	8,275.00	4,707.06	43.12	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2225</b>	<b>TECH THRUST</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	455.39	2,692.20	0.00	9,700.00	7,007.80	27.75	
<b>2226</b>	<b>TECHNOLOGY</b>	455.39	2,692.20	0.00	9,700.00	7,007.80	27.75	** Function
200	Employee Benefits	67.14	465.27	0.00	950.00	484.73	48.98	
<b>2230</b>	<b>Assessment/Testing</b>	67.14	465.27	0.00	950.00	484.73	48.98	** Function
200	Employee Benefits	7.00	257.30	0.00	495.00	237.70	51.98	
<b>2310</b>	<b>Brd Ed Services</b>	7.00	257.30	0.00	495.00	237.70	51.98	** Function
200	Employee Benefits	113.58	813.50	0.00	1,700.00	886.50	47.85	
<b>2320</b>	<b>Executive Adm. Serv</b>	113.58	813.50	0.00	1,700.00	886.50	47.85	** Function
200	Employee Benefits	1,677.89	9,898.28	0.00	22,300.00	12,401.72	44.39	
<b>2410</b>	<b>Office Of Principal Serv</b>	1,677.89	9,898.28	0.00	22,300.00	12,401.72	44.39	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2510</b>	<b>Dirctn Business Suppt Ser</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,234.95	7,346.18	0.00	17,700.00	10,353.82	41.50	

# Expenditure Report

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

50

Function 2000 Support Services  
 Function 2520 Fiscal Services  
 Object 200 Employee Benefits

		A	B	C	C - (A + B)	(A + B) / C		
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
<b>2520</b>	<b>Fiscal Services</b>	1,234.95	7,346.18	0.00	17,700.00	10,353.82	41.50	** Function
200	Employee Benefits	4,207.42	25,706.45	0.00	61,700.00	35,993.55	41.66	
<b>2542</b>	<b>Care &amp; Upkeep Bldg Serv</b>	4,207.42	25,706.45	0.00	61,700.00	35,993.55	41.66	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2543</b>	<b>Care Upkeep Grnds Serv</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	9.96	50.61	0.00	5,125.00	5,074.39	0.99	
<b>2550</b>	<b>Pupil Transportation Ser</b>	9.96	50.61	0.00	5,125.00	5,074.39	0.99	** Function
200	Employee Benefits	1,844.40	10,256.29	0.00	26,300.00	16,043.71	39.00	
<b>2560</b>	<b>Food Services</b>	1,844.40	10,256.29	0.00	26,300.00	16,043.71	39.00	** Function
4 <b>2000</b>	<b>Support Services</b>	11,426.15	67,414.59	0.00	173,395.00	105,980.41	38.88	* Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>3696</b>	<b>Safe To Learn</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>3000</b>	<b>Community Services</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
<b>50</b>	<b>I.M.R.F./Soc. Sec. Fund</b>	20,314.12	121,576.19	0.00	296,902.00	175,325.81	40.95	Fund

# Expenditure Report

## Capital Projects Fund or Fund Group

60

Function 2000 Support Services  
 Function 2527 Property Accounting Serv  
 Object 500 Capital Outlay

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
500	Capital Outlay	10,147.78	770,500.21	0.00	950,000.00	179,499.79	81.11	
<b>2527</b>	<b>Property Accounting Serv</b>	10,147.78	770,500.21	0.00	950,000.00	179,499.79	81.11	** Function
4 <b>2000</b>	<b>Support Services</b>	10,147.78	770,500.21	0.00	950,000.00	179,499.79	81.11	* Function
<b>60</b>	<b>Capital Projects Fund or Fund Group</b>	10,147.78	770,500.21	0.00	950,000.00	179,499.79	81.11	Fund

# Expenditure Report

## Working Cash Fund 70

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

			A	B	C	C - (A + B)	(A + B) / C	
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	
<b>8110</b>	<b>Permnt Trns Wrk Csh Abol</b>	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	
<b>8111</b>	<b>Permnt Trns Wrk Csh</b>	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	
<b>8120</b>	<b>Prmnt Trnf Int From Wrkes</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>8000</b>	<b>Other Financing Uses</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
<b>70</b>	<b>Working Cash Fund</b>	0.00	0.00	0.00	0.00	0.00	0.00	Fund

# Expenditure Report

## Tort Immunity and Judgment Fund

80

Function 2000 Support Services  
 Function 2362 Workers Comp/Workers Occ Disease Acts Payments  
 Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
200	Employee Benefits	0.00	26,174.23	0.00	28,017.00	1,842.77	93.42	
<b>2362</b>	<b>Workers Comp/Workers Occ Disease Ac</b>	0.00	26,174.23	0.00	28,017.00	1,842.77	93.42	** Function
200	Employee Benefits	0.00	1,963.50	0.00	10,000.00	8,036.50	19.64	
<b>2363</b>	<b>Unemployment Insurance Act Payments</b>	0.00	1,963.50	0.00	10,000.00	8,036.50	19.64	** Function
300	Purchased Services	0.00	45,932.00	0.00	56,000.00	10,068.00	82.02	
<b>2364</b>	<b>Insurance Payments (regular or self-insu</b>	0.00	45,932.00	0.00	56,000.00	10,068.00	82.02	** Function
300	Purchased Services	0.00	0.00	0.00	50,000.00	50,000.00	0.00	
<b>2369</b>	<b>Legal Services</b>	0.00	0.00	0.00	50,000.00	50,000.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
<b>2535</b>	<b>Bldg Acquistn Cons Impr</b>	0.00	0.00	0.00	1,000.00	1,000.00	0.00	** Function
4 <b>2000</b>	<b>Support Services</b>	0.00	74,069.73	0.00	145,017.00	70,947.27	51.08	* Function
<b>80</b>	<b>Tort Immunity and Judgment Fund</b>	0.00	74,069.73	0.00	145,017.00	70,947.27	51.08	Fund

# Expenditure Report

## Fire Prevention/Life Safety

90

Function 2000 Support Services  
 Function 2548 L/S Capital Outlay  
 Object 500 Capital Outlay

		A	B	C	C - (A + B)	(A + B) / C		
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
500	Capital Outlay	13,200.00	163,501.85	0.00	125,000.00	(38,501.85)	130.80	
<b>2548</b>	<b>L/S Capital Outlay</b>	13,200.00	163,501.85	0.00	125,000.00	(38,501.85)	130.80	** Function
4 <b>2000</b>	<b>Support Services</b>	13,200.00	163,501.85	0.00	125,000.00	(38,501.85)	130.80	* Function
<b>90</b>	<b>Fire Prevention/Life Safety</b>	13,200.00	163,501.85	0.00	125,000.00	(38,501.85)	130.80	Fund
<b>Report Total:</b>		730,619.81	6,314,589.62	47,001.87	10,944,316.44	4,582,724.95	58.13	



**Putnam County Primary School**

400 E. Silverspoon Ave.  
Granville, IL 61326

Phone Number 1-815-882-2800  
Fax Number 1-815-882-2801

IMPREST FUND REPORT JANUARY 2010

February 1, 2010

Maximum Balance	\$1,500.00
Less Expenditures	-\$259.00
Request for Reimbursement	\$259.00
Attain Maximum Balance	\$1,500.00

DEPOSITS

01/29 - Reimbursement from December \$818.55

EXPENDITURES

Check# 513 -\$ 60.00 1/22 to Starved Rock Region IPA  
Lucas Olson, Megan Brooker & Mrs. LeRette  
Check# 514 -\$199.00 1/22 to Bureau of Education &  
Research for Ronda Vacca (Title II)

Request for Reimbursement \$259.00

*Brenda Schmidt*  
*Kristal LeRette*

*Where all students will learn and succeed and all means ALL*  
*Principal—Mrs. Kristal LeRette*  
*Secretary—Mrs. Brenda Schmidt*



*Putnam County Primary School*

*400 E. Silverspoon Ave.  
Granville, IL 61326*

*Phone Number 1-815-882-2800  
Fax Number 1-815-882-2801*

ACTIVITY FUND REPORT JANUARY 2010

February 01, 2010

Beginning Balance January 01, 2010 \$5719.73

DEPOSITS \$355.30  
1/8 - \$355.30 (83.00 Pepsi, 272.30 Box Tops)

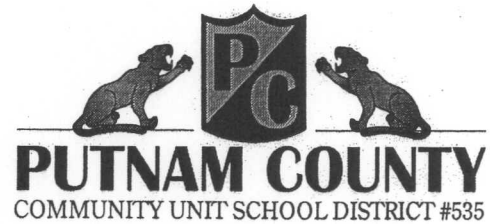
EXPENDITURES -\$352.28  
Check# 515 - 1/8 - \$77.43 to Terrific Originals for Shirts  
Check# 516 - 1/8 - \$264.85 to School Specialty (Dry erase  
Board for PE and workshops)  
Check#517 - 1/28 - \$10.00 to Peoria Civic Center for Ticket to  
Curious George for Amanda Holm

Ending Balance January 29, 2010 \$5722.75

*Brenda Schmidt  
Kristal LeRette*

*Where all students will learn and succeed and all means ALL  
Principal—Mrs. Kristal LeRette  
Secretary—Mrs. Brenda Schmidt*

Putnam County Elementary School  
 326 South 5<sup>th</sup> Street, PO Box 229, Hennepin, IL 61327  
 Phone: 815.882.2800 Fax: 815.925.7435



Michael McCann, Principal  
[mccannm@putnam.k12.il.us](mailto:mccannm@putnam.k12.il.us)

Imprest Fund Report January 2010

February 3, 2010

Maximum Balance	\$1,500.00
Less Expenditures	693.00
Request for Reimbursement	693.00
Attain Maximum Balance	\$1,500.00

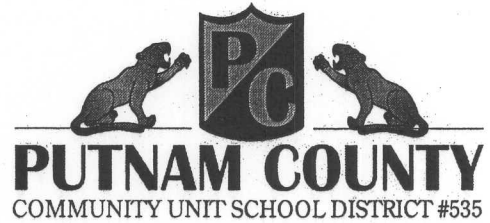
**Deposits**

Jan. 8, 10	Reimbursement for November 2009	\$ 199.00
Jan. 22,10	Reimbursement for December 2009	<u>150.00</u>
	Total Deposits	\$ 349.00

**Expenditures**

Jan. 15, 10	Check #3061 Hennepin Post Master 100 stamps	\$ 44.00
Jan. 25, 10	Check #3062 IRC Conference Boudreau and Hall	450.00
Jan. 29, 10	Check #3063 Bureau of Education and Research-R. Johnson	<u>199.00</u>
	Total Expenditures	\$ 693.00
	Total Request for Reimbursement	\$ 693.00

Putnam County Elementary School  
 326 South 5<sup>th</sup> Street, PO Box 229, Hennepin, IL 61327  
 Phone: 815.882.2800 Fax: 815.925.7435



Michael McCann, Principal  
[mccannm@putnam.k12.il.us](mailto:mccannm@putnam.k12.il.us)

Activity Fund Report January 2010

Ending Balance December 31, 2009	\$7,405.46
Beginning Balance January 1, 2010	\$7,405.46

**Deposits**

Jan. 8, 10	Sunshine Fund-Rennels	\$ 31.88
Jan. 8, 10	Boxtops	1,282.20
Jan. 8, 10	Soda Money	59.30
Jan. 22, 10	Special Olympics	175.00
Jan. 22, 10	Soda Money	62.10
Jan. 29, 10	donations-Mennie Family	150.00
	Total Deposits	\$1,760.48

**Expenditures**

Jan. 5, 10	Check #1009-Devine Florals Rennels-Hospital	\$ 31.88
Jan. 11, 10	Check #1010-Pepsi Cola	187.10
Jan. 26, 10	Check #1011-Mautinos Water for office	12.00
Jan. 27, 10	Check #1012-Special Olympics Jean Fund-Donation	175.00
Jan. 29, 10	Check#1013-Jimmy Mennie Family Fire victims	<u>150.00</u>
	Total Expenditures	\$ 555.98
	Ending Balance January 31, 2010	\$8,609.96

Putnam County Junior High School  
 Imprest Fund  
 January 2010  
 Account #010-146

Beginning Balance	\$ 2,282.25
Replenishment Request	<u>517.75</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	\$ 1,397.00
Less checks	<u>\$ 102.68</u>
Balance	\$ 1,300.32
Replenishment Request	<u>\$ 1,499.68</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>
4589	01/05	Lisa Errio	10-1501-319-3	Volleyball Official	\$ 60.00
4590	01/05	Kim Martin	10-1501-319-3	Volleyball Official	60.00
4591	01/11	Ed Derix	10-1501-319-3	Volleyball official	40.00
4592	01/11	Dave Baima	10-1501-319-3	Volleyball official	40.00
4593	01/12	Kim Martin	10-1501-319-3	Volleyball official	60.00
4594	01/12	Lisa Errio	10-1501-319-3	Volleyball Official	60.00
4595	01/14	IRC	Reg fee Ibarra Reading conference.		247.00
4596	01/22	Chance Bloomhurst	10-1501-319-3	Volleyball Official	100.00
4597	01/22	Megan Bromenschenkel	10-1501-319-3	Volleyball Official	100.00
4598	01/22	Russ Naaktaboren	10-1501-319-3	Volleyball Official	100.00
4599	01/22	Dave Baima	10-1501-319-3	Volleyball Official	100.00
4600	01/22	John Diesbeck	10-1501-319-3	basketball official	50.00
	01/22	Bill Andreoni	10-1501-319-3	Volleyball Official	50.00
	01/25	Shawn Lewis	10-1501-319-3	Volleyball Official	60.00
	01/25	Lisa Errio	10-1501-319-3	Volleyball Official	60.00
	01/26	Lisa Errio	10-1501-319-3	Volleyball Official	40.00
	01/26	Russ Naaktaboren	10-1501-319-3	Volleyball Official	40.00
4601	01/30	Lisa Errio	10-1501-319-3	Volleyball Official	40.00
4602	01/30	Cindy Biers	10-1501-319-3	Volleyball Official	40.00
4603	01/30/	ROE	reg fee Miller gifted conference		50.00

expenditures	1,499.68
Replenishment request	1,499.68

\_\_\_\_\_  
 Carl Carlson, Principal

  
 Sandra A. Troglia, Secretary

PUTNAM COUNTY HIGH SCHOOL

Imprest Fund

Bob Peterson, Principal

Balance Balance December 31, 2009	\$2925.00
Replenishment Requested	\$2075.00
Maximum Balance	\$5000.00
January Expenditures	\$2298.00
Balance January 31, 2010	\$2702.00
Replenishment Requested	\$2298.00
<b>Attain Maximum Balance</b>	<b>\$5000.00</b>

EXPENDITURES

Doug Rose	10-1501-319-2	JVBB Ref	\$ 55.00
Rick Moore	10-1501-319-2	JVBB Ref	\$ 55.00
Tom Fulkerson	10-1501-319-2	VBB Ref	\$ 65.00
Bob Weiss	10-1501-319-2	VBB Ref	\$ 65.00
Jeff Sonnenberg	10-1501-319-2	VBB Ref	\$ 65.00
IHSA	10-1502-640-1	Solo & Ensemble Entry	\$100.00
Mike Puckett	10-1501-319-2	GBB Ref	\$ 75.00
John McCaulley	10-1501-319-2	GBB Ref	\$ 75.00
Ray Gerkitz	10-1501-319-2	GBB Ref	\$ 75.00
Rockford East	10-1501-640-2	Cheer Competition Entry	\$ 75.00
Kewanee Wethersfield	10-1501-640-2	JVGBB Tourney	\$ 90.00
Earlville HS	10-1501-640-2	JVGBB Tourney	\$125.00
Amboy HS	10-1501-640-2	Wrestling	\$130.00
Seneca HS	10-1501-640-2	Wrestling	\$150.00
Kewanee HS	10-1501-640-2	Wrestling	\$130.00
Augustana College	10-1502-640-1	Honor Band	\$ 75.00
Tim Nagle	10-1501-319-2	JVBB Ref	\$ 55.00
Bill Twardowski	10-1501-319-2	JVBB Ref	\$ 55.00
Rod Ummel	10-1501-319-2	VBB Ref	\$ 65.00
Cliff Armstrong	10-1501-319-2	VBB Ref	\$ 65.00
Jeff Albee	10-1501-319-2	VBB Ref	\$ 65.00
Ottawa HS	10-1502-640-1	Solo & Ensemble	\$263.00
Steve Mozina	10-1501-319-2	GBB Ref	\$ 75.00
Terry Olzewski	10-1501-319-2	GBB Ref	\$ 75.00
Cam Valle	10-1501-319-2	GBB Ref	\$ 75.00
Terry Olzewski	10-1501-319-2	FRBB Ref	\$ 50.00
Steve Mozina	10-1501-319-2	FRBB Ref	\$ 50.00

**TOTAL EXPENDITURES \$2298.00**

From: 01/01/2010

## General Ledger Report

From Account: 1

To : 01/31/2010

To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 Office	1499.91	625.00	-667.14	0.00	1457.77	0.00	1457.77
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	36.64	0.00	0.00	0.00	36.64	0.00	36.64
000120 Baseball	3647.70	0.00	-3399.75	0.00	247.95	0.00	247.95
000125 Girl's Softball	1663.50	0.00	0.00	0.00	1663.50	0.00	1663.50
000130 PC Enterprises	229.02	0.00	0.00	0.00	229.02	0.00	229.02
000135 Golf	979.58	0.00	0.00	0.00	979.58	0.00	979.58
000140 Scholastic Bowl	141.63	0.00	-28.00	0.00	113.63	0.00	113.63
000150 Interact Club	2103.52	59.00	0.00	0.00	2162.52	0.00	2162.52
000155 Art	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000200 Athletic	2219.31	130.00	0.00	0.00	2349.31	0.00	2349.31
000210 Cable Club	2116.64	0.00	0.00	0.00	2116.64	0.00	2116.64
000220 Track	82.45	0.00	0.00	0.00	82.45	0.00	82.45
000300 Journalism	30.34	1760.00	-1620.67	0.00	169.67	0.00	169.67
000310 Oldies Club	106.17	0.00	0.00	0.00	106.17	0.00	106.17
000320 Girl's Basketball	944.62	839.00	0.00	0.00	1783.62	0.00	1783.62
000325 Boy's Basketball	957.94	0.00	-607.75	0.00	350.19	0.00	350.19
000330 Student Council	1453.26	1675.50	-957.32	0.00	2171.44	0.00	2171.44
000340 N.H.S.	3893.63	0.00	-58.35	0.00	3835.28	0.00	3835.28
000345 Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000350 Landscaping	331.80	5.52	0.00	0.00	337.32	0.00	337.32
000360 FFA	-554.88	11279.54	-7161.41	0.00	3563.25	0.00	3563.25
000365 Greenhouse Project	300.00	0.00	0.00	0.00	300.00	0.00	300.00
000370 Cheerleading	640.49	816.00	-199.63	0.00	1256.86	0.00	1256.86
000380 Panteras	2473.10	1350.00	-2660.00	0.00	1163.10	0.00	1163.10
000390 Media Club	1489.73	0.00	-50.00	0.00	1439.73	0.00	1439.73
000395 Computer Club	333.40	0.00	0.00	0.00	333.40	0.00	333.40
000400 Tournament Athletics	1134.34	6099.00	-5600.00	-10.00	1623.34	0.00	1623.34
000410 Thespians	20.03	750.00	-700.00	0.00	70.03	0.00	70.03
000420 Science Club	265.70	0.00	0.00	0.00	265.70	0.00	265.70
000430 Music (Band)	594.97	0.00	-46.91	0.00	548.06	0.00	548.06
000440 Music (Chorus)	151.25	0.00	-42.50	0.00	108.75	0.00	108.75
000500 Class of 2006	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
000520 Class of 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000530 Class of 2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000540 Volleyball	698.53	0.00	0.00	0.00	698.53	0.00	698.53

From: 01/01/2010  
To : 01/31/2010

General Ledger Report

From Account: 1  
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000550 Class of 2009	445.18	0.00	0.00	0.00	445.18	0.00	445.18
000560 Class of 2010	1288.63	0.00	0.00	0.00	1288.63	0.00	1288.63
000570 Class of 2012	858.13	0.00	0.00	0.00	858.13	0.00	858.13
000580 Class of 2011	1011.37	4209.88	-3546.54	10.00	1684.71	0.00	1684.71
000590 Class of 2013	354.00	69.00	-151.93	0.00	271.07	0.00	271.07
<b>Group Total</b>	<b>34034.98</b>	<b>29667.44</b>	<b>-27497.90</b>	<b>0.00</b>	<b>36204.52</b>	<b>0.00</b>	<b>36204.52</b>
<b>Grand Total</b>	<b>34034.98</b>	<b>29667.44</b>	<b>-27497.90</b>	<b>0.00</b>	<b>36204.52</b>	<b>0.00</b>	<b>36204.52</b>

SUPERINTENDENT IMPREST  
January, 2010

BANK BALANCE	1829.47
REPLENISHMENT REQUEST	<u>170.53</u>
BANK BALANCE	2000.00

2691	10-2320-341-1	Postmaster	24.50
2692	10-2310-640-6	IL State Police – Fingerprinting	78.50
2693	10-2320-332-1	Ali’s – Committee Meeting	<u>67.53</u>

TOTAL	170.53
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Treasurers Report  
 Month January 31, 2010

	EDUCATION	O/M	TRANSPORT	IMRF	C/P	W/C	TORT	L/S	TOTALS
<b>Cash/Invest. Begin Month</b>	\$3,747,010.32	\$2,418,994.52	\$131,975.72	\$382,631.45	\$1,164,543.36	\$1,777,671.49	\$437,333.55	\$34,109.34	\$10,094,269.75
<b>Receipts</b>	\$648,398.39	\$15,941.36	\$115,322.68	\$656.77	\$1,188.81	\$2,573.67	\$382.47	\$233.84	\$784,697.99
<b>Disbursements</b>	\$569,832.01	\$65,371.11	\$51,754.79	\$20,314.12	\$10,147.78	\$0.00	\$0.00	\$13,200.00	\$730,619.81
<b>Cash/Investments End Month</b>	\$3,825,576.70	\$2,369,564.77	\$195,543.61	\$362,974.10	\$1,155,584.39	\$1,780,245.16	\$437,716.02	\$21,143.18	\$10,148,347.93
<b>CASH IN BANKS</b>									
<b>Granville National Bank</b>	\$13,557.65	\$137,964.69	\$0.00	\$0.00	\$0.00	(\$13,983.08)	\$0.00	(\$120,000.00)	\$17,539.26
<b>First State Bank</b>	\$34,012.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,012.70
<b>North Central Bank</b>	\$46,070.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,070.42
<b>Total Cash in Banks</b>	\$93,640.77	\$137,964.69	\$0.00	\$0.00	\$0.00	(\$13,983.08)	\$0.00	(\$120,000.00)	\$97,622.38
<b>MONEY MARKET ACCTS.</b>									
<b>Granville National Bank</b>	\$268,526.78	\$5,962.51	\$3,680.71	\$0.00	\$20,588.84	\$19,959.84	\$8,828.25	\$6,103.47	\$333,650.40
<b>Rate 0.60%</b>									
<b>First State Bank</b>	\$706,639.98	\$294,207.33	\$57,837.46	\$58,340.86	\$645,085.54	\$120,375.95	\$406,196.03	\$11,664.40	\$2,300,347.55
<b>Rate 1.25%</b>									
<b>North Central Bank</b>	\$1,684,077.11	\$1,652,198.28	\$134,025.46	\$149,112.88	\$489,910.01	\$202,418.38	\$22,691.74	\$77,872.83	\$4,412,306.69
<b>Rate 1.25%</b>									
<b>Illinois Funds</b>									\$0.00
<b>Rate 0.0%</b>									
<b>Total Money Market Accts.</b>	\$2,659,243.87	\$1,952,368.12	\$195,543.63	\$207,453.74	\$1,155,584.39	\$342,754.17	\$437,716.02	\$95,640.70	\$7,046,304.64
<b>C/D INVESTMENTS</b>									
<b>Granville National Bank</b>									\$0.00
									\$0.00
									\$0.00
									\$0.00

Putnam County Comm. Unit School Dist. # 535  
Treasurers Report  
Month January 31, 2010

									\$0.00
									\$0.00
	EDUCATION	O/M	TRANSPORT	IMRF	C/P	W/C	TORT	L/S	TOTALS
<b>First State Bank</b>									
21260 02/22/10 1.85%						\$465,680.90			\$465,680.90
22806 08/20/10 1.40%		\$202,162.68				\$202,162.71			\$404,325.39
22807 07/20/10 1.40%	\$80,464.25	\$17,975.95		\$54,378.40		\$280,861.36			\$433,679.96
22855 05/19/10 1.17%	\$313,313.29								\$313,313.29
22856 11/19/10 1.63%		\$55,639.48		\$101,141.98				\$45,502.46	\$202,283.92
									\$0.00
<b>North Central Bank</b>									
38420 03/01/10 1.70%	\$664,514.74								\$664,514.74
38648 01/27/11 1.85%						\$320,167.55			\$320,167.55
38681 09/17/10 1.46%						\$182,601.55			\$182,601.55
									\$0.00
									\$0.00
<b>Auditor Adjustments</b>									
									\$0.00
<b>Tree Fund</b>									
		\$3,453.85							\$3,453.85
<b>Assets</b>									
	\$16,316.05								\$16,316.05
<b>Adjustments</b>									
	\$20.90		(\$0.02)	(\$0.02)				\$0.02	\$20.88
<b>Liabilities</b>									
	(\$1,937.17)								(\$1,937.17)
<b>TOTAL CASH &amp; INVESTMENTS</b>									
	\$3,825,576.70	\$2,369,564.77	\$195,543.61	\$362,974.10	\$1,155,584.39	\$1,780,245.16	\$437,716.02	\$21,143.18	\$10,148,347.93

CERTIFIED CORRECT

*Alfred J. Rolando*

01/31/10



Putnam County Comm. Unit School Dist. # 535  
Treasurers Report  
September 30, 2009

<b>First State Bank</b>									
16967 02/18/09 3.27%					\$724,522.58				\$724,522.58
17224 01/10/09 4.40%						\$175,698.24			\$175,698.24
18872 02/27/09 2.66%						\$312,072.90			\$312,072.90
19238 02/19/09 3.24%					\$205,987.91				\$205,987.91
19239 03/25/09 3.27%					\$746,043.23				\$746,043.23
<b>North Central Bank</b>									
	1,000.00	17,087.12							
	1,000.00	0.00							
	1,000.00	0.00							
<b>Tree Fund</b>		3,358.80							
<b>Assets</b>	1,000.00	0.00							
<b>Adjustments</b>	30.00	0.00							
<b>Liabilities</b>	(1,000.00)	0.00							
<b>TOTAL CASH &amp; INVESTME</b>	<b>1,923,587.18</b>	<b>3,577,898.97</b>							

CERTIFIED CORRECT

NAME & DATE



*Putnam County Primary School*

*400 E. Silverspoon Ave.  
Granville, IL 61326*

*Phone Number 1-815-882-2800  
Fax Number 1-815-882-2801*

**Board Report for Board Meeting Tuesday, February 16, 2010**

From Kristal LeRette

**Teacher Evaluations**

- All non-tenured teachers at the Primary School are having their second evaluations done.

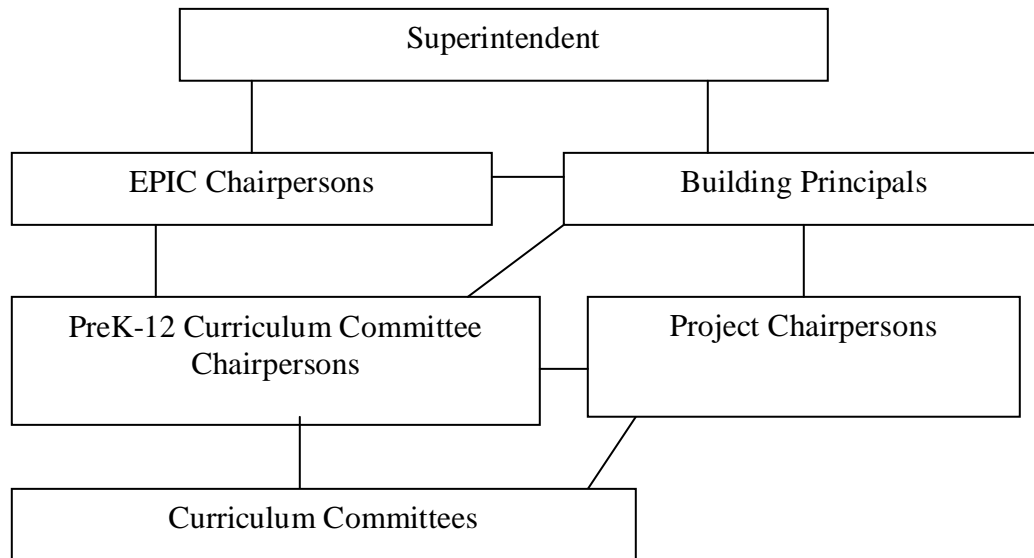
**Professional Development**

- The Educational Program Improvement Council (EPIC) met on Monday, February 8<sup>th</sup>. The following mission statement was developed:

**The Educational Program Improvement Council will strive to increase student achievement by using data to assess, implement, evaluate, and revise the curriculum of Putnam County School District #535 to ensure all students will learn and succeed.**

The EPIC Council consists of the following members: Superintendent, Building Principals, EPIC Chairpersons (1 from each building), and a Union Representative.

The following flowchart explains how EPIC functions within each building and within the district:



*Where all students will learn and succeed and all means ALL  
Principal—Mrs. Kristal LeRette  
Secretary—Mrs. Brenda Schmidt*

- The district is starting to update all curriculum guides. The goals are:
  - Make sure all lessons being taught are aligned to the State Standards
  - Fill gaps within each area of the curriculum
  - Look at ways to incorporate the state tests' materials, words, and procedures into the curriculum.

### **Community**

- **Mr. McCann and Mrs. LeRette will be helping the Hennepin Business Association with a Daddy Daughter Dance. The dance is on Saturday, March 27<sup>th</sup> from 6:30pm to 9:00pm at the Hennepin School Gymnasium.**

All preschool through 5<sup>th</sup> grade girls currently enrolled in Putnam County School District #535 and their fathers or father figures are invited to attend a Daddy-Daughter Dance sponsored by the Hennepin Business Association.

### **Academic Achievement**

- Second grade students Lucas Olson and Megan Brooker will be recognized at a Student Excellence Banquet on Thursday, February 18<sup>th</sup>.

The purpose of the recognition breakfast is to honor two exceptional students (one male and one female) from each school's exiting grade in the Starved Rock Region. The children were chosen by the teachers and administration to receive this honor because they are hard working students who display good character for their classmates and others at Putnam County Primary School.

At the breakfast the children will receive a special plaque.

### **Dates To Remember**

- February 12<sup>th</sup> Early Dismissal 2:05pm
- February 15<sup>th</sup> No School Presidents' Day
- Tuesday, February 16<sup>th</sup> School Board Meeting 6:30pm
- February 25<sup>th</sup> Kindergarten Preregistration 10am to 2pm and 4pm to 6pm
- March 1<sup>st</sup> No School Casimir Pulaski Day
- March 9<sup>th</sup> Market Day pick up at the High School 4pm
- March 12<sup>th</sup> End of Third Quarter
- March 14<sup>th</sup> Daylight Savings Time Begins (Set clocks 1 hour ahead before going to bed March 13<sup>th</sup>)
- March 15<sup>th</sup> Spring Pictures
- March 19<sup>th</sup> No School Institute Day

### **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.***

***Where all students will learn and succeed and all means ALL  
Principal—Mrs. Kristal LeRette  
Secretary—Mrs. Brenda Schmidt***

**Board Report**

**Monday, September 21, 2009**

Submitted by Mike McCann

**Children of Haiti**

During the first week of February, Putnam County Elementary students, staff, and faculty were given the challenge of donating one dollar for each child and adult in the school, approximately two hundred forty. The donations collected would be given to an agency to provide direct emergency and long-term support to the children of Haiti. As expected, we topped our goal and collected three hundred thirty dollars, half again over the original goal. Putnam County, despite our own economic challenges, never fails when coming to the need of other less fortunate groups or individuals.

To make this an even more meaningful experience, PCES is lucky to have a visitor from Haiti, Rita Riedel, a missionary who operates an orphanage in Haiti and was present when the earthquake struck. Mrs. Reidel has an inspiring story to share with everyone that retells how all of the children escaped injury during the horrific natural event. She will speak to us on Thursday, February 11<sup>th</sup> at a special assembly.



**Putnam County Elementary School Spelling Bee Champions Announced**

On Friday, January 22, 2010, the Putnam County Elementary School held a Fifth Grade Spelling Bee in the school cafeteria. This bee was attended by all fourth and fifth grade students and their teachers. Each fifth grade homeroom held contests in their classrooms to choose the five representatives to send to this bee. The top five winners



in each homeroom were the spellers who competed in the school spelling bee. This spelling bee was held to determine the top two spellers in the fifth grade. The two winners were McKenna Downey and Billy Faletti, with Jon Sabotta being the runner-up. McKenna and Billy will participate in the Marshall-Putnam Spelling Bee to be held on February 9<sup>th</sup> at Henry High School. Best of luck to these two students and great job to all students who participated in the spelling bee!

## Putnam County Elementary School The First Character Counts of 2010

The January Character Counts Assembly of 2010 provided an exciting start to the New Year. The Putnam County Elementary students were given an extraordinary treat. The PC High School Pantera's made a special trip to Hennepin and presented a dance routine for the Elementary students. The gym came alive as the music blared and the high school students performed their synchronized dance. The elementary students were very impressed by their demonstration. Thank you to the Panteras and to Coach



Jennifer Garcia for the terrific entertainment. Honor Roll and High Honor Roll were also recognized that this month's assembly.

Lucky winners of the Catch-Me-Can Drawing were: (3<sup>rd</sup>) Hope Keller, Isabelle Lyons, Devon Elmer, Faith Stunkel, (4<sup>th</sup>) Grace Wilson, Max Huffstodt, A.J. Borio, (5<sup>th</sup>) Natasha Voss, Kazia Holmstrom, and Christian Harris

## Look Who Made Their Reading Goal! Peppy Manfredini!

Peppy has earned ten stars for meeting his reading Fluency goal in Mrs. Pufahl's class. This Takes skill, lots of practice, and hard work. Congratulations, Peppy!



*When a student in Mrs. Pufahl's classroom reaches his or her reading goal we make certain that their achievement is recognized and that attention is brought to their success. An article with their picture is posted on the district's website and an article is also sent to the PC Record. Motivation is extremely important to the success of all students.*

Putnam County High School  
Principal Report  
2/16/10

**ACT/PSAE Preparation**

Our Math and English coaches are working hard with our students preparing them for the ACT/PSAE test. Our teachers, Mr. Keener, Mrs. Davis, and Mrs. Morrow are also using some of their class time helping juniors prepare. There is also a class at IVCC that students can take for preparation.

**Evaluations**

All 1<sup>st</sup> time evaluations have been completed. Second time evaluations of non-tenured faculty members are underway, and will be finished this month. Everyone is working hard and doing the best they can!!

**Extra-curricular**

The boys and girls basketball teams have fallen on hard times. The girl's season is over; they finished with a record of 2 wins and 24 losses. Even though our girls had a poor won-loss record, they fought in all games until the final horn sounded. The boy's season is down to the last month. Their record is 5 wins and 19 losses. We only have 1 senior and everyone else returning.

The WYSE team captured 2<sup>nd</sup> place at IVCC and will compete Thursday, March 11, at Bradley University. The WYSE students that earned a ribbon were:

Chase Redshaw	1 <sup>st</sup> Engineering graphics
Quinton Burcar	3 <sup>rd</sup> Engineering graphics
Josh Peterson	1 <sup>st</sup> Chemistry
Alonzo Khouaja	2 <sup>nd</sup> Physics
Andrew White	3 <sup>rd</sup> Physics

**Other Team Members**

Erin Salz  
Jeff Wujek  
Angela Ramey  
Layne Zens  
Stevie Croisant  
Michaela Copeland  
Elizabeth Jeppsen  
Mitch Loiselle

**GREAT JOB!!! GOOD LUCK AT BRADLEY!!**

Our 1<sup>st</sup> year wrestling team finished with records of:

Varsity	4-5
Fr/Soph	8-2

Alonzo Khouaja finished 3<sup>rd</sup> in the Eureka regional and will advance to the Clinton Sectional. The wrestling program far exceeded my expectations and I believe it has to do with the hard work our coaches and students put into it. Go Panthers!!

**Parent/Teacher Conferences**

We had a very disappointing number of parents show for conferences. We had a total of 5 parents show up. We advertised it, put it on our website, and had daily announcements on this subject. We had a much greater turn out in the fall. We will discuss this and see if there is some way to get more parents into our school.

**Summer School**

It won't be long and summer will be here. As you know, the state has required that everyone pass 4 years of English. We do have a need to offer this to our students. I would like to employ 2 English teachers for this summer. Thank you for your time.

**Principal's Report**  
**Prepared by Carl Carlson**  
**Putnam County Junior High**  
**February 11, 2010**

**ISAT Tests Around the Corner**

Time has been flying by. In just a couple of weeks, our students will be engaged in the Illinois Schools Assessment Test (ISAT). The dates for testing are from Monday, March 1<sup>st</sup> through Friday, March 12<sup>th</sup>. As I am sure you are aware, this is high stakes time for our district for several reasons. First, we want to meet the Annual Yearly Progress (AYP) benchmarks and we want our students to perform to the best of their ability. Our district will lose one of the testing dates due to Casimir Pulaski Day. This should not be a concern as I have developed a schedule that will take into account special education students requiring extra time during their sessions. I plan on blocking off the morning segment of the day dedicated to ISAT time. The afternoon will have students attend all their classes on a shortened schedule. Also, I have instructed the staff to ease up on assigned homework so the students can solely concentrate on performing well on the achievement tests. I look forward to receiving the results, hopefully in a timely manner, so that the data can go towards improving the educational programs at the junior high school.

The faculty has been working hard through out the year to prepare each student. Recently, students have been covering review packets in math, using lessons on the internet based Study Island program that aligns with state standards, emphasizing how to organize their ideas for the written portion of the tests, and reading concepts have been a focus during the entire year. Students have spent more time reading, building fluency, and developing stronger comprehension skills. The hope is that our students continue to demonstrate the necessary growth to meet state standards like we have in the past.

**Second Round of Parent-Teacher Conferences**

Our school has finished hosting the second round of parent-teacher conferences. They were held on Wednesday, February 10<sup>th</sup> from 4:00-8:00. Fortunately, the weather cooperated and our attendance percentage was very high (15 out of 17 at 88%) and one of those has already rescheduled due to a family illness. We also offered various times during team meetings over the course of the past week and a half. The conferences were open to anyone requesting to meet. However, our emphasis for these conferences is to address the at-risk students that are in poor academic standing. The faculty and I have had several discussions, brainstorming ideas, and hopefully have come up with some alternate solutions to help meet the needs of these students. The hope is to get the parents involved in the process because their support is vital to students demonstrating success in school. The two biggest problems for our low student achievement are inconsistent homework completion and lack of organizational skills/effort being given daily. We had a great turnout for those that scheduled times to meet.

### **Girls' Volleyball is Heading into Post Season**

The junior high girls' volleyball season is heading into its post season. Both teams have vastly improved and have worked very hard for both coaches. The 7<sup>th</sup> grade team got third and the 8<sup>th</sup> grade team got second in the Marseilles Invitational Tournament. The girls will be competing in the Little Tri-County Conference tournament during the week of February 22<sup>nd</sup>. The 7<sup>th</sup> grade starts Regional play on February 27<sup>th</sup> at Peru Parkside and the 8<sup>th</sup> grade Regionals start March 6<sup>th</sup> in Seneca. Good luck to both teams as they prepare for their post season.

### **Staff Evaluations**

Staff evaluations are almost complete. I have a few more evaluations and summative results to finish and all certified staff will be complete. I am slightly behind my personal goal of being finished by the middle of February. The timely snow days seemed to fall on days with observations scheduled. All recommendations for the purpose of rehiring, offering tenure, or termination of services will be completed by the March board meeting. This is a process that I take very seriously in trying to ensure our students are receiving the best instruction possible. I have concerns for a couple staff members that careful deliberation will be necessary to make the best recommendation possible. Overall, the staff has been working hard and I want to thank them for their efforts.

### **Overall Atmosphere**

The ISAT time is upon us and the general concern for most faculty members is the pressure of performing well. As mentioned, this is high stakes test. My belief continues to be that if everyone is doing their job all year, there is no need to feel the crunch to cram concepts into the last few days up to the test. Our staff has been doing everything they can to prepare the students. It will come down to how comfortable and confident the students feel prior to taking the tests.

I had several applicants for the eighth grade language arts position. To date, I have interviewed seven candidates and expect to interview another five to seven next week. The next step will be to either narrow the field to a second round of interviews with the other two members of the junior high language arts department or perhaps the "right" candidate will emerge.

The students are showing the urge to get outdoors over the past few days. Our school has had quite a bit of illness run through the past couple weeks. We are already through the mid-term of third quarter and the home stretch is right around the corner. I will be spending quite a bit of time meeting with faculty and staff to finalize teaching assignments, how we plan to cover our Response to Intervention strategies without the assistance of two retiring staff members, and various other program evaluations. The ultimate goal is to improve our quality of instruction, the curriculum offered to our students, and the methods of delivering that material through improved instructional methods.



State of Illinois  
Revenues Behind Schedule

February 16, 2010

<b><u>Revenue Category</u></b>	<b><u>Revenue Vouchered, Not Paid</u></b>
Reading Improvement (R.I.)	\$12,435.00
A.D.A.	\$ 3,829.00
E.C.E. (Early Childhood Education)	\$39,627.00
Special Education	\$139,088.81
Summer School	\$ 805.28
Lunch Aid	\$ 1090.62
<u>Regular Transportation</u>	<u>\$72,050.67</u>
<b>Total All Categories</b>	<b>\$259,926.38</b>

	<u>Name</u>	<u>Cert. Type</u>	<u>First Full-Time Contract</u>	<u>Total F/time Yrs. In PC</u>	<u>Total Yrs. Service In/Out Dist.</u>	<u>Total Time Under Contract in PC</u>	<u>Current Assignment</u>	<u>Legally Qualified to Teach</u>
1.	Smith, Lynette	10 09	73-74	36	36	36	K-12 SAP Coordinator/JH Explor./Prob-Solv Coord.	Phys. Ed., K-12 Health, JH Social Studies
2.	Puetz, Janet	03	76-77	34	34	34	First Grade	Elementary (K-9)
3.	Ringenberg, Barbara	10 03	78-79	32	32	32	Second Grade	LD; EMH; K-12 LD; K-12 EMH; Elementary (K-9)
4.	Schmidt, Edward	09	79-80	31	31	31	Technology Coordinator	6-12 Industrial Arts
5.	Henson, Roberta	03	79-80	30	32	30	Third Grade	Elementary (K-9); 6-8 Lang. Arts & Soc. Stud.
6.	Kassabaum, Connie	03	80-81	30	36	30	Exploratory/Guided Study Hall	Elem. (K-9); Middle School: Math, Soc. Stud., Gen Sci., Language Arts
7.	Swingel, Edward	09 03	84-85	27	28.1	27	HS Social Studies/CWE Coordinator	K-12 Phys. Ed., Soc. Stud. PE
8.	Holmbeck, Diane	03	85-86	28	28	28	First Grade	Elementary (K-9)
9.	Beams-Stacker, Leslee	04 02	86-87	24	25	24.5	Early Childhood	Early Childhood 0-5 Yrs. Old, O-3 Grade
10.	Walter, Linda	03	86-87	24	30	24	Third Grade	Elementary (K-9); Upper Elem. Dept. or JH Sci., Soc. Stud., Eng.

	<u>Name</u>	<u>Cert. Type</u>	<u>First Full-Time Contract</u>	<u>Total F/time Yrs. In PC</u>	<u>Total Yrs. Service In/Out Dist.</u>	<u>Total Time Under Contract in PC</u>	<u>Current Assignment</u>	<u>Legally Qualified to Teach</u>
11.	Lenkaitis, Jane	09	86-87	24	27	25	HS Spanish	7-12 Spanish; English
12.	Gilbert, Mary	03	87-88	28	33.4	28	Kindergarten	Elem. (K-9) Teaching; English; JH Soc.Stud.
13.	Myers, David	09	88-89	22	27	22	HS Integrated Science, Sociology	Biology, Chemistry, Physics, Civics, Pol. Sci., Sociology, Gen. Sci., US & World Hist., Upper Elem/JH Bio. Sci., Gen., Phys. & Soc. Sci.
14.	Edens, Sandra	04 03, 09	89-90	21	21	21	Early Childhood	EMH; Elem. (K-9); Early Childhood
15.	Hopkins, Nancy	09	90-91	20	24	20.65	JH Lang. Arts/Explor.	French, Language Arts
16.	Keener, John	09	90-91	20	31	20	HS English	6-12 English; 6-12 History
17.	Henderson, Mary	03	90-91	20	20	20	Third Grade	Elem. (K-9); 6-9 Lang. Arts & Soc. Sci.
18.	Taylor, Marie	09 03, 10	91-92	25	31	26.55	Elementary and Primary Phys. Ed.	Phys. Ed. K-12; Elem. (K-9); Health Ed. 6-12
19.	Warren, Terry	75 03	92-93	18	35	18	District Assessment Coordinator	Admin. K-12; JH Math; Elem. (K-9)
20.	Evans, Rebecca Sue	03	94-95	16	32	18.45	Title I, TPI	Elem. (K-9); 6-8 Lang. Arts/Social Studies, Reading, Gifted K-9

First Total Total Yrs. Total Time

	<u>Name</u>	<u>Cert. Type</u>	<u>Full-Time Contract</u>	<u>F/time Yrs. In PC</u>	<u>Service In/Out Dist.</u>	<u>Under Contract in PC</u>	<u>Current Assignment</u>	<u>Legally Qualified to Teach</u>
21.	Slingsby, John	09 03	95-96	18	20	18	JH Science/Explor.	K-12 P.E., 6-8 Science
22.	Wragge, Daryle	09	95-96	15	30	15	Ag Science	Ag. Sci., Ag. Mech.
23.	Shevokas, Debra	03 09	97-98	13	13	15.15	HS Phys. Ed.	K-12 Physical Ed.
24.	Olson, Michael	09 75	97-98	13	13	13	JH Social Stud./Explor.	6-12 History, 6-8 Soc. Stud., Administration
25.	Both, Patricia	73	97-98	13	19	13	Social Worker	School Social Worker
26.	McConnell, Charles	09	98-99	12	14	12	HS Math	6-12 Math, 6-8 Science & Soc. Stud.
27.	Peterson, Bob	75 09	98-99	12	31	12	Administration	6-12 P.E.; Dr. Ed., 6-12 Health
28.	Colmone, Cindy	03 09	99-00	11	12	11	Special Ed. - JH	TMH, Phy. Hand., EMH Preschool LBS1, BD
29.	Pufahl, Lynn	03 04 10	99-00	11	17	11	Special Ed. – LD Resource	Elementary (K-9), Early Childhood, LD, LBS1, BD
30.	Peterson, Valerie	03	99-00	11	21	11	Fourth Grade	Elementary (K-9)

	<u>First Full-</u>	<u>Total F/time</u>	<u>Total Yrs. Service</u>	<u>Total Time Under</u>
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	<u>Name</u>	<u>Cert. Type</u>	<u>Time Contract</u>	<u>Yrs. In PC</u>	<u>In/Out Dist.</u>	<u>Contract in PC</u>	<u>Current Assignment</u>	<u>Legally Qualified to Teach</u>
31.	Berger, Nancy	04 03	00-01	10	12	10.5	Kindergarten	Elementary (K-9)
32.	Davis, Annette	03 09	00-01	10	29	10	Media Director	Deaf & Hard of Hearing K-12; K-9 Reg. Ed., Media is pending
33.	Bolin, Raymond	09 75	01-02	9	12	9	HS Business	Accounting, Basic Bus, Bus. Ed., Info. Process., Bus Law, Economics
34.	Ladage, Anita	03 10	01-02	9	11	9	Second Grade	Elem. K-9, Special Ed/SM, LD (K-12)
35.	McCann, Michael	75 03	01-02	9	29	9	Administration	Administration, K-9
36.	Meyer, Corey	09	01-02	9	14	9	HS Social Studies/Science	JH LA, SS; HS: Econ., English, History, Sociology, Earth Science, Geography, World History
37.	Vipond, James	09	01-02	9	17	9	HS Science	6-12 Sci., Biology, Phys. Sci., Social Sci., Lang. Arts
38.	Walker, Chris	09	01-02	9	22	9	JH Social Studies/Explor.	6-12 History, Geography, P.E., Government
39.	Ossola, Janice	03 10	02-03	8	16	16	Special Ed	Special Ed – LD, EH

<u>Name</u>	<u>Cert. Type</u>	<u>First Full-Time Contract</u>	<u>Total F/time Yrs. In PC</u>	<u>Total Yrs. Service In/Out Dist.</u>	<u>Total Time Under Contract in PC</u>	<u>Current Assignment</u>	<u>Legally Qualified to Teach</u>
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40.	Harris, Jeff	34	02-03	8	8	8	Industrial Technology	Industrial Arts
41.	Hartman, Connie	03 09	02-03	8	8.5	8	Special Ed	K-9 & 6-12 EMH, LD; LB Spec. I, LD, MR, BD/ED
42.	Ibarra, Jennifer	03	02-03	8	12	8	Language Arts	Elem. K-9, Self-Cont. K-9, Lang. Arts, Social Science
43.	Johnson, Steve	73	02-03	8	34	8	Guidance	K-12 Guidance
44.	Louis, Wendy	03 09	02-03	8	13.5	8	Special Ed	K-9 & 6-12 Deaf & Hard of Hearing, HS Psychology
45.	Schultz, Amy	03	02-03	8	15	8	Fourth Grade	Elem. K-9, JH Lang. Arts, Reading, Social Science, Self-Cont. K-9
46.	Hulstrom, Natalie	03 09	03-04	7	7	7	HS Chorus, HS Band Middle School Band	K-12 Music
47.	Darrah, Amy	03	04-05	6.5	10.5	6.5	Language Arts, 6 <sup>th</sup> grade	Elementary (K-9); Soc. Sci. (5-8); LA (6-8)
48.	Johnson, Rebecca	03	04-05	6	18	6	Title I Grades 3-5	Elementary (K-9); Reading Specialist
49.	Dudek, Jennifer	03	04-05	6	13	6	Middle School Science/Exploratory	Elem. (K-9), Gen. Sci. (5-8) LA (5-8), Soc. Sci. (5-8)
50.	Sobkowiak, Katie	03	04-05	6	6	6	First Grade	Elementary (K-9)

<u>Name</u>	<u>Cert. Type</u>	<u>First Full-Time Contract</u>	<u>Total F/time Yrs. In PC</u>	<u>Total Yrs. Service In/Out Dist.</u>	<u>Total Time Under Contract in PC</u>	<u>Current Assignment</u>	<u>Legally Qualified to Teach</u>
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51.	Garcia, Dave	03	05-06	5	7	5	9 <sup>th</sup> gr. Soc. Stud., AD	Elementary (K-9), Middle School Social Science
52.	Alleman, Dianne	03	05-06	10	12	10	Kindergarten	Elementary (K-9)
53.	Rodriguez, Carmela	Initial	05-06	5	5	5	HS English & Journalism	Grades 6-12, Middle School Language Arts, Senior School English & Journalism
54.	McGill, Monica	Initial	05-06	5	5	5	Early Childhood	Early Childhood Age 0-Grade 3, Early Childhood Sp. Ed.
55.	Helser, Karen	Standard	05-06	5	33	5	Consumer Sciences	Grade 6-12 Standard
56.	Baele, Brandy	SSP	05-06	5	8	5	Social Worker	K-12, School Social Work
57.	Boudreau, Becky	Standard	06-07	4	8	4	5 <sup>th</sup> Grade	Elementary (K-9), LA 6-8, Social Science 6-8, Math 6-8
58.	Downey, Anne	Initial	06-07	4	5	4	2 <sup>nd</sup> Grade	Elementary K-9, LA 6-8, Social Science 6-8
59.	Erickson, Kristin	Pilot	06-07	4	4	4	Speech & Language	Pilot Speech , Language
60.	Carboni, James	Initial	Jan. 07	3.5	3.5	3.5	HS Phys Ed	PE 6-12, English 9-12, LA 9-12

<u>Name</u>	<u>Cert. Type</u>	<u>First Full-Time Contract</u>	<u>Total F/time Yrs. In PC</u>	<u>Total Yrs. Service In/Out Dist.</u>	<u>Total Time Under Contract in PC</u>	<u>Current Assignment</u>	<u>Legally Qualified to Teach</u>
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61.	Schwarz, Jodie	Initial	Jan. 07	3.5	3.5	3.5	HS Spec. Ed.	Sp Ed K-12, LBS I
62.	Carlson, Carl	75 03	07-08	3	16	3	Administration	Administration, K-9 Elementary Ed., Lang. Arts 6-8, Social Science 6-8
63.	Hall, Josie	03	07-08	3	3	3	5 <sup>th</sup> Grade	Elementary Ed. K-9, Lang. Arts 6-8
64.	Gedraitis, Judy	Initial	07-08	3	3	3	HS English	6-12 English, L.A. 6-8 Social Science
65.	Lombardo, David	Initial	07-08	3	3	3	JH Music	Music 6-9, Soc. Sci. 6-12
66.	Davis, Kelli	Initial	07-08	3	3	3	HS Math	6-12 Math
67.	Vacca, Ronda	03 75	07-08	3	11	3	Literacy Coach	K-9 Self-Contained
68.	Waca, Tamara	Standard	07-08	3	9	3	Special Education	LBS I Pre-school – Age 21, Elementary K-9
69.	Ward, Deborah	Standard	07-08	3	16	3	5 <sup>th</sup> Grade	K-9 Self-Contained, Soc. Sci.
70.	Winter, Andrea	Initial	07-08	3	3	3	Biology	6-12 Biology
71.	McCracken, Jay	75 26, 03	08-09	2	31	2	Superintendent	Elementary Ed. K-9
72.	Mary Lucas	03	08-09	2	11	2	4 <sup>th</sup> Grade	Elementary Ed. K-9

	<u>Name</u>	<u>Cert. Type</u>	<u>First Full-Time Contract</u>	<u>Total F/time Yrs. In PC</u>	<u>Total Yrs. Service In/Out Dist.</u>	<u>Total Time Under Contract in PC</u>	<u>Current Assignment</u>	<u>Legally Qualified to Teach</u>
73.	Corrigan, Vanessa	Initial	08-09	2	2	2	Art	Visual Arts, Elementary Ed. K-

74.	McKenzie, Jessica	Initial (03)	08-09	2	2	2	JH Math	K-9 Middle School endorsed
75.	Herkelman, Jeff	10 31	08-09	2	19	2	Driver's Ed, Health	Physical Ed. 6-12
76.	Olson, Lynette	03	08-09	2	7	2	JH Physical Ed	Physical Ed 5-8, Elem Ed K-9, Lang Arts 6-8, Math 6-8, Social Science 6-8
77.	Wrobleski, Kristin	10	08-09	2	7	2	Special Ed	LD, BD K-12
78.	Eckwall, Carol	03 10	08-09	2	14	2	Music	Music, Elementary Ed K-9, 6- 12
79.	LeRette, Kristal	75 03	09-10	1	3.5	1	Administration	Elem K-9, Lang Arts, Science, Reading
80.	Barnett, James	10	09-10	1	1	1	JH P.E.	K-12 P.E., Health
81.	Miller, Lori	03	09-10	1	18	1	JH Math	Elem Ed K-9, Math
82.	Jermenc, Stacie	09 03 10	09-10	1	10	1	JH Special Ed	LBS I Preschool – 12 <sup>th</sup> Grade
83.	Kuehn, Betsy	10	09-10	1	12	1	Primary Special Ed	LBS I Preschool – 12 <sup>th</sup> Grade

<u>Name</u>	<u>Cert. Type</u>	<u>First Full-Time Contract</u>	<u>Total F/timeYrs. In PC</u>	<u>Total Yrs. Service In/Out Dist.</u>	<u>Total Time Under Contract in PC</u>	<u>Current Assignment</u>	<u>Legally Qualified to Teach</u>
84. Mezger, William	09	09-10	1	1	1	HS/JH Special Ed	HS English

**Non-tenured Part-time - No Seniority**

<u>Name</u>	<u>Cert. Type</u>	<u>First Full-time Contract</u>	<u>Total F/time yrs. in PC</u>	<u>Total Yrs. Service in/Out Dist.</u>	<u>Total Time Under Contract in PC</u>	<u>Current Assignment</u>	<u>Legally Qualified to Teach</u>
Morrow, Debbie	09	---	---	11	3 2/7	HS Math	Math 5-12, Social Science 5-12

Date Posted: \_\_\_\_\_ Initials: \_\_\_\_\_

**SUPPORT STAFF SENIORITY LIST 09-10**

<u>CLASSIFICATION</u>	<u>CURRENT POSITION DATE STARTED</u>	<u>PREV. POSITION DATE STARTED</u>	<u>EDUCATIONAL CREDENTIALS</u>
<u>Chief/Head Cook</u>			
Carole Rolando (Chief)	7-20-89		Sanitation Cert.
Susan Holocker	8-18-03	Cook 10-31-94 Aide 9-14-89	Sanitation Cert.
Jamie Seibert	10-27-08	Cook 4-22-97	Sanitation Cert.
<u>Cook</u>			
Mary Urnikis	1-14-91		Sanitation Cert.
Judy Gabrielse	8-19-94		Sanitation Cert.
June Dempsey	11-27-95		Sanitation Cert.
Vickie Petersen	8-17-06		Sanitation Cert.
Joanne Hatton	10-30-08		Sanitation Cert.
<u>Dishwasher/Ticket Taker</u>			
Janice Leckonby	8-18-08		None

1/25/2010

<u>CLASSIFICATION</u>	<u>CURRENT POSITION DATE STARTED</u>	<u>PREV. POSITION DATE STARTED</u>	<u>EDUCATIONAL CREDENTIALS</u>
<u>Nurse</u>			
Christine Sabotta	8-17-06		Certified RN
<u>Custodian I</u>			
Jeff Butler	8-16-02	Custodian III 9-20-00	None
Tracy Reaska	8-1-05		None
Dave Urnikis	6-1-06		None
<u>Custodian II</u>			
<u>Custodian III</u>			
Peg Myres	7-1-05	Cust IV 1-25-05, Cust III 9-20-00***	None
Lynn Acuncius	7-1-05	Cust IV 8-16-04, Cust II 8-14-00	None
Sherrie Etscheid	7-1-05	Cust IV 10-17-00	None
<u>Media Aide</u>			
Debra Thompson	1-4-10	2-22-07 Tech Aide	Certified
<u>Media/Tech Aide</u>			
Stacy Veronda	9-8-09	Media 9-13-04 Media/Tech 10-1-01 IEP Aide 8-16-01	Certified
Lori Mertel	9-8-09	4-22-08 Tech Aide 8-24-04 Aide	Certified

\*\*\* Part-time Custodian IV 5-15-85 to 9-20-00

<b><u>CLASSIFICATION</u></b>	<b><u>CURRENT POSITION DATE STARTED</u></b>	<b><u>PREV. POSITION DATE STARTED</u></b>	<b><u>EDUCATIONAL CREDENTIALS</u></b>
<u>Technology Aide</u>			
Tami Smith	8-16-07	C. Perkins Aide 11-6-03	Certified
<u>Secretary</u>			
Megan Goetz	11-19-92		None
Sandy Troglio	8-6-98	Aide 9-9-96	None
Linda Fusinetti	10-2-00	Aide 10-28-88	Certified
Brenda Schmidt	8-1-09		None
<u>HS Aide/Study Hall Monitor</u>			
<u>Special Ed Program Aide</u>			
Sandi Andracke	12-13-84		Certified
Margarita Ceballos	1-10-00	Ticket Taker 3-1-00	Certified/Sanitation Cert.
Susan Popurella	8-20-00		Certified
Loretta Brandstatter	8-19-02		Certified
Carlene Grant	8-18-03		Certified
Karen Rennels	8-19-04		Certified
Sandy Neubaum	9-19-05		Certified
Nicole Zellmer	8-21-06		Certified
Amy Jessen	8-17-06		Certified
Beth Sale	8-21-07		Certified
Natasha Nemeth	8-15-08		Certified

<b><u>CLASSIFICATION</u></b>	<b><u>CURRENT POSITION DATE STARTED</u></b>	<b><u>PREV. POSITION DATE STARTED</u></b>	<b><u>EDUCATIONAL CREDENTIALS</u></b>
<u>Special Ed Individual Aide</u>			
Connie Donelson	8-17-05		Certified
Brenda Shevokas	8-17-06		Certified
Missy Carlson	8-20-07		Certified
Carrie Schorn	8-14-08		Certified
Emily Glubczynski	8-25-08		Certified
Dee Biagi	9-2-08		Certified
Lori Gray	11-16-09		Certified
<u>Reading Improvement Aide</u>			
Sheree Egan	8-19-04		Certified
Stacy Hamby-Kemp	8-19-04		Certified
Pam Veronda	8-16-05		Certified
<u>Parent Coordinator</u>			
Janice Hoffman	10-20-98		Certified
<u>Instructional Aide (PreK-5)</u>			
Denise Nickel	9-12-05		Certified
Robin Copeland	8-17-06	8-17-05 Ticket Taker	Certified/Sanitation Cert.
Leasa Jeppson	8-25-08		Certified
<u>Instructional Aide (6-12)</u>			

<u>CLASSIFICATION</u>	<u>CURRENT POSITION DATE STARTED</u>	<u>PREV. POSITION DATE STARTED</u>	<u>EDUCATIONAL CREDENTIALS</u>
<u>Translator</u>			
Jose Otero	8-17-07	Sp Ed Program Aide 8-17-05 IEP Aide 2-18-02	Certified

Late Arrival Days for Students 9:05am Start Time—Oct. 4, Nov. 1, Dec. 6, Jan. 3, Feb. 7, Mar. 7, Apr. 4, May 2 (Purpose—Staff Meetings for Curriculum Development)

School Calendar Proposal 2010-2011

School Calendar Proposal  
2010-2011

August 16	Institute Day	<b>Code TI</b>
August 17	First Day of School (11:30am Dismissal)	
August 18-20	Early Dismissal (2:05pm) Team Collaboration Meetings	
September 3	Early Dismissal (11:30am) Teacher In-Service Day	<b>Code XH</b>
September 6	No School Labor Day	
October 8	No School Teacher Institute Day	<b>Code TI</b>
October 11	No School Columbus Day	
October 15	End of First Nine Weeks	
October 21	Parent/Teacher Conferences (4pm to 8pm)	
October 22	No School Parent/Teacher Conferences (8am to 12pm)	<b>Code FPT</b>
November 12	No School Veterans' Day Observed	<b>Waiver Code XH</b>
November 24-28	Thanksgiving Break	
December 21	End of 2 <sup>nd</sup> Nine Weeks—End of 1 <sup>st</sup> Semester (2:05 Dismissal)	
December 22-January 2	Winter Break—School Resumes January 3 <sup>rd</sup> )	
January 17	No School Martin Luther King Day	
February 17	Parent/Teacher Conferences (4pm to 8pm)	
February 18	No School Parent/Teacher Conferences (8am to 12pm)	<b>Code FPT</b>
February 21	No School-Presidents' Day	
February 28-March 11	ISAT Testing	

March 4 End of 3<sup>rd</sup> Nine Weeks

March 7 No School Casimir Pulaski Day

March 25 No School Teacher Institute Day **Code TI**

April 18-22 Spring Break

April 27-28 PSAE

May 24 Institute Day **Code TI**

May 25 Report Card Day

Emergency Days May 24-25-26-27-31

Emergency Institute Day June 1

Emergency Report Card Day June 2

**Student Attendance Days**

**August Student Attendance Days—11**

**September Student Attendance Days—21**

**October Student Attendance Days--18**

**November Student Attendance Days—18**

**December Student Attendance Days—15**

**January Student Attendance Days--20**

**February Attendance Days—18**

**March Student Attendance Days—21**

**April Student Attendance Days—16**

**May Student Attendance Days—17**

**Summary**

<b>Student Attendance Days</b>	<b>175</b>
<b>Emergency Days</b>	<b>5</b>
<b>Approved Institutes</b>	<b>4</b>
<b>Approved P/T Conferences (See February Note Above)</b>	<b>2</b>
<b>Total</b>	<b>186</b>

January 26, 2010

Mr. Jay McCracken, Superintendent  
Putnam Co. CUSD 535  
402 E. Silverspoon Ave.  
Granville, IL 61326

Re: Administrative Procedures Project

Dear Mr. McCracken:

Thank you for your interest in our Administrative Procedures Project service.

Enclosed are two copies of the contract for the development of an Administrative Procedures Manual. Please have the contracts signed and return both copies to me at the Springfield office, along with a district check in an amount equal to fifty percent of the total contract amount. I will obtain the signature of our Deputy Executive Director and will return a completed contract for your file.

Please contact me at 217/528-9688, ext. 1125 or email [alovern@iasb.com](mailto:alovern@iasb.com) with any questions. We look forward to working with you and your staff.

Sincerely,



Anna Lovern  
Director, Policy Services

cc: Judith Hopkins, Board President (letter only)

enclosures: Agreement for the Development of an Administrative  
Procedures Manual (2)

PLEASE REPLY TO:

□ 2921 Baker Drive  
Springfield, Illinois  
62703-5929  
217/528-9688  
Fax: 217/528-2831

□ One Imperial Place  
1 East 22nd Street  
Suite 20  
Lombard, Illinois  
60148-6120  
630/629-3776  
Fax: 630/629-3940

OFFICERS

Joseph Alesandrini  
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*Vice President*

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*Immediate Past President*

Michael D. Johnson, Ed.D.  
*Executive Director Emeritus*

**AGREEMENT FOR THE DEVELOPMENT OF AN  
ADMINISTRATIVE PROCEDURES MANUAL**

This agreement is entered by and between **Putnam Co. CUSD 535**, hereinafter referred to as the "**District**", and the **Illinois Association of School Boards**, hereinafter referred to as the "**IASB**".

Whereas, the **District** desires to develop an Administrative Procedures Manual to implement its Board Policy Manual, and

Whereas, the **IASB** desires to develop a bank of sample administrative procedures, exhibits, and forms to use as the basis for current and future subscription and consulting services with Illinois public school districts and others,

Now therefore, it is agreed by the parties that the **District** shall do the following:

1. Provide a contact person and a committee of administrative staff members to work with the **IASB** in the development of the administrative procedures manual;
2. Provide to the **IASB** copies of any and all existing administrative procedures; and
3. Pay to the **IASB** a fee in the amount of **\$7020 (10% discount)** as follows: 50% due upon signing of this Agreement, 40% due upon completion of a draft manual, and the final 10% due upon completion of a final manual.

It is further agreed that the **IASB** will do the following:

1. Develop and provide to the **District** a draft administrative procedures manual including existing **IASB** sample procedures, exhibits and forms as found in the **IASB** Policy Reference Manual and customized for the **District**, and including administrative procedures provided by the **District**;
2. Provide the services of a consultant to meet with the district committee in the district administrative offices to review and edit the draft administrative procedures manual for 120 days following delivery of the draft manual;
3. Provide the **District** with one copy of a draft and one copy of a final administrative procedures manual; and
4. Provide one diskette for the final administrative procedures manual in Microsoft Word 7.0 for Windows.

The parties mutually agree as follows:

1. Work pursuant to this agreement shall commence within 30 days of the date of this Agreement; and
2. The completed administrative procedures manual, including exhibits and forms, developed pursuant to this agreement is the work product and the sole and exclusive property of the **IASB**, subject to copyright by the **IASB**. The **District** is granted a license to edit, copy, and use said material in any non-commercial manner.
3. Before using any material completed as a result of this Agreement for commercial purposes, the **IASB** will remove all references to the **District**.

**Putnam Co. CUSD 535**

**Illinois Association of School Boards,  
an Illinois not-for-profit corporation**

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

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

Name: \_\_\_\_\_

Michael L. Bartlett  
Deputy Executive Director

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Putnam County Elementary School**

326 South 5<sup>th</sup> Street, PO Box 229, Hennepin, IL 61327

Phone: 815.882.2800 #2 Fax: 815.925.7435

**Michael McCann, Principal**

[mccannm@putnam.k12.il.us](mailto:mccannm@putnam.k12.il.us)



February 16, 2010

**Summer School 2010 Recommendation:**

**Spring**

June 7, 2010 - June 24, 2010 (12 days)

Monday – Thursday

Or

**Fall**

August 2, 2010 - August 13, 2010

Monday - Friday (10 days)

Bus transportation will be provided allowing one pick up point in each community, Magnolia, McNabb, Mark, Standard, and Hennepin.

Schedule

Student attendance 8:30 – 11:30

Teacher duties 8:00 – 12:00

Academic Concentration

Instruction will be focused on improving academic performance in reading and math.

Baseline and post data will be collected on all summer school students.

The classroom size will be limited five or six students at each grade level.

The special education section will be limited to three students.

Summer School Staff

- Seven instructional positions, one each in kindergarten – fifth and one special education section.
- One support staff

Budget

**Spring**

**June 7, 2010 - June 24, 2010 (12 days)**

**Monday - Thursday**

Teachers	7	X	\$135.00	X	12	\$11134.00
Aide	1	X	43.00	X	12	516.00
Administration	1					.00
Supplies			15.00	X	12	180.00
Transportation	2	X	170.00	X	12	<u>2040.00</u>
(2 buses @ \$85.00 per day)				Total		<b>\$13,870.00</b>

**OR**

**Fall**

**August 2, 2010 - August 13, 2010**

**Monday - Friday (10 days)**

Teachers	6	X	\$135.00	X	10	\$9450.00
Aide	1	X	43.00	X	12	516.00
Administration	1					.00
Supplies			15.00	X	12	180.00
Transportation	2	X	170.00	X	12	<u>2040.00</u>
(2 buses @ \$85.00 per day)				Total		<b>\$12186.00</b>

Submitted By; Michael McCann

PUTNAM COUNTY CUSD #535  
BOARD OF EDUCATION EXECUTIVE SESSION AGENDA  
FEBRUARY 16, 2010  
6:30 P.M.

- I. Resignation: Nicole Zellmer-Primary School Spec Ed Aide
- II. Superintendent Contract
- III. Negotiations
- IV. Fair Share

1-27-10  
PJE

Putnam County Primary School  
400 E Silverspoon  
Granville, IL 61326

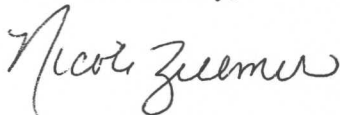
January 26, 2010

Dear Mrs. LeRette,

As required by my contract, I hereby give you notice of my intention to leave my position as a paraprofessional at the end of the 2009-2010 school year in order to continue with my educational goals.

I thank you for the opportunity to work in this school district as part of your team. I wish both you and the school every good fortune.

Yours sincerely,



Nicole Zellmer

## FAIR SHARE

94 employees are union members

\$30.20/paycheck for certified staff

\$16.41/paycheck for non-cert staff

Please distribute to Board members and appropriate staff

# PRESS

ISSUE 68, September 2009

## Policy Reference Education Subscription Service

### Highlights

#### Policies and Procedures Amended Due to New Legislation

##### School Boards, p. 2

- 2:20, Powers and Duties of the School Board
- 2:40, Board Member Qualifications
- 2:70-E, Exhibit - Checklist for Filling Board Vacancies by Appointment
- 2:110, Qualifications, Term, and Duties of Board Officers

##### Administration, p. 3

- 3:40, Superintendent

##### Operations, p. 3

- 4:30, Revenue and Investments
- 4:40, Incurring Debt
- 4:100, Insurance Management
- 4:110, Transportation
- 4:110-AP2, Administrative Procedure - Post-Trip Inspection and ~~Erratic Driving Reports~~ Bus Driving Comments
- 4:140, Waiver of Student Fees
- 4:140-E1, Exhibit - Application for Fee Waiver

##### Personnel, p. 4

- 5:30, Hiring Process and Criteria
- 5:90, Abused and Neglected Child Reporting
- 5:100, Staff Development Program
- 5:120, Ethics
- 5:120-AP2, Administrative Procedure - Employee Conduct Standards
- 5:250, Professional Personnel - Leaves of Absence

- 5:280, Educational Support Personnel - Duties and Qualifications
- 5:330, Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves

##### Instruction, p. 6

- 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
- 6:300, Graduation Requirements
- 6:300-E1, Exhibit - Application for a Diploma for Veterans of WW II, ~~or~~ the Korean Conflict, or the Vietnam Conflict
- 6:310, Credit for Alternative Courses and Programs, and Course Substitutions
- 6:320, High School Credit for Proficiency
- 6:340, Student Testing and Assessment Program

##### Students, p. 6

- 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
- 7:190, Student Discipline
- 7:240, Conduct Code for Participants in Extracurricular Activities
- 7:300, Extracurricular Athletics

##### Community Relations, p. 7

- 8:100, Relations with Other Organizations and Agencies

##### Progress Report, p. 8

Next PRESS Issue - Round 2 of the Legislative Update

## Policies and Procedures Amended Due to New Legislation

Once again, the end of the legislative session leaves us with an unmatched number of policies and procedures needing attention. We are dividing the updates into at least three **PRESS** issues – September, October, and November. Unless otherwise specified, all Public Acts cited in this issue are currently effective.

The policy and material implementing the revised Freedom of Information Act (P.A. 96-542, eff. 1-1-10) will be published in November following the veto session. This delay will allow the legislature to further amend the law and allow us to review the guidance published by the Attorney General's office.

### School Boards

- ▶ 2:20, *Powers and Duties of the School Board*, is updated to incorporate new *duties* added by the legislature:
  1. Making school buildings available for use as civil defense shelters (105 ILCS 5/10-22.35, amended by P.A. 96-57).
  2. Establishing a resource conservation policy (105 ILCS 5/10-20.19c, amended by P.A. 95-741).
  3. Recognizing veterans during any type of school event held on November 11 (105 ILCS 5/10-20.46, added by P.A. 96-84).

Consistent with this policy's purpose of listing the major statutory powers and duties for school boards, we added these other significant duties:

1. Indemnifying against loss. The list of individuals who must be protected now includes mentors of new certified staff members (105 ILCS 5/10-20.20, amended by P.A. 96-62).
2. Establishing equal employment and equal educational opportunities policies.
3. Making available a statement of financial affairs.
4. Submitting a school report card assessing the performance of the district's schools and students.

The footnotes and cross-references are also augmented.

- ▶ 2:40, *Board Member Qualifications*, is updated to comply with 105 ILCS 5/10-3 and 5/10-10, amended by P.A. 96-538. This legislation removed a disqualification. More specifically, an individual is now eligible to simultaneously be a board member and a school treasurer. Other non-substantive wording changes are made and the footnotes are updated.
- ▶ 2:70-E, *Exhibit - Checklist for Filling Board Vacancies by Appointment*, is updated to comply with P.A. 96-538. This legislation allows an individual to simultaneously be a board member and a school treasurer.
- ▶ 2:110, *Qualifications, Term, and Duties of Board Officers*, is updated to comply with P.A. 96-538. This legislation allows an individual to simultaneously be a board member and a school treasurer.

Other significant updates are:

1. The president is given the duty to focus the board meeting agendas on appropriate content. This identical language is already in policy 2:220, *School Board Meeting Procedure*. The president is also given the duty to serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act. 5 ILCS 120/3.5(h), amended by P.A. 96-542 (eff. 1-1-10); 5 ILCS 140/2(e), 140/7(f), and 140/9.5(h), amended by P.A. 96-542 (eff. 1-1-10).
2. The secretary is no longer made responsible for preparing the meeting agendas.
3. The recording secretary's duties are clarified – he or she keeps the minutes for all open board meetings, assembles board meeting material (board packets), and performs the secretary's duties as assigned.
4. The treasurer's qualifications and duties remain the same in the sample policy. However, the footnotes now contain the specific alternatives for treasurers in districts in a: (1) Class I county, or (2) Class II county (Cook Co.) that: (a) have withdrawn from the authority of the township treasurer, (b) are located in a township in which the office of township treasurer was abolished, or (c) are under the authority of the trustees of schools of the township and the township treasurers.

## New Web-Posting and Reporting Requirements

Two Public Acts contain new web-posting mandates. A third requires a new report to ISBE on salaries. They, along with the pre-existing ones, will be gathered in a new administrative procedure supporting the policy on the revised Freedom of Information Act. Below is a summary of the **new** requirements:

Report and statutory reference	Items to be included	Deadline	How and to whom the report is made
Itemized salary compensation report for every employee holding an administrative certificate and working in that capacity, including the superintendent 105 ILCS 5/10-20.46, added by P.A. 96-434, eff. 8-13-09. NOTE: the identical statutory section number was used in P.A. 96-266.	Base salary Bonuses Pension contributions Retirement increases Cost of health insurance Cost of life insurance Paid sick and vacation day payouts Annuities Other forms of compensation or income paid on behalf of the employee	On or before October 1 of each year, <b>including 2009</b>	Each school district must post on its web-site, if any.
A description of the district and its records 5 ILCS 140/4, amended by P.A.96-542, effective 1-1-10.	Summary of the district's purpose Functional subdivisions Total amount of operating budget Number and location of all of its separate offices Approximate number of full and part-time employees Identification and membership of the board Brief description of the methods whereby the public may request information and public records Directory designating the freedom of information officer(s) Address where requests for public records should be directed	Eff. 1-1-10	Each school district must post on its web-site, if any.
Salary and benefits information report for the superintendent, administrators, and teachers 105 ILCS 5/10-20.46, amended by P.A. 96-266, eff. 1-1-10. NOTE: the identical statutory section number was used in P.A. 96-434.	Fees Base salary Vacation days Sick days Bonuses Annuities Retirement enhancements	On or before July 1 of each year	Each school board must report to ISBE.

### Administration

► 3:40, *Superintendent*, is amended to identify a component of *district management*, i.e., preparing, submitting, publishing, and posting reports and notices as required by State and federal law. A footnote identifies the three new required reports that are described in the above table. It also describes another new reporting requirement. The superintendent must report to the State Superintendent and regional superintendent whenever he or she "has reasonable cause to believe" that a certificate holder was dismissed or resigned as a result of an intentional act of child abuse or neglect (105 ILCS 5/10-21.9(e-5), amended by P.A. 96-431).

Another footnote describes the new mentoring requirements for new superintendents. With limited exceptions, any individual serving as a superintendent for the first

time in Illinois must participate in a mentoring program for two school years in accordance with the requirements established by ISBE (105 ILCS 5/2-3.53b, added by P.A. 96-62). Under the superintendent mentoring program, a provider selected by ISBE will assign a mentor to a new superintendent based on similarity of grade level or type of district, learning needs, and geographical proximity. The mentor must not be required to evaluate the new superintendent on the basis of the mentoring relationship.

### Operations

► 4:30, *Revenue and Investments*. The section listing authorized investments is amended to reflect changes in 30 ILCS 235/2, amended by P.A. 96-741. In the section on **Collateral Requirements**, a statutory reference replaces

the list of permissible types of collateralization. 30 ILCS 235/6(d), amended by P.A. 95-331. A footnote explains that collateral agreements are permissive, but if used, the policy must contain guidelines for their use. This is accomplished in the sample policy by requiring that all amounts deposited or invested in excess of insurance limits be collateralized and by making it clear that the board must approve collateral agreements. A footnote contains an optional guideline, i.e., that "the financial institution must provide the Board with a copy of its board of directors' meeting minutes evidencing that the board of directors approved the collateral agreement."

- ▶ 4:40, *Incurring Debt*. The list of possible types of debt now includes "establishing a line of credit with a bank or other financial institution." 105 ILCS 5/17-17, amended by P.A. 96-19.
- ▶ 4:100, *Insurance Management*, now includes mentors of certified staff members among the individuals to be covered by liability insurance. A board's duty to indemnify and protect specific individuals is found in 105 ILCS 5/10-20.20, amended by P.A. 96-62. A board's duty to insure against loss or liability is found in 105 ILCS 5/10-22.3. The lists of individuals to be protected are identical in both statutes except that *mentors* were added in 2009 to the indemnification statute. As the best method for providing indemnification is through insurance, this policy includes mentors of certified staff members in its list of individuals to be covered by the district's liability insurance.
- ▶ 4:110, *Transportation*, is updated to comply with three Public Acts:
  1. A footnote is added after the sentence in the policy that discusses employees transporting students in vehicles. P.A. 96-431 presents an opportunity for each board to discuss this issue with the superintendent and include it in the required in-service for all personnel on educator ethics, teacher-student conduct, and school employee-student conduct.
  2. P.A. 96-655, eff. 1-1-10, required replacement of the phrase *erratic driving* with *to comment on my driving*.
  3. P.A. 96-410, eff. 7-1-10, amended several statutes that address how districts must transport students to and from any curriculum-related school activity and specified interscholastic or school-sponsored activities. The Public Act also added 625 ILCS 5/1-148.3a-5 which defines a *multifunction school activity bus* as **not** a *school bus*. Thus, such a vehicle may not be used to transport students to and from home or school bus stops. Footnotes addressing all of these amendments and requirements are updated.
- ▶ 4:110-AP2, *Administrative Procedure - Post-Trip Inspection and ~~Erratic Driving Reports~~ Bus Driving*

*Comments*, is renamed. See the discussion in 4:110, *Transportation*, regarding P.A. 96-655, eff. 1-1-10. The subhead addressing the procedure for accepting comment calls (formerly erratic driving reports) is also renamed **Bus Driving Comments** and updated with the language from P.A. 96-655 and 96-410. Footnotes discuss P.A. 96-655's new requirement that school bus owners must display an area code with the telephone number for the purpose of accepting comment calls about school bus driving. Bus owners who placed a sign without an area code pursuant to P.A. 95-176 may use that sign until the owner replaces the sign. P.A. 96-410, eff. 7-1-10, added the requirement that *multifunction school activity bus* owners must also display an area code with the telephone number for the purpose of commenting on driving.

- ▶ 4:140, *Waiver of Student Fees*, is updated to comply with 105 ILCS 5/10-20.13 (c), amended by P.A. 96-360. Students qualify for fee waivers when they currently live in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. 1758; 7 C.F.R. 245 *et seq.*

A new subhead titled **Verification** is added to comply with 105 ILCS 5/10-20.13 (c), amended by P.A. 96-360 and the National School Lunch Act regulations found at 7 C.F.R. 245.6a. P.A. 96-360 also restricts districts from using their established or other independent verification processes more often than every 60 calendar days. It also prohibits districts from using information from any independent verification process to determine free lunch or breakfast eligibility under the National School Lunch Act.

Another update based upon feedback from **PRESS** subscribers changes *building principal* to *superintendent or designee*.

- ▶ 4:140-E1, *Exhibit - Application for Fee Waiver*, is updated to comply with 105 ILCS 5/10-20.13, amended by P.A. 96-360. See the discussion in 4:140, *Waiver of Student Fees*.

## Personnel

- ▶ 5:30, *Hiring Process and Criteria*, is updated to:
  1. Comply with P.A. 96-431. It moved the list of employment disqualifying criminal offenses from 105 ILCS 5/10-21.9 to 105 ILCS 5/21-23a.
  2. Reference 820 ILCS 55/, amended by P.A. 96-623. It urges employers using employment verification systems like *E-Verify* (formerly known as the Basic Pilot/Employment Eligibility Verification Program) to consult the Ill. Dept. of Labor's website for current information on the accuracy of *E-Verify* and to review and understand their legal responsibilities relating to the use of any electronic employment verification system.

3. Reference 42 U.S.C. §12101, amended by the Americans with Disability Act Amendment Act (ADAAA), Pub. L. 110-325. It makes significant changes to the former ADA's definition of disability that broadens the scope of coverage and overturns a series of U.S. Supreme Court decisions that made it difficult to prove a disability. Proposed regulations are available at: [www.eeoc.gov/ada/amendments\\_notice.html](http://www.eeoc.gov/ada/amendments_notice.html). ADAAA. Consult the board attorney regarding how the ADAAA impacts the district's hiring process.
  4. Add optional language to state that if the superintendent's hiring recommendation is rejected by the board, the superintendent must submit another. This update is in response to feedback received from **PRESS** subscribers.
    - ▶ 5:90, *Abused and Neglected Child Reporting*, is updated to comply with 105 ILCS 5/10-21.9(e-5), amended by P.A. 96-431. It requires a superintendent to notify the State Superintendent and the regional superintendent in writing when a certificate holder is dismissed or resigns from the district as a result of committing an act that made a child an *abused* or *neglected* child. The report must be made within 30 days of the dismissal or resignation and the superintendent must mail a copy of the notification to the certificate holder. Superintendents are immune from any liability, whether civil or criminal, or that otherwise might result by reason of complying with this statute.
    - ▶ 5:100, *Staff Development Program*, is updated to comply with 105 ILCS 5/10-22.39 (e), amended by P.A. 96-431. It requires boards to conduct an in-service, at a minimum, once every two years, training all district staff on educator ethics, teacher-student conduct, and school employee-student conduct. While the Act does not require board policy language, it is best practice based upon IASB's *Principles of Effective Governance* to include this language in the policy. The Act presents 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 discuss with the superintendent its expectations that all district staff maintain appropriate boundaries and act professionally and ethically with students and direct the superintendent to develop an appropriate curriculum for the in-service. Footnotes are also updated.
    - ▶ 5:120, *Ethics*, is updated to reflect language in 105 ILCS 5/10-22.39, amended by P.A. 96-431, that all district staff maintain professional and *appropriate* relationships with students, parents, staff members, and others. A footnote explains that this expectation will be most effective when the required in-service curriculum reflects local conditions and circumstances. The footnote states that after its discussions with the superintendent, the board may have further expectations and may choose to reflect those expectations in the policy.
- ▶ 5:120-AP2, *Administrative Procedure - Employee Conduct Standards*, is updated where references to educator ethics, teacher-student conduct, and school employee-student conduct occur to comply with 105 ILCS 5/10-22.39, amended by P.A. 96-431. All references to 105 ILCS 5/10-21.9 are updated as described in 5:30, *Hiring Process and Criteria*.
  - ▶ 5:250, *Professional Personnel - Leaves of Absence*, is updated to comply with four Public Acts as described below. The Governor vetoed a fifth bill (HB 548) that was identical to one he signed except that it contained limitations on rulemaking authority. Changing policy provisions concerning leaves may trigger collective bargaining obligations – contact the board attorney for advice.
    1. The sick leave section is amended to allow sickness certification to be made by a chiropractic physician licensed under the Medical Practice Act. 105 ILCS 5/24-6, amended by P.A. 96-367.
    2. The sick leave section is amended to permit an employee to take paid sick leave for 30 days for birth without having to present a physician's certification. A 30-day paid adoption leave is also added. These leaves are available to both male and female employees. 105 ILCS 5/24-6, amended by P.A. 96-51.
    3. A limitation is added to the section on **Leaves for Victims of Domestic or Sexual Violence**. An employee is entitled to 12 work weeks of leave during any 12-month period only if the district employs at least 50 employees. An alternative in the footnotes is for districts that employ at least 15 employees but not more than 49; their employees are entitled to a total of 8 work weeks of leave during any 12-month period. 820 ILCS 180/20(a)(2), amended by P.A. 96-635.
 

The Victims' Economic Security and Safety Act, both before and after its amendment, stated that an employee does not have a right to take unpaid leave that exceeds the unpaid leave time allowed under the Family and Medical Leave Act (820 ILCS 180/20(a)(2), amended by P.A. 96-635). Section 25 of P.A. 96-635 creates an ambiguity by stating, "[t]he employer may not require the employee to substitute available paid or unpaid leave for [leave available to victims of domestic or sexual violence]," (820 ILCS 180/25, amended by P.A. 96-635). We did not amend the policy's provision on leave substitution; contact the board attorney for advice resolving this ambiguity.
    4. A footnote now mentions that 20 days of paid leave is available to an elected trustee of the Ill. Municipal Retirement Fund and refers to policy 5:330,

*Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves.* 105 ILCS 5/24-6.3, amended by P.A. 96-357.

- ▶ 5:280, *Educational Support Personnel - Duties and Qualifications*, is updated to:
  1. Comply with 105 ILCS 25/1.5, added by P.A. 96-132. This legislation, and now the policy, requires each coach for an extracurricular athletic activity sponsored or sanctioned by the Ill. High School Association (IHSA) at or above the ninth grade level to have completed the IHSA's educational program and competency testing on preventing abuse of performance-enhancing substances.
  2. Implement 625 ILCS 5/6-106.1(h), added by P.A. 96-89. This legislation requires districts to notify the Ill. Secretary of State, within 30 days of being informed, that a bus driver permit holder has been called to active duty.
  3. Edit a provision that is intended to ensure that athletic coaches are knowledgeable regarding coaching principles and are trained in first aid and automatic external defibrillator use.
- ▶ 5:330, *Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves*, is updated as described in 5:250, *Professional Personnel - Leaves of Absence*, except that a leave to serve as a trustee of the Ill. Municipal Retirement Fund is added. 105 ILCS 5/24-6.3, amended by P.A. 96-357.

## Instruction

- ▶ 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*, is updated with an optional subhead titled **Illinois Hope and Opportunity Pathways through Education (IHOPE) Program**. P.A. 96-106 added 105 ILCS 5/2-3.66b. It authorizes ISBE to award IHOPE Program grants to regional offices of education (ROE) that partner with school districts for the purpose of re-enrolling significant numbers of high school drop-outs in programs that will enable them to earn their high school diploma. Alternatively, an ROE can contract with a school district and create a sub-grant to operate the IHOPE Program. An ROE or school district that enrolls students who receive qualifying services in a program funded by the IHOPE Program may claim general State aid.
- ▶ 6:300, *Graduation Requirements*, is updated to comply with 105 ILCS 5/22-27, amended by P.A. 96-88. The subhead titled **Veterans of World War II and the Korean Conflict** now reads **Veterans of World War II, the Korean Conflict, or the Vietnam Conflict**.

- ▶ 6:300-E1, *Exhibit - Application for a Diploma for Veterans of WW II, or the Korean Conflict, or the Vietnam Conflict*, is renamed and updated to comply with 105 ILCS 5/22-27, amended by P.A. 96-88.
- ▶ 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*, is updated with a new optional subhead titled **Dual Credit Courses**. The Dual Credit Quality Act, 110 ILCS 27, added by P.A. 96-194, eff. 1-1-10, defines dual credit as a college course taken by a high school student for credit at both the college and high school level. It clarifies that no Article 21 certification is needed to teach a dual credit course. It also requires a high school evaluation of a dual credit program to incorporate the analysis of data from ISBE's statewide longitudinal data system. The data system tracks dual credit students and courses on student records.
- ▶ 6:320, *High School Credit for Proficiency*, is updated in the subhead titled **Course Credit for High School Diploma**. 105 ILCS 5/27-22.10, amended by P.A. 96-412, allows students in grades 7 and 8 an additional option to enroll in a course required for a high school diploma at their school when: (1) the course is taught by a high school teacher who teaches where the student will attend high school, and (2) no high school students are enrolled in the course.
- ▶ 6:340, *Student Testing and Assessment Program*, is updated to distinguish the assessment program from the policy on grading and promotion. A footnote explains that: (1) State law specifies the grades and subjects for annual testing (105 ILCS 5/2-3.64, amended by P.A. 96-430), (2) high schools must afford all students one opportunity to take the Prairie State Achievement Examination (Id.), and (3) a student must take the Prairie State Achievement Examination to receive a regular high school diploma unless the student is exempt as provided in 105 ILCS 5/2-3.64, amended by P.A. 96-430. See ISBE's guidance at [www.isbe.net/assessment/pdfs/2009/psae\\_sb2014.pdf](http://www.isbe.net/assessment/pdfs/2009/psae_sb2014.pdf).

## Students

- ▶ 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*, is updated within the footnotes only to reflect the Ill. Dept. of Public Health's rules at 77 Ill.Admin.Code §665.610 et seq. Links to the eye examination and dental examination forms are also added.
- ▶ 7:190, *Student Discipline*, is updated to comply with 105 ILCS 5/10-22.6, amended by P.A. 96-633. This legislation significantly changed the definition of *weapon*. The policy, using this new definition, states:

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 two 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 described 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.

Two changes are made to the **Prohibited Student Conduct** section:

- Item #3c – adds performance-enhancing substances in the list of prohibited substances. This addition is consistent with 105 ILCS 25/1.5, added by P.A. 96-132, which requires IHSA to prohibit a student from participating in an IHSA-sponsored athletic competition unless the student has agreed not to use any performance-enhancing substances.
- Item #4 – rewritten to prohibit "using, possessing, controlling, or transferring" a weapon in addition to violating the **Weapons** section. This language is broader than the **Weapons** section which contains the statutorily required punishment for "a student who is determined to have brought" a weapon to school. 105 ILCS 5/10-22.6, amended by P.A. 96-633. The language in item #4 is broader because it prohibits "using, possessing, controlling, or transferring" a weapon in addition to violating the **Weapons** section.

A footnote now mentions the Civil No Contact Order Act.

According to it, a judge may order a student who has committed a non-consensual sexual contact against another student, or who has aided and abetted such an act, to transfer to another school; the parents/guardians are responsible for transportation and other costs associated with the transfer (740 ILCS 22/213, added by P.A. 96-311, eff. 1-1-10). The school district is not a party to a petition for a Civil No Contact order, and probably will not be notified before it is issued. Once notified of the order, school officials should immediately seek the board attorney's advice on managing the order.

► 7:240, *Conduct Code for Participants in Extracurricular Activities*, is updated to comply with 105 ILCS 25/1.5, added by P.A. 96-132. This legislation requires the Ill. High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (1) to not use any performance-enhancing substances on IHSA's current banned drug list, and (2) to submit to random testing for these substances if the student is in high school. The student's parent/guardian must sign a statement for IHSA acknowledging that, among other things, the student may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of these substances is a crime.

► 7:300, *Extracurricular Athletics*, is updated to comply with 105 ILCS 25/1.5, added by P.A. 96-132a. For an explanation, see 7:240, *Conduct Code for Participants in Extracurricular Activities*, above. To participate in extracurricular athletic activities, students and their parents/guardians must complete forms required by IHSA concerning its performance-enhancing substance testing program.

## Community Relations

► 8:100, *Relations with Other Organizations and Agencies*, is updated to comply with 105 ILCS 5/10-22.35, amended by P.A. 96-57. This legislation requires school districts to cooperate with the Ill. Emergency Management Agency, local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense. Superintendents should discuss insurance coverage for any building that might be used for civil defense with their district's property and casualty insurer.

## Progress Report:

Topics	Our Response
<p>P.A. 96-542 (formally S.B. 189), effective January 1, 2010, will significantly amend the Freedom of Information Act (FOIA). It will also add a training requirement to the Open Meetings Act (OMA) and augment its enforcement provisions. The legislation will create the <i>Office of Public Access Counselor</i> in the Office of the Attorney General. This Office will have extensive enforcement powers along with the responsibility to administer OMA training and develop a model FOIA policy.</p>	<p><b>PRESS</b> policy and material implementing P.A. 96-542, eff. 1-1-10, will be published in November 2009 following the veto session. This delay will allow the legislature to further amend the law and allow us to review the guidance published by the Attorney General's office.</p>
<p>The U.S. Department of Education updated its rules implementing the <b>Family Educational Rights and Privacy Act</b>, effective December 9, 2008. These rules can be found at: <a href="http://www.ed.gov/legislation/FedRegister/finrule/2008-4/120908a.pdf">www.ed.gov/legislation/FedRegister/finrule/2008-4/120908a.pdf</a>.</p> <p>ISBE is reviewing the changes to determine the impact on the Ill. Student Records Act and its rules.</p>	<p>We will update our student records material after conferring with ISBE.</p>
<p>On July 2, 2008 the final guidelines to implement the <b>Sex Offender Registration and Notification Act</b> (SORNA) were adopted. They set forth standards to address the various aspects of sex offender tracking and public notification with the objective of establishing a national baseline for sex offender registration and notification. States must reach substantial implementation of SORNA by July 27, 2009. Substantial implementation is satisfied if a jurisdiction carries out the requirements of SORNA as interpreted and explained in the final guidelines. Compliance with the SORNA requirements or requests for extensions must be received by the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART Office) by April 27, 2009. States, tribes, and territories that fail to substantially implement SORNA by July 27, 2009 (and have not been granted a time extension) are subject to a 10% reduction in funding under 42 U.S.C. §3750 <i>et seq.</i> (<i>Byrne Justice Assistance Grant</i> funding). To date, no state or jurisdiction has met the requirements mandated in SORNA and the U.S. Attorney General approved a one-year extension to all states.</p>	<p>We will update all applicable policies and procedures affected by SORNA when Illinois reaches substantial implementation.</p>
<p>Congress passed the Lilly Ledbetter Fair Pay Act, P.L. 111-2 during the first week of the 111th Congress, and President Barack Obama signed the bill into law. It amends Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act of 1967. It also modified the operation of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973.</p>	<p>Because we expect other State bills to affect the policies that this law affects, we will update all applicable policies in one of the Fall 2009 issues of <b>PRESS</b>.</p>

## Revisions to Policies, Administrative Procedures, and Exhibits

Immediate action is suggested	Number	Title	Reason The memo more completely describes the actions taken.
	2:20	Powers and Duties of the School Board	<p>Added new duties regarding:</p> <ol style="list-style-type: none"> <li>1. Civil defense shelters - 105 ILCS 5/10-22.35, amended by P.A. 96-57</li> <li>2. Resource conservation - 105 ILCS 5/10-20.19c, amended by P.A. 95-741</li> <li>3. Recognizing veterans - 105 ILCS 5/10-20.46, added by P.A. 96-84</li> <li>4. Indemnifying against loss - 105 ILCS 5/10-20.20, amended by P.A. 96-62</li> <li>5. Equal employment and equal educational opportunities policies</li> <li>6. Statement of financial affairs</li> <li>7. School report card</li> </ol> <p>The footnotes and cross-references are also augmented.</p>
✓	2:40	Board Member Qualifications	<p>Updated to comply with legislation that allows an individual to simultaneously be a board member and a treasurer. 105 ILCS 5/10-3 and 5/10-10, amended by P.A. 96-538. Makes non-substantive wording changes and updates footnotes.</p>
	2:70-E	Exhibit - Checklist for Filling Board Vacancies by Appointment	<p>Updated to comply with P.A. 96-538. See policy 2:40.</p>
✓	2:110	Qualifications, Term, and Duties of Board Officers	<p>Updated to comply with P.A. 96-538. See policy 2:40. Other significant updates are:</p> <ol style="list-style-type: none"> <li>1. President given duty regarding board meeting agendas. Also serves as the <i>head of the public body</i> for purposes of the Open Meetings Act and Freedom of Information Act. 5 ILCS 120/3.5(h), amended by P.A. 96-542 (eff. 1-1-10); 5 ILCS 140/2(e), 140/7(f), and 140/9.5(h), amended by P.A. 96-542 (eff. 1-1-10).</li> <li>2. Secretary given the duty to assemble board meeting material.</li> <li>3. Recording secretary's duties clarified.</li> <li>4. Footnotes now contain the specific alternatives for treasurers in districts in a Class I county or Class II county (Cook Co.).</li> </ol>
✓	3:40	Superintendent	<p>Amended to give the superintendent the duties of preparing, submitting, publishing, and posting required reports and notices. Updated footnotes identify new required reports: (1) itemized salary compensation (105 ILCS 5/10-20.46, added by P.A. 96-434), (2) a description of the district and its records (5 ILCS 140/4, amended by P.A. 96-542, effective 1-1-10), (3) salary and benefits information (105 ILCS 5/10-20.46, amended by P.A. 96-266, eff. 1-1-10), and (4) a required report whenever the superintendent "has reasonable cause to believe" that a certificate holder left employment because of an intentional act of child abuse or neglect (105 ILCS 5/10-21.9(e-5), amended by P.A. 96-431).</p> <p>Another footnote describes the new mentoring requirements for new superintendents. 105 ILCS 5/2-3.53b, added by P.A. 96-62.</p>
✓	4:30	Revenue and Investments	<p>The section listing authorized investments is amended to reflect changes in 30 ILCS 235/2, amended by P.A. 96-741. In the section on collateral requirements, a statutory reference replaces the list of permissible types of collateralization. 30 ILCS 235/6(d), amended by P.A. 95-331. Footnote explanations added.</p>

Immediate action is suggested	Number	Title	Reason The memo more completely describes the actions taken.
✓	4:40	Incurring Debt	The list of possible types of debt now includes "establishing a line of credit with a bank or other financial institution." 105 ILCS 5/17-17, amended by P.A. 96-19.
✓	4:100	Insurance Management	Includes mentors of certified staff among the individuals to be covered by liability insurance. 105 ILCS 5/10-20.20, amended by P.A. 96-62.
	4:110	Transportation	<ol style="list-style-type: none"> <li>Footnote added after the sentence in the policy that discusses employees transporting students in vehicles to address P.A. 96-431.</li> <li>Policy updated to reflect the new language in P.A. 96-655, eff. 1-1-10.</li> <li>Policy updated to address how districts must transport students to and from any curriculum-related school activity and specified interscholastic or school-sponsored activities (P.A. 96-410), and to define a <i>multifunction school activity bus</i> as not a school bus (625 ILCS 5/1-148.3a-5, added by P.A. 96-410).</li> </ol>
	4:110-AP2	Administrative Procedure - Post-Trip Inspection and <del>Erratic Driving Reports</del> <u>Bus Driving Comments</u>	Renamed. See policy 4:110.
✓	4:140	Waiver of Student Fees	Updated to comply with 105 ILCS 5/10-20.13 (c), amended by P.A. 96-360, regarding qualifications for waivers.
✓	4:140-E1	Exhibit - Application for Fee Waiver	Updated to comply with 105 ILCS 5/10-20.13, amended by P.A. 96-360. See policy 4:140.
✓	5:30	Hiring Process and Criteria	<p>Updated to:</p> <ol style="list-style-type: none"> <li>Comply with P.A. 96-431 (moved the list of employment disqualifying criminal offenses to 105 ILCS 5/21-23a).</li> <li>Reference 820 ILCS 55/, amended by P.A. 96-623 (urges employers using employment verification systems to consult the Ill. Dept. of Labor's website).</li> <li>Reference 42 U.S.C. §12101, amended by the Americans with Disability Act Amendment Act (ADAAA), Pub. L. 110-325.</li> <li>Add optional language covering what happens when the board rejects the superintendent's hiring recommendation.</li> </ol>
✓	5:90	Abused and Neglected Child Reporting	Updated to comply with 105 ILCS 5/10-21.9(e-5), amended by P.A. 96-431 (requires a superintendent to notify the State Superintendent and the regional superintendent when a certificate holder leaves employment as a result of child abuse or neglect).
✓	5:100	Staff Development Program	Updated to comply with 105 ILCS 5/10-22.39 (e), amended by P.A. 96-431 (requires boards to conduct an in-service, at a minimum, once every two years, training all district staff on educator ethics, teacher-student conduct, and school employee-student conduct).
✓	5:120	Ethics	Updated to reflect language in 105 ILCS 5/10-22.39, amended by P.A. 96-431, that all district staff maintain professional and appropriate relationships with students, parents, staff members, and others.
✓	5:120-AP2	Administrative Procedure - Employee Conduct Standards	Updated to comply with 105 ILCS 5/10-22.39, amended by P.A. 96-431. See policy 5:30.

Immediate action is suggested	Number	Title	Reason The memo more completely describes the actions taken.
✓	5:250	Professional Personnel - Leaves of Absence	Sick leave section is amended to: 1. Allow sickness certification to be made by a chiropractic physician (105 ILCS 5/24-6, amended by P.A. 96-367). 2. Permit an employee to take paid sick leave for 30 days for birth without having to present a physician's certification (105 ILCS 5/24-6, amended by P.A. 96-51). 3. Add a 30-day paid adoption leave (105 ILCS 5/24-6, amended by P.A. 96-51). A limitation is added to the section on <b>Leaves for Victims of Domestic or Sexual Violence</b> . 820 ILCS 180/20(a)(2), amended by P.A. 96-635.
✓	5:280	Educational Support Personnel - Duties and Qualifications	Updated to: 1. Comply with 105 ILCS 25/1.5, added by P.A. 96-132 (requires each coach for an extracurricular athletic activity sponsored or sanctioned by IHSA to have completed the IHSA's educational program and competency testing on preventing abuse of performance-enhancing substances). 2. Implement 625 ILCS 5/6-106.1(h), added by P.A. 96-89 (requires districts to inform the Ill. Secretary of State, within 30 days of being informed, that a bus driver permit holder has been called to active duty).
✓	5:330	Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves	Updated as described in policy 5:250. Added a leave to serve as a trustee of the Ill. Municipal Retirement Fund. 105 ILCS 5/24-6.3, amended by P.A. 96-357.
	6:110	Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program	Updated with an optional subhead titled <b>Illinois Hope and Opportunity Pathways through Education (IHOPE) Program</b> . P.A. 96-106 added 105 ILCS 5/2-3.66b.
	6:300	Graduation Requirements	Updated to comply with 105 ILCS 5/22-27, amended by P.A. 96-88 regarding veterans of the Vietnam Conflict.
	6:300-E1	Exhibit - Application for a Diploma for Veterans of WW II, <del>or</del> the Korean Conflict, <u>or the Vietnam Conflict</u>	Renamed and updated to comply with 105 ILCS 5/22-27, amended by P.A. 96-88. See policy 6:300.
	6:310	Credit for Alternative Courses and Programs, and Course Substitutions	Updated with an optional new subhead titled <b>Dual Credit Courses</b> . The Dual Credit Quality Act, 110 ILCS 27, added by P.A. 96-194, eff. 1-1-10, defines dual credit as a college course taken by a high school student for credit at both the college and high school level.
	6:320	High School Credit for Proficiency	Updated to comply with 105 ILCS 5/27-22.10, amended by P.A. 96-412 (allows 7th and 8th graders to enroll in a course required for a high school diploma at their school under certain conditions).
	6:340	Student Testing and Assessment Program	Updated to distinguish the assessment program from the policy on grading and promotion. A footnote describes 105 ILCS 5/2-3.64, amended by P.A. 96-430 (specifies the grades and subjects for annual testing, requires high schools to afford all students one opportunity to take the Prairie State Achievement Examination, and requires a student to take the Prairie State to receive a regular high school diploma unless exempt as provided in the statute).

Immediate action is suggested	Number	Title	Reason The memo more completely describes the actions taken.
	7:100	Health, Eye, and Dental Examinations; Immunizations, and Exclusion of Students	Footnotes updated to reflect the Ill. Dept. of Public Health's rules at 77 Ill.Admin.Code §665.610 <u>et seq.</u>
✓	7:190	Student Discipline	Updated to comply with the new definition of <i>weapon</i> (105 ILCS 5/10-22.6, amended by P.A. 96-633). New acts of prohibited student conduct added.
	7:240	Conduct Code for Participants in Extracurricular Activities	Updated to comply with 105 ILCS 25/1.5, added by P.A. 96-132 (contains requirements for IHSA regarding student athletes).
	7:300	Extracurricular Athletics	Updated to comply with 105 ILCS 25/1.5, added by P.A. 96-132a. See policy 7:240.
	8:100	Relations with Other Organizations and Agencies	Updated to comply with 105 ILCS 5/10-22.35, amended by P.A. 96-57 (requires districts to cooperate with appropriate disaster relief organizations concerned with civil defense).

## PRESS tutorial now available online!

This eight-minute self-guided video describes **PRESS**, reviews the elements of the **PRESS** packet, and shows how the updating process works to keep the board policy manual up to date.

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## Acknowledgement to PRESS Advisory Board

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

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## Instructions

The **PRESS** memo and online instruction sheet containing the password to **PRESS** Online are mailed first-class. You are encouraged to share this memo and online instruction sheet with all board members and appropriate staff.

You are able to download and print Committee Worksheets from **PRESS** Online: [iasb.com/policy/login.cfm](http://iasb.com/policy/login.cfm). The worksheets show what changes are suggested in a policy or procedure. Policy worksheets should be distributed to the policy committee. Sample procedures, coded by the "AP" after the number, should be distributed to the appropriate administrator.

Subscribers who do not have high speed Internet access or the ability to download and print the committee worksheets may request that we continue mailing the worksheets by contacting Cindi Allender at [callender@iasb.com](mailto:callender@iasb.com) or 217/528-9688, ext. 1119.

This publication is designed to provide information only and is not a substitute for legal advice from the School Board's legal counsel. If you have any questions, please contact Melinda L. Selbee, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1231, or Kimberly A. Small, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1226.



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## School Board

### Powers and Duties of the School Board

The major powers and duties of the School Board include, but are not limited to:

1. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
2. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
3. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
4. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
5. Entering contracts using the public bidding procedure when required.
6. Indemnifying, protecting, and insuring against any loss or liability of the School District, Board members, employees, and agents as provided or authorized by State law.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Submitting to parents/guardians, District taxpayers, the Governor, the General Assembly, and the State Board of Education a school report card assessing the performance of its schools and students.
12. Establishing and supporting student discipline policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Visiting District facilities.
17. Providing student transportation services.
18. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.

**Comment [a1]:** Policy is rewritten to incorporate new *duties* added by the legislature:

1. Making school buildings available for use as civil defense shelters (105 ILCS 5/10-22.35, amended by P.A. 96-57).
2. Establishing a resource conservation policy (105 ILCS 5/10-20.19c, amended by P.A. 95-741).
3. Recognizing veterans during any type of school event held on November 11 (105 ILCS 5/10-20.46, added by P.A. 96-84).

Consistent with this policy's purpose of listing the major statutory powers and duties for school boards, we added these other significant duties:

1. Indemnifying against loss. The list of individuals who must be protected now includes mentors of new certified staff members (105 ILCS 5/10-20.20, amended by P.A. 96-62).
2. Establishing equal employment and equal educational opportunities policies.
3. Making available a statement of financial affairs.
4. Submitting a school report card assessing the performance of the district's schools and students.

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19. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.
20. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

LEGAL REF.: 105 ILCS 5/2-3.25d, 5/10-1 et seq., 5/17-1, and 5/27-1.  
115 ILCS 5/1 et seq.  
325 ILCS 5/4.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

### School Board

#### Board Member Qualifications

A School Board member must be, on the date of election, a United States citizen, at least 18 years of age, a resident of Illinois and the District and/or the Congressional Township for at least one year immediately preceding the election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter, ~~be neither a school trustee nor a school treasurer, and not be a child sex offender as defined in State law.~~ A Board member must also have filed,

Reasons making an economic interest statement as required by the Illinois Governmental Ethics Act.

~~Some persons may be individual~~ ineligible for Board membership by reason of other public offices held ~~or include holding an incompatible office and certain types of State or federal employment.~~ A child sex offender, as defined in State law, is ineligible for Board membership.

The Board may annually appoint a Student Council member as its student member to serve in an advisory capacity. The student member will not have any voting privileges and may not attend executive sessions of the Board.

LEGAL REF.: Ill. Constitution, Art. 2, ¶ 1; Art. 4, ¶ 2(e); Art. 6, ¶ 13(b).  
105 ILCS 5/10-3 and 5/10-10.

CROSS REF.: 2:30 (School Board Elections), 2:70 (Vacancies on the School Board - Filling Vacancies)

ADOPTED: December 21, 2009

**Comment [a1]:** Policy is updated to comply with 105 ILCS 5/10-3 and 5/10-10, amended by P.A. 96-538. This legislation removed a disqualification. More specifically, an individual is now eligible to simultaneously be a board member and a school treasurer. Other non-substantive wording changes are made.

If there are residency requirements for board members, and the board wishes to add those requirements to this policy, choose the following option and include the residency requirements with the Response Form:

**Option:**  
On the date of election or appointment, Board members must also meet the following residential requirement: (Insert)

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## School Board

### Qualifications, Term, and Duties of Board Officers

The School Board officers are: President, Vice President, Secretary, and Treasurer. These officers are elected ~~at or appointed by the Board's Board~~ at its organizational meeting.

#### President

The Board elects a President from its members for a 2-year term. The duties of the President are:

1. ~~Preside~~ Focus the Board meeting agendas on appropriate content and preside at all meetings;
2. Make all Board committee appointments, unless specifically stated otherwise;
3. ~~Be permitted to attend~~ Attend and observe any meeting of a Board committee meeting at his or her discretion;
4. Represent the Board on other boards or agencies or appoint another Board member;
5. Serve as chairperson of the Education Officers Electoral Board which hears challenges to Board candidate nominating petitions;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. ~~Review appeals of record access requests that were denied;~~
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Serve as the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

#### Vice President

The Board elects a Vice President from its members for a 2-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

#### Secretary

The Secretary shall be a non-board member who serves at the Board's pleasure. ~~The duties of the Secretary shall perform or delegate the following duties are to:~~ The duties of the

1. ~~Keep Board meeting minutes for all Board meetings and keep the verbatim record for all closed meetings;~~
2. ~~Prepare Board meeting agendas and provide them, along with prior meeting minutes, to Board members before the next meeting;~~
2. Mail meeting notification and agenda to news media who have officially requested copies;

**Comment [a1]: Update 1**

Policy is amended to indicate that some of these officers may be appointed to their positions.

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**Comment [a2]: Update 2**

The president is given the duty to focus the board meeting agendas on appropriate content. This identical language may also appear in policy 2.220, *School Board Meeting Procedure*.

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**Comment [a3]: Update 3**

Language is clarified.

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**Comment [a4]: Update 4**

The president is given the duty to serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act. 5 ILCS 120/3.5(h), amended by P.A. 96-542 (eff. 1-1-10); 5 ILCS 140/2(e), 140/7(f), and 140/9.5(h), amended by P.A. 96-542 (eff. 1-1-10).

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**Comment [NB5]: Update 5**

Duties of the Board Secretary are clarified and the duty to prepare the agenda, which is the duty of the superintendent and board president, is removed.

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3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them annually to the Treasurer on the first Monday of April and October and on such other times as the Treasurer requests;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election authority for all Board elections;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy, financial reports, publicity, and correspondence.

Treasurer

The Treasurer of the Board shall be either ~~an elected~~ a member of the Board who serves a 1-year term or ~~an appointed~~ a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. ~~An appointed~~ The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.  
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:210 (Organizational School Board Meeting)

ADOPTED: December 21, 2009

**Comment [a6]: Update 8**

**Option 1**

Qualification #2 is required for treasurers in a Class I county or Class II county (Cook Co.) that withdrew from the authority of the township treasurer and township trustees of schools (105 ILCS 5/8-1(b)).

Districts in Class II county (Cook Co.) that were under the authority of the township treasurer and township trustees of schools at the time those offices were abolished should replace this qualification as follows: **"2. Not be the District Superintendent."** See 105 ILCS 5/8-1(c) and change the "1-year term" to a **"2-year term"** in the first sentence of the first paragraph.

**Option 2**

Qualification #3 is required for treasurers in a Class I county. This qualification should be replaced by the following for districts in a Class II county (Cook Co.): **"3. Upon being appointed for his or her first term, be a certified public accountant or a certified chief school business official as defined in The School Code; experience as a township treasurer in a Class II county school before July 1, 1989 is deemed equivalent."** See 105 ILCS 5/8-1(e). Issue 68, September 2009

## General School Administration

### Superintendent

#### Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

#### Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent shall have a valid administrative certificate and superintendent's with the superintendent endorsement issued by the State Certification Board.

#### Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

#### Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.46, 5/10-21.4, 5/10-23.8, 5/21-7.1, 5/24-11, and 5/24A-3.  
23 Ill.Admin.Code §§1.310 and 29.130.

CROSS REF: 2:20 (Powers and Duties of the School Board), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

ADOPTED: December 21, 2009

**Comment [a1]:** Policy is amended to identify a component of *district management*, i.e., preparing, submitting, publishing, and posting reports and notices as required by State and federal law. Please see the blue PRESS Memo for a table outlining new requirements. In addition, the superintendent must now report to the State Superintendent and regional superintendent whenever he or she "has reasonable cause to believe" that a certificate holder was dismissed or resigned as a result of an intentional act of child abuse or neglect (105 ILCS 5/10-21.9(e-5), amended by P.A. 96-431).  
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## Operational Services

### Revenue and Investments

#### Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

#### Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

#### Investment Objectives

The objectives for the School District's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

#### Authorized Investments

The Chief Investment Officer may invest any District funds in one or more of the following:

1. ~~In bonds~~ Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. ~~In bonds~~ Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.

The term "agencies of the United States of America" includes: (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (ii) the federal home loan banks and the federal home loan mortgage corporation, and (iii) any other agency created by Act of Congress.

**Comment [a1]: Update 1**  
The section listing authorized investments is amended to reflect changes in 30 ILCS 235/2, amended by P.A. 96-741.  
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3. ~~In interest~~Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act; \_
4. ~~In short~~Short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and that mature not later than ~~180~~ 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one-third of the District's funds may be invested in short term obligations of corporations; \_
5. ~~In money~~Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
6. ~~In short~~Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
7. ~~In dividend~~Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
8. ~~In a~~A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
9. ~~In the~~The Illinois School District Liquid Asset Fund Plus.
10. ~~In repurchase~~Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, ~~as now or hereafter amended or succeeded~~, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, ~~as now or hereafter amended or succeeded~~, the District may not purchase or invest in instruments that constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instrument and the transaction meet all of the following requirements:

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
- b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of

government, that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.

- c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
- d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
- e. The security interest must be perfected.
- f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
- g. Agreements shall be for periods of 330 days or less.
- h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
- i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District's claims to rights to those securities.
- j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
- k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.

11. ~~In any~~ Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 11 supersedes paragraphs 1-10 and controls in the event of conflict.

~~Investments~~ Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

#### Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last 2 sworn statements of resources and liabilities or reports of examination, that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination, that it is required to furnish to the appropriate State or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-

bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

#### Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with 30 ILCS 235/6(d), by: ~~(1) securities eligible for District investment or any other high-quality, interest-bearing security rated at least AA/Aa by one or more standard rating services to include Standard & Poor's, Moody's, or Fitch, (2) mortgages, (3) letters of credit issued by a Federal Home Loan Bank, or (4) loans covered by a State Guaranty under the Illinois Farm Development Act. The market value of the pledged securities shall equal or exceed the portion of the deposit requiring collateralization. The Chief Investment Officer shall determine other~~ The Board must approve each collateral requirements agreement.

#### Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board (GASB) Statement No. 3 Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

#### Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

#### **Comment [a2]: Update 2**

In this section a statutory reference replaces the list of permissible types of collateralization. 30 ILCS 235/6(d), amended by P.A. 95-331. Collateral agreements are permissible, but if used, the policy must contain guidelines for their use. This is accomplished in the sample policy by requiring that all amounts deposited or invested in excess of insurance limits be collateralized and by making it clear that the board must approve collateral agreements.

**Option:** District may add the following sentence:

In addition, the financial institution must provide the Board with a copy of its board of directors' meeting minutes evidencing that the board of directors approved the collateral agreement.  
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The Board will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

**Comment [a3]:** Update 3  
A clarification is added.  
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#### Ethics and Conflicts of Interest

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.: 30 ILCS 235/4 ~~et seq.~~  
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED: December 21, 2009

**Operational Services**

**Incurring Debt**

The Superintendent shall provide early notice to the School Board of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness; or (2) establish a line of credit with a bank or other financial institution. The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.

**Comment [a1]:** The list of possible types of debt now includes "establishing a line of credit with a bank or other financial institution." 105 ILCS 5/17-17, amended by P.A. 96-19. Issue 68, September 2009

LEGAL REF.: 30 ILCS 305/2 and 352/1 et seq.  
50 ILCS 420/4 et seq.  
105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

CROSS REF.: 4:10 (Fiscal and Business Management)

ADOPTED: December 21, 2009

## Operational Services

### Insurance Management

The Superintendent shall annually recommend an insurance program that provides the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include:

1. Liability coverage to ~~ensure insure~~ against any loss or liability of the School District ~~–School Board members, employees, volunteer personnel authorized in 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, and student teachers by reason of and the listed individuals against~~ civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed ~~during in~~ the scope of employment or under the Board's direction ~~of or~~ related to any mentoring services provided to the District's certified staff members; Board members; employees; ~~volunteer personnel~~ authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
3. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.
4. Employee insurance programs.

**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.**

**Comment [a1]:** The policy now includes mentors of certified staff members among the individuals to be covered by liability insurance. A board's duty to indemnify and protect specific individuals is found in 105 ILCS 5/10-20.20, amended by P.A. 96-62. A board's duty to insure against loss or liability is found in 105 ILCS 5/10-22.3. The lists of individuals to be protected are identical in both statutes except that *mentors* were added in 2009 to the indemnification statute. As the best method for providing indemnification is through insurance, this policy includes mentors of certified staff members in its list of individuals to be covered by the district's liability insurance.  
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LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, P. L. 99-272, ¶ 1001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.  
105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.  
215 ILCS 5/4 et seq.  
820 ILCS 305/4.

ADOPTED: December 21, 2009

## Operational Services

### Waiver of Student Fees

The Superintendent will recommend to the School Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

#### Eligibility Criteria

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for lives in a household that meets the free lunches or breakfasts breakfast eligibility guidelines established by the federal government pursuant to 105 ILCS 125/4 the National School Lunch Act, 42 U.S.C. §1758; 7 C.F.R. Part 245 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

~~The Building Principal Superintendent or designee~~ will give additional consideration where there are extenuating circumstances.

#### Verification

~~The Superintendent or designee must follow the verification requirements The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).~~

~~When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to The National School Lunch Act.~~

#### Determination and Appeal

~~The Superintendent or designee The Building Principal~~ will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. ~~A Building Principal's~~ The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board. The decision of the Board is final and binding.

#### **Comment [a1]: Update 1**

Policy is updated to comply with 105 ILCS 5/10-20.13 (c), amended by P.A. 96-360. Students qualify for fee waivers when they currently live in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. 1758, 7 C.F.R. 245 et seq.  
**Issue 68, September 2009**

#### **Comment [a2]: Update 2**

A new subhead titled **Verification** is added to comply with 105 ILCS 5/10-20.13 (c), amended by P.A. 96-360 and the National School Lunch Act regulations found at 7 C.F.R. 245.6a. P.A. 96-360 also restricts districts from using their established or other independent verification processes more often than every 60 calendar days. It also prohibits districts from using information from any independent verification process to determine free lunch or breakfast eligibility under the National School Lunch Act.  
**Issue 68, September 2009**

#### **Comment [a3]: Update 3**

Policy is update based upon feedback from subscribers changes *building principal to superintendent or designee*.  
**Issue 68, September 2009**

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

LEGAL REF.: 105 ILCS 5/10-20.13 and 5/10-22.25.  
23 Ill.Admin.Code §1.245 [unenforceable].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services)

ADOPTED: December 21, 2009

## General Personnel

### 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 opportunities ~~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 Section ~~5/21-23a~~ ~~5/10-21.9(e)~~ of The School Code.

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

### Job Descriptions

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 (when available) is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. The Board President will keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision.

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 ~~5/21-23a~~ ~~5/10-21.9(e)~~ of The School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

### Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis 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 and tuberculin test performed no more than 90 days before submitting evidence of it to the Board.

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

**Comment [a1]:** Policy is updated to Comply with P.A. 96-431. It moved the list of employment disqualifying criminal offenses from 105 ILCS 5/10-21.9 to 105 ILCS 5/21-23a and to add an optional statement in response to feedback received from subscribers.

**Important:** The ADAAA makes significant changes to the ADA's definition of disability that broadens the scope of coverage and overturns a series of U.S. Supreme Court decisions that made it difficult to prove that an impairment was a disability. On June 17, 2009, the Equal Employment Opportunity Commission (EEOC) voted to approve a proposed Notice of Proposed Rulemaking (NPRM) to conform its current ADA regulations to the ADAAA. The EEOC has stated that it may immediately begin using the positions set forth in its proposed regulations for its litigation and enforcement proceedings because it views ADAAA as restorative to ADA. The latest information about the NPRM to the ADA regulations is available at: [www.eeoc.gov/ada/amendments\\_notice.html](http://www.eeoc.gov/ada/amendments_notice.html). Consult the board attorney regarding these amendment's impact on the district's hiring processes.  
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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.

- LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §12112, 29 C.F.R. Part 1630.  
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, 5/21-23a, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 *et seq.*  
820 ILCS 55/  
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd in part and remanded* 505 N.E.2d 314 (Ill., 1987).  
Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).  
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).
- CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:280 (Educational Support Personnel - Duties and Qualifications)
- ADOPTED: ~~December 21, 2009~~

## General Personnel

### Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign the *Acknowledgement of Mandated Reporter Status* form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the regional superintendent in writing when he or she has reasonable cause to believe that a certificate holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder.

All District employees working with students shall participate in a meeting that specifically addresses and reviews the reporting requirements of the Abused and Neglected Child Reporting Act. Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

LEGAL REF.: 105 ILCS 5/10-21.9.  
325 ILCS 5/4-~~et seq.~~

CROSS REF.: 2:20 (Powers and Duties of the School Board), 5:20 (Sexual Harassment), 5:100 (Staff Development Program), 5:150 (Personnel Records), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: December 21, 2009

**Comment [a1]:** Policy is updated to comply with 105 ILCS 5/10-21.9(e-5), amended by P.A. 96-431. It requires a superintendent to notify the State Superintendent and the regional superintendent in writing when a certificate holder is dismissed or resigns from the district as a result of committing an act that made a child an *abused or neglected* child. The report must be made within 30 days of the dismissal or resignation and the superintendent must mail a copy of the notification to the certificate holder. Superintendents are immune from any liability, whether civil or criminal, or that otherwise might result by reason of complying with this statute. **Issue 68, September 2009**

## General Personnel

### Staff Development Program

Please refer to the following current agreement:

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

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

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 certificated staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of certificated school personnel and administrators ~~shall include training~~ on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

At least every 2 years, the Superintendent or designee shall arrange 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.

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automatic external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automatic external defibrillator.

**Comment [a1]:** Policy is updated to comply with 105 ILCS 5/10-22.39 (e), amended by P.A. 96-431. While the Act does not require board policy language, it is best practice based upon IASB's *Principles of Effective Governance* to include this language in the policy. The Act presents an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject.  
**Issue 68, September 2009**

LEGAL REF.: 105 ILCS 5/2-3.60, 5/10-22.39, 5/10-23.12, 5/24-5, and 110/3.  
745 ILCS 49/4 ~~et seq.~~, Good Samaritan Act.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Hazardous and Infectious Materials), 5:90 (General Personnel - Abused and Neglected Child Reporting), 5:120 (Ethics), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day)

ADOPTED: December 21, 2009

## General Personnel

### Ethics

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others.

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

### Ethics and Gift Ban

School Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

### Outside Employment and Conflict of Interest

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the School Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

LEGAL REF.: U.S. Constitution, First Amendment.  
5 ILCS 420/4A-101 and 430/.  
50 ILCS 135/.  
105 ILCS 5/10-22.39, 5/22-5 and 5/24-22.  
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).  
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban); 5:100 (Staff Development Program)

ADOPTED: December 21, 2009

**Comment [a1]:** Policy is updated to reflect language in 105 ILCS 5/10-22.39, amended by P.A. 96-431, that all district staff maintain professional and *appropriate* relationships with students, parents, staff members, and others.  
**Issue 68, September 2009**

**Educational Support Personnel**

**Sick Days, Vacation, Holidays, and Leaves**

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Holidays, Vacation, Personal Leave, Association Leave

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

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

Holidays

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

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

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.  
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.  
820 ILCS 147 and 180/1 et seq.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Professional Personnel - Leaves of Absence)

ADOPTED: December 21, 2009

**Comment [a1]: Update 2**  
A leave to serve as a trustee of the Ill. Municipal Retirement Fund is added. 105 ILCS 5/24-6.3, amended by P.A. 96-357. Issue 68, September 2009

## Professional Personnel

### Leaves of Absence

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave, Leave of Absence Without Pay, Child-Rearing Leave, Leave for Service in the Department of Defense, Professional Leave

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

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

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

#### Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

#### General Assembly

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

#### School Visitation Leave

An eligible professional staff member is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher's child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

#### Leaves for Victims of Domestic or Sexual Violence

~~Any professional staff member may take an unpaid leave from work~~ is available to any staff member who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that

#### **Comment [a1]: Update 3**

A limitation is added to the section on **Leaves for Victims of Domestic or Sexual Violence**. An employee is entitled to 12 work weeks of leave during any 12-month period only if the district employs at least 50 employees.

#### **Option for smaller districts**

If the district has at least 15 employees but not more than 49, employees are entitled to a total of 8 work weeks of leave during any 12-month period. 820 ILCS 180/20(a)(2), amended by P.A. 96-635. Check "Option" on the response form to change 12 work weeks to 8 work weeks.

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exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leaves to Serve as an Officer or Trustee of a Specific Organization

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

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

Upon request, the Board will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.  
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.  
820 ILCS 147/1 et seq. and 180/1 et seq.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: December 21, 2009

## Educational Support Personnel

### Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to School Board policies as they may be changed from time-to-time at the Board's sole discretion.

#### Paraprofessionals and Teacher Aides

"Paraprofessionals" and "teacher aides" are noncertificated personnel with instructional duties; the terms are synonymous. Service as a paraprofessional or teacher aide requires a "statement of approval" issued by the Illinois State Board of Education (ISBE). ~~A paraprofessional or teacher aide first employed in a program for students with disabilities on or before June 30, 2005, shall be subject to this requirement as of July 1, 2007.~~

A paraprofessional or teacher aide in a targeted assistance program that is paid with federal funds under Title I, Part A, or in a school-wide program that is supported with such funds, shall hold a "statement of approval," issued by the ISBE, for this purpose.

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals or teacher aides and the requirements in this section do not apply. In addition, individuals who are completing their clinical experiences and/or student teaching do not need to comply with this section, provided they otherwise qualify for instructional duties under ISBE rules.

#### Noncertificated Personnel Working with Students Performing Non-Instructional Duties

Noncertificated personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, e.g., computers, video, and audio, detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

#### Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. The coach for an extracurricular athletic activity sponsored or sanctioned by the Illinois High School Association (IHSA) at or above the ninth grade level must have completed the IHSA's educational program and competency testing on preventing abuse of performance-enhancing substances. Regardless of whether the athletic activity is regulated governed by an association, ~~all coaches must have completed a course on coaching principles and sport's first aid.~~ ~~The~~ the Superintendent or designee shall ensure that ~~all coaches have completed appropriate~~ each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training programs, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

**Comment [a1]: Update 1**  
Policy is edited to remove outdated information.  
**Issue 68, September 2009**

**Comment [a2]: Update 2**  
Policy is updated to comply with 105 ILCS 25/1.5, added by P.A. 96-132.  
**Issue 68, September 2009**

**Comment [a3]: Update 3**  
Optional and may be amended. The first requirement identifies a basic competency and the second two requirements are intended to ensure coaches are trained emergency responders.  
**Issue 68, September 2009**

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

**Comment [a4]: Update 4**  
Policy is updated to implement 625 ILCS 5/6-106.1(h), added by P.A. 96-89. This legislation requires districts to notify the Ill. Secretary of State, within 30 days of being informed, that a bus driver permit holder has been called to active duty.  
**Issue 68, September 2009**

LEGAL REF.: No Child Left Behind Act of 2001, 20 U.S.C. §6319(c).  
34 C.F.R. §§200.58 and 200.59.  
105 ILCS 5/10-22.34, 5/10-22.34a, ~~and 5/10-22.34b~~, and 25/1.5.  
625 ILCS 5/6-104 and 5/6-106.1.  
23 Ill.Admin.Code §§25.510, 25.520.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: December 21, 2009

## Instruction

### Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- Graduation incentives program
- Illinois Hope and Opportunity Pathways through Education (IHOPE) Program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

#### Illinois Hope and Opportunity Pathways through Education (IHOPE) Program

The Superintendent or designee shall develop the required partnerships necessary to build a comprehensive plan to re-enroll high school dropouts in the District through the IHOPE Program. The IHOPE Program shall include all components required by State law and regulations. Any student who wishes to earn a high school diploma must meet the prerequisites to receiving a high school diploma in policy 6:300, Graduation Requirements.

LEGAL REF.: 105 ILCS 5/2-3.41, 5/2-3.66, 5/2-3.66b, 5/13B-1 et seq., 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.

CROSS REF.: 6:300 (Graduation Requirements), 7:70 (Attendance and Truancy)

ADOPTED: December 21, 2009

**Comment [a1]:** Policy is updated with an optional subhead titled **Illinois Hope and Opportunity Pathways through Education (IHOPE) Program**. P.A. 96-106 added 105 ILCS 5/2-3.66b. It authorizes ISBE to award IHOPE Program grants to regional offices of education (ROE) that partner with school districts for the purpose of re-enrolling significant numbers of high school dropouts in programs that will enable them to earn their high school diploma.  
**Issue 68, September 2009**

## Instruction

### Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in The School Code, 105 ILCS 5/27-22, according to the year in which a student entered the 9th grade.
3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill.Admin.Code §1.440.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Taking the Prairie State Achievement Examination, unless the student is exempt according to 105 ILCS 5/2-3.64.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Taking all other actions to implement this policy.

### Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish 7 semesters of high school and meet all graduation requirements.

### Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

### Veterans of World War II or the Korean Conflict, or the Vietnam Conflict

Upon application, an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict will be awarded a diploma, provided that he or she: (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma or General Educational Development (GED) diploma.

**Comment [a1]:** Policy is updated to comply with 105 ILCS 5/22-27, amended by P.A. 96-88.  
**Issue 68, September 2009**

LEGAL REF.: 105 ILCS 5/2-3.64, 5/22-27, 5/27-3, 5/27-22, and 5/27-22.10.  
23 Ill.Admin.Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:320 (High School Credit for Proficiency),  
7:50 (School Admissions and Student Transfers To and From Non-District  
Schools)

ADOPTED: December 21, 2009

## Instruction

### Credit for Alternative Courses and Programs, and Course Substitutions

#### Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The Building Principal approves the course in advance.

#### Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The Building Principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extra-curricular activities. The District may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

#### Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The Board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

#### Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the Building Principal.

#### Dual Credit Courses

A student who successfully completes Dual Credit courses may receive high school credit, provided:

1. The student is in good academic standing;
2. The course is approved in advance by the student's guidance counselor and the High School Principal; and
3. The student assumes responsibility for all fees.

### Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

### Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The Building Principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

### Youth Apprenticeship Vocational Education Program (Tech Prep)

Students participating in the Youth Apprenticeship Vocational Education Program (Tech Prep) may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

### Substitutions for Physical Education and Other Required Courses

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian request and approve the substitution in writing on forms provided by the District.

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.

1. 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 in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination must be made a part of the individualized education program. A student requiring adapted physical education must receive that service in accordance with the student's individualized education program.

**Comment [a1]:** Policy is updated with a new optional subhead titled **Dual Credit Courses**. The Dual Credit Quality Act, 110 ILCS 27, added by P.A. 96-194, eff. 1-1-10, defines dual credit as a college course taken by a high school student for credit at both the college and high school level.  
**Issue 68, September 2009**

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.  
23 Ill.Admin.Code §§1.420(p), 1.440(j), and 4.450(c).

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:320 (High School Credit for Proficiency),, 7:260 (Exemption from Physical Activity)

ADOPTED: ~~December 21, 2009~~

## Students

### Student Discipline

#### 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 materials.
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, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid ~~not unless being administered under in accordance with a physician's care and supervision, 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 licensed physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - 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. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
  - g. 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 in violation of the "weapons" section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student

**Comment [a1]: Update 1**  
Policy is updated to add performance-enhancing substances in the list of prohibited substances. This addition is consistent with 105 ILCS 25/1.5, added by P.A. 96-132, which requires IHSA to prohibit a student from participating in an IHSA-sponsored athletic competition unless the student has agreed not to use any performance-enhancing substances.  
**Issue 68, September 2009**

**Comment [a2]: Update 2**  
Policy edited for clarity.  
**Issue 68, September 2009**

conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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, 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 another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. 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.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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 early intervention and progressive discipline, 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 physiological 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.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply 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.

#### Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. 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.
12. 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.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

Corporal punishment shall not be used. 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 ~~uses, possesses, controls, or transfers a weapon, or any other object is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that can reasonably be considered, or looks like, a weapon, bears a reasonable relationship to school shall be expelled for a period of at least one calendar year, but no not more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis.~~

1. A "weapon" means ~~possession, use, control, or transfer of:~~ (1) 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 use of a weapon firearm as defined in Section 24-1 of the Criminal Code; (2) 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 but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon firearm as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm.

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.

#### 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 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.

**Comment [a3]: Update 4**  
Policy is updated to comply with 105 ILCS 5/10-22.6, amended by P.A. 96-633. This legislation significantly changed the definition of *weapon*.  
**Issue 68, September 2009**

The Superintendent, Building Principal, 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.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.  
Pro-Children Act of 1994, 20 U.S.C. §6081.  
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, and 5/31-3.  
23 Ill.Admin.Code §1.280.

CROSS REF.: 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 (Preventing Bullying, Intimidation, and Harassment ), 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 and Written or Electronic  
Material), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: ~~December 21, 2009~~

## Students

### Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school ~~and, on days when school is not in session, and whether on and off school property, as good citizens and exemplars of their school;~~ and (2) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

**Comment [a1]: Update 1**  
Policy is edited to clarify language.  
Issue 68, September 2009

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

### Extracurricular Drug and Alcohol Testing Program

The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign the District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is "positive," the student will not participate in extracurricular activities until after a "follow-up" test is requested by the Building Principal or designee and the results are reported. The Building Principal or designee will request a "follow-up" test after such an interval of time that the substance previously found would normally be eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities. If a "positive" result is obtained from the "follow-up" test, or any later test, the same previous procedure shall be followed.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

### Performance Enhancing Drug Testing

~~The State law requires the Illinois High School Association (IHSA) randomly tests the to prohibit a student athletes who qualify as individuals or as members of a team for selected State series competitions. The student athlete and his or her parent(s)/guardian(s) shall consent, in writing, to the random drug testing before from participating in interscholastic athletics. Failure to sign the consent form renders an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (a) not to use any performance-enhancing substances on IHSA's current banned drug list, and (b) to submit to random testing for these substances in the student's body if the student athlete ineligible. The Superintendent or designee shall develop procedures to implement the District's compliance with this IHSA policy. is in high school. In addition, the student's parent/guardian must sign a statement~~

**Comment [a2]: Update 2**  
Policy is updated to comply with 105 ILCS 25/1.5, added by P.A. 96-132. This legislation requires the Ill. High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (1) to not use any performance-enhancing substances on IHSA's current banned drug list, and (2) to submit to random testing for these substances if the student is in high school. The student's parent/guardian must sign a statement for IHSA acknowledging that, among other things, the student may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of these substances is a crime.  
Issue 68, September 2009

for IHSA containing specific acknowledgments including that the student, if in high school, may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime.

IHSA, with oversight from the Illinois Department of Public Health, administers a performance-enhancing substance testing program under which high school participants in athletic competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic season for the presence in their bodies of performance-enhancing substances on the IHSA's banned drug list.

LEGAL REF.: Board of Education of Independent School Dist. No. 92 v. Earls, 122 S.Ct. 2559 (2002).  
Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).  
Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).  
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).  
Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).  
105 ILCS 5/24-24, 5/27-23.3, 25/1.5.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:190 (Student Discipline), 7:300 (Extracurricular Athletics)

ADOPTED: December 21, 2009

## Students

### Extracurricular Athletics

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

1. The student must meet the academic criteria set forth in the School Board policy on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
6. The student and his or her parent(s)/guardian(s) shall consent, in writing, to random drug testing pursuant to must complete forms required by the Illinois High School Association (IHSA) Performance Enhancing Drug Testing policy concerning its performance-enhancing substance testing program, implemented in accordance with State law, before participating the student may participate in interscholastic athletics an athletic competition sponsored or sanctioned by IHSA.

The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS 5/10-20.30, 25/1.5,  
23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:240  
(Conduct Code for Participants in Extracurricular Activities), 7:330 (Student Use  
of Buildings - Equal Access), 7:340 (Student Records)

ADOPTED: December 21, 2009

**Comment [a1]:** Policy is updated to comply with 105 ILCS 25/1.5, added by P.A. 96-132a. This legislation requires the Ill. High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (1) to not use any performance-enhancing substances on IHSA's current banned drug list, and (2) to submit to random testing for these substances if the student is in high school. The student's parent/guardian must sign a statement for IHSA acknowledging that, among other things, the student may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of these substances is a crime.  
**Issue 68, September 2009**

## Community Relations

### Relations with Other Organizations and Agencies

The District shall cooperate with other organizations and agencies, including but not limited to:

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense
- Other school districts

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

ADOPTED: December 21, 2009

**Comment [a1]:** Policy is updated to comply with 105 ILCS 5/10-22.35, amended by P.A. 96-57.  
**Issue 68, September 2009**

District Name \_\_\_\_\_

**RESPONSE FORM**  
**PRESS PLUS ISSUE 68, September 2009**  
**FAX to The Illinois Association of School Boards**  
 Anna Lovern, Director of Policy Services  
 217-528-2831 - FAX Number

Immediate Action Suggested	Policy Code	Policy Title	Adopted as presented	Adopted with enclosed edits	Date of Adoption	Suggested Update/New/Rewritten policy not adopted
	2:20	Powers and Duties of The School Board/Board of Education (REWRITTEN)				
√	2:40	Board Member Qualifications				
		<b>Option</b> Add residency requirements				
√	2:110	Qualifications, Term, and Duties of Board Officers				
		<b>Update 1</b>				
		<b>Update 2</b>				
		<b>Update 3</b>				
		<b>Update 4</b>				
		<b>Update 5</b>				
		<b>Update 6</b>				
		<b>Update 7</b>				
		<b>Update 8</b>				
		<b>Option 1</b> Qualification 2				
		Class II County that was under the authority of the township treasurer when that office was abolished				
		<b>Option 2</b> Qualification 3				
		Class II County Option				
√	3:40	Superintendent				
√	4:30	Revenue and Investments				
		<b>Update 1</b>				
		<b>Update 2</b>				
		<b>Option</b> Add optional sentence				
		<b>Update 3</b>				
√	4:40	Incurring Debt				
√	4:100	Insurance Management				
√	4:140	Waiver of Student Fees				
		<b>Update 1</b>				

District Name \_\_\_\_\_

		<b>Update 2</b>				
		<b>Update 3</b>				
√	5:30	Hiring Process and Criteria				
√	5:90	Abused and Neglected Child Reporting				
√	5:100	Staff Development Program				
√	5:120	Ethics				
√	5:250	Professional Personnel – Leaves of Absence				
		<b>Update 3 – Not Applicable</b> for districts with less than 15 employees				
		<b>Option</b> For districts with 15 to 49 employees				
√	5:280	Educational Support Personnel – Duties and Qualifications				
		<b>Update 1</b>				
		<b>Update 2</b>				
		<b>Update 3</b>				
		<b>Update 4</b>				
√	5:330	Educational Support Personnel – Sick Days, Vacation, Holidays, and Leaves				
		<b>Update 2</b>				
	6:110	Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program				
	6:300	Graduation Requirements				
	6:310	Credit for Alternative Courses and Programs, and Course Substitutions				
	6:340	Student Testing and Assessment Program (REWRITTEN)				
√	7:190	Student Discipline				
		<b>Update 1</b>				
		<b>Update 2</b>				
		<b>Update 3</b>				
		<b>Update 4</b>				
	7:240	Conduct Code for Participants in Extracurricular Activities				
		<b>Update 1</b>				
		<b>Update 2</b>				
	7:300	Extracurricular Athletics				
	8:100	Relations with Other Organizations and Agencies				

District Name \_\_\_\_\_

<b>Other District Materials Enclosed</b>	<b>Yes</b>	<b>No</b>
Changes to other district policies		
Newly adopted district policies		
New Collective Bargaining Agreement(s)		

DISTRICT NAME

\_\_\_\_\_

CONTACT PERSON

\_\_\_\_\_

PHONE NUMBER

\_\_\_\_\_

District Name \_\_\_\_\_

## Response Form Instructions

1. When the board has acted on the suggested updates, complete this form and mail or fax to  
Anna Lovern, Director of Policy Services  
The Illinois Association of School Boards                      Fax: 217-528-2831  
2921 Baker Drive  
Springfield, IL 62703-5929
2. Enclose copies of any of the updates that have been edited by your district, showing the edits. Hand written edits are preferred.
3. Enclose copies of any policy language your district has adopted or revised since the last PRESS issue, including any changes necessitated by changes in collective bargaining agreements.
4. If your district has recently completed a new Collective Bargaining Agreement, please enclose a copy of the new agreement.

Please distribute to Board members and appropriate staff

# PRESS

ISSUE 70, December 2009

## Policy Reference Education Subscription Service

### Highlights

#### Policies and Procedures Amended Due to New Legislation

##### Freedom of Information Act and Open Meetings Act, p. 1

- 2:200, *Types of School Board Meetings*
- 2:250, *Access to District Public Records*
- 2:250-AP1, *Administrative Procedure - Access to and Copying of District Public Records*
- 2:250-E1, *Exhibit - Written Request for District Records*
- 2:250-E2, ~~Exhibit - Response to Request for District Record Inspection~~ DELETED
- 2:250-E3, ~~Exhibit - Inspection Report for District Records~~ DELETED
- 2:250-E2, *Exhibit - Immediately Available District Public Records* - NEW

##### Operations, p. 3

- 4:110, *Transportation*
- 4:110-AP2, *Administrative Procedure - ~~Post-Trip Inspection and Bus Driving Comments~~ Pre-Trip and Post-Trip Inspection; Bus Driving Comments*

##### Equal Employment Opportunity, p. 3

- 5:10, *Equal Employment Opportunity and Minority Recruitment*

##### Instruction, p. 4

- 6:60, *Curriculum Content*
- 6:60-AP, *Administrative Procedure - Comprehensive Health Education Program*

##### Students, p. 5

- 7:10, *Equal Educational Opportunities*
- 7:20, *Harassment of Students Prohibited*
- 7:180, *Preventing Bullying, Intimidation, and Harassment*

##### Access to Classrooms and Personnel for Special Education Evaluation/Observation Purposes, p. 6

##### Miscellaneous Future Updates Necessitated by 2009 Legislation, p. 6

##### Progress Report, p. 7

## Freedom of Information Act and Open Meetings Act

This PRESS issue – the third of our series devoted to the policies and procedures amended due to 2009 legislation – contains the material updated in response to the revised Freedom of Information Act (FOIA) and Open Meetings Act (5 ILCS 140/ and 120/, amended by P.A. 96-542, eff. 1-1-10). Disappointingly, the revised FOIA was not amended during the veto session. With some exceptions, the transparency it requires is not new. Significantly increased, however, are workload and compliance costs. The deadlines are shortened necessitating a strategy to locate records quickly and making it advisable to seek time extensions from requesters. Scripted

denials will not satisfy FOIA requests; almost every denial will require the advice of the board's attorney. Having to comply with requests for commercial purposes will, at a minimum, amplify work for the office staff. Many resources are available to help school officials understand the new requirements including our revised FOIA material described below.

- ▶ 2:200, *Types of School Board Meetings*, is revised to designate the superintendent as the district official to receive the required training on compliance with the Open Meetings Act (OMA). 5 ILCS 120/1.05, added by P.A. 96-542, eff. 1-1-10. It permits the superintendent to identify other employees to receive the training. Recognizing that compliance with OMA is a shared responsibility of board

members, the sample policy encourages each board member to take the training once during his or her term.

- ▶ 2:250, *Access to District Public Records*, is rewritten to comply with 5 ILCS 140/, amended by P.A. 96-542, eff. 1-1-10. The extensive revisions to FOIA necessitate a rewritten FOIA policy. It begins with the statement that "[f]ull access to the District's public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures." The compliance details are in greater specificity than before and are divided into the following sections: freedom of information officer, definition, requesting records, responding to requests, copying fees, access, and preserving public records.
- ▶ 2:250-AP1, *Administrative Procedure - Access to and Copying of District Public Records*, is rewritten to comply with 5 ILCS 140/, amended by P.A. 96-542, eff. 1-1-10. With few exceptions, the new procedure restates requirements from the revised FOIA. The list of records under

the district's control (page 2) may need to be customized to comply with the requirement that the district "[m]aintains and makes available for inspection and copying a reasonably current list of all types or categories of records." 5 ILCS 140/5. The procedure ends with statutory text containing some of the more utilized FOIA exemptions.

- ▶ 2:250-E1, *Exhibit - Written Request for District Records*, is rewritten to comply with 5 ILCS 140/, amended by P.A. 96-542, eff. 1-1-10. The instructions for this form state: "All requests to inspect and/or to obtain a copy of a District record must be made in writing. This form is provided for convenience –its use is not required. Please submit all requests to the District's Freedom of Information Officer. Copying fees, if any, must be paid before copies will be provided. The Freedom of Information Officer can give you an estimate of the copying fees, if any."
- ▶ ~~2:250-E2, *Exhibit - Response to Request for District Record Inspection*~~ DELETED

## Immediate Appointments Required

**Open Meetings Act (OMA).** Each public body must designate at least one employee or member to receive training on compliance with OMA. It must submit a list of designated individual(s) to the Attorney General's Public Access Counselor. By July 1, 2010, the designated individual(s) must successfully complete an electronic training curriculum administered by the Attorney General's Public Access Counselor, and thereafter must successfully complete an annual training program. Each additional employee or member who is designated must receive this training within 30 days of the designation.

These requirements also apply to any board committee (the definition of *public body* includes *committees* of public bodies). The board may, however, require that the individual(s) designated to receive OMA training also receive training on behalf of all board committees.

The OMA does not specify duties for the designated individual(s) who have received training but presumably they would assist the board in its OMA compliance efforts. The OMA is silent regarding what happens if a designated individual fails to successfully complete the required training within the mandated time period.

Board policy 2:200, *Types of School Board Meetings*, designates the superintendent to receive the training and allows him or her to identify other employees to receive the training. The policy also urges all board members to receive the training even though they are not specifically designated.

**Freedom of Information Act (FOIA).** Each public body

must designate one or more officials or employees to act as its Freedom of Information officer(s). The Freedom of Information officer receives FOIA requests and issues timely responses. He or she must also develop a list of documents or categories of records that the district must immediately disclose upon request.

Each Freedom of Information officer must, by July 1, 2010, successfully complete an electronic training curriculum administered by the Attorney General's Public Access Counselor and thereafter successfully complete an annual training program. Whenever the board designates a new Freedom of Information officer, that person must successfully complete the electronic training curriculum within 30 days after assuming the position. Successful completion of the required training curriculum is a prerequisite to continue serving as a Freedom of Information officer.

Each board committee must also have a Freedom of Information officer (the definition of *public body* includes *committees* of public bodies). The board may, however, require that the district's Freedom of Information officer also serve in that capacity for all board committees.

Board policy 2:250, *Access to District Public Records*, identifies the superintendent as the Freedom of Information officer and assigns him or her all the duties and powers of that office. The superintendent is allowed to delegate these duties and powers.

As with other questions concerning the revised OMA and FOIA, each board should consult its board attorney to answer questions and for advice.

► ~~2:250-E3, Exhibit – Inspection Report for District Records~~  
**DELETED**

► 2:250-E2, *Exhibit - Immediately Available District Public Records*, is **NEW**. It is intended for use only by districts that maintain a website. Several laws mandate school districts to post information on their websites and this exhibit lists those items along with their legal references and any special instructions. Many attorneys agree that using the required items for web-posting is an easy and practical way for the Freedom of Information Officer to develop a list of public records that the school board must make *immediately available* as required by 5 ILCS 140/3.5(a), added by P.A. 96-542. Some attorneys disagree and prefer that the district also retain copies of its web-posted public records for immediate inspection and/or copying upon request at the administrative office. The exhibit's introductory language manages this issue by: (1) indicating that copies of certain identified public records will also be immediately available in the district administrative office during regular business hours, and (2) suggesting identification of public records that are easily reproduced and stored at the district administrative office, i.e., not voluminous. The district's Freedom of Information Officer(s) should customize this list as appropriate to the district's circumstances.

## Operations

► 4:110, *Transportation*, is amended to comply with P.A. 96-818. This legislation, adopted during the veto session and becoming effective on 11-17-09, requires:

1. Each school bus to contain an operating two-way radio while the school bus driver is in possession of a school bus. The two-way radio must be turned on and adjusted in a manner that would alert the driver of an incoming communication request. 625 ILCS 5/12-813, amended by P.A. 96-818.
2. School districts to have a school bus pre-trip and post-trip inspection policy to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus. School district contracts with a private sector school bus company must require the company to have a pre- and post-trip inspection policy that is equivalent to this section of the policy. 625 ILCS 5/12-816(b), amended by P.A. 96-818.

Two-way radios may not be as effective as cell phones: they do no good when the bus driver is out of the bus with children (the radio is in the bus but the driver is with the children on a field trip, for example) and their range may be inferior to that of cell phones. Bus drivers

may still have cell phones although they are generally prohibited from using them while the bus is in motion (625 ILCS 5/12-813.1). Four important exceptions allow a driver to use a cell phone while operating a bus: (1) in an emergency situation to communicate with an emergency response operator; a hospital; a physician's office or health clinic; an ambulance service; a fire department, fire district, or fire company; or a police department; (2) in the event of a "mechanical breakdown or other mechanical problem;" (3) if "a cellular radio telecommunication device ... has a digital two-way radio service capability owned and operated by the school district, when that device is being used as a digital two-way radio;" and (4) when the bus is parked (625 ILCS 5/12-813.1(c)).

► 4:110-AP2, *Administrative Procedure - ~~Post-Trip Inspection and Bus Driving Comments~~ Pre-Trip and Post-Trip Inspection; Bus Driving Comments*, is re-named and amended to comply with P.A. 96-818 (adopted during the veto session and becoming effective on 11-17-09). P.A. 96-818's requirements are described on page 4.

## Equal Employment Opportunity

► 5:10, *Equal Employment Opportunity and Minority Recruitment*, is updated to include recent State and federal legislation concerning: (1) the use of genetic information, (2) equal pay, (3) the Ill. Human Rights Act's protected categories, (4) the Americans with Disabilities Act Amendments Act, and (5) the Ill. Whistleblower Act.

*Genetic information* is added to the policy's list of protected categories based upon the following recent State and federal legislation:

1. The Ill. Genetic Information Protection Act (GIPA), 410 ILCS 513/25, amended by P.A. 95-927; and
2. Title II of Genetic Information Nondiscrimination Act (GINA), effective 11-21-09, 42 U.S.C. §2000ff et seq.

Both laws protect job applicants, current and former employees, labor union members, and apprentices and trainees from discrimination based on their genetic information. GIPA provides greater protections to Illinois employees than Title II of GINA. We discussed this legislation at length in **PRESS** Issue 67, July 2009, when we updated 2:260, *Uniform Grievance Procedure*. Footnote 5 in 2:260, *Uniform Grievance Procedure*, also provides a detailed discussion of these new laws. Before collecting or using genetic information, school officials should seek guidance from the board's attorney.

*Order of protection status* is added to the policy's list of protected categories based upon the Ill. Human Rights Act, 775 ILCS 5/1-103(Q), amended by P.A. 96-447, eff. 1-1-10. *Order of protection status* means a person protected under an order of protection issued pursuant to the

**Curiously, the General Assembly repeated the same section number (10-20.46) multiple times in legislation amending The School Code.** When future legislation corrects the section numbers for these public acts, we will change the citations in the **PRESS** material accordingly.

- H.B. 725 encouraged school boards to implement American Sign Language courses into school foreign language curricula. (6:60, *Curriculum Content*)
- P.A. 96-84 requires schools to recognize Veterans' Day with a moment of silence at any type of event at the school on November 11. (2:20, *Powers and Duties of the School Board*; and 6:20, *School Year Calendar and Day*)
- P.A. 96-266 requires each school board to report to ISBE, on or before July 1 of each year, the base salary and benefits of the district's superintendent and all administrators and teachers. (4:60, *Purchases and Contracts*; and 3:40, *Superintendent*)
- P.A. 96-417 encouraged school boards to have every occupied school building tested every 5 years for radon. (4:160, *Environmental Quality of Buildings and Grounds*)
- P.A. 96-424 requires each school district to adopt a procedure to comply with the requirements of the Lawn Care Products Application and Notice Act and the Structural Pest Control Act, and to designate a staff person to be responsible for compliance. (4:160, *Environmental Quality of Buildings and Grounds*; and 4:160-AP, *Environmental Quality of Buildings and Grounds*)
- P.A. 96-434 requires each school district, on or before October 1 of each year, to post on its website an itemized salary compensation report for every administrator. (2:250-E2, *Immediately Available District Public Records*; and 3:40, *Superintendent*)
- P.A. 96-674 states that a school board does not have to comply with the Ill. Accessibility Code with respect to accessibility to press boxes if the press boxes were constructed before 8-25-09. (4:150, *Facility Management and Building Programs*; and 8:70, *Accommodating Individuals with Disabilities*)

Illinois Domestic Violence Act of 1986 or an order of protection issued by a court of another state. 775 ILCS 5/1-103(K-5), amended by P.A. 96-447, eff. 1-1-10.

Equal pay updates that include State and federal legislation are added to the footnotes:

1. The State Equal Pay Act of 2003, 820 ILCS 112/, amended by P.A. 96-467, now defines *date of underpayment* as each time wages are underpaid. Employees have one year from the time they become aware of the underpayment to file a complaint with the Ill. Dept. of Labor.
2. The Equal Employment Opportunities Act (Title VII), 42 U.S.C. §2000e and the Age Discrimination in Employment Act (ADEA), 29 U.S.C. §621 et seq. were both amended by The Lilly Ledbetter Fair Pay Act, Pub.L. 111-2. The Lilly Ledbetter Fair Pay Act clarifies that a discriminatory compensation decision or other practice occurs *each time* an employee is paid or receives a last benefits check pursuant to the discriminatory compensation decision. The prior law measured from the time when the discriminatory compensation decision or other practice occurred. Pub.L. 111-2 also modified the operation of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973.

One footnote reflects that the Americans with Disabilities Act, 42 U.S.C. §§12111 et seq. was amended

by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325. Several legal references are added in response to all of this legislation as well as additional cross references.

Another footnote discusses amendments and changes to the Ill. Whistleblower Act, 740 ILCS 174/, amended by P.A. 96-555. It now specifically references that refusing to participate in an activity that would result in a violation of the Freedom of Information Act is a protected action. It also expanded the definition of retaliation to include *other retaliation* and *threatening retaliation* (740 ILCS 174/20.1 and 20.2, added by P.A. 96-555).

Remember that employers must post notices describing the federal laws prohibiting job discrimination based on race, color, sex, national origin, religion, age, equal pay, disability, and genetic information. Go to [www1.eeoc.gov/employers/poster.cfm](http://www1.eeoc.gov/employers/poster.cfm) to download EEOC's November 2009 mandatory poster supplement.

## Instruction

► 6:60, *Curriculum Content*, is updated to include these new instruction requirements:

1. Instruction on events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression. 105 ILCS 5/27-21, amended by P.A. 96-629, eff. 1-1-10.

2. 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. 105 ILCS 5/27-3.5, added by P.A. 96-99. The Congressional Medal of Honor film is available on ISBE's website for no cost at [www.isbe.net/curriculum/html/medal\\_of\\_honor.htm](http://www.isbe.net/curriculum/html/medal_of_honor.htm).
3. Instruction on disability history, awareness, and the disability rights movement. 105 ILCS 5/27-23.8, added by P.A. 96-191, eff. 1-1-10.

The footnotes now mention that the General Assembly encouraged school boards to implement American Sign Language courses into the school foreign language curriculum. 105 ILCS 5/10-20.46, added by H.B. 725. The bill becomes law when the Governor certifies that the acceptance by the General Assembly of his amendatory veto conforms to his specific recommendations for change.

- ▶ 6:60-AP, *Administrative Procedure - Comprehensive Health Education Program*, is updated to include these new instruction topics:
  1. Information about cancer, including without limitation, types of cancer, signs and symptoms, risk factors, the importance of early prevention and detection, and information on where to go for help. 105 ILCS 110/3, amended by P.A. 96-128, eff. 1-1-10.
  2. Teen dating violence in grades 8 through 12. 105 ILCS 5/27-17, amended by P.A. 96-383, eff. 1-1-10.

## Students

- ▶ 7:10, *Equal Educational Opportunities*, is updated to incorporate *gender identity* and *order of protection status* as protected categories. *Gender identity* was added to the list of protected categories in 23 Ill.Admin.Code §1.240 in response to the definition of *sexual orientation*, which includes *gender identity*, that was added to the Ill. Human Rights Act in P.A. 95-668. *Order of protection status* was added to the Ill. Human Rights Act's list of protected categories at 775 ILCS 5/1-103(Q), amended by P.A. 96-447, eff. 1-1-10.

Changes to the policy language include:

1. Listing all protected categories to mirror recently amended 23 Ill.Admin.Code §1.240 and other applicable State and federal laws as, "color, race, ~~national origin~~ nationality, ~~religious beliefs~~ religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy." *National origin* and *religious beliefs* are replaced with *nationality* and *religion* for consistency with the language in 23

Ill.Admin.Code §1.240. The replaced terms are synonymous with the removed terms. *Nationality* and *religion* are not new protected categories.

2. Listing *gender identity* in the language of the **Sex Equity** subhead. It now states: "No student shall, based on sex, ~~or~~ sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities."

A footnote is updated to include 775 ILCS 5/5-102.2, added by P.A. 96-814. It adds a third area to the Ill. Dept. of Human Rights' jurisdiction over schools, as a place of public accommodation. Those areas are: (1) failing to enroll an individual; (2) denying access to facilities, goods, or services; or (3) failing to take corrective action to stop severe or pervasive harassment of an individual.

- ▶ 7:20, *Harassment of Students Prohibited*, is updated to amend:
  1. The policy's list of protected categories. It now states, "race, color, nationality, ~~national origin~~, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status." This update pertains to 23 Ill.Admin.Code §1.240 and 775 ILCS 5/1-103(Q), amended by P.A. 96-447, eff. 1-1-10, discussed above in the introduction to 7:10, *Equal Educational Opportunities* and number 1. Also, as discussed above, the term *nationality* replaces *national origin* for consistency with the language in 23 Ill.Admin.Code §1.240. *Nationality* is not a new protected category.
  2. A footnote discussing 775 ILCS 5/5-102.2, added by P.A. 96-814, for the reasons stated above in 7:10, *Equal Educational Opportunities*.
- ▶ 7:180, *Preventing Bullying, Intimidation, and Harassment*, is amended to:
  1. Coordinate with policy 7:20, *Harassment of Students Prohibited*, whose list of protected categories now states, "race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status." See the discussion above in 7:20, *Harassment of Students Prohibited* for an explanation of the new additions.
  2. Specify that policy 7:310, *Restrictions on Publications and Written or Electronic Material*, would prohibit using printed material or photographs to cause sub-

stantial disruption to school operations or interfere with the rights of other students or staff members. The underscored items are added in recognition of their increased use as bullying tools.

State law requires that all boards update their bullying policy every two years and file it with ISBE. 105 ILCS 5/27-23.7. This requirement and the policy are two years old making it likely that your policy's two year anniversary is close.

An amended footnote suggests that boards fulfill the requirement to annually communicate their bullying policy to students and their parents/guardians, by including a statement, such as the following, in the student handbook and school website:

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

### Access to Classrooms and Personnel for Special Education Evaluation/Observation Purposes

Material implementing 105 ILCS 5/14-8.02(g-5), added by P.A. 96-657, is still being finalized. This legislation grants the parent/guardian of a student receiving special education services, or being evaluated for eligibility, reasonable access to educational facilities, personnel, classrooms, buildings, and to the child. The same right of access is afforded an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or child.

The material will be published in early December on the IASB website, [www.iasb.com/law/](http://www.iasb.com/law/). The material will also be published in the 2010 January/February **PRESS** issue.

## Miscellaneous Future Updates Necessitated by 2009 Legislation

The following policies or topics, among others, will be covered in a future **PRESS** issue:

1. 105 ILCS 5/2-3.148, added by P.A. 96-349, requires each

school board, not later than January 1, 2011, to implement a policy based on the guidelines developed by ISBE and the Ill. Dept. of Public Health for the management of students with life-threatening food allergies.

2. 7:340, *Student Records*. The policy and footnotes will be revised to incorporate:
  - a. 105 ILCS 10/5, amended by P.A. 96-628, which shields from disclosure information communicated in confidence to a school social worker, school counselor, school psychologist, or an intern who works under the direct supervision of a school social worker, school counselor, or school psychologist.
  - b. ISBE's upcoming revisions to 23 Ill.Admin.Code Part 375, *Student Records*, that will discuss videotapes and medical information, and changes needed for conformance with federal requirements under the Family Educational Rights and Privacy Act.
3. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, will be revised to implement H.B. 806. This bill was passed during the veto session but was not signed by the Governor at the time this **PRESS** issue was published. The bill allows children who have attended a nonpublic preschool through kindergarten, were taught by an appropriately certified teacher, and will attain the age of 6 years on or before December 31 of the each school term to attend first grade upon commencement of the term.
4. 4:170, *Safety*; 4:170-AP6, *Plan for Responding to a Medical Emergency at a Physical Fitness Facility*; 4:170-AP6, E1, *School Staff AED Notification Letter*; 4:170-AP6, E2, ~~Automatic~~ *Automated External Defibrillator Incident Report*; and 8:20-E, *Application and Procedures for Use of School Facilities*. The policy, administrative procedure and exhibits will be revised to incorporate:
  - a. 210 ILCS 74/15(b), amended by P.A. 96-748, which clarifies that a physical fitness facility must ensure that there is a trained AED user on staff "during staffed business hours."
  - b. Enrolled S.B. 1371 further clarifies P.A. 96-748's new requirement. It adds that a trained AED user is only required when the activities or events at a physical fitness facility are sponsored or sanctioned by a school district and conducted or supervised by a district employee.

## Progress Report:

Topics	Our Response
<p>The U.S. Dept. of Education issued a document providing guidance under the Family Educational Rights and Privacy Act (FERPA). It answers questions concerning the disclosure of personally identifiable information (PII) from students' education records to outside entities when addressing an H1N1 flu outbreak. The guidance is available at: <a href="http://www.ed.gov/policy/gen/guid/fpcopdf/ferpa-h1n1.pdf">www.ed.gov/policy/gen/guid/fpcopdf/ferpa-h1n1.pdf</a>.</p>	<p><b>PRESS</b> administrative procedure 4:180-AP, <i>Administrative Procedure - School Action Steps for Pandemic Influenza</i>, requires the superintendent or designee to identify a <b>Pandemic Planning Team</b> to operate as a Superintendent Committee. Consider convening a meeting of this team to discuss the information presented by the U.S. Dept. of Education and the Family Policy Compliance Office (FPCO).</p>
<p>The U.S. Department of Education updated its rules implementing the <b>Family Educational Rights and Privacy Act</b>, effective December 9, 2008. These rules can be found at: <a href="http://www.ed.gov/legislation/FedRegister/finrule/2008-4/120908a.pdf">www.ed.gov/legislation/FedRegister/finrule/2008-4/120908a.pdf</a>.</p> <p>ISBE is reviewing the changes to determine the impact on the Ill. Student Records Act and its rules.</p>	<p>We will update our student records material after confering with ISBE.</p>
<p>On July 2, 2008 the final guidelines to implement the <b>Sex Offender Registration and Notification Act</b> (SORNA) were adopted. They set forth standards to address the various aspects of sex offender tracking and public notification with the objective of establishing a national baseline for sex offender registration and notification. States must reach substantial implementation of SORNA by July 27, 2009. Substantial implementation is satisfied if a jurisdiction carries out the requirements of SORNA as interpreted and explained in the final guidelines. Compliance with the SORNA requirements or requests for extensions must be received by the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART Office) by April 27, 2009. States, tribes, and territories that fail to substantially implement SORNA by July 27, 2009 (and have not been granted a time extension) are subject to a 10% reduction in funding under 42 U.S.C. §3750 <i>et seq.</i> (<i>Byrne Justice Assistance Grant</i> funding). To date, no state or jurisdiction has met the requirements mandated in SORNA and the Attorney General approved a one-year extension to all states.</p>	<p>We will update all applicable policies and procedures affected by SORNA when Illinois reaches substantial implementation.</p>

### PRESS tutorial now available online!

This eight-minute self-guided video describes **PRESS**, reviews the elements of the **PRESS** packet, and shows how the updating process works to keep the board policy manual up to date.

The tutorial can be accessed in the policy section on the IASB website at [www.iasb.com/policy](http://www.iasb.com/policy), and also on the **PRESS** main menu page after subscribers log in.

## Revisions to Policies, Administrative Procedures, and Exhibits

Immediate action is suggested	Number	Title	Reason The memo more completely describes the actions taken.
✓	2:200	Types of School Board Meetings	Revised to designate the superintendent as the district official to receive the required training on the Open Meetings Act (OMA). 5 ILCS 120/1.05, added by P.A. 96-542, eff. 1-1-10. Recognizing that compliance with OMA is a shared responsibility of board members, the sample policy encourages each member to receive the training.
✓	2:250	Access to District Public Records	Rewritten because of the extensive revisions to FOIA at 5 ILCS 140/, amended by P.A. 96-542, eff. 1-1-10.
✓	2:250-AP1	Administrative Procedure - Access to and Copying of District Public Records	Rewritten because of the extensive revisions to FOIA at 5 ILCS 140/, amended by P.A. 96-542, eff. 1-1-10.
✓	2:250-E1	Exhibit - Written Requests for District Records	Rewritten because of the extensive revisions to FOIA at 5 ILCS 140/, amended by P.A. 96-542, eff. 1-1-10. discontinue use now
discontinue use now	<del>2:250-E2</del>	<del>Exhibit - Response to Request for District Record Inspection</del>	Deleted - no longer compliant because of the extensive revisions to FOIA at 5 ILCS 140/, amended by P.A. 96-542, eff. 1-1-10.
discontinue use now	<del>2:250-E3</del>	<del>Exhibit - Inspection Report for District Records</del>	Deleted - no longer compliant because of the extensive revisions to FOIA at 5 ILCS 140/, amended by P.A. 96-542, eff. 1-1-10.
✓	2:250-E2	Exhibit - Immediately Available District Public Records	<b>NEW.</b> The FOIA, 5 ILCS 140/, added by P.A. 96-542, eff. 1-1-10, requires districts to make a list of immediately available public records. It lists required items for web-posting along with their legal references and any special instructions.
✓	4:110	Transportation	Amended to comply with P.A. 96-818 (adopted during the veto session and becoming effective on 11-17-09). It requires school buses to contain an operating two-way radio and each district to have a school bus pre-trip and post-trip inspection policy with specific components.
✓	4:110-AP2	Administrative Procedure - <del>Post Trip Inspection and Bus Driving Comments</del> Pre-Trip and Post-Trip Inspection; Bus Driving Comments	Re-named and amended to comply with the requirements of P.A. 96-818 described in 4:110, <i>Transportation</i> .
✓	5:10	Equal employment Opportunity and Minority Recruitment	Updated to include the following recent State and federal legislation: <ol style="list-style-type: none"> <li>1. The Ill. Genetic Information Protection Act (GIPA), 410 ILCS 513/25, amended by P.A. 95-927, and Title II of Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.</li> <li>2. The State Equal Pay Act of 2003, (820 ILCS 112/, amended by P.A. 96-467).</li> <li>3. The Ill. Human Rights Act, 775 ILCS 5/1-103(Q), amended by P.A. 96-447, eff. 1-1-10.</li> <li>4. The Americans with Disabilities Act Amendments Act (Pub. L. 110-325).</li> <li>5. The Ill. Whistleblower Act, 740 ILCS 174/, amended by P.A. 96-555.</li> </ol>

Immediate action is suggested	Number	Title	Reason The memo more completely describes the actions taken.
✓	6:60	Curriculum Content	<p>Updated to include new instruction requirements:</p> <ol style="list-style-type: none"> <li>1. Events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression. 105 ILCS 5/27-21, amended by P.A. 96-629, eff. 1-1-10.</li> <li>2. Viewing the Congressional Medal of Honor film 105 ILCS 5/27-3.5, added by P.A. 96-99.</li> <li>3. Disability history, awareness, and the disability rights movement. 105 ILCS 5/27-23.8, added by P.A. 96-191, eff. 1-1-10.</li> </ol>
✓	6:60-AP	Administrative Procedure - Comprehensive Health Education Program	<p>Updated to include new instruction topics:</p> <ol style="list-style-type: none"> <li>1. Cancer. 105 ILCS 110/3, amended by P.A. 96-128, eff. 1-1-10.</li> <li>2. Teen dating violence. 105 ILCS 5/27-17, amended by P.A. 96-383, eff. 1-1-10.</li> </ol>
✓	7:10	Equal Educational Opportunities	<p>Updated with new protected categories of: (1) <i>gender identity</i> (23 Ill.Admin.Code §1.240) and (2) <i>order of protection status</i> (775 ILCS 5/1-103(Q), amended by P.A. 96-447, eff. 1-1-10). A footnote now lists "failing to take corrective action to stop severe or pervasive harassment of an individual" as an area of jurisdiction that the Ill. Dept. of Human Rights has over schools as a place of public accommodation. 775 ILCS 5/5-102.2, added by P.A. 96-814.</p>
✓	7:20	Harassment of Students Prohibited	<p>Amends the list of protected categories to include order of protection status and gender identity in response the legislation and amended State rules discussed above in 7:10, <i>Equal Educational Opportunities</i>.</p>
✓	7:180	Preventing Bullying, Intimidation, and Harassment	<p>Amended to: (1) coordinate with the amended list of protected categories discussed above in policy 7:20, <i>Harassment of Students Prohibited</i>, and (2) specify that using printed material or photographs to cause substantial disruption to school operations or interfere with the rights of other students or staff members is prohibited.</p>

## Acknowledgement to PRESS Advisory Board

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

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and Field Services Directors

## Instructions

The **PRESS** memo and online instruction sheet containing the password to **PRESS** Online are mailed first-class. You are encouraged to share this memo and online instruction sheet with all board members and appropriate staff.

You are able to download and print Committee Worksheets from **PRESS** Online: [iasb.com/policy/login.cfm](http://iasb.com/policy/login.cfm). The worksheets show what changes are suggested in a policy or procedure. Policy worksheets should be distributed to the policy committee. Sample procedures, coded by the "AP" after the number, should be distributed to the appropriate administrator.

Subscribers who do not have high speed Internet access or the ability to download and print the committee worksheets may request that we continue mailing the worksheets by contacting Cindi Allender at [callender@iasb.com](mailto:callender@iasb.com) or 217/528-9688, ext. 1119.

This publication is designed to provide information only and is not a substitute for legal advice from the School Board's legal counsel. If you have any questions, please contact Melinda L. Selbee, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1231, or Kimberly A. Small, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1226.



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## School Board

### Types of School Board Meetings

#### General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is administered by the Illinois Attorney General's Public Access Counselor. The Superintendent may identify other employees to receive the training. Each Board member is encouraged to take the training once during his or her term.

#### Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. Meeting dates may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting. Items may be added to the agenda upon unanimous approval of those Board members present; no action will be taken on such items.

#### Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

**Comment [a1]:** Each board must designate at least one employee or member to receive training on compliance with OMA (5 ILCS 120/1.05, added by P.A. 96-542, eff. 1-1-10). This policy is revised to designate the superintendent as the district official to receive the required training on compliance with the Open Meetings Act (OMA). 5 ILCS 120/1.05, added by P.A. 96-542, eff. 1-1-10. It permits the superintendent to identify other employees to receive the training. A list of designated individual(s) must be submitted to the Attorney General's Public Access Counselor. By July 1, 2010, the designated individual(s) must successfully complete an electronic training curriculum administered by the Attorney General's Public Access Counselor, and thereafter must successfully complete an annual training program. Whenever a public body designates an additional employee or member to receive this training, that person must successfully complete the electronic training curriculum within 30 days after that designation.

**Option 1**  
Revise this paragraph if the board designates other individual(s) to receive the training.

Recognizing that compliance with OMA is a shared responsibility of board members, the sample policy encourages each board member to take the training once during his or her term.

**Option 2**  
Deletes the sentence encouraging board members to take the training.

**Option 3**  
Replaces the sample sentence encouraging board members to take the training with: "Each Board member will, if possible, also take the training even though no Board member is specifically designated."

**Option 4**  
Modifies Option 3 to make it permissive: "Each Board member **may** ..."

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5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board action will be taken at a closed meeting.

#### Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any 3 members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

No matters will be discussed, considered, or brought before the Board at any special meeting other than such matters as were included in the stated purpose of the meeting.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each regular meeting which shall remain posted until the regular meeting is concluded.

LEGAL REF.: 5 ILCS 120/4 ~~et seq.~~ Open Meeting Act.  
5 ILCS 140/, Freedom of Information Act.  
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:210 (Organizational School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED: December 21, 2009

**School Board**

**Access to District Public Records**

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

**Freedom of Information Officer**

The Superintendent shall serve as the District's Freedom of Information Officer and is assigned all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

**Definition**

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

**Requesting Records**

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

**Responding to Requests**

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the delay, and (2) either inform the person of the date on which a response will be made or agree with the person in writing on a compliance period.

**Comment [a1]:** The policy is rewritten to comply with 5 ILCS 140/, amended by P.A. 96-542, eff. 1-1-10. The extensive revisions to FOIA necessitate a rewritten FOIA policy. It begins with the statement that "[f]ull access to the District's public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures." The compliance details are in greater specificity than before and are divided into the following sections: freedom of information officer, definition, requesting records, responding to requests, copying fees, access, and preserving public records.

**Please see the December PRESS Memo for further information.**

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**Comment [a2]:** Each board must designate one or more official(s) or employee(s) to act as its freedom of information officer (s). This sample language designates the superintendent.

**Option 1**

If you would like to designate another person as the freedom of information officer, amend this sentence to identify that position(s) by job title.

**Option 2**

Replace the first two sentences with "The Board will appoint an employee to serve as the District's Freedom of Information Officer who is assigned all the duties and powers of that office as provided in FOIA and this policy."

**Option 3**

Replace first two sentences with "The Superintendent shall appoint an employee (same as Option 2).

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**Comment [a3]:** Districts may, but are not required to, accept oral requests. If the district wants to accept oral requests, considering adding the following:

**Option 4**

"Oral requests may be accepted provided personnel are available to handle them."

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When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Copying Fees

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies. No fee shall be charged for electronic copies other than the actual cost of the recording medium.

Access

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, a description of the District and the methods for requesting a public record.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g. a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.  
105 ILCS 5/10-16.  
820 ILCS 130/5.

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records),  
7:340 (Student Records)

ADOPTED:

**Please Compare to Current District Policy 2:250**

**Comment [a4]:** If the District does not have a website, change this sentence to the following:

**Option 5**  
"Some public records are available for immediate access including a description of the District and the methods for requesting a public record, and a list of all types or categories of records under its control."

**Option 6**  
If the District's public records are located some place other than the administrative office, edit policy accordingly.

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## Operational Services

### Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

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

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

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

#### Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver is: (1) tests the last person two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus and that no passenger is left behind or remains on the vehicle at the end of a each route, work shift, or workday work day, to check the bus for children or other passengers in the bus.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
 105 ILCS 5/10-22.22 and 5/29-1 et seq.  
 105 ILCS 45/1-15.  
 625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-815, 5/12-816, 5/12-821, and  
 5/13-109.  
 23 Ill.Admin.Code §§1.510 and 226.935.  
 92 Ill.Admin.Code §440-3.

CROSS REF.: 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140  
 (Education of Homeless Children), 7:220 (Bus Conduct)

ADOPTED: December 21, 2009

**Comment [a1]:** 625 ILCS 5/12-816(a), amended by P.A. 96-818, requires school districts to have a school bus pre- and post-trip inspection policy with the components as contained in this policy.

Each school bus must contain an operating two-way radio while the school bus driver is in possession of a school bus (625 ILCS 5/12-813, amended by P.A. 96-818). The two-way radio must be turned on and adjusted in a manner that would alert the driver of an incoming communication request.

Bus drivers may still have cell phones although they are generally prohibited from using them while the bus is in motion (625 ILCS 5/12-813.1).

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## Operational Services

### Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district.

#### Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$10,000~~12,500~~, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

#### Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

#### Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs~~and~~, energy efficiency, and minimal environmental impact.

#### **Comment [a1]:**

##### **Update 1**

Policy is updated after input from subscribers to raise the suggested spending limit to one-half of the new bidding threshold for purchases or contracts.

This limitation in the policy, while optional, is intended to ensure that the board is kept informed about significant renovations and permanent alterations.

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#### **Comment [a2]:**

##### **Update 2**

This addition to the list of sample goals brings the goal into alignment with the legislative intent stated in the Green Buildings Act. 20 ILCS 3130/, added by P.A. 96-73.

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LEGAL REF.: 42 U.S.C. §12101 et seq.  
20 ILCS 3130/, Green Buildings Act.  
105 ILCS 5/10-20.46, 5/10-22.36, 5/17-2.11, 140/, and 230/5-1 et seq.  
410 ILCS 25/, Environmental Barriers Act.  
820 ILCS 130/0.01 et seq., Prevailing Wage Act.  
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life  
Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary  
and Secondary Schools.  
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and  
Land Surveying Services), 4:60 (Purchases and Contracts), 8:70  
(Accommodating Individuals with Disabilities)

ADOPTED: December 21, 2009

**Operational Services**

**Hazardous and Infectious Materials**

**Environmental Quality of Buildings and Grounds**

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides and infectious materials; and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

The Superintendent or designee shall notify all employees who must be offered, according to State or federal law, District-paid hepatitis B vaccine and vaccination.

LEGAL REF.: 29 C.F.R. Part 1910.1030, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.280300(c).  
20 ILCS 3130/, Green Buildings Act.  
105 ILCS 5/10-20.17a; 5/10-20.46; 135/4-et-seq.; and 140/, Green Cleaning School Act.  
225 ILCS 235/4-et-seq., Structural Pest Control Act.  
415 ILCS 65/3(f), Lawn Care Products Application and Notice Act.  
820 ILCS 255/4-et-seq., Toxic Substances Disclosure to Employees Act.  
23 Ill.Admin.Code §1.330, Hazardous Materials Training.  
56 Ill.Admin.Code Part 205, Toxic Substances Disclosure To Employees.

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

ADOPTED: December 21, 2009

**Comment [a1]:** The policy is renamed to more truly reflect its content.

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**Comment [a2]:**

**Update 1**

The first sentence is edited to extend the focus beyond protecting people from hazardous materials to protecting the environmental quality of the district's buildings and grounds. This is in alignment with the Green Buildings Act, 20 ILCS 3130/, added by P.A. 96-73.

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**Comment [a3]:**

**Update 2**

The second sentence is added to comply with 105 ILCS 5/10-20.46, added by P.A. 96-424. This legislation requires districts to: (1) adopt procedures to comply with the Structural Pest Control Act and the Lawn Care Products Application and Notice Act, and (2) designate a staff person to be responsible for compliance with these Acts – this policy designates the superintendent or designee. To demonstrate compliance, we added a new cross reference to 4:160-AP, *Environmental Quality of Buildings and Grounds*.

**Option**

If the District wishes to maintain a registry of employees and parents who wish to be notified, delete the final sentence and replace it with: "The Superintendent or designee shall maintain a registry of employees and parents/guardians of students requesting notification before the application of pesticide(s) and notify those people as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/."

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**General Personnel**

**Equal Employment Opportunity and Minority Recruitment**

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

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

**Administrative Implementation**

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

**Nondiscrimination Coordinator:**

Mr. Jay McCracken, Supt.  
Name  
400 E. Silverspoon Ave.  
Address  
Granville, IL 61326  
(815) 882-2800 x5  
Telephone

**Complaint Managers:**

Kristal LeRette, Principal  
Putman Co.. Primary School  
Name  
400 E. Silverspoon Ave.  
Address  
Granville, IL 61326  
(815) 882-2800 x1  
Telephone

Mr. Jay McCracken  
Superintendent  
Name  
400 E. Silverspoon Ave.  
Address  
Granville, IL 61326  
((815) 882-2800 x5  
Telephone

**Comment [a1]:** The policy is updated to include recent State and federal legislation.

**Update 1**  
*Order of protection status* is added to the policy's list of protected categories based upon the Ill. Human Rights Act, 775 ILCS 5/1-103(Q), amended by P.A. 96-447, eff. 1-1-10. *Order of protection status* means a person protected under an order of protection issued pursuant to the Illinois Domestic Violence Act of 1986 or an order of protection issued by a court of another state. 775 ILCS 5/1-103(K-5), amended by P.A. 96-447, eff. 1-1-10.

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**Comment [a2]: Update 2**  
410 ILCS 513/25, amended by P.A. 95-927. Illinois' Genetic Information Protection Act (GIPA) and Title II of Genetic Information Nondiscrimination Act (GINA), effective 11-21-09, 42 U.S.C. §2000ff et seq. Both laws protect job applicants, current and former employees, labor union members, and apprentices and trainees from discrimination based on their genetic information.

Consult the board attorney for guidance regarding the GIPA's and GINA's specific applications to the district and how these laws integrate with other related laws such as the Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and other State laws governing time off for sickness and workers' compensation.

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

Minority Recruitment

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

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

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

ADOPTED: December 21, 2009

## Instruction

### 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, 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.  
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).

**Comment [a1]:** Change to Legal Reference only. Board action not required.

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CROSS REF.: 2:20 (Powers and Duties of the School Board), 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 21, 2009

## Instruction

### School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

#### Goals for Nutrition Education

The goals for addressing nutrition education include the following:

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

#### Goals for Physical Activity

The goals for addressing physical activity include the following:

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

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

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of foods of minimal nutritional value, as defined by the U.S. Department of Agriculture, in the food service areas during the meal periods and comply with all applicable rules of the Illinois State Board of Education.

#### Guidelines for Reimbursable School Meals

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

#### Monitoring

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy.

**Comment [a1]:** Policy is edited for clarity. ISBE's rule limits the types and amounts of food and beverages that may be sold to students in grades 8 or below before school or during the regular school day in any school that participates in the School Breakfast Program or the National School Lunch Program (23 Ill. Admin. Code §305.15). A board may place additional limitations on the sale of minimally nutritious or junk foods.

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Community Input

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, school administrators, and the public.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.  
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.  
National School Lunch Act, 42 U.S.C. §1758.  
42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11.  
105 ILCS 5/2-3.137139.  
23 Ill.Admin.Code Part 305, Food Program.  
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 4:120 (Food Services)

ADOPTED: ~~December 21, 2009~~

## Instruction

### Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention.
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, (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 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include classroom instruction on distracted driving as a major traffic safety issue. 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 grades 4 through 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 instruction for Internet safety. Beginning with the 2009-2010 school year 3 or above, the curriculum in grades 3 or above shall contain~~ contains ~~an unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.~~ unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.
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 daily during the school day in a physical education course. For exemptions and substitutions, see policies

#### **Comment [a1]: Update 1**

Policy updated to remove language concerning an optional program and to update language concerning a required program. 105 ILCS 5/27-13.3, amended by P.A. 95-509 and P.A. 95-869. The statute recommends 7 topics for the unit on Internet safety.

The Ill. General Assembly found that "education is an effective method for preventing children from falling prey to online predators, identity theft, and other dangers," 105 ILCS 5/27-13.3. It required ISBE to "make available resource materials for educating children regarding child online safety," and invited schools to "adopt an age-appropriate curriculum for Internet safety instruction of students in grades kindergarten through 12."

#### **Option (Unit and Elementary Dists.)**

A board that shares this concern may add the following sentence: "In grades kindergarten through 2, age-appropriate Internet safety must be taught."

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6:310, *Credit for Alternative Courses and Programs, and Course Substitution*, and 7:260, *Exemption from Physical Activity*.

9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) ~~other~~ components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction. 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: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and 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 on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.

**Comment [a2]: Update 3**  
Policy directs the superintendent to implement the required health education program.

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**Comment [a3]: Update 4**  
Policy is updated to include new instruction requirements on events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression. 105 ILCS 5/27-21, amended by P.A. 96-629, eff. 1-1-10.

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**Comment [a4]: Update 5**  
Policy is updated to include new instruction requirements: 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. 105 ILCS 5/27-3.5, added by P.A. 96-99. The Congressional Medal of Honor film is available on ISBE's website for no cost at [www.isbe.net/curriculum/html/medal\\_of\\_honor.htm](http://www.isbe.net/curriculum/html/medal_of_honor.htm)

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19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.  
20 ILCS 2605/2605-480.  
Public Law 108-447, Section 111 of Division J.  
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-24.2, 435/0.01 ~~et seq.~~, and 110/3.  
625 ILCS 5/6-408.5.  
23 Ill.Admin.Code §§1.420, 1.430, and 1.440.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 7:190 (Student Discipline); 7:260 (Exemption from Physical Activity)

ADOPTED: December 21, 2009

**Comment [a5]: Update 6**  
Policy is updated to include new instruction requirements on disability history, awareness, and the disability rights movement. 105 ILCS 5/27-23.8, added by P.A. 96-191, eff. 1-1-10.

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## Instruction

### Remote Educational Program

The Superintendent shall develop, maintain, and supervise a remote educational program consistent with Section 10-29 of The School Code. The remote educational program shall provide an opportunity for qualifying students to participate in an educational program delivered by the District in a location outside of a school.

The remote educational program shall:

1. Align its curriculum with the Illinois State Learning Standards and Board policies 6:10, *Educational Philosophy and Objectives* and 6:15, *School Accountability*.
2. Offer instruction and educational experiences consistent with those given to students at the same grade level in the District through compliance with Board policies 6:30, *Organization of Instruction* and 6:300, *Graduation Requirements*.
3. Provide instructors that meet the teacher qualifications in Board policy 5:190, *Teacher Qualifications*. Instructors are responsible for the following elements of the program:
  - a. Planning instruction,
  - b. Diagnosing learning needs,
  - c. Prescribing content delivery through class activities,
  - d. Assessing learning,
  - e. Reporting outcomes to administrators and parents/guardians, and
  - f. Evaluating the effects of instruction.
4. Follow the District's regular school term that is established by Board policies 2:20, *Powers and Duties of the School Board* and 6:20, *School Year Calendar and Day*.
5. Calculate the number of clock hours a student participates in instruction in alignment with Board policy 6:20, *School Year Calendar and Day*.
6. Limit participation to students who are juniors or seniors or demonstrate individual educational need(s). Approval of students in the program will be on a space-available basis.
7. Authorize the Superintendent or designee to approve students for participation in the program when the student shows evidence of:
  - a. Enrollment in the District pursuant to Board policies 7:60, *Residence* and 7:30, *Student Assignment and Intra-District Transfer*.
  - b. Prior approval from their individualized educational program (IEP) team, if applicable.
  - c. How the remote educational program best serves the student's individual learning needs.
  - d. A consistent, appropriate attendance record, no disciplinary record, and a 2.5 minimum grade point average.
8. Include a process for developing and approving a written remote educational plan for each student participating in the program.
9. Require students to complete their participation in the program within 12 months, unless the student's participation is extended by the District.
10. Require students to participate in all assessments administered by the District pursuant to State and federal law and Board policy 6:340, *Student Testing and Assessment Program*.
11. Align with the requirements of Board policy 7:340, *Student Records*.
12. Comply with other State and federal laws and align with all applicable Board policies. This includes the Superintendent submitting a copy of this policy to the Illinois State Board of Education along with any amendments to it and any data on student participation.

**Comment [a1]:** This policy is not recommended for immediate adoption.

105 ILCS 5/10-29, added by P.A. 96-684, requires school boards that wish to implement a remote educational program to adopt a policy with statutorily prescribed content. The new law also requires school boards that adopt a remote educational program policy to submit it to ISBE along with any amendments to it and data on student participation. Any student who participates in the program must have a "written remote educational plan" that is approved by the district and the student's parent/guardian. ISBE is also granted authority to adopt any rules necessary to ensure compliance of all remote educational programs.

**As boards and superintendents consider whether to offer a remote educational program, they may use this policy as a checklist to review the new law with the board's attorney; it is not recommended for immediate adoption.** Boards in districts that already offer a remote educational program should consult their attorneys to review their policies in light of this new legislation.

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13. Be monitored by the Board pursuant to Board policy 2:240, *Board Policy Development* and included as an topic for discussion in the annual report required by Board policy 6:10, *Educational Philosophy and Objectives*. It shall include a discussion of the process for renewal of the program when applicable.

LEGAL REF.: 105 ILCS 5/10-29.

CROSS REF.: 2:20 (Powers and Duties of the School Board), 2:240 (Board Policy Development), 5:190 (Teacher Qualifications), 6:10 (Educational Philosophy and Objectives) 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:30 (Organization of Instruction), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:30 (Student Assignment and Intra-District Transfer), 7:60 (Residence), 7:340 (Student Records)

ADOPTED:

## Students

### Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, race, nationality, religion, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, gender identity, status of being homeless, or order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

### Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

LEGAL REF.: 42 U.S.C. §11431 *et seq.*, McKinney Homeless Assistance Act.  
20 U.S.C. §1681 *et seq.*, 34 C.F.R. Part 106, Title IX of the Educational Amendments.  
29 U.S.C. §791 *et seq.*, Rehabilitation Act of 1973.  
775 ILCS 35/5, Religious Freedom Restoration Act.  
Ill. Constitution, Art. I, §18.  
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).  
105 ILCS 5/401 et seq. 3.25b, 3.25d(b), 10-20.12, 10-22.5, and 27-1.  
775 ILCS 5/1-101 *et seq.*; Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:220 (Instructional Materials Selection and Adoption), 7:20 (Harassment of Students Prohibited), 7:130 (Student Rights and Responsibilities), 7:330 (Student Use of Buildings - Equal Access), 8:20 (Community Use of School Facilities)

ADOPTED: December 21, 2009

**Comment [a1]:** Policy is updated to incorporate *gender identity* and *order of protection status* as protected categories. *Gender identity* was added to the list of protected categories in 23 Ill. Admin. Code §1.240 in response to the definition of *sexual orientation*, which includes *gender identity*, that was added to the Ill. Human Rights Act in P.A. 95-668. *Order of protection status* was added to the Ill. Human Rights Act's list of protected categories at 775 ILCS 5/1-103(Q), amended by P.A. 96-447, eff. 1-1-10.

Changes to the policy language include: Listing all protected categories to mirror recently amended 23 Ill. Admin. Code §1.240 and other applicable State and federal laws, and listing *gender identity* in the language of the **Sex Equity** subhead.

Issue 69/70, November/December 2009

## Students

### Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, ~~national origin~~nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, for appropriate action.

**Comment [a1]:** Policy is updated to incorporate *gender identity* and *order of protection status* as protected categories. *Gender identity* was added to the list of protected categories in 23 Ill. Admin. Code §1.240 in response to the definition of *sexual orientation*, which includes *gender identity*, that was added to the Ill. Human Rights Act in P.A. 95-668. *Order of protection status* was added to the Ill. Human Rights Act's list of protected categories at 775 ILCS 5/1-103(Q), amended by P.A. 96-447, eff. 1-1-10.

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The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

**Nondiscrimination Coordinator:**

Mr. Jay McCracken, Supt.  
Name  
400 E. Silverspoon Ave.  
Address  
Granville, IL 61326  
  
(815) 882-2800 x5  
Telephone

**Complaint Managers:**

Kristal LeRette, Principal	Mr. Jay McCracken
Putman Co.. Primary School	Superintendent
Name	Name
400 E. Silverspoon Ave.	400 E. Silverspoon Ave.
Address	Address
Granville, IL 61326	Granville, IL 61326
(815) 882-2800 x1	((815) 882-2800 x5
Telephone	Telephone

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments.  
34 C.F.R. Part 106.  
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.  
Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).  
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).  
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).  
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), 7:10 (Equal Educational Opportunities), 7:190 (Student Discipline)

ADOPTED: December 21, 2009

## Students

### Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. *7:20, Harassment of Students Prohibited.* This policy prohibits any person from harassing or intimidating a student based upon a student's ~~sex~~ race, color, race, religion, creed, ancestry, national origin, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, sexual orientation, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status.
  - b. *7:190, Student Discipline.* This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
  - c. *7:310, Restrictions on Publications and Written or Electronic Material.* This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, ~~or~~ harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.
2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes character education in all grades in accordance with State law and Board policy 6:60, *Curriculum Content.* This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development.*
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

**Comment [a1]:** Please note: State law requires that all boards update their bullying policy every two years and file it with ISBE. 105 ILCS 5/27-23.7. This requirement and the policy are two years old making it likely that your policy's two year anniversary is close.

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**Comment [a2]:** Policy is amended to coordinate with policy 7:20 and to Specify that policy 7:310, *Restrictions on Publications and Written or Electronic Material,* would prohibit using printed material or photographs to cause substantial disruption to school operations or interfere with the rights of other students or staff members. The underscored items are added in recognition of their increased use as bullying tools.

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5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

LEGAL REF.: 405 ILS 49/, Children's Mental Health Act.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:310 (Restrictions on Publications and Written or Electronic Material)

ADOPTED: December 21, 2009

## Community Relations

### Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities ~~as those without disabilities~~ and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

**Comment [a1]:** Policy is edited for clarity and to add necessary legal references.

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

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

The Superintendent is designated the Title II Coordinator and shall:

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

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

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

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.  
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).  
105 ILCS 5/10-20.46.  
410 ILCS 25/, Environmental Barriers Act.  
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

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

ADOPTED: December 21, 2009

District Name \_\_\_\_\_

**RESPONSE FORM**  
**PRESS PLUS ISSUE 69/70 Nov./Dec. 2009**  
**FAX to The Illinois Association of School Boards**  
 Anna Lovern, Director of Policy Services  
 217-528-2831 - FAX Number

Immediate Action Suggested	Policy Code	Policy Title	Adopted as presented	Adopted with enclosed edits	Date of Adoption	Suggested Update/New/Rewritten policy not adopted
√	2:200	Types of School Board/Board of Education Meetings				
		<b>Option 1</b> Designate another individual				
		<b>Option 2</b> Delete Board member language				
		<b>Option 3</b> Board members will take training				
		<b>Option 4</b> Board members may take training				
√	2:250	Access to District Public Records (REWRITTEN)				
		<b>Option 1</b> Designate another individual				
		<b>Option 2</b> The Board will appoint an employee...				
		<b>Option 3</b> The Superintendent shall appoint an employee...				
		<b>Option 4</b> Allow oral requests				
		<b>Option 5</b> For Districts that do not have a website				
		<b>Option 6</b> Location of public records				
√	4:110	Transportation				
	4:150	Facility Management and Building Programs				
		<b>Update 1</b>				
		<b>Update 2</b>				
	4:160	Hazardous and Infectious Materials				
		<b>Update 1</b>				
		<b>Update 2</b>				
		<b>Option</b> Maintain a registry				
√	5:10	Equal Employment Opportunity and Minority Recruitment				
		<b>Update 1</b>				
		<b>Update 2</b>				
	6:20	School Year Calendar and Day: Legal Reference only				

District Name \_\_\_\_\_

	6:50	School Wellness				
√	6:60	Curriculum Content				
		<b>Update 1</b>				
		<b>Option</b>	Unit & Elem Dists: include K through 2			
		<b>Update 3</b>				
		<b>Update 4</b>				
		<b>Update 5</b>				
		<b>Update 6</b>				
	6:185	Remote Educational Program (NEW)				
√	7:10	Equal Education Opportunities				
√	7:20	Harassment of Students Prohibited				
√	7:180	Preventing Bullying, Intimidation, and Harassment				
	8:70	Accommodating Individuals with Disabilities				

<b>Other District Materials Enclosed</b>	<b>Yes</b>	<b>No</b>
Changes to other district policies		
Newly adopted district policies		
New Collective Bargaining Agreement(s)		

DISTRICT NAME \_\_\_\_\_

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

PHONE NUMBER \_\_\_\_\_

District Name \_\_\_\_\_

## **Response Form Instructions**

1. When the board has acted on the suggested updates, complete this form and mail or fax to  
Anna Lovern, Director of Policy Services  
The Illinois Association of School Boards                      Fax: 217-528-2831  
2921 Baker Drive  
Springfield, IL 62703-5929
2. Enclose copies of any of the updates that have been edited by your district, showing the edits. Hand written edits are preferred.
3. Enclose copies of any policy language your district has adopted or revised since the last PRESS issue, including any changes necessitated by changes in collective bargaining agreements.
4. If your district has recently completed a new Collective Bargaining Agreement, please enclose a copy of the new agreement.

PUTNAM COUNTY CUSD 535 ADMINISTRATORS

Mr. Robert Peterson – HS Principal

Mr. Carl Carlson – JH Principal

Mr. Michael McCann – ES Principal

Ms. Kristal LeRette – PS Principal

PUTNAM COUNTY CUSD 535 NON-UNION PERSONNEL

Ms. Brandy Baele – Social Worker

Ms. Patricia Both – Social Worker

Ms. Pamela Ellena – Administrative Secretary-District Office

Ms. Ann Lamboley – Administrative Secretary-District Office

Mr. Doug Smith – Maintenance Supervisor

Ms. Anita Timke – PPS Secretary

## Summer Maintenance 2010

### High School

1. Roofing - Life Safety	\$600,000
2. Ceramic tile – Main Restrooms	\$ 7,200
3. Bradley Sinks – Main Restrooms	\$ 8,000

### Elementary Building Hennepin

1. Roofing - Life Safety	\$ 85,000
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### Jr. High Building – McNabb

1. Demo of buildings at Jr. High Campus	\$ 19,850
2. Carpet and Tile – Media Center	\$ 9,000

**JAMES F. DAVIS & ASSOCIATES**  
**3104 Wishing Lane**  
**Island Lake, Illinois 60042**  
**Phone 847.487.0131**  
**Cell Phone 847.489.9844**  
**Fax 847.487.0129**  
**E-mail: cubs3104@comcast.net**

December 21, 2009

**Mr. Doug Smith**  
**Putnam County Community School District #535**  
**PO Box 341**  
**Granville, IL 61326**

**RE: Demolition of Buildings at Swaney Campus**

Doug:

James F. Davis & Associates is pleased to present this budget for the demolition of the house and storage buildings at the Swaney Campus. The scope of work includes:

- Develop demolition specifications
- Develop asbestos abatement specifications for siding
- Prepare bid specifications for bidding project
- Prepare bid notification for newspaper
- Conduct bid walkthrough for bidders
- Review bids with school district personnel after public bid opening
- Recommend successful bidder to school district for contract
- Furnish IEPA 10 day notice of demolition
- Project manage abatement and demolition
- Abate asbestos siding
- Demolish buildings and remove debris from site
- Remove all foundations
- Backfill with soil within 6" of grade
- Backfill final 6" with black dirt

**Page 2**  
**December 21, 2009**

**Budget**

Asbestos abatement	\$6,000.00
Demolition	9,000.00
Project management	3,000.00
Insurance	900.00
Fee	<u>950.00</u>
Total	\$19,850.00

**Conditions**

1. All utility cutoffs responsibility of owner

James F. Davis & Associates appreciate the opportunity to present this proposal for the abatement and demolition of the buildings at the Swaney Campus. If you have any questions please do not hesitate to call me.

Sincerely,

**James F. Davis & Associates, Inc.**



**Jim Davis**