

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION MEETING AGENDA
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER
November 15, 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. Mr. Wragge & FFA Members	
B. Annette Davis - Review Library Goals for State Library Grant	
VI. CORRESPONDENCE	3
VII. CONSENT AGENDA	
A. Approve October 18, 2010 Board of Education Regular and Executive Session Meeting Minutes	4
B. Approve District Bills	8
C. Approve Financial Reports	17
D. Approve Treasurer's Report	79
E. Destroy Executive Session Verbatim Recording of May 18, 2009	
VIII. REPORTS, UPDATES AND INFORMATIONAL ITEMS	
A. Principals' Reports	81
B. Superintendent's Report	93
C. Committee Reports	
1. Policy Committee	94
2. Negotiations Committee	
3. Finance Committee	142
4. Building/Grounds Committee	

a. D-Max Inc. Phase 1

IX. OLD BUSINESS	143
A. D-Max Phase 1 - (ACTION)	154
X. NEW BUSINESS	
A. Resolution providing for the Dissolution of Palsgroup and the Termination of the Agreement between Palsgroup Members and the Prairie Area Library System for an Automated Library System - (ACTION)	157
B. Resolution Providing for the Execution of an Intergovernmental Agreement Establishing Prairiecat and Authorizing Membership in Prairiecat - (ACTION)	167
C. Student Discipline - (ACTION)	

XI. ADJOURNMENT

UPCOMING IN DECEMBER:

1. Approval of Tax Levy
2. IASB Conference reports



**Putnam County
Lady Pumas Softball**

Putnam County Junior High
13183 North 350th Avenue
McNabb, IL. 61335
(815) 882-2800 Ext. 3
FAX (815) 882-2299

**Putnam County
Lady Panthers Softball**

Putnam County High School
402 E. Silverspoon Ave.
Granville, IL. 61326
815-882-2800 Ext. 4
FAX (815) 339-2628

Head Coach: Chris Walker
(815) 452-2965
Cell (309) 264-7171
Email: pcs softball@hotmail.com

To: Putnam County Superintendent's Office and The Putnam County Board of Education

From: Chris Walker

Head Softball Coach
Putnam County JH

Lynette Olson

Assistant Softball Coach
Putnam County JH

2010-11 Elite 8 Putnam County Lady Pumas Softball Team

Date: 10-30-10

As coaches of your Putnam County JH Lady Pumas softball team Coach Olson and myself would like to personally thank you for your generous support during our recent State Tournament run. We are extremely proud of their efforts, dedication and commitment to representing our school this year. It is especially gratifying to have been associated with these girls as they have accomplished something that has not been done in school history – go to the IESA Class A State Tournament for a third time -- in a row! We will continue to work hard to warrant your support and represent PCJH with honor.

Once again, thank you for your support.

Respectfully Yours,

Chris Walker

Lynette Olson

Putnam County JH and HS 2001-present
(PCJH) Regional Champions '01, '08, '09, '10
Sectional Champions '08, '09, '10
Elite 8 '08, '09, '10
State Champions '09
(PCHS) Regional Champions '01, '04, '07
Farmington HS 1988-2000
Regional Champions '88, '89, '90, '91, '93, '94, '95;
Sectional Champions '89, '90, '91;
4th Place '90;
State Champions '89, '91

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

Board of Education
Regular Meeting
6:30 p.m., October 18, 2010
Media Center Putnam County Primary School

Board President Danielle Stoddard 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

Tom Pepper, auditor with Gorenz & Associates, presented the FY 09/10 audit report. There were no findings reported. The Ed Fund has a four month reserve, would like to see a six month reserve, and the O&M Fund is very strong.

DELEGATIONS

Mrs. Smoode moved and Mrs. Hopkins seconded the motion to approve the Consent Agenda - Regular session and Executive session minutes of September 20, 2010, September 16, 2010 and September 20, 2010 Budget Hearing, Financial Reports for the month of September, Treasurer's Report for month of September, bills for month of October(including the \$6701 yearly payment to Sovereign Leasing for the three year leasing of a 14 passenger bus), destroy Executive Session Verbatim Recording of April 20 & 29, 2009, and appoint Ann Lamboley as Designated Representative of the Board Secretary. On roll call the members voted as follows: Mrs. Smoode, aye; Mrs. Stoddard, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion carried.

CONSENT AGENDA

Principals' reports are included on BoardBook.

PRINCIPALS' REPORTS

Mr. McCann reported the fourth graders visited Putnam County historical sites.

Superintendent McCracken reported on the Life Safety work schedule – everything finished except Elementary Building roof.

SUPERINTENDENT REPORT

Transportation Update – issues are being addressed as received.

District Report Card is included on BoardBook. There was strong growth at the PSAE level.

Mrs. Nauman moved and Mrs. Hopkins seconded the motion to approve the Second Reading of the Aug Press Plus Board Policy changes and updates. All ayes, motion carried.

SECOND READING OF BOARD POLICY CHANGES

Mrs. Smoode moved and Mrs. Entwistle seconded the motion to approve the audit report. On roll call the members voted as follows: Mrs. Smoode, aye; Mrs. Stoddard, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion carried.

FY 09/10 AUDIT

A tentative tax levy was presented. Finance Committee will meet and discuss before the next board meeting. Finance Committee will try to keep tax rate at approximately the same as last year.

TENTATIVE TAX LEVY

PUTNAM COUNTY BOARD OF EDUCATION

October 18, 2010

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At 7:48 p.m. Mrs. Popurella 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. 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.

EXECUTIVE
SESSION

At 9:05 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. Hopkins seconded the motion to hire Jordan Hubinsky as assistant wrestling coach. 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. Popurella moved and Mrs. Entwistle seconded the motion to hire John Heiser as High School Ag Teacher for the 2011/2012 school year. 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. Entwistle seconded the motion to hire Jennifer Dudek as Junior High Cheerleading Sponsor. 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.

Mr. Kettman moved and Mrs. Popurella seconded the motion to hire Carl Carlson as 6th and 7th grade Boys Basketball Coach. 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.

Mr. Kettman moved and Mrs. Entwistle seconded the motion to hire Mike Olson as 5th grade Boys Basketball Coach. 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.

Mrs. Hopkins moved and Mrs. Popurella seconded the motion to release Executive Session minutes of March 4, 2010 through August 16, 2010. All ayes, motion carried.

At 9:11 p.m. Mrs. Hopkins moved and Mrs. Entwistle 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
OCTOBER 18, 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 were present to answer roll call: Mrs. Entwistle, Mrs. Hopkins, Mr. Kettman, Mrs. Nauman, Mrs. Popurella, Mrs. Smoode and Mrs. Stoddard.

EXECUTIVE SESSION At 7:48 p.m. Mrs. Popurella 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. 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.

ITEMS DISCUSSED PERSONNEL HIRE:
1. Jordan Hubinsky – Assistant Wrestling Coach
2. John Heiser – High School Ag Teacher 2011/2012 school year
3. Jennifer Dudek – Junior High Cheerleading Sponsor
4. Carl Carlson – 6th & 7th Boys Basketball
Discussed two part-time Rtl Math teaching positions and part-time Guidance Secretary position.
Discussed coaches requiring the same shoes for their teams.
Discussed teachers using their ipods.
Reviewed Executive Sessions minutes of March 4, 2010 – August 16, 2010 for release.

ADJOURN RETURN TO OPEN MEETING At 9:05 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.

BOARD PRESIDENT: _____

DATE: _____

BOARD SECRETARY: _____

DATE: _____

Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
ALLENDALE ASSOCIATION	LIGHTEDWAY/ALLENDALE		\$3,723.43	10-1912-670-1
		Total	\$3,723.43	
ALLIED WASTE SERVICES #3	ALL SCHOOL SERVICES		\$357.46	20-2542-321-1
		Total	\$357.46	
AMEREN ILLINOIS	JR HI-ELECTRICAL SERVICE		\$18.50	20-2542-466-3
	H S-NATURAL GAS SERVICE		\$1,220.13	20-2542-465-2
	JR HI-NATURAL GAS		\$226.54	20-2542-465-3
	ELEMENTARY-NATURAL GAS		\$198.00	20-2542-465-4
	H S- ELECTRIC SERVICE		\$4,254.46	20-2542-466-2
	JR HI-ELECTRICAL SERVICE		\$2,638.49	20-2542-466-3
	ELEMENTARY-ELECTRIC SERVI		\$1,491.12	20-2542-466-4
	PRIMARY-ELECTRIC SERVIC		\$3,389.62	20-2542-466-5
	PRIMARY NATURAL GAS		\$703.04	20-2542-465-5
	JR HI-ELECTRICAL SERVICE		\$40.04	20-2542-466-3
		Total	\$14,179.94	
AMSAN LLC	JR HI-BUILDING SUPPLIES		\$1,791.00	20-2542-410-3
		Total	\$1,791.00	
APPERSON EDUCATION PROIHS	SUPPLIES	26629	\$328.16	10-1113-410-2
		Total	\$328.16	
ARAMARK ROCKFORD	ALL SCHOOL SERVICES		\$592.09	20-2542-321-1
	ALL SCHOOL SERVICES		\$372.07	20-2542-321-1
	ALL SCHOOL SERVICES		\$156.12	20-2542-321-1
	ALL SCHOOL SERVICES		\$243.14	20-2542-321-1
	ALL SCHOOL SERVICES		\$371.55	20-2542-321-1
		Total	\$1,734.97	
BASEBALL EXPRESS	H S ATHLETIC-SUPPLIES	26635	\$738.00	10-1501-410-2
		Total	\$738.00	
BEHAVIOR DISORDER PROGRSP	ED TUITION PUBLIC		\$1,900.00	10-4220-600-1
		Total	\$1,900.00	
BERGFELD STUDIO	DONATIONS		\$126.50	10-2310-412-6
		Total	\$126.50	
BOGNER ELECTRIC	VOC AG SUPPLIES	24336	\$1,058.00	10-1401-410-2
		Total	\$1,058.00	
BOTH, PATRICIA	LEASE BLOCK GRANT		\$191.56	10-1220-332-38
		Total	\$191.56	
BRANDSTATTER, LORETTA	CONTRACT SERVICE-SP ED R		\$135.36	40-2550-326-1
		Total	\$135.36	
CARLSON, CARL	PRINC OFFICE-TRAVEL		\$59.69	10-2410-332-1
	TITLE IIA TRAVEL		\$103.40	10-1110-332-42
		Total	\$163.09	
CDWG INC.	TECH SUPPLY	26610	\$258.37	10-1112-410-1

Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
CDWG INC.	INK	26612	\$256.85	10-1112-410-1
	TECH SUPPLY	26615	\$129.93	10-1112-410-1
	TECH SUPPLY	26615	\$131.57	10-1112-410-1
	TECH SUPPLY	26616	\$30.26	10-1112-410-1
	TECH SUPPLY	26697	\$886.00	10-1112-410-1
	Total		\$1,692.98	
CIONI FORD, AL	TRUCK REPAIR/MAINT		\$508.83	20-2542-320-3
	Total		\$508.83	
CITY OF BLOOMINGTON	H S ATHLETIC-SUPPLIES	26638	\$756.00	10-1501-410-2
	Total		\$756.00	
COLMONE, CINDY	JR HI SUPPLIES		\$40.06	10-1112-410-3
	Total		\$40.06	
COMPLETE INDUSTRIAL & ELJR HI-BUILDING SUPPLIES			\$178.84	20-2542-410-3
	HIGH SCHOOL-BLDG SUPPLIE		\$9.70	20-2542-410-2
	Total		\$188.54	
COMTECH HOLDINGS INC	ELEMENTARY-BLDG REPAIR		\$1,441.25	20-2542-323-4
	Total		\$1,441.25	
COSGROVE DISTRIBUTORS	HIGH SCHOOL- FOOD		\$26.80	10-2560-410-2
	Total		\$26.80	
CULLIGAN TRI CO SALES	ALL SCHOOL SERVICES		\$122.50	20-2542-321-1
	Total		\$122.50	
DAVIS, ANNETTE E	HEARING IMP-TRAVEL		\$31.44	10-1207-332-1
	MEDIA PROG-TRAVEL		\$66.55	10-2220-332-1
	MEDIA PROG-TRAVEL		\$308.14	10-2220-332-1
	Total		\$406.13	
DEBO HARDWARE	JR HI-BUILDING SUPPLIES		\$206.99	20-2542-410-3
	TECH R/M		\$2.45	10-2226-323-1
	Total		\$209.44	
DISCOUNT SCHOOL SUPPLY	ECE COMM SUPP 25-6	50112	\$121.51	10-1225-412-26
	Total		\$121.51	
EPES SOFTWARE	HS OFFICE - SUPPLIES		\$115.00	10-2410-410-2
	Total		\$115.00	
ERICKSON, KRISTIN	MEDICAID		\$399.00	10-1220-411-11
	Total		\$399.00	
FOX RIVER FOODS CO	HIGH SCHOOL- FOOD		\$5,058.53	10-2560-410-2
	HS BREAKFAST		\$121.97	10-2560-410-1-2
	H S-CAFE MISC SUPPLIES		\$79.72	10-2560-490-2
	HEN BREAKFAST		\$492.95	10-2560-410-1-4
	HENN-CAFE FOOD		\$2,815.48	10-2560-410-4
	HENN ELEM-CAFE MISC SUPP		\$114.69	10-2560-490-4
	JR HI-CAFE FOOD		\$3,491.70	10-2560-410-3
	JH BREAKFAST		\$943.31	10-2560-410

Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
FOX RIVER FOODS CO	JR HI-CAFE MISC SUPPLIES		\$50.43	10-2560-490-3
	PRIMARY CAFE FOOD		\$2,033.10	10-2560-410-5
	PRIMARY BREAKFAST		\$591.65	10-2560-410-1-5
	PRIMARY MISC SUPPLY		\$90.60	10-2560-490-5
	ECE FOOD SUPP		\$163.30	10-1125-411-1
	ECE FOOD SUPP		\$216.80	10-1125-411-1
	Total		\$16,264.23	
FRONTIER	SUPT-TELEPHONE		\$76.39	20-2542-340-1
	H S - TELEPHONE SERVICE		\$81.99	20-2542-340-2
	ELEM-TELEPHONE		\$81.35	20-2542-340-4
	Total		\$239.73	
GOSLIN, VANESSA	JR HI-TRAVEL		\$79.90	10-1112-332-3
	H S TRAVEL		\$79.90	10-1113-332-2
	Total		\$159.80	
GRAPHIC ELECTRONICS	H S ATHLETIC-AWARDS		\$75.00	10-1501-487-2
	Total		\$75.00	
GRASSERS	HIGH SCHOOL-BLDG SUPPLIE		\$35.72	20-2542-410-2
	PRIMARY MISC SUPPLY	50185	\$646.00	10-2560-490-5
	Total		\$681.72	
HENNEPIN BLDG IMPREST	PRINC OFFICE-POSTAGE		\$6.56	10-2410-341-1
	Total		\$6.56	
HENNEPIN BOAT STORE LLC.H S-GROUNDS SUPPLIES			\$204.80	20-2543-410-2
	Total		\$204.80	
HENNEPIN FOOD MART	HENN-CAFE FOOD		\$20.87	10-2560-410-4
	ELEMENTARY-BLDG SUPPLIES		\$6.25	20-2542-410-4
	JR HI SUPPLIES		\$205.89	10-1112-410-3
	BOARD SUPPLIES		\$1,169.08	10-2310-410-6
	Total		\$1,402.09	
HENRY-SENACHWINECUSD 5CONTRACT SERVICE-SP ED R			\$1,050.00	40-2550-326-1
	Total		\$1,050.00	
HERFF JONES INC.	HS OFFICE - SUPPLIES	26686	\$13.94	10-2410-410-2
	Total		\$13.94	
HIGH SCHOOL IMPREST	HS ATH DUES/FEES		\$330.00	10-1501-640-2
	H S TRAVEL		\$55.00	10-1113-332-2
	PRINC OFFICE-POSTAGE		\$600.00	10-2410-341-1
	FALL PLAY		\$239.54	10-1540-411-1
	HS ATHL OFFICIALS		\$150.00	10-1501-319-2
	MUSIC DUES		\$15.00	10-1502-640-1
	HS OFFICE - SUPPLIES		\$23.18	10-2410-410-2
	EPIC COMMITTE WORK		\$20.00	10-2210-319-1
	GUIDANCE-TESTS,SERVICES		\$286.00	10-2120-390-1
	Total		\$1,718.72	
HINCKLEY SPRING WATER CBOARD SUPPLIES			\$62.32	10-2310-410-6
	Total		\$62.32	

Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
HOFFMAN, JANICE	ECE COMM TRAVEL		\$109.23	10-1125-336-1
		Total	\$109.23	
HOOPESTON SEWING BOUTIQ/C SCIENCE SUPPLY		26601	\$132.99	10-1113-412-2
		Total	\$132.99	
HULSTROM, NATALIE	MUSIC TRAVEL		\$158.86	10-1115-332-1
	MUSIC TRAVEL		\$111.86	10-1115-332-1
		Total	\$270.72	
I D E S (ACCT 08059410)	UNEMPLOYMENT INSUR		\$20,810.00	80-2363-232-7
		Total	\$20,810.00	
IDEAL ENVIROMENTAL	H S-BUILDING REPAIRS/MAI		\$400.00	20-2542-323-2
	JR HI BLDG. REP/ MAINT		\$300.00	20-2542-323-3
	ELEMENTARY-BLDG REPAIR		\$279.00	20-2542-323-4
	ASBESTOS T & W		\$175.00	20-2542-332-7
		Total	\$1,154.00	
IL ASSO OF SCHOOL BOARDSPRESS PLUS			\$1,420.00	10-2310-640-6
	BOARDBOOK		\$2,000.00	10-1113-470-1
	BOARD SUPPLIES		\$20.00	10-2310-410-6
	BOARD OF ED/TRAVEL		\$85.00	10-2310-332-6
	BOARD OF ED/TRAVEL	64101	\$140.00	10-2310-332-6
		Total	\$3,665.00	
IL CENTRAL SCHOOL BUS LLCONTRACT REG			\$28,560.00	40-2550-325-1
	CONTRACT SERVICE-SP ED R		\$15,138.00	40-2550-326-1
	CONTRACT SERVICE-AV		\$864.00	40-2550-327-1
	CONTRACT ECE ROUTES		\$6,696.00	40-2550-331-1
	FOUNDATION		\$396.00	40-2550-325-1
	LEASE BLOCK GRANT		\$102.00	10-1220-332-38
	CONTRACT-EX CURRIC		\$1,584.00	40-2550-328-1
		Total	\$53,340.00	
IL PRINCIPALS ASSOCIATIONPRINC-DUES/FEES		42731	\$297.00	10-2410-640-1
		Total	\$297.00	
IL VALLEY BUSINESS EQUIPMHEN 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	10-1112-323-3
	HS R/M / COPIER		\$422.80	10-1113-323-2
	SUP COPY MACHINE		\$422.80	10-2320-323-1
		Total	\$2,114.00	
IL VALLEY CELLULAR	ALL SCHOOL SERVICES		\$114.54	20-2542-321-1
	SUPT-TELEPHONE		\$61.36	20-2542-340-1
	ALL SCHOOL SERVICES		\$61.36	20-2542-321-1
		Total	\$237.26	
IL VALLEY COMMUNITY HOSBOARD SUPPLIES			\$128.00	10-2310-410-6
		Total	\$128.00	
IL VALLEY WASTE SERVICESALL SCHOOL SERVICES			\$464.52	20-2542-321-1

Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
IL VALLEY WASTE SERVICES	SALL SCHOOL SERVICES		\$359.51	20-2542-321-1
		Total	\$824.03	
INTERSTATE BRANDS CORP	HS BREAKFAST		\$99.75	10-2560-410-1-2
	HEN BREAKFAST		\$72.45	10-2560-410-1-4
	HENN-CAFE FOOD		\$104.90	10-2560-410-4
	PRIMARY CAFE FOOD		\$143.55	10-2560-410-5
	HIGH SCHOOL- FOOD		\$136.35	10-2560-410-2
	JR HI-CAFE FOOD		\$136.75	10-2560-410-3
		Total	\$693.75	
JOHN'S SERVICE AND SALES,	PRIMARY REPAIR/MAI		\$190.00	20-2542-323-5
		Total	\$190.00	
JOHNSON, STEPHEN	GUIDANCE-TRAVEL		\$122.67	10-2120-332-1
		Total	\$122.67	
JOHNSTONE SUPPLY	ELEMENTARY-BLDG SUPPLIES		\$460.93	20-2542-410-4
		Total	\$460.93	
JUNIOR HIGH IMPREST	JH ATHL OFFICIALS		\$425.00	10-1501-319-3
	MUSIC DUES		\$155.00	10-1502-640-1
	JH ATHL DUES/FEES		\$75.00	10-1501-640-3
	PRINC OFFICE-POSTAGE		\$2.58	10-2410-341-1
	JR HI-TRAVEL		\$113.00	10-1112-332-3
		Total	\$770.58	
K&K HARDWARE	VOC AG FEE SUPPLY		\$27.98	10-1401-411-2
		Total	\$27.98	
KESSLERS TEAM SPORTS	JR HI-ATHLETIC SUPPLIES		\$646.00	10-1501-410-3
		Total	\$646.00	
LAMBOLEY, ANN P	FISCAL SVCS TRAVEL		\$28.67	10-2520-332-1
		Total	\$28.67	
LANTER REFRIGERATED DIS	HIGH SCHOOL- FOOD		\$36.86	10-2560-410-2
	JR HI-CAFE FOOD		\$47.70	10-2560-410-3
	HENN-CAFE FOOD		\$47.70	10-2560-410-4
	PRIMARY CAFE FOOD		\$36.86	10-2560-410-5
		Total	\$169.12	
LASALLE CO R.O.E.	JR HI-TRAVEL		\$75.00	10-1112-332-3
	JR HI-TRAVEL		\$75.00	10-1112-332-3
	H S TRAVEL		\$35.00	10-1113-332-2
		Total	\$185.00	
LEASE	TITLE IIA - SUPPLIES		\$366.35	10-1110-411-42
	MEDICAID		\$62.70	10-1220-411-11
		Total	\$429.05	
LIBRARY VIDEO COMPANY	JH MEDIA-AV	32243	\$416.75	10-2220-430-3
		Total	\$416.75	
LIGHTED WAY ASSOCIATION	LIGHTEDWAY/ALLENDAL		\$13,558.40	10-1912-670-1

Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
		Total	\$13,558.40	
LOCKER ROOM	JR HI-ATHLETIC SUPPLIES		\$23.80	10-1501-410-3
	H S ATHLETIC CAP OUTLAY	26579	\$539.00	10-1501-540-2
		Total	\$562.80	
MARK KARLOSKY CONSULTIMONITOR			\$869.91	10-1112-410-1
		Total	\$869.91	
MAXIIS	LEASE FD-MAXIIS		\$400.00	10-2190-323-1
		Total	\$400.00	
MCCANN, MICHAEL S	HENN ELEM-SUPPLIES		\$13.81	10-1110-410-4
		Total	\$13.81	
MCNABB TELEPHONE COMP/SUPT-TELEPHONE			\$117.84	20-2542-340-1
	H S - TELEPHONE SERVICE		\$441.89	20-2542-340-2
	JR HI-TELEPHONE SERVICE		\$589.19	20-2542-340-3
	ELEM-TELEPHONE		\$162.03	20-2542-340-4
	PRIMARY-TELEPHONE SERV		\$162.03	20-2542-340-5
	ALL SCHOOL SERVICES		\$87.00	20-2542-321-1
		Total	\$1,559.98	
MEDIACOM LLC	LEASE FD-MAXIIS		\$249.95	10-2190-323-1
		Total	\$249.95	
MENARDS PERU	H S-GROUNDS SUPPLIES		\$115.13	20-2543-410-2
	JR HI-BUILDING SUPPLIES		\$19.99	20-2542-410-3
	IND ARTS FEE SUPPLY		\$926.35	10-1402-411-2
		Total	\$1,061.47	
MIGNONE, MARIA	SPEECH IMP-TRAVEL		\$57.34	10-1210-332-1
	SPEECH IMP-TRAVEL		\$186.59	10-1210-332-1
		Total	\$243.93	
MORROW, DEBBIE	HS-SUPPLIES		\$19.94	10-1113-410-2
		Total	\$19.94	
N C I M D	HIGH SCHOOL- FOOD		\$997.59	10-2560-410-2
	JR HI-CAFE FOOD		\$866.66	10-2560-410-3
	HENN-CAFE FOOD		\$804.47	10-2560-410-4
	PRIMARY CAFE FOOD		\$1,198.91	10-2560-410-5
		Total	\$3,867.63	
NATIONAL MIDDLE SCHOOL JR HI SUPPLIES		32242	\$48.94	10-1112-410-3
		Total	\$48.94	
NEWSCURRENTS	HENN ELEM-TEXT	42729	\$199.00	10-1110-420-4
		Total	\$199.00	
NORTH CENTRAL BANK	TITLE IIA TRAVEL		\$245.33	10-1110-332-42
	JR HI SUPPLIES		\$74.56	10-1112-410-3
	HENN ELEM-SUPPLIES	42728	\$154.40	10-1110-410-4
		Total	\$474.29	

Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
ORKIN EXTERMINATING CO	ALL SCHOOL SERVICES		\$201.69	20-2542-321-1
		Total	\$201.69	
PC FOODS, INC.	HIGH SCHOOL- FOOD		\$10.84	10-2560-410-2
	F/C SCIENCE SUPPLY		\$271.01	10-1113-412-2
	BOARD SUPPLIES		\$11.19	10-2310-410-6
		Total	\$293.04	
PEARSON AGS GLOBE	MEDICAID	26687	\$219.89	10-1220-411-11
		Total	\$219.89	
PENSERV PLAN SERVICES	SEPT FEES		\$22.50	10-2310-640-6
		Total	\$22.50	
PEORIA COUNTY R.O.E.	HOMEBOUND PROF SERV		\$105.00	10-1204-318-1
		Total	\$105.00	
PERMA- BOUND	HS MEDIA BOOKS	24376	\$474.07	10-2220-411-2
	JH MEDIA BOOKS	32730	\$539.08	10-2220-411-3
	JH MEDIA BOOKS	32730	\$140.90	10-2220-411-3
		Total	\$1,154.05	
PERRY MEMORIAL HOSPITAL	STUDENT DRUG TESTING		\$418.00	10-2310-390-6
		Total	\$418.00	
PETERSON, ROBERT	PRINC OFFICE-TRAVEL		\$158.86	10-2410-332-1
		Total	\$158.86	
PRAIRIE AREA LIBRARY SYS	OCT - DEC 2010	64024	\$910.87	10-1113-470-1
		Total	\$910.87	
PRIMARY IMPREST	TITLE IIA TRAVEL		\$99.00	10-1110-332-42
	PRINC OFFICE-POSTAGE		\$19.87	10-2410-341-1
	LEASE BLOCK GRANT		\$790.00	10-1220-332-38
		Total	\$908.87	
PUT CO SCHOOL (FED TRS)	TITLE I MED INSURANCE		\$1,860.50	10-1250-222-36
	TITLE I MED INSURANCE		\$1,420.97	10-1250-222-36
		Total	\$3,281.47	
PUT CO SCHOOL (TRS HEALTHENSON INS			\$119.68	10-1110-222-4
	HOPKINS INS		\$282.24	10-1112-222-3
	JENKINS INS		\$282.24	10-1113-222-2
	KASSABAUM INS		\$119.68	10-1112-222-3
	SMITH INS		\$119.68	10-1112-222-3
	SPARR INS		\$184.13	10-1110-222-4
		Total	\$1,107.65	
PUTNAM COUNTY FFA	VOC AG-FFA TRAVEL		\$870.00	10-1401-333-2
		Total	\$870.00	
PUTNAM COUNTY RECORD	INFO SERV-ADVERTISING		\$949.34	10-2630-350-1
		Total	\$949.34	

Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
QUILL	HS-SUPPLIES	26654	\$80.98	10-1113-410-2
		Total	\$80.98	
RANDOLPH, GENE	PSYCH-TRAVEL		\$200.69	10-2140-332-1
		Total	\$200.69	
ROAD OIL, INC.	H S- GROUNDS REPAIR/MAIN		\$4,544.50	20-2543-323-2
	PRIMARY-GROUNDS REP/MAI		\$4,000.00	20-2543-323-5
		Total	\$8,544.50	
ROBBINS SCHWARTZ NICHOLBOARD LEGAL FEES			\$6,049.23	10-2310-319-6
		Total	\$6,049.23	
S.J. SMITH CO.	VOC AG FEE SUPPLY		\$188.00	10-1401-411-2
	VOC AG FEE SUPPLY		\$8.28	10-1401-411-2
		Total	\$196.28	
SABOTTA, CHRISTINE	NURSE-TRAVEL		\$101.99	10-2134-332-1
		Total	\$101.99	
SAFETY INDUSTRIES INC	HS-SUPPLIES	26435	\$66.35	10-1113-410-2
		Total	\$66.35	
SCHMIDT, ED	TECH-TRAVEL		\$328.06	10-2226-332-1
		Total	\$328.06	
SCHOLASTIC BOOK CLUBS	ECE INST SUP 1-6	50190	\$82.00	10-1125-410-1
		Total	\$82.00	
SCHOLASTIC INC	JR HI SUPPLIES	32247	\$184.54	10-1112-410-3
	ECE INST SUP 1-6	50198	\$139.00	10-1125-410-1
		Total	\$323.54	
SCHOOL HEALTH CORP	NURSE-SUPPLIES	26673	\$26.34	10-2134-410-1
	NURSE-SUPPLIES	50189	\$37.66	10-2134-410-1
		Total	\$64.00	
SCHOOL SPECIALTY	ECE INST SUP 1-6	50601	\$143.04	10-1125-410-1
		Total	\$143.04	
SHEVOKAS, DEBBIE	H S-ATHLETIC TRAVEL		\$19.46	10-1501-332-2
	H S-ATHLETIC TRAVEL		\$23.12	10-1501-332-2
		Total	\$42.58	
SIMPLEXGRINNELL	H S-BUILDING REPAIRS/MAI		\$15.02	20-2542-323-2
		Total	\$15.02	
STAPLES ADVANTAGE	INK		\$179.98	10-1112-410-1
	INK		\$113.68	10-1112-410-1
		Total	\$293.66	
SUPERINTENDENT IMPREST	HS ATH DUES/FEES		\$89.25	10-1501-640-2
	PARTNERS IN ED DONATIONS		\$820.45	10-2310-412-6
	BOARD DUES/FEES		\$78.50	10-2310-640-6

Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
		Total	\$988.20	
SWINGEL, EDWARD	CO OP TRAVEL		\$68.15	10-1459-332-2
		Total	\$68.15	
TEEN INK	JR HI SUPPLIES	32219	\$189.00	10-1112-410-3
		Total	\$189.00	
TEST	JR HI-GROUNDS REP/MAIN		\$21.00	20-2543-323-3
	JR HI-GROUNDS REP/MAIN		\$126.00	20-2543-323-3
		Total	\$147.00	
THOMPSON, DEBBIE	JR HI-TRAVEL		\$23.02	10-1112-332-3
		Total	\$23.02	
TOEDTER OIL COMPANY	EX CURRICULAR VAN		\$1,055.41	40-2550-324-1
	TRUCK REPAIR/MAINT		\$530.00	20-2542-320-3
	DRIVERS ED R/M		\$525.41	10-1700-323-2
		Total	\$2,110.82	
TONIS FLOWER AND GIFT SHSYMPATHY FLOWERS			\$130.00	10-2310-410-6
		Total	\$130.00	
TOPBULB.COM LLC	HS MEDIA-AV	26661	\$159.60	10-2220-430-2
	JH MEDIA-AV	32233	\$114.60	10-2220-430-3
		Total	\$274.20	
TRANSPORTATION WITH A PICONTRACT SERVICE-SP ED R			\$1,672.00	40-2550-326-1
		Total	\$1,672.00	
TRINITY CATHOLIC SCHOOL HENN-CAFE FOOD			\$155.25	10-2560-410-4
		Total	\$155.25	
TRUCK & AUTO SUP	HIGH SCHOOL-BLDG SUPPLIE		\$11.40	20-2542-410-2
		Total	\$11.40	
VILLAGE OF GRANVILLE	PRIMARY- WATER		\$256.00	20-2542-322-5
	HS- WATER		\$778.00	20-2542-322-2
		Total	\$1,034.00	
WOODWORKER SUPPLY	IND ARTS-SUPPLIES	26566	\$548.48	10-1402-410-2
		Total	\$548.48	
WRAGGE, DARYLE	VOC AG- TRAVEL		\$126.90	10-1401-332-2
	VOC AG-FFA TRAVEL	26594	\$130.00	10-1401-333-2
	VOC AG FEE SUPPLY	26596	\$486.36	10-1401-411-2
		Total	\$743.26	
		Report Total	\$199,915.13	



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 OCTOBER

November 01, 2010

Maximum Balance	\$1,500.00
Less Expenditures	-\$908.87

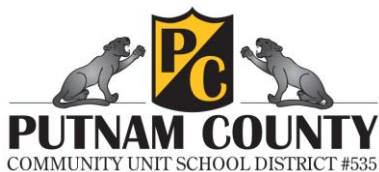
Request for Reimbursement	\$908.87
Attain Maximum Balance	\$1,500.00

DEPOSITS	\$1001.80
10/27-\$1001.80 – Reimbursement from August and September	

EXPENDITURES	\$-908.87
Check# 528 –10/5 - \$99.00 to IVCC for Continuing Education for Leslee Beams-Stacker (Title II)	
Check# 529 – 10/14 - \$19.87 to Granville Postmaster for Postage Acct# 10-2410-341-1	
Check#530 – 10/28 - \$790.00 to Pyramid Educational Consultants for Betsy Kuehn & Maria Mignone (Block Lease)	

Request for Reimbursement	\$908.87
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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 OCTOBER

November 1, 2010

Beginning Balance October 1, 2010 \$6337.72

DEPOSITS \$1742.34

10/8 - \$1546.34 - \$1435.00 (Sweatshirts), \$63.34 (Market Day),

\$48.00 (Soda)

10/27 - \$196.00 (Sweatshirts)

EXPENDITURES -\$1681.40

Check#539 - 10/15 - \$202.87 to Pepsi for Soda

Check#540 - 10/18 - \$550.74 to Terrific Originals for
Sweatshirts

Check#541 - 10/21 - \$70.92 to PC Foods for Teachers Meal for
P/T Conferences

Check#542 - 10/21 - \$856.87 to Terrific Originals for
Sweatshirts

Ending Balance October 31, 2010 \$6398.66

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

Imprest Fund Report October 2010

Maximum Balance	\$1,500.00
Less Expenditures	6.56
Request for Reimbursement	6.56
Attain Maximum Balance	\$1,500.00

Deposits

10.22.2010	Reimbursement for September 2010	\$1,065.38
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Expenditures

10.07.2010	#3079-Hennepin Postoffice Mail Student Records	6.56
	Total Request for Reimbursement	\$6.56

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

Beginning Balance	\$ 2,030.76
Replenishment Request	<u>769.24</u>
Attain Maximum Balance	\$ 2,800.00
Plus unreturned CK #4111	75.00
Less Expenditures	<u>\$ 845.58</u>
Balance	\$ 2,029.42
Replenishment Request	<u>\$ 770.58</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>
4697	10/04	Dave Junis	10-1501-319-3	Girls Basketball official	50.00
4698	10/04	Tim Hayes	10-1501-319-3	Girls Baksetball Official	50.00
4699	10/07	IAHPERD		registration fee Lynette Olosn P.E.	113.00
4700	10/12	Brian Delvalee	10-1501-319-3	Girls Basketball official	50.00
4701	10/12	John Rousculp	10-1501-319-3	Girls Basketball official	50.00
4702	10/13	IJAS	10-1501-640-3	Science Fair dues	75.00
4703	10/04	IMEA	10-1502-640-1	fees music	140.00
4704	10/04	IMEA	10-1502-640-1	fees music	15.00
4705	10/19	Mark Turner	10-1501-319-3	Girls Basketball official	50.00
4706	10/19	Tom Maubach	10-1501-319-3	Girl Basketball official	50.00
4707	10/22	U. S. Postmaster	10-2410-341-1	postage	2.58
4708	10/26	John Rousculp	10-1501-319-3	Girls Basketball Official	50.00
4709	10/26	Ed Derix	10-1501-319-3	Girls Basketball Official	50.00
4710	10/28	Garry Schroeder	10-1501-319-3	Girls Basketball Official	50.00
4711	10/28	Joe Stachowicz	10-1501-319-3	Girls Basketball Official	50.00

expenditures	845.58
less unreturned check #4111	75.00
Replenishment request	770.58

Carl Carlson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School
 PCJH Cheerleading
 October, 2010
 Account #138-258

Beginning Balance	\$	335.35
Transfers In		410.35
Subtotal		745.70
Less Expenditures		464.30
Balance		281.40

<u>Check#</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
245	10/25	Omni Cheer	uniforms	\$ 464.30

 Carl Carlson, Principal

 Sandra A. Troglio, Secretary

Putnam County Junior High School
 PCJH Girls Athletic Fund
 October, 2010
 Account #010-707

Beginning Balance	\$ 3,936.72
Transfers In	<u>2,715.50</u>
Subtotal	6,652.22
Less Expenditures	<u>620.00</u>
Balance	6,032.22

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
365	10/07	PCCUSD #535	Fan buses	\$ 162.00
366	10/26	TJM Promotions	wrist bands for dance	170.00
367	10/26	Kessler Team Sports	shoes	288.00

 Carl Carlson, Principal

 Sandra A. Troglio, Secretary

Putnam County Junior High School
Puma Crew
October 2010
Account #010-561

Beginning Balance	\$ 2,970.90
Transfers In	<u>488.10</u>
Subtotal	3,459.00
Less Expenditures	<u>500.03</u>
Balance	2,958.97

<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
Royal Publishing	IESA Softball Championship Program Ad	\$180.00
TNT School Supplies	School store supplies to sell	\$320.03

Carl Carlson, Principal

Ann Maller, Advisor

Putnam County Junior High School
 PCJH Staff Soda
 October, 2010
 Account #010-650

Beginning Balance	\$ 6,280.18
Transfers In	<u>1,125.08</u>
Subtotal	7,405.26
Less Expenditures	<u>1,648.85</u>
Balance	5,756.41

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1095	VOID			\$
1096	10/12	NCB Cancer Fund	donation	500.00
1097	10/18	Pepsi	soda	766.64
1098	10/21	Jimmy Johns	lunch conferences	85.80
1099	10/21	PCCUSD# 535	lunch conference	73.71
1100	10/21	Hinckly Springs	water	114.82
1101	10/21	Toni's Flowers	flowers	101.50
		returned check		6.38

 Carl Carlson, Principal

 Sandra A. Troglio, Secretary

Putnam County Junior High School
 Student Council
 October, 2010
 Account #138-096

Beginning Balance	\$1,922.67
Transfers In	<u>0.00</u>
Subtotal	\$1,922.67
Less Expenditures	<u>421.82</u>
Balance	\$1,500.85

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
822	10-22	Walmart	Red Ribbon/Halloween candy	\$68.66
823	10-25	Positive Promotions	Red Ribbon wk. supplies	\$353.16

Carl Carlson, Principal

Amy Darrah, Sponsor

Putnam County Junior High School
 PCJH Activity Fund
 August, 2010

<u>Account name & #</u>	<u>Beginning Bal</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Ending Bal.</u>
PCJH Cheerleading 138-258	\$ 335.35	410.35	464.30	\$ 281.40
PCJH Girls Athletic 010-707	3,936.72	2,715.50	620.00	6,032.22
PCJH Puma Crew 010-561	2,970.90	488.10	500.03	2,958.97
Staff Soda 010-650	6,280.18	1,125.08	1,648.85	5,756.41
PCJH Student Council 138-096	1,922.67	00.00	421.82	1,500.85

 Carl Carlson, Principal

 Sandra A. Troglio, Secretary

PUTNAM COUNTY HIGH SCHOOL

Imprest Fund

Bob Peterson, Principal

Balance Balance September 30, 2010	\$ 70.80
Replenishment Requested	\$4929.20
Maximum Balance	\$5000.00
October Expenditures	\$1718.72
Balance October 31, 2010	\$3281.28
Replenishment Requested	\$1718.72
Attain Maximum Balance	\$5000.00

EXPENDITURES

Golf Club of Illinois \$108.00	10-1501-640-2	Golf Sect. practice	
Elgin Westminster Christian HS \$150.00	10-1501-640-2	Golf Sectional fee	
PSAT/NMSQT \$286.00	Reimbursed w/deposit	Testing	
IHSCDEA 55.00	10-1113-332-2	Dr. Ed Workshop	\$
Reserve Account \$600.00	10-2410-341-1	Postage	
Dramatists Play Service \$239.54	10-1540-411-1	Fall Play	
IMEA 15.00	10-1502-640-1	Loralee Wilson fee	\$
Ed Derix 75.00	10-1501-319-2	VB Official	\$
Randy Pozzi 75.00	10-1501-319-2	VB Official	\$
ICCA 50.00	10-1501-640-2	Cheer Competition	\$
Two Rivers Prof. Dev. Center 20.00		RtI Summitt	\$
Ed Swingel 23.18	10-2410-410-2	Donuts P/T Conf.	\$
IMEA District II 22.00	10-1502-640-1	Fest. Meals	\$

TOTAL EXPENDITURES \$1718.72

From: 10/01/2010
To : 10/31/2010

General Ledger Report

From Account: 1
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 Office	5970.16	248.00	-2023.12	0.00	4195.04	0.00	4195.04
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	126.64	150.00	-121.50	0.00	155.14	0.00	155.14
000120 Baseball	116.87	2791.50	-1407.11	0.00	1501.26	0.00	1501.26
000125 Girl's Softball	1.18	0.00	0.00	0.00	1.18	0.00	1.18
000130 PC Enterprises	109.57	29.00	0.00	0.00	138.57	0.00	138.57
000135 Golf	1799.06	387.65	-1949.70	0.00	237.01	0.00	237.01
000140 Scholastic Bowl	213.63	0.00	0.00	0.00	213.63	0.00	213.63
000150 Interact Club	1692.32	55.00	0.00	0.00	1747.32	0.00	1747.32
000155 Art	153.49	0.00	0.00	0.00	153.49	0.00	153.49
000200 Athletic	1368.74	0.00	0.00	0.00	1368.74	0.00	1368.74
000210 Cable Club	2116.64	0.00	0.00	0.00	2116.64	0.00	2116.64
000220 Track	142.45	0.00	0.00	0.00	142.45	0.00	142.45
000300 Journalism	1511.42	50.00	-1550.00	0.00	11.42	0.00	11.42
000310 Oldies Club	106.17	0.00	0.00	0.00	106.17	0.00	106.17
000320 Girl's Basketball	842.60	0.00	0.00	0.00	842.60	0.00	842.60
000325 Boy's Basketball	433.19	0.00	-310.00	0.00	123.19	0.00	123.19
000330 Student Council	2356.90	341.00	-501.96	0.00	2195.94	0.00	2195.94
000340 N.H.S.	3092.43	0.00	0.00	0.00	3092.43	0.00	3092.43
000345 Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000350 Landscaping	373.16	3.23	0.00	0.00	376.39	0.00	376.39
000360 FFA	307.06	13353.78	-5061.83	0.00	8599.01	0.00	8599.01
000365 Greenhouse Project	300.00	0.00	0.00	0.00	300.00	0.00	300.00
000370 Cheerleading	532.76	2004.29	-594.60	0.00	1942.45	0.00	1942.45
000380 Panteras	149.70	0.00	0.00	0.00	149.70	0.00	149.70
000390 Media Club	1411.73	0.00	0.00	0.00	1411.73	0.00	1411.73
000395 Computer Club	333.40	0.00	0.00	0.00	333.40	0.00	333.40
000400 Tournament Athletics	222.08	0.00	0.00	0.00	222.08	0.00	222.08
000410 Thespians	1051.98	0.00	0.00	0.00	1051.98	0.00	1051.98
000420 Science Club	201.70	0.00	0.00	0.00	201.70	0.00	201.70
000430 Music (Band)	198.06	903.14	-400.00	0.00	701.20	0.00	701.20
000440 Music (Chorus)	95.16	0.00	0.00	0.00	95.16	0.00	95.16
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	582.06	1401.50	-1134.64	-100.53	748.39	0.00	748.39

From: 10/01/2010

General Ledger Report

From Account: 1

To : 10/31/2010

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	-0.03	0.00	0.00	0.00	-0.03	0.00	-0.03
000570 Class of 2012	858.38	0.00	0.00	0.00	858.38	0.00	858.38
000580 Class of 2011	3623.62	0.00	0.00	0.00	3623.62	0.00	3623.62
000590 Class of 2013	47.04	547.45	-425.53	100.53	269.49	0.00	269.49
Group Total	32979.85	22265.54	-15479.99	0.00	39765.40	0.00	39765.40
Grand Total	32979.85	22265.54	-15479.99	0.00	39765.40	0.00	39765.40

SUPERINTENDENT IMPREST
October, 2010

BANK BALANCE	1011.80
REPLENISHMENT REQUEST	<u>988.20</u>
BANK BALANCE	2000.00

2740	10-1501-640-2	Mona's – Tri County Conf Meeting	89.25
2741	10-2310-412-6	Casey's – Partners In Ed	99.95
2742	10-2310-412-6	PC Foods – Partners In Ed	60.00
2743	10-2310-640-6	IL State Police – fingerprinting	39.25
2744	10-2310-412-6	Fox Tales – Partners In Ed	660.50
2745	10-2310-640-6	IL State Police – fingerprinting	<u>39.25</u>

TOTAL 988.20

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	Agency Fund or Fund Group	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 8800	Transfer To	0.00	0.00	0.00	0.00	0.00	0.00	* Function
0	Invalid Code	0.00	0.00	0.00	0.00	0.00	0.00	Fund

Expenditure Report

Education Fund

10

Function 1000 Instruction
 Function 1110 Elementary
 Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	B Open Encumb.	C Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
100	Salaries	39,066.66	163,841.41	0.00	433,000.00	269,158.59	37.84	
200	Employee Benefits	9,962.40	30,904.07	0.00	121,200.00	90,295.93	25.50	
300	Purchased Services	2,005.53	3,594.01	0.00	34,020.00	30,425.99	10.56	
400	Supplies And Materials	144.27	9,956.65	570.89	17,280.00	6,752.46	60.92	
500	Capital Outlay	4,234.22	10,258.51	0.00	10,500.00	241.49	97.70	
1110	Elementary	55,413.08	218,554.65	570.89	616,000.00	396,874.46	35.57	** Function
100	Salaries	39,096.38	128,438.10	0.00	426,000.00	297,561.90	30.15	
200	Employee Benefits	8,960.05	24,686.25	0.00	94,200.00	69,513.75	26.21	
300	Purchased Services	422.80	1,992.29	0.00	8,000.00	6,007.71	24.90	
400	Supplies And Materials	119.70	10,887.63	283.60	13,300.00	2,128.77	83.99	
500	Capital Outlay	0.00	0.00	0.00	500.00	500.00	0.00	
1111	Primary	48,598.93	166,004.27	283.60	542,000.00	375,712.13	30.68	** Function
100	Salaries	38,724.35	167,965.04	0.00	482,200.00	314,234.96	34.83	
200	Employee Benefits	9,548.71	27,886.83	0.00	106,600.00	78,713.17	26.16	
300	Purchased Services	512.10	2,072.58	0.00	11,300.00	9,227.42	18.34	
400	Supplies And Materials	1,440.61	12,503.94	267.59	44,600.00	31,828.47	28.64	
500	Capital Outlay	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	448.00	0.00	1,500.00	1,052.00	29.87	
1112	Junior High	50,225.77	210,876.39	267.59	647,200.00	436,056.02	32.62	** Function
100	Salaries	63,118.05	241,000.75	0.00	771,054.00	530,053.25	31.26	
200	Employee Benefits	19,650.20	58,792.20	0.00	226,700.00	167,907.80	25.93	
300	Purchased Services	769.10	3,219.00	0.00	9,500.00	6,281.00	33.88	
400	Supplies And Materials	2,537.33	56,685.11	4,143.16	109,850.00	49,021.73	55.37	
500	Capital Outlay	0.00	0.00	0.00	2,000.00	2,000.00	0.00	
600	Other Objects	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
1113	High School	86,074.68	359,697.06	4,143.16	1,120,604.00	756,763.78	32.47	** 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	
1114	Reading Imp	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	9,738.32	36,686.64	0.00	117,000.00	80,313.36	31.36	
200	Employee Benefits	3,485.63	10,844.58	0.00	45,000.00	34,155.42	24.10	
300	Purchased Services	899.12	1,030.52	0.00	3,750.00	2,719.48	27.48	
400	Supplies And Materials	437.68	1,435.60	726.49	5,620.00	3,457.91	38.47	
500	Capital Outlay	0.00	0.00	0.00	1,000.00	1,000.00	0.00	

Expenditure Report

Education Fund

10

Function 1000 Instruction
 Function 1115 MUSIC
 Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
1115	MUSIC	14,560.75	49,997.34	726.49	173,370.00	122,646.17	29.26	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	6,000.00	6,000.00	0.00	
1116	Accel Reader	0.00	0.00	0.00	6,000.00	6,000.00	0.00	** Function
100	Salaries	9,432.57	20,964.42	0.00	127,158.00	106,193.58	16.49	
200	Employee Benefits	1,264.46	3,344.77	0.00	12,750.00	9,405.23	26.23	
300	Purchased Services	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
400	Supplies And Materials	492.65	654.54	364.04	5,600.00	4,581.42	18.19	
1125	Pre-K Programs	11,189.68	24,963.73	364.04	147,008.00	121,680.23	17.23	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
1203	Emh Handicapped lighted way	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	280.00	0.00	0.00	(280.00)	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	14,229.80	14,369.80	0.00	84,000.00	69,630.20	17.11	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1204	Physically Hndcap Homebound	14,229.80	14,649.80	0.00	84,000.00	69,350.20	17.44	** Function
300	Purchased Services	0.00	0.00	0.00	1,200.00	1,200.00	0.00	
1206	Visually Impaired (Vi)	0.00	0.00	0.00	1,200.00	1,200.00	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	40.33	49.35	0.00	1,800.00	1,750.65	2.74	
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	
1207	Hard Of Hearing (Hh)	40.33	49.35	0.00	1,800.00	1,750.65	2.74	** Function
100	Salaries	3,566.66	12,373.50	0.00	43,000.00	30,626.50	28.78	
200	Employee Benefits	1,062.28	2,664.74	0.00	11,000.00	8,335.26	24.22	
300	Purchased Services	12,273.96	12,273.96	0.00	16,500.00	4,226.04	74.39	
400	Supplies And Materials	0.00	0.00	0.00	650.00	650.00	0.00	
1210	Speech & Lang.Impaired	16,902.90	27,312.20	0.00	71,150.00	43,837.80	38.39	** 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	A Open Encumb.	B Current Budget	C C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
1214	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
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	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	55,843.83	207,138.68	0.00	704,000.20	496,861.52	29.42	
200	Employee Benefits	9,441.90	29,514.94	0.00	120,000.00	90,485.06	24.60	
300	Purchased Services	1,027.44	4,592.44	0.00	5,000.00	407.56	91.85	
400	Supplies And Materials	3,321.94	28,922.63	1,937.89	52,800.00	21,939.48	58.45	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	69,635.11	270,168.69	1,937.89	881,800.20	609,693.62	30.86	** 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	
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	5,508.75	35,764.49	0.00	49,200.00	13,435.51	72.69	
200	Employee Benefits	966.16	2,230.62	0.00	10,000.00	7,769.38	22.31	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	82.88	296.55	110.89	720.00	312.56	56.59	
1225	Special Education Programs Pre-K	6,557.79	38,291.66	110.89	59,920.00	21,517.45	64.09	** Function
100	Salaries	7,890.16	37,230.66	0.00	94,682.00	57,451.34	39.32	
200	Employee Benefits	2,219.54	7,316.05	0.00	49,900.00	42,583.95	14.66	
300	Purchased Services	678.00	678.00	0.00	9,500.00	8,822.00	7.14	
400	Supplies And Materials	200.00	218.19	0.00	500.00	281.81	43.64	
1250	Remedial and Supplemental Programs K	10,987.70	45,442.90	0.00	154,582.00	109,139.10	29.40	** Function
100	Salaries	6,307.56	23,868.84	0.00	74,311.00	50,442.16	32.12	
200	Employee Benefits	1,490.72	3,890.65	0.00	14,800.00	10,909.35	26.29	
300	Purchased Services	203.73	1,185.09	130.00	3,500.00	2,184.91	37.57	
400	Supplies And Materials	883.49	6,445.66	4,942.73	6,400.00	(4,988.39)	177.94	
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	

Expenditure Report

Education Fund

10

Function 1000 Instruction
 Function 1401 VOCATIONAL AG
 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
1401	VOCATIONAL AG	8,885.50	35,390.24	5,072.73	99,511.00	59,048.03	40.66	** Function
100	Salaries	4,780.93	14,770.27	0.00	42,300.00	27,529.73	34.92	
200	Employee Benefits	1,460.36	5,004.85	0.00	20,000.00	14,995.15	25.02	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	314.96	3,021.68	611.47	5,662.00	2,028.85	64.17	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	6,556.25	22,796.80	611.47	67,962.00	44,553.73	34.44	** Function
100	Salaries	4,430.00	8,860.00	0.00	44,600.00	35,740.00	19.87	
200	Employee Benefits	1,458.80	2,948.97	0.00	16,650.00	13,701.03	17.71	
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	
1407	BUSINESS ED	5,888.80	11,808.97	0.00	61,250.00	49,441.03	19.28	** Function
100	Salaries	2,811.16	10,235.94	0.00	33,586.00	23,350.06	30.48	
200	Employee Benefits	687.25	2,258.56	0.00	6,850.00	4,591.44	32.97	
300	Purchased Services	91.65	91.65	0.00	1,100.00	1,008.35	8.33	
400	Supplies And Materials	0.00	0.00	0.00	200.00	200.00	0.00	
1459	CO-OP PROGRAM	3,590.06	12,586.15	0.00	41,736.00	29,149.85	30.16	** Function
100	Salaries	6,520.04	21,834.46	0.00	107,100.00	85,265.54	20.39	
200	Employee Benefits	433.25	574.08	0.00	14,000.00	13,425.92	4.10	
300	Purchased Services	2,759.30	4,529.30	0.00	27,900.00	23,370.70	16.23	
400	Supplies And Materials	1,156.84	7,217.30	1,494.00	16,500.00	7,788.70	52.80	
500	Capital Outlay	3,960.00	3,960.00	1,319.00	8,000.00	2,721.00	65.99	
600	Other Objects	2,447.58	4,107.58	0.00	6,200.00	2,092.42	66.25	
1501	ATHLETICS	17,277.01	42,222.72	2,813.00	179,700.00	134,664.28	25.06	** 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	15.00	40.00	0.00	0.00	(40.00)	0.00	
1502	Music	15.00	40.00	0.00	0.00	(40.00)	0.00	** Function
100	Salaries	1,420.99	8,509.66	0.00	32,000.00	23,490.34	26.59	
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	

Expenditure Report

Education Fund

10

Function 1000 Instruction
 Function 1540 EXTRA CURRICULAR
 Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	A	B	C	C - (A + B)	(A + B) / C	State Account Number
				Open Encumb.	Current Budget	Budget Balance	% of Budget		
400	Supplies And Materials	0.00	0.00	225.00	6,300.00	6,075.00	3.57		
600	Other Objects	0.00	0.00	0.00	50.00	50.00	0.00		
1540	EXTRA CURRICULAR	1,420.99	8,509.66	225.00	43,950.00	35,215.34	19.87	**	Function
100	Salaries	0.00	10,710.50	0.00	21,000.00	10,289.50	51.00		
200	Employee Benefits	0.00	0.00	0.00	3,200.00	3,200.00	0.00		
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00		
400	Supplies And Materials	0.00	90.87	0.00	250.00	159.13	36.35		
1600	Summer School	0.00	10,801.37	0.00	24,450.00	13,648.63	44.18	**	Function
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00		
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
100	Salaries	1,904.34	10,958.74	0.00	22,852.00	11,893.26	47.96		
200	Employee Benefits	1,012.39	3,138.49	0.00	6,216.00	3,077.51	50.49		
300	Purchased Services	0.00	831.79	0.00	5,800.00	4,968.21	14.34		
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00		
1700	Drivers Education Program	2,916.73	14,929.02	0.00	34,868.00	19,938.98	42.82	**	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		
1800	Bilingual Programs	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
600	Other Objects	21,256.64	48,965.14	0.00	190,000.00	141,034.86	25.77		
1912	Special Education Programs K-12 - Priv	21,256.64	48,965.14	0.00	190,000.00	141,034.86	25.77	**	Function
4 1000	Instruction	452,223.50	1,634,058.11	17,126.75	5,250,061.20	3,598,876.34	31.45	*	Function
100	Salaries	9,418.22	36,258.42	0.00	113,300.00	77,041.58	32.00		
200	Employee Benefits	3,225.69	10,253.71	0.00	38,350.00	28,096.29	26.74		
300	Purchased Services	64.39	64.39	0.00	1,500.00	1,435.61	4.29		
400	Supplies And Materials	0.00	0.00	0.00	1,170.00	1,170.00	0.00		
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00		
600	Other Objects	60.00	60.00	0.00	200.00	140.00	30.00		
2110	Attendance/Soc Wrk Serv	12,768.30	46,636.52	0.00	154,520.00	107,883.48	30.18	**	Function
100	Salaries	4,946.86	19,611.52	0.00	59,365.00	39,753.48	33.04		
200	Employee Benefits	1,296.23	3,262.39	0.00	8,650.00	5,387.61	37.72		
300	Purchased Services	0.00	197.38	0.00	1,350.00	1,152.62	14.62		
400	Supplies And Materials	0.00	41.06	0.00	450.00	408.94	9.12		
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		

Expenditure Report

Education Fund

10

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	B Open Encumb.	C Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
2120	Guidance Services	6,243.09	23,112.35	0.00	69,915.00	46,802.65	33.06	** Function
100	Salaries	2,685.69	10,853.58	0.00	31,000.00	20,146.42	35.01	
300	Purchased Services	96.82	143.82	0.00	1,600.00	1,456.18	8.99	
400	Supplies And Materials	0.00	127.63	50.82	1,350.00	1,171.55	13.22	
2134	Nurse Services	2,782.51	11,125.03	50.82	33,950.00	22,774.15	32.92	** Function
100	Salaries	5,370.90	20,346.90	0.00	64,800.00	44,453.10	31.40	
200	Employee Benefits	269.13	788.79	0.00	2,750.00	1,961.21	28.68	
300	Purchased Services	195.52	261.32	0.00	2,650.00	2,388.68	9.86	
400	Supplies And Materials	0.00	23.40	0.00	1,800.00	1,776.60	1.30	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2140	Psychological Services	5,835.55	21,420.41	0.00	72,000.00	50,579.59	29.75	** Function
300	Purchased Services	0.00	1,336.29	0.00	12,000.00	10,663.71	11.14	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2190	Other Support Svs Pupils	0.00	1,336.29	0.00	12,000.00	10,663.71	11.14	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2191	OTHER SUPPORT	0.00	0.00	0.00	1,000.00	1,000.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2192	TITLE V CHART COUNTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2193	Title IV	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	6,745.00	0.00	30,900.00	24,155.00	21.83	
200	Employee Benefits	0.00	1,361.79	0.00	5,000.00	3,638.21	27.24	
300	Purchased Services	1,530.00	12,309.55	0.00	27,600.00	15,290.45	44.60	
400	Supplies And Materials	228.85	228.85	102.97	4,500.00	4,168.18	7.37	
2210	EPIC	1,758.85	20,645.19	102.97	68,000.00	47,251.84	30.51	** 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	

Expenditure Report

Education Fund

10

Function 2000 Support Services
 Function 2215 TITLE II CLASS REDUCTION
 Object 300 Purchased Services

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
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2218	Quality Assurance	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	8,163.48	29,801.06	0.00	100,664.00	70,862.94	29.60	
200	Employee Benefits	1,149.12	3,207.45	0.00	11,860.00	8,652.55	27.04	
300	Purchased Services	268.52	307.62	0.00	2,200.00	1,892.38	13.98	
400	Supplies And Materials	176.38	3,571.29	2,750.24	14,690.00	8,368.47	43.03	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2220	MEDIA PROGRAM	9,757.50	36,887.42	2,750.24	129,414.00	89,776.34	30.63	** Function
100	Salaries	6,361.70	24,854.39	0.00	92,700.00	67,845.61	26.81	
200	Employee Benefits	1,303.00	3,915.43	0.00	13,000.00	9,084.57	30.12	
300	Purchased Services	544.00	2,459.24	0.00	7,500.00	5,040.76	32.79	
400	Supplies And Materials	0.00	2,674.24	0.00	2,700.00	25.76	99.05	
2226	TECHNOLOGY	8,208.70	33,903.30	0.00	115,900.00	81,996.70	29.25	** Function
100	Salaries	0.00	9,782.00	0.00	0.00	(9,782.00)	0.00	
200	Employee Benefits	0.00	745.08	0.00	0.00	(745.08)	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2230	Assessment/Testing	0.00	10,527.08	0.00	0.00	(10,527.08)	0.00	** Function
100	Salaries	100.14	3,009.59	0.00	4,050.00	1,040.41	74.31	
200	Employee Benefits	15.16	56.79	0.00	0.00	(56.79)	0.00	
300	Purchased Services	3,741.82	21,450.74	195.00	42,000.00	20,354.26	51.54	
400	Supplies And Materials	3,646.26	9,813.53	896.99	29,800.00	19,089.48	35.94	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	242.75	7,623.80	0.00	16,500.00	8,876.20	46.20	
2310	Brd Ed Services	7,746.13	41,954.45	1,091.99	92,350.00	49,303.56	46.61	** Function
100	Salaries	8,038.80	31,909.05	0.00	94,634.00	62,724.95	33.72	
200	Employee Benefits	2,132.55	8,507.77	0.00	29,200.00	20,692.23	29.14	

Expenditure Report

Education Fund

10

Function 2000 Support Services
 Function 2320 Executive Adm. Serv
 Object 300 Purchased Services

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
300	Purchased Services	435.80	2,615.63	0.00	14,500.00	11,884.37	18.04	
400	Supplies And Materials	0.00	808.31	99.00	7,200.00	6,292.69	12.60	
500	Capital Outlay	0.00	0.00	0.00	3,000.00	3,000.00	0.00	
600	Other Objects	0.00	785.25	0.00	2,600.00	1,814.75	30.20	
2320	Executive Adm. Serv	10,607.15	44,626.01	99.00	151,134.00	106,408.99	29.59	** Function
100	Salaries	33,859.21	133,232.21	0.00	399,800.00	266,567.79	33.32	
200	Employee Benefits	11,292.08	44,618.39	0.00	141,000.00	96,381.61	31.64	
300	Purchased Services	865.54	4,755.32	636.00	11,000.00	5,608.68	49.01	
400	Supplies And Materials	612.76	3,478.95	1,257.06	12,420.00	7,683.99	38.13	
500	Capital Outlay	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	1,180.00	297.00	2,100.00	623.00	70.33	
2410	Office Of Principal Serv	46,629.59	187,264.87	2,190.06	567,320.00	377,865.07	33.39	** Function
100	Salaries	0.00	6,835.00	0.00	0.00	(6,835.00)	0.00	
200	Employee Benefits	0.00	674.33	0.00	0.00	(674.33)	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2510	Dirctn Business Suppt Ser	0.00	7,509.33	0.00	0.00	(7,509.33)	0.00	** Function
100	Salaries	6,835.00	21,725.57	0.00	84,520.00	62,794.43	25.70	
200	Employee Benefits	508.59	1,534.13	0.00	5,500.00	3,965.87	27.89	
300	Purchased Services	0.00	0.00	0.00	2,700.00	2,700.00	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	600.00	600.00	0.00	
2520	Fiscal Services	7,343.59	23,259.70	0.00	93,320.00	70,060.30	24.92	** Function
100	Salaries	10,887.45	41,064.16	0.00	127,500.00	86,435.84	32.21	
200	Employee Benefits	0.05	0.56	0.00	50.00	49.44	1.12	
300	Purchased Services	0.00	63.45	0.00	2,400.00	2,336.55	2.64	
400	Supplies And Materials	24,411.14	50,942.54	646.00	190,000.00	138,411.46	27.15	
500	Capital Outlay	0.00	0.00	0.00	4,000.00	4,000.00	0.00	
600	Other Objects	55.00	166.00	0.00	400.00	234.00	41.50	
2560	Food Services	35,353.64	92,236.71	646.00	324,350.00	231,467.29	28.64	** Function
300	Purchased Services	270.80	1,340.10	0.00	5,500.00	4,159.90	24.37	
2630	Information Services	270.80	1,340.10	0.00	5,500.00	4,159.90	24.37	** Function

Expenditure Report

Education Fund

10

Function 2000 Support Services
 Function 2660 DATA PROCESSING
 Object 300 Purchased Services

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	C - (A + B) (A + B) / C	State Account Number
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	3,600.00	3,600.00	0.00	
2660	DATA PROCESSING	0.00	0.00	0.00	8,600.00	8,600.00	0.00	** Function
4 2000	Support Services	155,305.40	603,784.76	6,931.08	1,899,273.00	1,288,557.16	32.16	* Function
600	Other Objects	0.00	10,869.94	0.00	11,000.00	130.06	98.82	
4120	Payments Sp Ed Programs	0.00	10,869.94	0.00	11,000.00	130.06	98.82	** Function
600	Other Objects	0.00	15,907.19	0.00	29,000.00	13,092.81	54.85	
4140	Payments for CTE Programs	0.00	15,907.19	0.00	29,000.00	13,092.81	54.85	** Function
300	Purchased Services	0.00	0.00	0.00	4,000.00	4,000.00	0.00	
4190	Other Pymnts Gov In State	0.00	0.00	0.00	4,000.00	4,000.00	0.00	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
4210	Payments for Regular Programs - Tuitio	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	9,600.00	76,455.00	0.00	140,000.00	63,545.00	54.61	
4220	Payments for Special Education Program	9,600.00	76,455.00	0.00	140,000.00	63,545.00	54.61	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
4240	Payments for CTE Programs - Tuition	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 4000	Nonprogrammed Charges	9,600.00	103,232.13	0.00	184,000.00	80,767.87	56.10	* Function
600	Other Objects	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	10,000.00	10,000.00	0.00	** Function
4 6000	Provision For Contingencs	0.00	0.00	0.00	10,000.00	10,000.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8130	Prmt Trns From Ed Fund	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
10	Education Fund	617,128.90	2,341,075.00	24,057.83	7,343,334.20	4,978,201.37	32.21	Fund

Expenditure Report

Oper, Build, & Maint Fund

20

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	(A + B) / C	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2530	Function 2530	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	22,318.54	115,631.54	0.00	318,714.00	203,082.46	36.28	
200	Employee Benefits	2,291.14	8,764.82	0.00	23,650.00	14,885.18	37.06	
300	Purchased Services	9,254.63	44,791.18	149.39	123,100.00	78,159.43	36.51	
400	Supplies And Materials	18,137.63	76,670.58	0.00	313,000.00	236,329.42	24.50	
500	Capital Outlay	9,258.21	36,833.57	0.00	65,000.00	28,166.43	56.67	
2542	Care & Upkeep Bldg Serv	61,260.15	282,691.69	149.39	843,464.00	560,622.92	33.53	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	1,269.72	4,534.21	0.00	35,000.00	30,465.79	12.95	
400	Supplies And Materials	588.04	1,470.88	0.00	12,000.00	10,529.12	12.26	
500	Capital Outlay	0.00	0.00	0.00	21,000.00	21,000.00	0.00	
2543	Care Upkeep Grnds Serv	1,857.76	6,005.09	0.00	68,000.00	61,994.91	8.83	** Function
4 2000	Support Services	63,117.91	288,696.78	149.39	911,464.00	622,617.83	31.69	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	* Function
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
8800	Function 8800	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
20	Oper, Build, & Maint Fund	63,117.91	288,696.78	149.39	911,464.00	622,617.83	31.69	Fund

Expenditure Report

Debt Service Fund or Fund Group

30

Function 5000 Debt Services
 Function 5140 State Aid Anticipation Certificates
 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	
5140	State Aid Anticipation Certificates	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	
5200	Debt Service - Interest on Long-Term De	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 5000	Debt Services	0.00	0.00	0.00	0.00	0.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8140	Prmt Transf Of Interest	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
30	Debt Service Fund or Fund Group	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	1,315.98	2,906.87	0.00	18,000.00	15,093.13	16.15	
200	Employee Benefits	147.79	572.82	0.00	1,450.00	877.18	39.50	
300	Purchased Services	74,540.71	123,249.22	0.00	705,000.00	581,750.78	17.48	
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	
2550	Pupil Transportation Ser	76,004.48	126,728.91	0.00	724,450.00	597,721.09	17.49	** Function
4 2000	Support Services	76,004.48	126,728.91	0.00	724,450.00	597,721.09	17.49	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8140	Prmt Transf Of Interest	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
40	Transportation Fund	76,004.48	126,728.91	0.00	724,450.00	597,721.09	17.49	Fund

Expenditure Report

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

50

Function 1000 Instruction
 Function 1000 Instruction
 Object 200 Employee 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
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1000	Instruction	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	509.96	2,125.32	0.00	8,070.00	5,944.68	26.34	
1110	Elementary	509.96	2,125.32	0.00	8,070.00	5,944.68	26.34	** Function
200	Employee Benefits	555.03	1,682.86	0.00	6,200.00	4,517.14	27.14	
1111	Primary	555.03	1,682.86	0.00	6,200.00	4,517.14	27.14	** Function
200	Employee Benefits	544.31	544.31	0.00	0.00	(544.31)	0.00	
1112	Junior High	544.31	544.31	0.00	0.00	(544.31)	0.00	** Function
200	Employee Benefits	1,120.10	1,120.10	0.00	0.00	(1,120.10)	0.00	
1113	High School	1,120.10	1,120.10	0.00	0.00	(1,120.10)	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1114	Reading Imp	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	127.34	479.30	0.00	1,700.00	1,220.70	28.19	
1115	MUSIC	127.34	479.30	0.00	1,700.00	1,220.70	28.19	** Function
200	Employee Benefits	0.00	1,518.03	0.00	7,700.00	6,181.97	19.71	
1120	Middle-Junior High	0.00	1,518.03	0.00	7,700.00	6,181.97	19.71	** Function
200	Employee Benefits	266.81	1,022.00	0.00	3,300.00	2,278.00	30.97	
1125	Pre-K Programs	266.81	1,022.00	0.00	3,300.00	2,278.00	30.97	** Function
200	Employee Benefits	0.00	3,520.94	0.00	17,680.00	14,159.06	19.91	
1130	High School	0.00	3,520.94	0.00	17,680.00	14,159.06	19.91	** Function
200	Employee Benefits	0.00	0.00	0.00	50.00	50.00	0.00	
1204	Physically Hndcap Homebound	0.00	0.00	0.00	50.00	50.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	50.73	176.32	0.00	650.00	473.68	27.13	
1210	Speech & Lang.Impaired	50.73	176.32	0.00	650.00	473.68	27.13	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1214	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	4,060.81	14,599.27	0.00	58,102.00	43,502.73	25.13	
1220	Cross-Categorical (Cc)	4,060.81	14,599.27	0.00	58,102.00	43,502.73	25.13	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	

Expenditure Report

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

50

Function 1000 Instruction
 Function 1222 MI
 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
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	513.78	1,794.09	0.00	3,400.00	1,605.91	52.77	
1225	Special Education Programs Pre-K	513.78	1,794.09	0.00	3,400.00	1,605.91	52.77	** Function
200	Employee Benefits	112.58	519.56	0.00	1,600.00	1,080.44	32.47	
1250	Remedial and Supplemental Programs K	112.58	519.56	0.00	1,600.00	1,080.44	32.47	** Function
200	Employee Benefits	90.52	340.42	0.00	1,300.00	959.58	26.19	
1401	VOCATIONAL AG	90.52	340.42	0.00	1,300.00	959.58	26.19	** Function
200	Employee Benefits	57.37	173.05	0.00	650.00	476.95	26.62	
1402	INDUSTRIAL ARTS	57.37	173.05	0.00	650.00	476.95	26.62	** Function
200	Employee Benefits	58.25	116.41	0.00	675.00	558.59	17.25	
1407	BUSINESS ED	58.25	116.41	0.00	675.00	558.59	17.25	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1415	IVCC TECH PREP	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	23.26	23.26	0.00	275.00	251.74	8.46	
1459	CO-OP PROGRAM	23.26	23.26	0.00	275.00	251.74	8.46	** Function
200	Employee Benefits	137.14	400.17	0.00	4,000.00	3,599.83	10.00	
1501	ATHLETICS	137.14	400.17	0.00	4,000.00	3,599.83	10.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1502	Music	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	24.69	317.73	0.00	1,125.00	807.27	28.24	
1540	EXTRA CURRICULAR	24.69	317.73	0.00	1,125.00	807.27	28.24	** Function
200	Employee Benefits	0.00	163.72	0.00	495.00	331.28	33.07	
1600	Summer School	0.00	163.72	0.00	495.00	331.28	33.07	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	22.90	143.28	0.00	400.00	256.72	35.82	
1700	Drivers Education Program	22.90	143.28	0.00	400.00	256.72	35.82	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 1000	Instruction	8,275.58	30,780.14	0.00	117,372.00	86,591.86	26.22	* Function
200	Employee Benefits	317.26	1,056.72	0.00	3,850.00	2,793.28	27.45	
2110	Attendance/Soc Wrk Serv	317.26	1,056.72	0.00	3,850.00	2,793.28	27.45	** Function

Expenditure Report

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

50

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
200	Employee Benefits	70.46	279.78	0.00	1,050.00	770.22	26.65	
2120	Guidance Services	70.46	279.78	0.00	1,050.00	770.22	26.65	** Function
200	Employee Benefits	537.26	2,071.20	0.00	6,500.00	4,428.80	31.86	
2134	Nurse Services	537.26	2,071.20	0.00	6,500.00	4,428.80	31.86	** Function
200	Employee Benefits	276.06	889.52	0.00	3,100.00	2,210.48	28.69	
2140	Psychological Services	276.06	889.52	0.00	3,100.00	2,210.48	28.69	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2192	TITLE V CHART COUNTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2193	Title IV	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2196	Comp Arts	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	99.61	0.00	825.00	725.39	12.07	
2210	EPIC	0.00	99.61	0.00	825.00	725.39	12.07	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2212	CURRICULUM DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2218	Quality Assurance	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	814.86	2,752.17	0.00	7,925.00	5,172.83	34.73	
2220	MEDIA PROGRAM	814.86	2,752.17	0.00	7,925.00	5,172.83	34.73	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2225	TECH THRUST	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	243.65	1,036.58	0.00	6,600.00	5,563.42	15.71	
2226	TECHNOLOGY	243.65	1,036.58	0.00	6,600.00	5,563.42	15.71	** Function
200	Employee Benefits	0.00	134.28	0.00	0.00	(134.28)	0.00	
2230	Assessment/Testing	0.00	134.28	0.00	0.00	(134.28)	0.00	** Function
200	Employee Benefits	18.42	272.47	0.00	450.00	177.53	60.55	
2310	Brd Ed Services	18.42	272.47	0.00	450.00	177.53	60.55	** Function
200	Employee Benefits	116.56	462.64	0.00	1,725.00	1,262.36	26.82	

Expenditure Report

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

50

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	C - (A + B)	(A + B) / C	State Account Number
			A	B	C				
2320	Executive Adm. Serv	116.56	462.64	0.00	1,725.00	1,262.36	26.82	**	Function
200	Employee Benefits	1,866.11	7,056.49	0.00	23,400.00	16,343.51	30.16	**	Function
2410	Office Of Principal Serv	1,866.11	7,056.49	0.00	23,400.00	16,343.51	30.16	**	Function
200	Employee Benefits	0.00	3,785.36	0.00	0.00	(3,785.36)	0.00	**	Function
2510	Dirctn Business Suppt Ser	0.00	3,785.36	0.00	0.00	(3,785.36)	0.00	**	Function
200	Employee Benefits	1,270.87	1,471.41	0.00	14,700.00	13,228.59	10.01	**	Function
2520	Fiscal Services	1,270.87	1,471.41	0.00	14,700.00	13,228.59	10.01	**	Function
200	Employee Benefits	4,055.34	18,755.88	0.00	55,750.00	36,994.12	33.64	**	Function
2542	Care & Upkeep Bldg Serv	4,055.34	18,755.88	0.00	55,750.00	36,994.12	33.64	**	Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
2543	Care Upkeep Grnds Serv	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
200	Employee Benefits	66.49	89.58	0.00	925.00	835.42	9.68	**	Function
2550	Pupil Transportation Ser	66.49	89.58	0.00	925.00	835.42	9.68	**	Function
200	Employee Benefits	1,990.18	7,527.87	0.00	26,700.00	19,172.13	28.19	**	Function
2560	Food Services	1,990.18	7,527.87	0.00	26,700.00	19,172.13	28.19	**	Function
4 2000	Support Services	11,643.52	47,741.56	0.00	153,500.00	105,758.44	31.10	*	Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
3696	Safe To Learn	0.00	0.00	0.00	0.00	0.00	0.00	*	Function
4 3000	Community Services	0.00	0.00	0.00	0.00	0.00	0.00	*	Function
50	I.M.R.F./Soc. Sec. Fund	19,919.10	78,521.70	0.00	270,872.00	192,350.30	28.99		Fund

Expenditure Report

Capital Projects Fund or Fund Group

60

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	A	B	C	C - (A + B)	(A + B) / C	State Account Number
				Open Encumb.	Current Budget	Budget Balance	% of Budget		
500	Capital Outlay	56,039.69	614,919.99	0.00	742,000.00	127,080.01	82.87		
2530	Function 2530	56,039.69	614,919.99	0.00	742,000.00	127,080.01	82.87	**	Function
4 2000	Support Services	56,039.69	614,919.99	0.00	742,000.00	127,080.01	82.87	*	Function
60	Capital Projects Fund or Fund Group	56,039.69	614,919.99	0.00	742,000.00	127,080.01	82.87		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	
8110	Permnt Trns Wrk Csh Abol	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	
8111	Permnt Trns Wrk Csh	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	
8120	Prmnt Trnf Int From Wrkes	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
70	Working Cash Fund	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 2134 Nurse Services
 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	429.76	429.76	0.00	0.00	(429.76)	0.00	
2134	Nurse Services	429.76	429.76	0.00	0.00	(429.76)	0.00	** Function
200	Employee Benefits	0.00	20,510.42	0.00	20,600.00	89.58	99.57	
2362	Workers Comp/Workers Occ Disease Ac	0.00	20,510.42	0.00	20,600.00	89.58	99.57	** Function
200	Employee Benefits	0.00	2,726.94	0.00	8,000.00	5,273.06	34.09	
2363	Unemployment Insurance Act Payments	0.00	2,726.94	0.00	8,000.00	5,273.06	34.09	** Function
300	Purchased Services	0.00	49,149.85	0.00	49,000.00	(149.85)	100.31	
2364	Insurance Payments (regular or self-insu	0.00	49,149.85	0.00	49,000.00	(149.85)	100.31	** Function
300	Purchased Services	0.00	0.00	0.00	50,000.00	50,000.00	0.00	
2369	Legal Services	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	
2540	Function 2540	0.00	0.00	0.00	1,000.00	1,000.00	0.00	** Function
4 2000	Support Services	429.76	72,816.97	0.00	128,600.00	55,783.03	56.62	* Function
80	Tort Immunity and Judgment Fund	429.76	72,816.97	0.00	128,600.00	55,783.03	56.62	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	0.00	0.00	0.00	100,000.00	100,000.00	0.00	
2548	L/S Capital Outlay	0.00	0.00	0.00	100,000.00	100,000.00	0.00	** Function
4 2000	Support Services	0.00	0.00	0.00	100,000.00	100,000.00	0.00	* Function
90	Fire Prevention/Life Safety	0.00	0.00	0.00	100,000.00	100,000.00	0.00	Fund
Report Total:		832,639.84	3,522,759.35	24,207.22	10,220,720.20	6,673,753.63	34.70	

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	617,128.90	159,927.42	2,341,075.00	4,244,793.44	1,903,718.44	2,436,819.05	4,340,537.49
20	Oper, Build, & Maint Fund	63,117.91	363,839.03	288,696.78	924,196.52	635,499.74	2,073,007.82	2,708,507.56
30	Debt Service Fund or Fund Group	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	Transportation Fund	76,004.48	112,507.07	126,728.91	522,731.25	396,002.34	108,761.57	504,763.91
50	I.M.R.F./Soc. Sec. Fund	19,919.10	354.81	78,521.70	150,235.35	71,713.65	249,295.36	321,009.01
60	Capital Projects Fund or Fund Group	56,039.69	343.12	614,919.99	3,307.31	(611,612.68)	1,027,458.44	415,845.76
70	Working Cash Fund	0.00	1,214.78	0.00	60,667.97	60,667.97	1,794,870.76	1,855,538.73
80	Tort Immunity and Judgment Fund	429.76	296.97	72,816.97	2,388.84	(70,428.13)	440,904.58	370,476.45
90	Fire Prevention/Life Safety	0.00	150,172.29	0.00	206,159.80	206,159.80	24,755.91	230,915.71
		\$832,639.84	\$788,655.49	\$3,522,759.35	\$6,114,480.48	\$2,591,721.13	\$8,155,873.48	\$10,747,594.61

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
	<u>Total</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
10-110-1	CASH IN BANKS	\$37,096.17	(\$11.51)	\$37,084.66
10-185-1	LONG TERM INVESTMENTS	\$0.00	\$0.00	\$0.00
10-111-1	IMPREST FUND	\$12,800.00	\$0.00	\$12,800.00
10-121-1	REGULAR INVESTMENT ED	\$4,728,047.26	(\$440,634.97)	\$4,287,412.29
10-131	PAYROLL CASH	\$0.00	\$0.00	\$0.00
10-199-1	EMPLOYEE COMPUTERS	\$743.25	(\$350.34)	\$392.91
10-122-1	FARNSWORTH INVESTMENT	\$0.00	\$0.00	\$0.00
	<u>Total</u>	<u>\$4,778,686.69</u>	<u>(\$440,996.82)</u>	<u>\$4,337,689.87</u>
10-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-498-1	TEACHER RET 2.2	\$0.00	\$0.00	\$0.00
10-497-1	SUPPORT PERS. DUES	\$0.00	\$0.00	\$0.00
10-496-1	LOHMANS CAFE. PLAN	\$1,194.57	\$1,653.05	\$2,847.62
10-495-1	LIFE INS PAYABLE	\$0.00	\$0.00	\$0.00
10-493-1	MEDICARE INS. PAYABLE	\$0.00	\$0.00	\$0.00
10-490-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-481-1	TEACHER RET. PAYABLE	\$0.00	\$0.00	\$0.00
10-460-1	DISABILITY INS. PAYABLE	\$0.00	\$0.00	\$0.00
10-458-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-456-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-455-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-459-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-454-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-411-1	LOAN TO LIFE SAFETY	\$0.00	\$0.00	\$0.00
10-453-1	Delete This Account	\$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
10-452-1	Delete This Account	\$0.00	\$0.00	\$0.00
	<u>Total</u>	<u>\$1,194.57</u>	<u>\$1,653.05</u>	<u>\$2,847.62</u>
10-706-1	NET PROFIT/LOSS	(\$2,360,919.92)	\$457,201.48	(\$1,903,718.44)
10-730-1	FUND BALANCE	(\$2,418,961.34)	(\$17,857.71)	(\$2,436,819.05)
	<u>Total</u>	<u>(\$4,779,881.26)</u>	<u>\$439,343.77</u>	<u>(\$4,340,537.49)</u>
		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

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
	Total	\$0.00	\$0.00	\$0.00
20-185-1	LONG TERM INVESTMENTS	\$558,760.38	\$76.24	\$558,836.62
20-184-1	LAND FUND INVESTMENT	\$0.00	\$0.00	\$0.00
20-183-1	TREE FUND INVESTMENTS	\$3,516.44	\$0.00	\$3,516.44
20-131	PAYROLL CASH	\$0.00	\$0.00	\$0.00
20-110-1	CASH IN BANKS	\$194,305.57	\$160.65	\$194,466.22
20-121-1	REGULAR INVESTMENT O/M	\$1,651,204.05	\$300,508.77	\$1,951,712.82
	Total	\$2,407,786.44	\$300,745.66	\$2,708,532.10
20-454-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-456-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-458-1	Delete This Account	\$0.00	(\$24.54)	(\$24.54)
20-459-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-497-1	SUPPORT PERS. DUES	\$0.00	\$0.00	\$0.00
20-453-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-481-1	ANNUITIES PAYABLE	\$0.00	\$0.00	\$0.00
20-451	Delete This Account	\$0.00	\$0.00	\$0.00
20-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
20-452-1	Delete This Account	\$0.00	\$0.00	\$0.00
	Total	\$0.00	(\$24.54)	(\$24.54)
20-730-1	FUND BALANCE	(\$2,073,007.82)	\$0.00	(\$2,073,007.82)
20-706-1	NET PROFIT/LOSS	(\$334,778.62)	(\$300,721.12)	(\$635,499.74)
	Total	(\$2,407,786.44)	(\$300,721.12)	(\$2,708,507.56)
		\$0.00	\$0.00	\$0.00

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
	<u>Total</u>	\$0.00	\$0.00	\$0.00
30-185-1	LONG TERM INVESTMENTS	\$0.00	\$0.00	\$0.00
30-110-1	CASH IN BANKS	\$0.00	\$0.00	\$0.00
30-121-1	REGULAR INVESTMENT B/I	\$0.00	\$0.00	\$0.00
	<u>Total</u>	\$0.00	\$0.00	\$0.00
30-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
	<u>Total</u>	\$0.00	\$0.00	\$0.00
30-730-1	FUND BALANCE	\$0.00	\$0.00	\$0.00
30-706-1	NET PROFIT/LOSS	\$0.00	\$0.00	\$0.00
	<u>Total</u>	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00

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
	Total	\$0.00	\$0.00	\$0.00
40-110-1	CASH IN BANKS	\$0.00	\$0.00	\$0.00
40-121-1	REGULAR INVESTMENT TRANS	\$468,261.32	\$36,502.92	\$504,764.24
40-131	PAYROLL CASH	\$0.00	\$0.00	\$0.00
40-185-1	LONG TERM INVESTMENTS	\$0.00	\$0.00	\$0.00
	Total	\$468,261.32	\$36,502.92	\$504,764.24
40-453-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-411-1	LOANS FROM W/C	\$0.00	\$0.00	\$0.00
40-452-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-454-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-456-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-481-1	EMPLOYEE INCENTIVE	\$0.00	\$0.00	\$0.00
40-451-1	Delete This Account	\$0.00	(\$0.33)	(\$0.33)
40-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
	Total	\$0.00	(\$0.33)	(\$0.33)
40-706-1	NET PROFIT/LOSS	(\$359,499.75)	(\$36,502.59)	(\$396,002.34)
40-730-1	FUND BALANCE	(\$108,761.57)	\$0.00	(\$108,761.57)
	Total	(\$468,261.32)	(\$36,502.59)	(\$504,763.91)
		\$0.00	\$0.00	\$0.00

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
	<u>Total</u>	\$0.00	\$0.00	\$0.00
50-110-1	CASH IN BANKS	\$0.00	\$0.00	\$0.00
50-121-1	REGULAR INVESTMENT IMRF	\$256,333.53	(\$37,558.13)	\$218,775.40
50-185-1	IMRF-LONG TERM INVESTMEN	\$102,097.49	\$136.12	\$102,233.61
	<u>Total</u>	\$358,431.02	(\$37,422.01)	\$321,009.01
50-481-1	MEDICARE EMPLOYEE (10)	\$0.00	\$0.00	\$0.00
50-492-1	MEDICARE INS PAYABLE	\$0.00	\$0.00	\$0.00
50-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
50-454-1	Delete This Account	\$0.00	\$0.00	\$0.00
50-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
50-493-1	MEDICARE BOARD SHARE	\$0.00	\$0.00	\$0.00
	<u>Total</u>	\$0.00	\$0.00	\$0.00
50-730-1	FUND BALANCE	(\$267,153.08)	\$17,857.72	(\$249,295.36)
50-706-1	NET PROFIT/LOSS	(\$91,277.94)	\$19,564.29	(\$71,713.65)
	<u>Total</u>	(\$358,431.02)	\$37,422.01	(\$321,009.01)
		\$0.00	\$0.00	\$0.00

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
	<u>Total</u>	\$0.00	\$0.00	\$0.00
60-185-1	LONG TERM INVEST C/P	\$0.00	\$0.00	\$0.00
60-121-1	REG INVESTMENTS-CAP PROJ	\$455,567.21	(\$55,696.57)	\$399,870.64
60-110-1	CASH IN BANK-CAP PROJ	\$15,975.12	\$0.00	\$15,975.12
	<u>Total</u>	\$471,542.33	(\$55,696.57)	\$415,845.76
60-411-1	LOAN FROM W/C	\$0.00	\$0.00	\$0.00
60-431-1	A/P CAP PROJECTS	\$0.00	\$0.00	\$0.00
	<u>Total</u>	\$0.00	\$0.00	\$0.00
60-730-1	FUND BALANCE	(\$1,027,458.44)	\$0.00	(\$1,027,458.44)
60-706-1	NET PROFIT/LOSS	\$555,916.11	\$55,696.57	\$611,612.68
	<u>Total</u>	(\$471,542.33)	\$55,696.57	(\$415,845.76)
		\$0.00	\$0.00	\$0.00

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
	Total	\$0.00	\$0.00	\$0.00
70-121-1	REGULAR INVESTMENT WC	\$874,470.51	\$712.35	\$875,182.86
70-185-1	INVESTMENT LONG TERM WC	\$993,836.52	\$502.43	\$994,338.95
70-141-1	W/C INTERFUND LOANS	\$0.00	\$0.00	\$0.00
70-110-1	CASH IN BANKS	(\$13,983.08)	\$0.00	(\$13,983.08)
	Total	\$1,854,323.95	\$1,214.78	\$1,855,538.73
70-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
70-411-1	LOANS TO LIFE SAFETY	\$0.00	\$0.00	\$0.00
	Total	\$0.00	\$0.00	\$0.00
70-730-1	FUND BALANCE	(\$1,794,870.76)	\$0.00	(\$1,794,870.76)
70-706-1	NET PROFIT/LOSS	(\$59,453.19)	(\$1,214.78)	(\$60,667.97)
	Total	(\$1,854,323.95)	(\$1,214.78)	(\$1,855,538.73)
		\$0.00	\$0.00	\$0.00

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
	<u>Total</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
80-131	PAYROLL CASH	\$0.00	\$0.00	\$0.00
80-121-1	TORT-REG INVESTMENT	\$370,609.24	(\$132.79)	\$370,476.45
80-110-1	TORT-CASH IN BANKS	\$0.00	\$0.00	\$0.00
	<u>Total</u>	<u>\$370,609.24</u>	<u>(\$132.79)</u>	<u>\$370,476.45</u>
80-481	NON-CERT DUES	\$0.00	\$0.00	\$0.00
80-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
	<u>Total</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
80-730-1	FUND BALANCE	(\$440,904.58)	\$0.00	(\$440,904.58)
80-706-1	NET PROFIT/LOSS	\$70,295.34	\$132.79	\$70,428.13
	<u>Total</u>	<u>(\$370,609.24)</u>	<u>\$132.79</u>	<u>(\$370,476.45)</u>
		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

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
	Total	\$0.00	\$0.00	\$0.00
90-185-1	LONG TERM L/S	\$45,922.90	\$59.89	\$45,982.79
90-121-1	REGULAR INVESTMENT L/S	\$154,820.52	\$150,112.40	\$304,932.92
90-110-1	CASH IN BANK-LIFE SAFETY	(\$120,000.00)	\$0.00	(\$120,000.00)
	Total	\$80,743.42	\$150,172.29	\$230,915.71
90-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
90-481-1	IL WITHHOLDING TAX PAY	\$0.00	\$0.00	\$0.00
90-452-1	Delete This Account	\$0.00	\$0.00	\$0.00
90-412-1	LOAN DUE TO WORKING CASH	\$0.00	\$0.00	\$0.00
90-411-1	LOAN DUE TO EDUCATION	\$0.00	\$0.00	\$0.00
90-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
	Total	\$0.00	\$0.00	\$0.00
90-730-1	FUND BALANCE	(\$24,755.91)	\$0.00	(\$24,755.91)
90-706-1	NET PROFIT/LOSS	(\$55,987.51)	(\$150,172.29)	(\$206,159.80)
	Total	(\$80,743.42)	(\$150,172.29)	(\$230,915.71)
		\$0.00	\$0.00	\$0.00

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 Junior High

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	B - A Budget Balance Revenue	A / B % of Budget	State Account Number
10-111200-1	FIRST PRIOR YEAR LEVY	\$0.00	\$3,007,483.37	\$3,529,500.00	\$522,016.63	85.21	10-1112
1112	Junior High	0.00	3,007,483.37	3,529,500.00	522,016.63	85.21	** Function
10-112200-1	TORT IMMUNITY-1ST PRIOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1122
1120	Middle-Junior High	0.00	0.00	0.00	0.00	0.00	** Function
10-113000-1	FIRST PRIOR YR LEASE	\$0.00	\$55,490.78	\$64,800.00	\$9,309.22	85.63	10-1130
1130	High School	0.00	55,490.78	64,800.00	9,309.22	85.63	** Function
10-114100-1	SP ED PRIOR YEAR LEVY	\$0.00	\$44,311.45	\$51,900.00	\$7,588.55	85.38	10-1141
1140	Accelerated Reading Program	0.00	44,311.45	51,900.00	7,588.55	85.38	** Function
10-121000-1	MOBILE HOME PRIVILEGE TA	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1210
1210	Speech & Lang. Impaired	0.00	0.00	0.00	0.00	0.00	** Function
10-123000-1	CORP PERS PROP REPLC TAX	\$0.00	\$366,428.56	\$1,919,883.00	\$1,553,454.44	19.09	10-1230
1225	Special Education Programs Pre-K	0.00	366,428.56	1,919,883.00	1,553,454.44	19.09	** Function
10-129000-1	WETLANDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1290
1275	Remedial and Supplemental Program	0.00	0.00	0.00	0.00	0.00	** Function
10-131200-1	PUPIL TUITION OTHER LEA	\$0.00	\$59,670.52	\$233,000.00	\$173,329.48	25.61	10-1312
10-131300-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1313
1310	Adult Education	0.00	59,670.52	233,000.00	173,329.48	25.61	** Function
10-134200-1	PUPIL TUI-SP ED OTHER LEA	\$0.00	\$10,674.76	\$10,675.00	\$0.24	100.00	10-1342
1340	Upgrdg In Current Occupptn	0.00	10,674.76	10,675.00	0.24	100.00	** 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	\$3,574.03	\$12,480.81	\$42,000.00	\$29,519.19	29.72	10-1511
10-151200-1	INTEREST-SWANNEY BONDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1512
10-151300-1	INTEREST-FARNSWORTH	\$0.00	\$0.00	\$300.00	\$300.00	0.00	10-1513
1502	Music	3,574.03	12,480.81	42,300.00	29,819.19	29.51	** Function
10-161100-1	STUDENT LUNCH	\$13,922.25	\$39,986.80	\$125,000.00	\$85,013.20	31.99	10-1611
10-161200-1	STUDENT BREAKFAST	\$2,450.55	\$5,945.25	\$15,000.00	\$9,054.75	39.64	10-1612
10-161400-1	MILK SALES (OTHER)	\$1,171.80	\$3,179.50	\$11,000.00	\$7,820.50	28.90	10-1614
10-162000-1	ADULT LUNCHES/BREAKFAST	\$542.65	\$1,505.45	\$4,500.00	\$2,994.55	33.45	10-1620
1600	Summer School	18,087.25	50,617.00	155,500.00	104,883.00	32.55	** Function
10-169000-1	HEAD START LUNCHES	\$0.00	\$848.00	\$0.00	(\$848.00)	0.00	10-1690
1650	Gifted Programs	0.00	848.00	0.00	(848.00)	0.00	** Function
10-171102-2	H S ATHLETIC ADMISSIONS	\$254.00	\$2,690.00	\$15,000.00	\$12,310.00	17.93	10-1711-2
10-171104-3	JR HI-ATHLETIC ADMISSION	\$244.00	\$244.00	\$3,000.00	\$2,756.00	8.13	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	Revenue Budget	B - A Budget Balance Revenue	A / B % of Budget	State Account Number
10-171400-1	H S / JR HI TOURNEY REV	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00	10-1714
10-171900-1	ADMISSION - OTHERS	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00	10-1719
1710	Vocational Ed Handicapped	498.00	2,934.00	24,000.00	21,066.00	12.23	** Function
10-172000-1	VOCATIONAL FEE HS	\$0.00	\$3,620.00	\$3,500.00	(\$120.00)	103.43	10-1720
10-172000-2	ACTIVITY FEES HS	\$65.00	\$6,380.00	\$8,000.00	\$1,620.00	79.75	10-1720
10-172000-3	ACTIVITY FEES JR H	\$240.00	\$1,810.00	\$3,500.00	\$1,690.00	51.71	10-1720
1720	Vctnl Ed Lmt Eng Profency	305.00	11,810.00	15,000.00	3,190.00	78.73	** Function
10-179000-1	DRIVER ED FEE	\$0.00	\$2,150.00	\$3,000.00	\$850.00	71.67	10-1790
10-179000-8	H S PE RESALE	\$88.00	\$3,238.50	\$3,500.00	\$261.50	92.53	10-1790
10-179001-8	JH PE RESALE	\$23.00	\$2,101.00	\$3,000.00	\$899.00	70.03	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
1730	Vctnl Ed Acd /Econ Disadv	111.00	7,489.50	9,700.00	2,210.50	77.21	** Function
10-181100-1	ELEM-TEXTBOOK RENTAL	\$0.00	\$13,260.00	\$12,500.00	(\$760.00)	106.08	10-1811
10-181100-2	H S- TEXTBOOK RENTAL	\$62.00	\$14,227.00	\$15,000.00	\$773.00	94.85	10-1811
10-181100-3	JR HI-TEXTBOOK RENTAL	\$80.00	\$8,595.00	\$10,000.00	\$1,405.00	85.95	10-1811
10-181900-1	INSTRUMENT RENTAL	\$0.00	\$0.00	\$200.00	\$200.00	0.00	10-1819
1800	Bilingual Programs	142.00	36,082.00	37,700.00	1,618.00	95.71	** Function
10-192000-1	DONATIONS	\$1,245.00	\$4,470.25	\$3,500.00	(\$970.25)	127.72	10-1920
10-192001-1	DONATIONS-NCF	\$0.00	\$349.97	\$500.00	\$150.03	69.99	10-1920
1920	Gifted Programs - Private Tuition	1,245.00	4,820.22	4,000.00	(820.22)	120.51	** 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	\$4,875.01	\$500.00	(\$4,375.01)	975.00	10-1950
10-197000-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1970
10-199900-1	OTHER LOCAL REVENUE	\$286.00	\$16,884.96	\$10,500.00	(\$6,384.96)	160.81	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
1922	Truants Alternative/Optional Educat	286.00	21,759.97	11,000.00	(10,759.97)	197.82	** Function
1000	Instruction	24,248.28	3,692,900.94	6,108,958.00	2,416,057.06	60.45	* Function
10-220000-1	POVERTY GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-2200
2196	Comp Arts	0.00	0.00	0.00	0.00	0.00	** Function

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	B - A Budget Balance Revenue	A / B % of Budget	State Account Number
10-223000-1	ROE FLOW THRU	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-2230
2230	Assessment/Testing	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services	0.00	0.00	0.00	0.00	0.00	* Function
10-300100-1	GENERAL STATE AID	\$45,186.08	\$135,558.24	\$460,000.00	\$324,441.76	29.47	10-3001
10-300200-1	HOLD HARMLESS GSA	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3002
2900	Other Support Services	45,186.08	135,558.24	460,000.00	324,441.76	29.47	** Function
10-310000-1	SP ED PRIV FAC TUITION	\$0.00	\$53,718.42	\$44,000.00	(\$9,718.42)	122.09	10-3100
10-310500-1	SP ED EXTRA ORDINARY	\$0.00	\$63,531.84	\$83,000.00	\$19,468.16	76.54	10-3105
10-311000-1	SP ED PERSONNEL	\$55,149.37	\$110,298.74	\$159,000.00	\$48,701.26	69.37	10-3110
10-312000-1	SP ED ORPHANAGE	\$0.00	\$16,231.30	\$42,000.00	\$25,768.70	38.65	10-3120
10-314500-1	SP ED SUMMER SCHOOL	\$0.00	\$0.00	\$750.00	\$750.00	0.00	10-3145
3100	Direction Of Community Sv	55,149.37	243,780.30	328,750.00	84,969.70	74.15	** Function
10-322000-40	CTEI GRANT-SRAVTE	\$0.00	\$15,905.00	\$2,102.00	(\$13,803.00)	756.66	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	\$4,343.00	\$0.00	(\$4,343.00)	0.00	10-3235
10-329900-40	FCAE GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3299
3200	Community Recreation Srv	0.00	20,248.00	2,102.00	(18,146.00)	963.27	** 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	\$1,944.61	\$4,750.00	\$2,805.39	40.94	10-3360
10-336500-1	IL BREAKFAST INITIATIVE	\$0.00	\$24.53	\$750.00	\$725.47	3.27	10-3360
10-337000-1	DRIVERS ED REIMBURSEMENT	\$3,992.84	\$3,992.84	\$10,000.00	\$6,007.16	39.93	10-3370-1
3300	Civic Services	3,992.84	5,961.98	15,500.00	9,538.02	38.46	** 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
3600	Welfare Activities Serv	0.00	0.00	0.00	0.00	0.00	** Function
10-370500-26	EARLY CHILDHOOD GRT GRANT	\$0.00	\$39,627.00	\$149,294.00	\$109,667.00	26.54	10-3705
10-371500-27	READING IMPROVEMENT GRAN	\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	0.00	10-3775
10-379200-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3792

Revenue Report

Education Fund

10

Function 3000 Community Services
 Function 3700 Nonpublic School Pupils

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	B - A Budget Balance Revenue	A / B % of Budget	State Account Number
10-379400-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3794
3700	Nonpublic School Pupils	0.00	39,627.00	149,294.00	109,667.00	26.54	** Function
10-380000-32	STATE LIBRARY GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3800
3800	Home/School Services	0.00	0.00	0.00	0.00	0.00	** Function
10-399900-1	OTHER STATE REVENUE	\$0.00	\$0.00	\$500.00	\$500.00	0.00	10-3999
10-399901-1	RESPRO GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3999
3900	Other Community Services	0.00	0.00	500.00	500.00	0.00	** Function
3000	Community Services	104,328.29	445,175.52	956,146.00	510,970.48	46.56	* Function
10-410000-37	TITLE V INVO(CHAR CTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4100
3900	Other Community Services	0.00	0.00	0.00	0.00	0.00	** Function
10-411000-46		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4110
4110	Payments Reg Programs	0.00	0.00	0.00	0.00	0.00	** Function
10-421000-1	FEDERAL LUNCH AID	\$14,273.74	\$21,238.10	\$117,000.00	\$95,761.90	18.15	10-4210
4210	Payments for Regular Programs - Tu	14,273.74	21,238.10	117,000.00	95,761.90	18.15	** Function
10-422000-1	FED BREAKFAST AID	\$4,067.72	\$5,692.18	\$30,500.00	\$24,807.82	18.66	10-4220
4220	Payments for Special Education Prog	4,067.72	5,692.18	30,500.00	24,807.82	18.66	** Function
10-430000-36	TITLE I GRANT	\$0.00	\$0.00	\$97,721.00	\$97,721.00	0.00	10-4300
4300	Payments to Other Govt Units (In-Sa	0.00	0.00	97,721.00	97,721.00	0.00	** Function
10-440000-33	TITLE IV GRT DRUG FREE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4400
4400	Payments to Other Govt Units - Out c	0.00	0.00	0.00	0.00	0.00	** Function
10-462000-38	SP ED INCENTIVE GRT	\$0.00	\$0.00	\$55,000.00	\$55,000.00	0.00	10-4620
10-462001-38	DISCRETIONARY FUNDS	\$0.00	\$0.00	\$21,182.00	\$21,182.00	0.00	10-4620
10-462002-38	SP ED BLOCK GRT	\$0.00	\$277.60	\$8,843.00	\$8,565.40	3.14	10-4620
10-462003-38	DEMONSTR PROJ/LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4620-1
10-462500-1	EXCESS (ROOM/BOARD)	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4625-1
10-474500-40	CARL PERKINS	\$0.00	\$1,968.00	\$7,874.00	\$5,906.00	24.99	10-4745
10-485000-44	SFSF/GSA REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4850
10-485100-44	ARRA TITLE I	\$0.00	\$6,166.00	\$0.00	(\$6,166.00)	0.00	10-4854
10-485700-44	ARRA IDEA PART B	\$0.00	\$44,593.00	\$0.00	(\$44,593.00)	0.00	10-4857-1
10-487000-44	ARRA GSA	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4870-1
10-490000-11		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4900
10-490001-11	MEDICAID-FEE FOR SERV	\$9,189.39	\$10,417.90	\$30,000.00	\$19,582.10	34.73	10-4900
10-490002-11	MEDICAID-ADMIN OUTREACH	\$0.00	\$12,544.20	\$27,000.00	\$14,455.80	46.46	10-4900
10-493000-42	TITLE II TEACHER QUALITY	\$3,820.00	\$3,820.00	\$36,520.00	\$32,700.00	10.46	10-4930

Revenue Report

Education Fund

10

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

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	B - A Budget Balance Revenue	A / B % of Budget	State Account Number
10-494500-14		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4945
10-497100-1	TITLE IID-TECH ENHANC	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4971
10-499900-1	OTHER FEDERAL(STEP)	\$0.00	\$0.00	\$12,180.00	\$12,180.00	0.00	10-4999-1
4430	Payments Other Govt Units Out of State Transfers	13,009.39	79,786.70	198,599.00	118,812.30	40.17	** Function
4000	Nonprogrammed Charges	31,350.85	106,716.98	443,820.00	337,103.02	24.05	* 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
6000	Provision For Contingences	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
7120	Perm Trnf from W/C	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences	0.00	0.00	0.00	0.00	0.00	* Function
10	Education Fund	159,927.42	4,244,793.44	7,508,924.00	3,264,130.56	56.53	Fund

Revenue Report

Oper, Build, & Maint Fund

Function 1000 Instruction
 Function 1112 Junior High

20

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	
20-111200-1	FIRST PRIOR YEAR LEVY	\$0.00	\$552,776.46	\$628,800.00	\$76,023.54	87.91	20-1112	
1112	Junior High	0.00	552,776.46	628,800.00	76,023.54	87.91	** Function	
20-112200-1	TORT IMMUNITY-1ST PRIOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-1122	
1120	Middle-Junior High	0.00	0.00	0.00	0.00	0.00	** Function	
20-123000-1	CORP PERS PROP REPL TAX	\$361,996.79	\$361,996.79	\$561,000.00	\$199,003.21	64.53	20-1230	
1225	Special Education Programs Pre-K	361,996.79	361,996.79	561,000.00	199,003.21	64.53	** Function	
20-151100-1	BLD-INT	\$1,342.24	\$5,968.48	\$20,000.00	\$14,031.52	29.84	20-1511	
20-151500-1	INTEREST - TREE FUND	\$0.00	\$0.00	\$100.00	\$100.00	0.00	20-1515	
1502	Music	1,342.24	5,968.48	20,100.00	14,131.52	29.69	** Function	
20-191000-1	HOUSE RENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-1910	
1910	Pre-K Programs - Private Tuition	0.00	0.00	0.00	0.00	0.00	** Function	
20-191100-1	FACILITY/GROUND RENT	\$500.00	\$500.00	\$500.00	\$0.00	100.00	20-1911	
1911	Regular K-12 Programs - Private Tuition	500.00	500.00	500.00	0.00	100.00	** Function	
20-192000-1	DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-1920	
1920	Gifted Programs - Private Tuition	0.00	0.00	0.00	0.00	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	\$2,954.79	\$1,000.00	(\$1,954.79)	295.48	20-1999	
1922	Truants Alternative/Optional Education	0.00	2,954.79	1,000.00	(1,954.79)	295.48	** Function	
1000	Instruction	363,839.03	924,196.52	1,211,400.00	287,203.48	76.29	* Function	
20-210000-1	OTHER STATE REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-2100	
1922	Truants Alternative/Optional Education	0.00	0.00	0.00	0.00	0.00	** Function	
2000	Support Services	0.00	0.00	0.00	0.00	0.00	* Function	
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	
3900	Other Community Services	0.00	0.00	0.00	0.00	0.00	** Function	
3000	Community Services	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	
4430	Payments Other Govt Units Out of State	0.00	0.00	0.00	0.00	0.00	** Function	
4000	Nonprogrammed Charges	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	

Revenue Report

Oper, Build, & Maint Fund

20

Function 6000 Provision For Contingences
 Function 6000 Provision For Contingences

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	A Revenue Budget	B Budget Balance	B - A Revenue	A / B % of Budget	State Account Number
6000	Provision For Contingences	0.00	0.00	0.00	0.00	0.00	0.00	** Function
20-740000-1	SALE/COMP FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-7400
7120	Perm Trnf from W/C	0.00	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences	0.00	0.00	0.00	0.00	0.00	0.00	* Function
20	Oper, Build, & Maint Fund	363,839.03	924,196.52	1,211,400.00	287,203.48	287,203.48	76.29	Fund

Revenue Report

Debt Service Fund or Fund Group

30

Function 1000 Instruction
 Function 1112 Junior High

		A	B	B - A	A / B	
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	State Account Number
30-111200-1	FIRST PRIOR YEAR LEVY	\$0.00	\$0.00	\$0.00	\$0.00	30-1112
1112	Junior High	0.00	0.00	0.00	0.00	** Function
30-151100-1	B/I-INT INVESTMENTS	\$0.00	\$0.00	\$0.00	\$0.00	30-1511
1502	Music	0.00	0.00	0.00	0.00	** Function
1000	Instruction	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	30-7230
7120	Perm Trnf from W/C	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	* Function
30	Debt Service Fund or Fund Group	0.00	0.00	0.00	0.00	Fund

Revenue Report

Transportation Fund

40

Function 1000 Instruction
 Function 1112 Junior High

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	
40-111200-1	FIRST PRIOR YR LEVY TRAN	\$0.00	\$221,252.87	\$279,900.00	\$58,647.13	79.05	40-1112
1112	Junior High	0.00	221,252.87	279,900.00	58,647.13	79.05	** Function
40-112200-1	1ST PRIOR YR LEVY-TORT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	40-1122
1120	Middle-Junior High	0.00	0.00	0.00	0.00	0.00	** Function
40-123000-1	CORP REPLACEMNT PROP TAX	\$112,000.00	\$112,000.00	\$112,000.00	\$0.00	100.00	40-1230
1225	Special Education Programs Pre-K	112,000.00	112,000.00	112,000.00	0.00	100.00	** Function
40-144100-1	ORPHANAGE TRANS REIMB	\$0.00	\$0.00	\$0.00	\$0.00	0.00	40-1441
1421	Home Ec Occupations	0.00	0.00	0.00	0.00	0.00	** Function
40-151100-1	TRANSP-INT	\$345.07	\$1,175.59	\$1,000.00	(\$175.59)	117.56	40-1511
1502	Music	345.07	1,175.59	1,000.00	(175.59)	117.56	** Function
40-195000-1	REFUND TRANSP	\$0.00	\$0.00	\$0.00	\$0.00	0.00	40-1950
40-199900-1	OTHER LOCAL REVENUE	\$162.00	\$2,246.05	\$4,000.00	\$1,753.95	56.15	40-1999
1922	Truants Alternative/Optional Educat	162.00	2,246.05	4,000.00	1,753.95	56.15	** Function
1000	Instruction	112,507.07	336,674.51	396,900.00	60,225.49	84.83	* Function
40-350000-1	REG TRANSPORTATION AID	\$0.00	\$144,101.34	\$198,598.65	\$54,497.31	72.56	40-3500
40-350500-1	VOC TRANSPORTATION AID	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00	40-3505
40-351000-1	SP ED TRANSPORTATION AID	\$0.00	\$41,955.40	\$115,761.00	\$73,805.60	36.24	40-3510
40-351100-1	OTHER STATE REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	40-3511
3500	Custody/Child Care Serv	0.00	186,056.74	322,359.65	136,302.91	57.72	** Function
40-370500-26	ECE TRANSPORTATION	\$0.00	\$0.00	\$9,213.00	\$9,213.00	0.00	40-3705
3700	Nonpublic School Pupils	0.00	0.00	9,213.00	9,213.00	0.00	** Function
3000	Community Services	0.00	186,056.74	331,572.65	145,515.91	56.11	* Function
40-713000-1	PERMANENT TRANSFER	\$0.00	\$0.00	\$0.00	\$0.00	0.00	40-7130-1
7120	Perm Trnf from W/C	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	* Function
40	Transportation Fund	112,507.07	522,731.25	728,472.65	205,741.40	71.76	Fund

Revenue Report

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

50

Function 1000 Instruction
 Function 1112 Junior High

		A	B	B - A	A / B	
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	State Account Number
50-111200-1	FIRST PRIOR YR LEVY-IMRF	\$0.00	\$18,626.81	\$20,000.00	\$1,373.19	50-1112
50-111201-1	FIRST PRIOR YR-SS	\$0.00	\$0.00	\$0.00	\$0.00	50-1112
1112	Junior High	0.00	18,626.81	20,000.00	1,373.19	** Function
50-111500-1	MEDICARE-FIRST PRIOR YR	\$0.00	\$0.00	\$0.00	\$0.00	50-1115
1115	MUSIC	0.00	0.00	0.00	0.00	** Function
50-115000-1	FIRST PRIOR YR-S S	\$0.00	\$130,390.57	\$140,000.00	\$9,609.43	50-1150
1140	Accelerated Reading Program	0.00	130,390.57	140,000.00	9,609.43	** Function
50-123000-1	CORP PERS PROP REPL TAX	\$0.00	\$0.00	\$0.00	\$0.00	50-1230
1225	Special Education Programs Pre-K	0.00	0.00	0.00	0.00	** Function
50-151100-1	IMRF-INT	\$354.81	\$1,217.97	\$1,500.00	\$282.03	50-1511
1502	Music	354.81	1,217.97	1,500.00	282.03	** Function
50-199900-1	OTHER LOCAL REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	50-1999
1922	Truants Alternative/Optional Educat	0.00	0.00	0.00	0.00	** Function
1000	Instruction	354.81	150,235.35	161,500.00	11,264.65	* Function
50	I.M.R.F./Soc. Sec. Fund	354.81	150,235.35	161,500.00	11,264.65	Fund

Revenue Report

Capital Projects Fund or Fund Group

60

Function 1000 Instruction
 Function 1112 Junior High

		A	B	B - A	A / B	
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	State Account Number
60-111200-1	FIRST PRIOR CAP PROJ	\$0.00	\$0.00	\$0.00	\$0.00	60-1112
1112	Junior High	0.00	0.00	0.00	0.00	** Function
60-151100-1	INTEREST-CAP PROJ	\$343.12	\$3,307.31	\$2,000.00	(\$1,307.31)	60-1511
1502	Music	343.12	3,307.31	2,000.00	(1,307.31)	** Function
60-195000-1	REFUND PRIOR YR EXP	\$0.00	\$0.00	\$0.00	\$0.00	60-1950
60-199900-1	OTHER LOCAL REV CAP PROJ	\$0.00	\$0.00	\$0.00	\$0.00	60-1999
1922	Truants Alternative/Optional Educat	0.00	0.00	0.00	0.00	** Function
1000	Instruction	343.12	3,307.31	2,000.00	(1,307.31)	* Function
60-392000-1	INFRA IMPROVE-PLAN/CONST	\$0.00	\$0.00	\$0.00	\$0.00	60-3920
3900	Other Community Services	0.00	0.00	0.00	0.00	** Function
3000	Community Services	0.00	0.00	0.00	0.00	* Function
60-780000-1	IEMA/CDB TRANSFER	\$0.00	\$0.00	\$0.00	\$0.00	60-7800
7120	Perm Trnf from W/C	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	* Function
60	Capital Projects Fund or Fund Group	343.12	3,307.31	2,000.00	(1,307.31)	Fund

Revenue Report

Working Cash Fund

70

Function 1000 Instruction
 Function 1112 Junior High

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	B - A Budget Balance Revenue	A / B % of Budget	State Account Number
70-111200-1	FIRST PRIOR YR WRKG CASH	\$0.00	\$55,490.77	\$64,800.00	\$9,309.23	85.63	70-1112
1112	Junior High	0.00	55,490.77	64,800.00	9,309.23	85.63	** Function
70-151100-1	WC-INT	\$1,214.78	\$5,177.20	\$38,000.00	\$32,822.80	13.62	70-1511
1502	Music	1,214.78	5,177.20	38,000.00	32,822.80	13.62	** Function
1000	Instruction	1,214.78	60,667.97	102,800.00	42,132.03	59.02	* Function
70-721000-1	PRINCIPAL ON BONDS SOLD	\$0.00	\$0.00	\$0.00	\$0.00	0.00	70-7210
7120	Perm Trnf from W/C	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	* Function
70	Working Cash Fund	1,214.78	60,667.97	102,800.00	42,132.03	59.02	Fund

Revenue Report

Tort Immunity and Judgment Fund

80

Function 1000 Instruction
 Function 1112 Junior High

		A	B	B - A	A / B	
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	State Account Number
80-111200-1	FIRST PRIOR YEAR LEVY	\$0.00	\$0.00	\$0.00	\$0.00	80-1112
1112	Junior High	0.00	0.00	0.00	0.00	** Function
80-151100-1	TORT-INTEREST	\$296.97	\$1,973.84	\$3,500.00	\$1,526.16	80-1511
1502	Music	296.97	1,973.84	3,500.00	1,526.16	** Function
80-195000-1	REFUND PRIOR YR EXP	\$0.00	\$415.00	\$0.00	(\$415.00)	80-1950
80-199900-1	OTHER LOCAL REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	80-1999
1922	Truants Alternative/Optional Educat	0.00	415.00	0.00	(415.00)	** Function
1000	Instruction	296.97	2,388.84	3,500.00	1,111.16	* Function
80	Tort Immunity and Judgment Fund	296.97	2,388.84	3,500.00	1,111.16	Fund

Revenue Report

Fire Prevention/Life Safety

Function 1000 Instruction
 Function 1112 Junior High

90

		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/ 1112 Junior High	\$0.00	\$55,490.85	\$64,800.00	\$9,309.15	85.63	90-1112
		0.00	55,490.85	64,800.00	9,309.15	85.63	** Function
90-123000-1	L/S CORP REPL TAX 1225 Special Education Programs Pre-K	\$150,000.00	\$150,000.00	\$150,000.00	\$0.00	100.00	90-1230
		150,000.00	150,000.00	150,000.00	0.00	100.00	** Function
90-151100-1	LS-INT ON INVESTMENTS 1502 Music	\$172.29	\$668.95	\$2,000.00	\$1,331.05	33.45	90-1511
		172.29	668.95	2,000.00	1,331.05	33.45	** Function
90-199900-1	OTHER REVENUE 1922 Truants Alternative/Optional Educat	\$0.00	\$0.00	\$0.00	\$0.00	0.00	90-1999
		0.00	0.00	0.00	0.00	0.00	** Function
	1000 Instruction	150,172.29	206,159.80	216,800.00	10,640.20	95.09	* 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
	7120 Perm Trnf from W/C	0.00	0.00	0.00	0.00	0.00	** Function
	6000 Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	* Function
	90 Fire Prevention/Life Safety	150,172.29	206,159.80	216,800.00	10,640.20	95.09	Fund
Report Total:		788,655.49	6,114,480.48	9,935,396.65	3,820,916.17	61.54	

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

PAGE 1 OF 2	EDUCATION	O/M	TRANSPORT	IMRF	C/P	W/C	TORT	L/S	TOTALS
Cash/Invest. Begin Month	\$4,779,881.26	\$2,407,786.44	\$468,261.32	\$358,431.02	\$471,542.33	\$1,854,323.95	\$370,609.24	\$80,743.42	\$10,791,578.98
Receipts	\$159,927.42	\$363,839.03	\$112,507.07	\$354.81	\$343.12	\$1,214.78	\$296.97	\$150,172.29	\$788,655.49
Disbursements	\$599,271.19	\$63,117.91	\$76,004.48	\$37,776.82	\$56,039.69	\$0.00	\$429.76	\$0.00	\$832,639.85
Cash/Investments End Month	\$4,340,537.49	\$2,708,507.56	\$504,763.91	\$321,009.01	\$415,845.76	\$1,855,538.73	\$370,476.45	\$230,915.71	\$10,747,594.62
CASH IN BANKS									
Granville National Bank	\$21,109.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,109.89
First State Bank	\$5,800.60	\$158,509.97	\$0.00	\$0.00	\$15,975.12	(\$13,983.08)	\$0.00	(\$120,000.00)	\$46,302.61
North Central Bank	\$10,174.17	\$35,956.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,130.42
Total Cash in Banks	\$37,084.66	\$194,466.22	\$0.00	\$0.00	\$15,975.12	(\$13,983.08)	\$0.00	(\$120,000.00)	\$113,542.92
MONEY MARKET ACCTS.									
Granville National Bank	\$491,117.06	\$13,772.30	\$6,196.96	\$0.00	\$20,588.84	\$19,959.84	\$8,828.25	\$6,103.47	\$566,566.72
Rate 0.45%									
First State Bank	\$1,925,537.12	\$1,230,918.66	\$265,676.35	\$109,543.90	\$378,908.80	\$848,510.45	\$334,830.97	\$216,526.77	\$5,310,453.02
Rate 1.00%									
North Central Bank	\$1,870,737.27	\$707,021.86	\$232,890.95	\$109,231.52	\$373.00	\$6,712.57	\$26,817.23	\$82,302.66	\$3,036,087.06
Rate 0.80%									
Illinois Funds									\$0.00
Rate 0.0%									
Total Money Market Accts	\$4,287,391.45	\$1,951,712.82	\$504,764.26	\$218,775.42	\$399,870.64	\$875,182.86	\$370,476.45	\$304,932.90	\$8,913,106.80
C/D INVESTMENTS									
Granville National Bank									\$0.00
									\$0.00
									\$0.00
									\$0.00

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

PAGE 2 OF 2									\$0.00
	EDUCATION	O/M	TRANSPORT	IMRF	C/P	W/C	TORT	L/S	TOTALS
First State Bank									
22856 11/19/10 1.63%		\$56,250.80		\$102,233.61				\$45,982.79	\$204,467.20
23671 11/22/10 1.31%						\$470,251.46			\$470,251.46
									\$0.00
									\$0.00
									\$0.00
									\$0.00
North Central Bank									
38648 01/27/11 1.85%						\$323,132.35			\$323,132.35
38780 11/17/10 1.46%						\$200,955.14			\$200,955.14
38781 11/17/10 1.58%		\$502,585.82							\$502,585.82
									\$0.00
									\$0.00
Auditor Adjustments									
									\$0.00
Tree Fund									
		\$3,516.44							\$3,516.44
Assets									
	\$13,192.91								\$13,192.91
Adjustments									
	\$20.85		(\$0.02)	(\$0.02)				\$0.02	\$20.83
Liabilities									
	\$2,847.62	(\$24.54)	(\$0.33)						\$2,822.75
TOTAL CASH & INVESTMENTS									
	\$4,340,537.49	\$2,708,507.56	\$504,763.91	\$321,009.01	\$415,845.76	\$1,855,538.73	\$370,476.45	\$230,915.71	\$10,747,594.62

CERTIFIED CORRECT

Alvin F. Rolando

10/31/10

Putnam County Suspension Report Aug/Sept 2010-11			
Name	Days	Date	Reason
Chris Marmy	2	8/25,26	Insubordination
Jacob Cattini	3	9/2,3,6	Smoking
Kyle Hurless	2	9/8,9	Insubordination
Eli Skoflank	1	13-Sep	failed to serve a Saturday detention
Matt Mercer	1	13-Sep	failed to serve a Saturday detention
Kevin Hensley	3	9/16,17,20	fighting
Troy Elliot	3	9/16,17,20	fighting
Matt Mercer	1	20-Sep	failed to serve a Saturday detention
Tyler Boswell	1	20-Sep	failed to serve a Saturday detention
Max Boswell	1	20-Sep	failed to serve a Saturday detention
Boyd Scholle	3	9/20,21,22	failed to serve a Saturday detention+excessive detention
Cody Fues	1	23-Sep	disrespect-profanity-no material to class
Kyle Hurless	2	9/24,27	not following instructions
Max Boswell	2	9/24,27	Truancy
Eli Skoflank	1	27-Sep	failed to serve a Saturday detention
Matt Mercer	1	27-Sep	failed to serve a Saturday detention
CJ Marmy	1	28-Sep	Failed to serve a rescheduled detention
Matt Mercer	3	9/29,30, 10/1	Truancy
18 suspensions were given to 11 students			
18 suspensions were given to 11 students so far this year			

Putnam County Suspension Report October 2009-10			
Name	Days	Date	Reason
Cody Greenwood	1	1-Oct	Smoking
Mike Moore	2	10-1,2	Smoking
Sawyer Jordan	2	10-1,2	Smoking
Skylar Shurts	1	6-Oct	Failed to serve a rescheduled detention
Billy Clark	2	10-7,8	pushing another students head into locker
Jon Dubach	3	10-8,13,14	smoking
Mike Illingworth	2	10-22,23	gross misconduct
Kyle Novotney	1	26-Oct	failure to serve a Saturday detention
Samantha Bickerman	1	26-Oct	failure to serve a Saturday detention
Alex Burcar	1	26-Oct	failure to serve a Saturday detention
Tyler Boswell	1	26-Oct	failure to serve a Saturday detention
Cheyenne Boone	3	10-26,27,28	Smoking
Dylan Angelo	1	27-Oct	excessive detention
Billy Clark	1	28-Oct	class eviction-profanity
Christopher Marmy	5	10-29,30	gross misconduct-excessive detentions
15 suspensions were issued to 14 students			
23 suspensions were issued to 17 students this school year			

**Putnam County High School
Principal's Report
November 15, 2010**

First quarter grades

**Putnam County High School
Grade Analysis 1st Quarter
2010-11**

Grade	# of students with deficiencies	% of class with deficiencies	# of "D" grades	# of "F" grades	Total Deficiencies Total Classes
9 (75)	31	41.3%	30	29	59/525= 11.2%
10 (70)	33	47.1%	42	37	79/490= 16.1%
11 (67)	30	44.7%	46	28	74/518= 14.2%
12 (70)	24	34.2%	28	19	47/490= 9.5%
Total (282)	118	38.6%	146	113	259/1974= 13.1%

GRADE	High Honor Roll	Honor Roll	# of Honor Roll Students	% of Honor Roll Students
9 (75)	19	12	31	31/75=41%
10 (70)	11	14	25	25/70=36%
11 (67)	12	12	24	24/67=36%
12 (70)	17	23	40	40/70=57%
TOTAL 282	59	61	120	120/282=43%

Grades

The number of deficiencies is similar to the number of honor roll students. This data is what we are going to use on Wednesday at our RTI meeting. We are proud of our honor roll students, unhappy with the deficiency students, looking to have more students in the middle. We are going to talk about intervention used on these particular students.

Spirit Week

During the week of October 25-30, spirit week was held at PCHS. The week consisted of black and gold day, duct tape apparel day, super hero/villain day, respect your elders day, and Daisy Mae & Lil A'bner day, and the afternoon of Friday the 29th was filled with talent show and Class competition. The senior class was the winner of spirit week. The week ended with Saturday night being our Sadie Hawkins Dance. We had an incident where two of our students were in violation of our alcohol policy. The police checked the vehicles in the parking lot (as they normally do) and found an open beer can in the back seat. The driver of the vehicle was interviewed in the office and gave us the passengers with her. The police gave all 6 the breathalyzer test, 2 students failed. There parents were called. On Sunday I called the parents to cover the alcohol policy. The parents came into the school for a meeting on Monday, everything went well.

Tri-County Choral Festival

Tuesday, November 2, Putnam County was the host for the Tri-County choral festival. All the schools in the conference were invited to send their chorus students. At noon they students started to arrive, the afternoon was spent rehearsing with guest conductor Mrs. Sonja Hurty, from Augustana College. The students did a great job!!

Sports

Girl's basketball practice is underway, with games starting the week of the 15th and boys started practice the week of the 8th. with their first game the 22nd of November. Wrestling also starts practice the week of the 8th, with their first contest November 27.

Parent/Teacher Conference

We had 196 parent/teacher conferences. We tied in report cards with conferences. It is a shame that there has to be a reason(report card) to get people to school. We have e-mail as a tool for communication, I am having every teacher send an e-mail to every parent about their child. Those parents that are involved, have a child that cares about their education. We need to make a connection!

Board Report for Board Meeting November 15, 2010

Parent/Teacher Conferences

Parent Teacher Conferences October 21, 2010 and October 22, 2010 Putnam County Primary School

All Regular and Special Education Families—93% Attendance

Preschool	K	1	2	
70	66	50	63	Number of Families At the School
69	61	44	58	Number of Families Attending Conference
99%	92%	88%	92%	Percentage of Conference Attendees

Special Education Families Only

Preschool	K	1	2	
4	6	3	1	Number of Families In Special Education
4	2	2	1	Number of Families Attending Conferences
100%	33%	67%	100%	Percentage of Conference Attendees

Title I	
46	Number of Families
37	Number of Families Attending
80%	Percentage of Conference Attendees

Suspensions

- 1 student (2nd grade) received a bus suspension due to the accumulation of bus incident reports. The suspension dates were October 12th through October 15th.

Around the School

- The Putnam County Primary School library has on display a Mastodon shoulder bone. It was found 17 years ago south of Seneca along the river by Tony Maggi. It was 30 feet below river level. This 10,000 year old bone was given to Ron and Diane Chiado by Mr. Maggi. The Chiodos preserved the bone with glue and water, and gave it to the Primary School on October 20th.
- Mr. Wragge and the Putnam County High School FFA students brought an animal fair to Putnam County Primary School on Tuesday, October 26th. The students saw a lot of animals, and were able to ask questions about the animals during small group tours. The FFA even provided a snack of animal crackers and juice after the tours.
- The Putnam County Primary School students, faculty, and staff collected coins for the Putnam County Friends Against Cancer Event. The students collected \$337.11, and the faculty staff made donations to reach the \$500 goal.
- The Primary School has always collected Box Tops for Education. We are now collecting labels from foods made by the Campbell Soup Company. Some of the products include Campbell Soups, V8 juices, Pepperidge Farm Crackers, and Prego Spaghetti Sauce.

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



Dates to Remember

- Monday, November 15th School Board meeting 6:30pm
- Tuesday, November 16th and Wednesday, November 17th Book Fair
- Tuesday, November 16th Parents' Club meeting 6:30pm at the Primary School
- Thursday, November 18th Preschool Family Reading Night
- November 24-25-26 NO SCHOOL
- Tuesday, November 30th Market Day PCHS
- Monday, December 13th Winter Program PCPS and PCES 7pm at PCHS
- Monday, December 20th School Board meeting 6:30pm
- Tuesday, December 21st 2:05 dismissal
- Winter Break Wednesday, December 22nd through Sunday, January 2nd
- Monday, January 3rd 1st first day back from Winter Break

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

Putnam County CUSD No.535 Board Report

Putnam County Elementary

Michael McCann

November 15, 2010

Putnam County Elementary School Honor Roll Announced

Those achieving Honor Roll status during the first nine weeks of the 2010/11 school year are as follows:

Honor Roll:

(5A) Presley Hatton, Hailey Hammel, Luke Griffith, Sydney Buffington, Devin Masters, Quintin Rios Haig, Ray Casford,(5B) Alba Bence, Emile Morine, Lissette Seibert, Alexandra Porter, Robert Haig, (5C) Nichole Archer, Ryan Giacometti, Teegan Pantenberg, Raelee Poole, Gage Presthus, and Cameron Serafini.

High Honor Roll:

(5A) Melanie Brady, Jace Schorn, Mel Voss, Olivia Lawley, Kendell Owens, Cassidy King, Sydney Pederson, Caleb Dzierzynski, Carleigh Wellenreiter, Bailey Davenport, (5B) Cameron Colby, Aleceya Davis, Kylie Edens, Jordyn Friel, Sawyer Gray, Olivia Holmes, Max Huffstodt, Ben Just, Kyle Krystofek, Liam Lockridge, Anna Mattern, Alex Podman, Brea Schorn, Paige Veronda, (5C) Arek Burlingame, Emma Cyr, Ellyonna Glenn, Dominic Green, Catie Nowakowski.

Congratulations students! Keep up the Great Work!

Blast Off into Science

On a bright sunny Friday afternoon, Mrs. Debbie Ward's fifth grade class was involved in a special activity. Mr. Jim Gibson, program coordinator of electronics at IVCC, and Sue Caley Opsal, Anatomy and Physiology Instructor at IVCC, came to Hennepin to help the students make and launch rockets.



Students were given tag board, duck tape, and instructions on how to design their own rockets. The rockets were personalized with a variety of fin styles and creative drawings. Students were also given the option of putting a nickel in between the cone and the rocket body to help with the flight. Once the rockets were constructed, the class headed outdoors to do the launch.

Groups of four students placed their rockets on a special launcher that was controlled by an air compressor. All four rockets were launched at the same time and their flight through the air was observed. Once the rockets landed, students stood in place to have measurements taken for distance. Some of the rockets flew up to 70 feet! On the second launch, the students were able to direct the angle of the flight, from straight ahead to straight up in the air.

"The students enjoyed watching the rockets fly," said Mrs. Ward. "The rocket launch was designed to demonstrate to students how the math and science they learn in school is applied to real work experiences."

The rocket was a STEM (*Science, Technology, Engineering, and Mathematics*) activity. Mr. Gibson and Mrs. Opsal were able to share this activity as a part of a National Science Foundation grant IVCC was awarded.



Suspensions To Date

Out-of-School Suspensions: None

In-School Suspensions: None

Bus Suspensions: Five students received bus suspensions.

Three of the five students have received two suspensions

Eight suspensions in All

September/October Character Counts Assembly Held

Putnam County Elementary's first Character Counts Assembly of the year was held on Thursday, October 21, 2010. This year PC Elementary is holding the Character Counts assemblies every other month. The themes for the combined months were "Trustworthiness and Respect." Sherriff Kevin Doyle was the guest speaker for our kick off assembly. His presence in the school gymnasium certainly commanded the Respect of the students. Sheriff Doyle called upon dozens of students during his presentation to share their ideas about trustworthiness and respect. There is nothing more special to a young student than to be acknowledged when his or her hand is raised and be asked to speak in front of two hundred of their classmates.



Thank you, Sherriff Doyle for helping to make this day so special.

Students winning the "Catch-Me-Can Drawings" were;

(3rd) Isaiah Madonna, Emily Bruch, Luis Gonzalez, Ali Ciucci, Tristan Hudkins, Hannah Henderson, Miles McCook, (4th) Faith Stunkel, Ryan Lund, Aaron Stevens, Donnie Burress, Kaleb Wright, Haley Cioni, and Becky Ramey,

(5th) Sydney Pederson, Carleigh Wellenreiter, Jordyn Friel, Brea Schorn, Nicole Archer and Emma Cyr.

Principal's Report
Prepared by Carl Carlson
Putnam County Junior High
November 10, 2010

Mid-Term for Second Quarter

As I write this report, the mid-term for the second quarter is Thursday, November 11th. We really set a high standard for student achievement in the first quarter. During a recent honor roll awards assembly, we recognized 55% of the 6th graders with a certificate of achievement. The 7th graders honored 40% while the 8th graders recognized 59% of their class with making the honor roll. These are really impressive numbers when compared to the past two years data from first quarter honor rolls. I want to provide a quick data comparison chart to show how our students are achieving at higher levels each year.

2010	6 th Grade 34/62=55%	7 th Grade 23/58=40%	8 th Grade 38/64=59%
2009		6 th Grade 18/60=30%	7 th Grade 30/65=46%
2008			6 th Grade 26/63=41%

As you can see, our current 8th graders have demonstrated a 15% increase as a class compared to their first quarter as sixth graders. The current 7th graders demonstrated a 10% increase since their sixth grade year. This is one area we as a junior high are going to use to compare data and hopefully show as part of consistent growth model. Our focus is to make sure we compare the class as they progress from year to year and not just compare current 7th graders to what last years 7th graders did. That practice does not accurately reflect the ability level of each specific class. The interesting note here is that the sixth grade class comparative to other classes starting their sixth grade years demonstrated a high level of achievement at 55% being on the honor roll. Our hope at the junior high is that this is a direct result of the increased communication between the elementary staff and junior high staff and also our orientation program that we are continuing to try and strengthen.

Girls' Basketball Winding Down as Boys' Season Gets Underway

The junior high girls' basketball team has demonstrated their improvement during the year. In fact, the eighth grade team is in the semifinals of the conference tournament championship. Putnam County Junior High School will also be hosting the 8th Grade IESA Girls Basketball Regional on Tuesday; Nov. 30th and Thursday, Dec. 2nd. The 7th grade team has shown some big improvements as they head into their postseason regional in Wenona either on Saturday, Nov. 20th or Monday, Nov. 22nd depending on their seed. This is another opportunity for us to show off our great facility to the surrounding districts. I want to wish the ladies the best of luck!

The junior high boys' season has gotten underway with games this past week. Both the 7th and 8th grade teams have one loss and one win and the Pumas host Chillicothe yet this week. This will be a very busy stretch over the next two or three weeks with both groups sharing gym space for games and practices. Good luck to all the teams as they represent the school this winter season.

**A Disturbing and Growing Concern to be Noted:
Proper Parental Involvement Regarding Extra Curricular Activities**

The junior high coaches have voiced a concern about the number of disturbing comments toward them from parents of students participating in the various activities. There seems to be an increase in the comments tending to be more of a personal attack toward the coaches and not so much the disagreement on philosophy. For example, not everyone is going to agree with every coach's coaching style. The concern that has been voiced to me that I want to share with the school board is that a growing number of parents in this school district seem to be of the understanding that they have free reign to share their personal disapproval where ever they want. Our coaching staff and I are in the process of looking into developing a parental workshop on the etiquette of being a parent of an athlete. We have our parent meetings prior to every season and the parents sign off on the rules. I think this is a formality that looks good on paper but are there really results of the parents understanding its true intention and purpose. There seems to be a big misunderstanding on the importance and need for the chain of communication. We stress to parents to schedule a meeting with the coach directly regarding issues. If that does not suit the parents they are to schedule a meeting with our AD and/or myself. If that still does not meet their needs they are to report to the superintendent. It is extremely counter productive to voice personal disapproval or discontent out in public places. This should be voiced to the initial source directly. The practice of allowing that type of activity to go on right now is how misinformation is spread and ultimately the reputation people that have worked so hard to build can be destroyed in the matter of minutes. I just wanted to share the concerns being observed. As a junior high school feeding into the high school perhaps it is our job to try and educate our parents to hopefully reverse this trend and try to contain a this type of cycle before it spirals out of control.

Parent-Teacher Conferences

There was a pretty good turn out for parent-teacher conferences. The initial numbers look like we were around 30%. We still have some teachers following up with phone calls and emails for some parents that could not attend. We still are not getting the parents in for students that are struggling. This year we required parents to come in and pick up student report cards. Students are not consistently taking the report cards home especially if the results are less than favorable. Also, with Teacherease, a majority of parents already know the results of the grades. I directed the staff to work toward one hundred percent contact with the students in their homeroom. Our goal is to have this completed by the end of the month and to also make sure student mid-terms are received. idea is to contact the parents and inform students so there is adequate time to improve their performance. The issue of retention has been a hot topic during our team discussions the past week and a half. The issue centers on students that continue to fail multiple classes from the first quarter report card. Again, the big concern here goes back to the poor attitude and not completing required work. I am in the process on contacting the parents of this small group and scheduling a meeting with the parents, students, and grade level team to inform them of the urgency of the situation and what could happen if the student continues on the same course. For your information, this number is significantly lower than last year with two or three students per grade level.

Staff Evaluations

Staff evaluations have been going well. The new evaluation tool is much more user friendly and the information and data that can be shared in the process is more relevant to improving teaching. The staff remains very committed to student achievement and ultimately cares about the students. I will have the first round of evaluations completed prior to the winter break.

Suspensions

I wanted to provide my data regarding student suspensions issued to this point in time this school year. I have issued one half-day suspension for inappropriate behavior toward another student and one full day suspension for excessive detentions. One student received a three day bus suspension for excessive write ups. Also, a student had been suspended for two days for an incident.

Overall Atmosphere

There have been a few disruptions to the “normal” school routine with extended weekends, student pep assembly, upcoming holidays, and Red Ribbon Week. However, these are all part of the whole process. The Student Council sponsored Red Ribbon Week and there was a tremendous level of participation by the student body. The students dressed in different themes each day. Thanks to Ms. Darrah and all the Student Council members for all their hard work.

Our school will hold an assembly to honor our local veterans. We anticipate close to last years numbers with sixteen local veterans scheduled to attend our assembly. The band will play a couple songs and Mr. Keith Baldwin from Henry will provide the rest of the activities involving other local veterans.

I look to continue motivating the staff and students as we head into the halfway point of the year. I will look at providing each staff member with a positive that is going on within his or her classroom. I want to make sure that each day is maximized to its fullest right up to the winter break.

Bus Company Contacts

10/15	Parent Complaint, bullying on bus	Illinois Central called
10/20	Lack of bus tape reported	3:45 p.m. call to bus co.
10/20	E-mail from Mr. Carlson, bus issues	Another call to Illinois Central
10/21	Report of Black Bus, lack of stop	Tammy from bus co. will discuss.
10/25	Brown Bus late at Hennepin	Message for Bobbie, problem addressed
10/27	Apology for safety concerns (letter from Illinois Central)	Driver and monitor received disciplinary action
10/28	Special Ed bus concern Report of Dark Blue Bus, Rte 26	Bus company called to address issues
11/1	Call to junior high from Illinois Central, unresponsive child	Call to bus company, requesting why ambulance was not called by them Child was just in a deep sleep.
11/3	Call to ROE to verify that Illinois Central had completed verification	ROE said that bus company did not send in report. Report from bus co. now done.
11/3	Mr. McCann reported that 2 old buses were in service at Hennepin. (no tapes on those buses)	Bus company changed buses to comply with our contract.
11/8	Fuel escalation costs were assessed.	I called bus company to remind that contract calls for that in December.
11/9	Parent complaint about younger children sitting at back of bus	Contact was made to bus company, reminding that younger children usually sit toward front for safety, etc.

Please distribute to Board members and appropriate staff

PRESS

ISSUE 74, October 2010

Policy Reference Education Subscription Service

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Policies and Procedures Amended Due to New Legislation *Unless otherwise stated, all public acts are currently effective.*

School Boards

- ▶ 2:20-E, *Exhibit - Waiver and Modification Request Process*, is rewritten. It now contains three actor-action tables.

The first actor-action table is new. It implements 105 ILCS 5/22-60, added by P.A. 96-1441, allowing districts to be exempt from unfunded or underfunded mandates. The exemption is applicable to only: (1) School Code mandates enacted after 8-20-2010, and (2) ISBE rules adopted after 8-20-2010 other than rules promulgated with respect to Section 22-60 or statutes already enacted on or before 8-20-2010.

A district must petition its Regional Superintendent on or before February 15 to request an exemption from implementing the mandate in school(s) in the next school year. The Regional Superintendent must hold a public hearing on the petition. The legislation does not specify the grounds on which a Regional Superintendent may deny a district's petition. A reasonable interpretation is that the Regional Superintendent may deny a petition only if one of the required elements is missing. Consistent with such an interpretation, the hearing's purpose would be to examine the credibility/accuracy of those elements. This interpretation, however, has not been tested.

Districts may simultaneously seek a waiver or modification using the new Section 22-60 and the pre-existing waiver process in Section 2-3.25g (the district demonstrates that it can address the mandate in a more effective, efficient, or economical manner, or a waiver is necessary to stimulate innovation or improve student performance).

The second actor-action table is the previously existing table. This table implements 105 ILCS 5/2-3.25g, amended by P.A. 96-861, allowing districts to request a waiver or modification of an ISBE rule. It is updated to: (1) include web-links to ISBE resources, (2) reference 715 ILCS 5/2, amended by P.A. 96-1144, allowing publication of notices in a newspaper published in an adjoining county if there is no newspaper published in the district's county.

The third actor-action table is new. It implements 105 ILCS 5/24-2(b), added by P.A. 96-640, allowing districts to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on:

1. The third Monday in January (the birthday of Dr. Martin Luther King, Jr.);
2. February 12 (the birthday of President Abraham Lincoln);

3. The first Monday in March (known as Casimir Pulaski's birthday);
4. The second Monday in October (Columbus Day); and/or
5. November 11 (Veterans' Day).

The person(s) honored by the holiday must be recognized through instructional activities conducted on that day or, if the day is not used for student attendance, on the first school day preceding or following that day. Before holding school or scheduling an institute, conference, or development activity on any of these holidays, the board must hold a public hearing on the proposal.

- ▶ 2:150, *Committees*, remains unchanged other than its legal references are updated. The footnotes are updated to:

1. Identify the board committees that are required by State law, i.e., Parent-Teacher Advisory Committee and Behavioral Interventions Committee.
2. Discuss compliance with the Open Meetings Act (5 ILCS 120/1.02) and the Freedom of Information Act (5 ILCS 140/2). A footnote mentions the requirement for board committees to "approve the minutes of its open meeting within 30 days after that meeting or at [its] second subsequent regular meeting, whichever is later." 5 ILCS 120/2.06, amended by P.A. 96-1472, eff. 1-1-2011. A footnote now references policy 2:200, *Types of School Board Meetings*, which designates the superintendent, on behalf of each board committee, to receive the mandatory training on compliance with the Open Meetings Act that is administered by the Ill. Public Access Counselor.
3. Recognize that boards may create and list other standing committees, e.g., an audit committee as authorized by 105 ILCS 5/10-22.45.
4. Add the citation for an appellate decision holding that the Open Meetings Act generally does not apply to staff committees.
5. Expand the list of common superintendent committees.

- ▶ 2:220, *School Board Meeting Procedure*, is amended to comply with:

1. 5 ILCS 120/2.06(b), amended by P.A. 96-1473, eff. 1-1-2011. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later. Open meeting minutes must be available for inspection during regular office hours within 10 days, rather than 7 days, after the board's approval.
2. 105 ILCS 5/10-7, amended by P.A. 96-998, changed the deadline requirement for submitting minutes to the board treasurer from "~~on the first Monday of April~~

~~and October~~ to "times as the Treasurer may require."

Additional statutory exceptions to the majority vote rule (a majority of the votes cast determines a motion's outcome) are added to the footnotes.

► 2:230, *Public Participation at School Board Meetings and Petitions to the Board*. Two of the policy's guidelines for public comment are re-written as follows:

1. Observe the ~~The Board President's decision to~~ President may shorten public comment to conserve time and give the maximum number of individuals or ~~lengthen an individual's opportunity to speak. The President may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past 2 months.~~
2. Observe the ~~The Board President's decision~~ President shall have the authority to determine procedural matters regarding public participation not otherwise cov~~ered~~ defined in Board policy.

The legal references and footnotes are edited in response to an Open Meetings Act amendment which states: "Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body." 5 ILCS 120/2.06, amended by P.A. 96-1473, eff. 1-1-2011. The School Code contains almost the same provision. It states: "At each regular and special meeting which is open to the public, members of the public and employees of the district shall be afforded time, subject to reasonable constraints, to comment to or ask questions of the board."

The guidelines for public comment should be reviewed with the board attorney. The list in the sample policy may be customized. Restrictions on public comment during board meetings must respect free speech rights guaranteed by the First Amendment. Do not use viewpoint-based restrictions on public comment time unless approved by the board attorney. Examples of the many decisions addressing the tension between free speech and rules for public comment are added to a footnote as follows:

Lowery v. Jefferson Co. Bd of Educ., 586 F.3d 427 (6th Cir., 2009)(upheld a rule prohibiting speakers from being frivolous, repetitive, or harassing).

Steinburg v. Chesterfield County Planning Commission, 527 F.3d 377 (4th Cir. 2008), *cert. denied* (upheld removal of a man from a public meeting for behaving in a hostile manner).

Norse v. City of Santa Cruz, 586 F.3d 697 (9th Cir. 2009)(upheld community member's removal from city council meeting after community member gave Nazi salute in presiding officer's direction).

Fairchild v. Liberty Indep. School Dist., 597 F.3d 747 (5th Cir., 2010)(upheld a policy banning discussion of personnel matters during public comment; the rationale turned, at least in part, on the Texas open meetings law).

Bach v. School Board of the City of Virginia Beach, 139 F.Supp.2d 738 (E.D.Va. 2001)(struck down a rule that prohibited personal attacks during public comments at meetings).

Mnyofu v. Rich Tp. High School Dist., 2007 WL 1308523 (N.D.Ill., 2007)(school boards may impose guidelines for running meetings to maintain effectiveness).

► 2:250-E2, *Exhibit - Immediately Available District Public Records*, is updated to:

1. Require official open meeting minutes to be posted within 10 days, rather than ~~7~~-days, of the board's approval and remain posted for at least 60 days. 5 ILCS 120/2.06(b), amended by P.A. 96-1473 (eff. 1-1-2011).
2. Re-number the citation to the Administrator Salary Compensation Report's web-posting requirement. 105 ILCS 5/10-20.46 to 50, added by P.A. 96-434 and re-numbered by P.A. 96-1000.
3. Require that a description of activities to address intergroup conflict be posted on the district website if the board has adopted a program authorized by Sec. 27-23.6 (optional program).

► 2:260, *Uniform Grievance Procedure*. The list of statutes that may serve as the basis of a grievance is updated to:

1. Add "Bullying, 105 ILCS 5/27-23.7." P.A. 96-952 states that no student shall be subject to bullying.
2. Delete "~~Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400 et seq.~~" Unique and specific complaint resolution mechanisms are expressly provided under IDEA, Article 14 of The School Code, and their respective implementing regulations.
3. Add "Employee Credit Privacy Act, 820 ILCS 70/." Unless a satisfactory credit history is a *bona fide occupational requirement* of a particular position, this Act prohibits an employer from:
 - (a) Refusing to hire, discharging, or otherwise discriminating against an individual with respect to employment because of the individual's credit history or credit report,
 - (b) Inquiring about an applicant's or employee's credit history, or
 - (c) Ordering or obtaining an applicant's or employ-

ee's credit report from a consumer reporting agency.

The Act identifies circumstances in which a satisfactory credit history is a *bona fide occupational requirement* of a particular position, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more. A person who is injured by a violation of this Act may bring a civil action to obtain injunctive relief and/or damages (820 ILCS 70/25, added by P.A. 96-1426, eff. 1-1-2011). The court must award costs and reasonable attorney's fees to a prevailing plaintiff. The Act does not require a grievance procedure.

The policy's legal references are updated accordingly.

Operations

► 4:10, *Fiscal and Business Management*, is updated to reflect P.A. 96-1277 and P.A. 96-1201.

1. P.A. 96-1277 now codifies the long-held understanding and practice of districts of abating money from the working cash fund and transferring it to funds most in need of the money, provided that the district maintains an amount to credit the working cash fund. This generally means that the district must document the need to repay (credit) the working cash fund. The Act legislatively overturned a conclusion in *G.I.S. Ventures v. Novak* that abatements of the working cash fund could only be transferred to the education fund. The policy language and footnotes now clarify this issue. An updated footnote defines the purpose of the working cash fund, which is to enable the school district "to have in its treasury at all times sufficient money to meet demands for ~~ordinary and necessary~~ expenses."
2. P.A. 96-1201 extended the time period during which a district may transfer money from specified funds for any purpose to June 30, ~~2010~~ 2013.

The legal citations and footnotes are also updated accordingly and include the citation to 23 Ill.Admin.Code Part 100.

► 4:150, *Facility Management and Building Programs*, is updated in the legal citations and footnotes to reflect P.A. 96-1000, which amended 105 ILCS 5/10-20.46 to 49. Updated footnotes also reflect four other public acts and an amended Americans with Disabilities Act Amendments Act regulation as follows:

1. P.A. 96-73 requires all new State-funded building construction and major renovation projects to meet specified environmental requirements. Waivers may be granted by the Capital Development Board in certain situations.

2. P.A. 96-252 now provides an expedited process in emergency situations for a district to levy a tax for "fire prevention, safety, energy conservation, disabled accessibility, school security, and specified repair purposes."

3. P.A. 96-1474 allows a board, subject to certain notice requirements, to transfer surplus life safety taxes and interest earnings thereon to the operations and maintenance fund for building repair work.

4. P.A. 96-893 is added to a footnote to reflect that the Suburban Cook County Regional Office of Education was abolished and its duties and powers transferred to an Intermediate Service Center.

5. 28 C.F.R. Parts 35 and 36 contain the updated rules implementing the American with Disabilities Act prohibiting discrimination on the basis of disability in services and facilities; 28 C.F.R. Part 36, App. B contains the 2010 ADA Standards for Accessible Design.

► 4:170, *Safety*, is updated for purposes of continuous improvement along with footnote updates in response to several public acts. The requirement for schools to conduct a law enforcement drill is clarified. While the law is written that a law enforcement agency must trigger a law enforcement drill, the intent and practical application of the law suggest that the law enforcement drill should be conducted as the language in the policy now reads:

~~When contacted by the appropriate local law enforcement agency with a request to conduct and participate in a law enforcement drill, the~~ The Superintendent or appropriate designee must conduct a law enforcement drill in one of the District's school buildings during the academic year. Any appropriate local law enforcement agency may conduct and participate in the law enforcement drill.

Footnotes throughout are updated as follows:

1. P.A. 96-1268 required a footnote update to reflect another change to the Automated External Defibrillator (AED) requirements. A person supervising an activity at an outdoor physical fitness facility no longer needs to bring an AED along when no building within 300 feet of the outdoor physical fitness facility exists.
2. P.A. 96-1066 required a footnote update to reflect the four exceptions that allow a bus driver to use a cell phone while operating a bus.
3. P.A. 96-893 is added to a footnote to reflect that the Suburban Cook County Regional Office of Education was abolished and its duties and powers transferred to an Intermediate Service Center.

► 4:170-AP2, *Administrative Procedure - Criminal Offender Notification Laws*, is updated to reflect P.A. 96-1452 and P.A. 96-431. P.A. 96-431, effective back in August 2009, clarified criminal offense convictions that disqualify an individual from school district employment. A new sub-head titled **Student Teachers** reflects P.A. 96-1452. It requires a student teacher to provide a written authorization for, and payment of the costs of, a fingerprint-based criminal history records check and checks of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database prior to participating in any field experiences in a district. The Act is silent about the process to obtain the criminal background check for a student teacher. This procedure provides a reasonable interpretation that the student teacher's higher education institution facilitates the required check and provides the superintendent with the results. Other changes throughout were made to reflect the procedures of P.A. 96-1452. We also added other minor clarifications and Database and Registry website links. Cross references to procedures and exhibits are now cited within the procedure.

► 4:170-AP6, *Administrative Procedure - Plan for Responding to a Medical Emergency at a Physical Fitness Facility*, is updated to reflect P.A. 96-1268. It deletes the requirement for the person responsible for supervising an activity at an outdoor physical fitness facility to ensure that an AED is available. AED legislation and rules have been amended several times in as many years. A footnote instructs that while 77 Ill.Admin.Code §527.600(c) still requires the person responsible for supervising the activity at the outdoor physical fitness facility to ensure that an AED is available, P.A. 96-1268 supersedes it. We made other non-substantive clean up changes to keep the procedure current.

Personnel

► 5:10, *Equal Employment Opportunity and Minority Recruitment*, now states that the district "shall provide equal employment opportunities to all persons regardless of their ... credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position." Employee Credit Privacy Act, 820 ILCS 70/, added by P.A. 96-1426, eff. 1-1-2011. This Act is discussed in 2:260, *Uniform Grievance Procedure*, above.

A new footnote addresses the requirement to accommodate mothers who choose to continue breastfeeding after returning to work. Right to Breastfeed Act, 740 ILCS 137; Nursing Mothers in the Workplace Act, 820 ILCS 260/, and Fair Labor Standards Act, 29 U.S.C. §207(r), amended by P.L. 111-148. It references the sample language for a personnel handbook in 5:10-AP, *Administrative Procedure - Workplace Accommodations for Nursing Mothers*.

► 5:10-AP, *Administrative Procedure - Workplace Accommodations for Nursing Mothers*. This procedure contains language appropriate for a personnel handbook and, for this reason, we removed the legal references. Its content is controlled by both State and federal law. The laws must be read together so that the greatest protections from each are given to the employee. The State law (Nursing Mothers in the Workplace Act, 820 ILCS 260/) preceded the federal requirements. The federal Patient Protection and Affordable Care Act amended Section 7 of the Fair Labor Standards Act to require a break time for nursing mothers. 29 U.S.C. §207(r), amended by P.L. 111-148. Only employees who are covered by overtime pay requirements are entitled to breaks to express milk under federal law. State law covers all employees. See the U.S. Dept. of Labor's factsheet, *Break Time for Nursing Mothers under the FLSA*, www.dol.gov/whd/regs/compliance/whdfs73.pdf.

► 5:30, *Hiring Process and Criteria*, is amended throughout the policy and in several footnotes as follows:

1. P.A. 96-431, effective back in August 2009, and addressed in several policies and procedures last year, amended the list of criminal offense convictions that disqualify an individual for employment. We added a footnote citation to ensure the correct list is used.
2. HB 5863, eff. 1-1-2011, requires a new sentence that reads: "No substitute teacher will be employed without first presenting his or her certificate of authorization from the Regional Superintendent."
3. P.A. 96-1426, eff. 1-1-2011, required a new sentence that reads: "The Superintendent or designee shall ensure that an applicant's credit history or report from a consumer reporting agency is used only when a satisfactory credit history is an established bona fide occupational requirement of a particular position." A footnote cites the Employee Credit Privacy Act and identifies circumstances that permit a satisfactory credit history to be a job requirement.
4. P.A. 96-1452 required clarification of the sentence that allows a board president to share records of convictions "only with the Superintendent, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision, or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database."

► 5:30-AP1, *Administrative Procedure - ~~Job Interviews~~ Interview Questions*, is updated and expanded. The table contains a row for each protected classification with examples of interview questions that would constitute illegal discrimination. Examples of acceptable questions are included.

- ▶ 5:30-AP2, *Administrative Procedure - Investigations*, is amended in response to several public acts as discussed above in 5:30, *Hiring Process and Criteria*. Three other public acts required the following amendments:

1. P.A. 96-623 required changes within the **Immigration Investigation** subhead to address the use of the Employment Eligibility Verification System (E-Verify). If an employer uses E-Verify to complete Form I-9, it must view the Ill. Dept. of Labor's factsheet.
2. Both P.A. 96-962 and P.A. 96-1182 addressed bus driver certifications. Both acts contain various vehicle code offenses that disqualify an individual from applying for a school bus driver permit or obtaining certification through the Secretary of State. Citations to both public acts were added within the **Applicant for Bus Driver** section.

We also brought much of the footnote language into the administrative procedure, so that the information is not lost to administrators as they use it. P.A. 96-431, effective back in August 2009, also required us to update the lists of and citations to criminal offenses in the procedure that are listed at 105 ILCS 5/10-21.9 and 5/21-23a.

- ▶ 5:90, *Abused and Neglected Child Reporting*, is updated to reflect P.A. 96-1446. Legal references contain citations to the Abuse of Adults with Disabilities Intervention and Dept. of Human Services Acts. We updated cross-references and made amendments to the language as follows:

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall immediately: (1) 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, and (2) follow any additional directions given by the Illinois Department of Children and Family Services to complete a report.

This sentence is amended because P.A. 96-1446 directs DCFS to redirect calls involving "disabled adult students" to the Ill. Dept. of Human Services' Office of the Inspector General.

Footnotes discuss several practical implications and caveats with P.A. 96-1446 that school officials should address with the board attorney. The biggest one is that this legislation provides no mechanism for a school district to receive the results of *non-substantiated* investigations involving "disabled adult students" from the Ill. Dept. of Human Services Office of Inspector General. Receiving results from a DCFS Child Protective Service Unit that a report made under the Abused Neglected Child Reporting Act is *unfounded* stops a superintendent's duty, upon being requested for a reference concerning an employee or former employee, to disclose to

the requesting school district the fact that a district employee has made a report involving the conduct of the applicant. With no mechanism to receive such information from the Ill. Dept. Human Services, a superintendent's duty to disclose cannot end.

Another footnote is updated in response to P.A. 96-893 with an alternative for districts in suburban Cook County to replace "Regional Superintendent" with "appropriate Intermediate Educational Service Center."

- ▶ 5:120, *Ethics and Conduct*, is renamed and updated in response to P.A. 96-1319. This amendment to the Ill. Human Rights Act makes it important for the board to address employee conduct in its policy. A school district commits a civil rights violation by failing to take remedial action, or failing to take appropriate disciplinary action, against any employee when the district knows that the employee committed or engaged in sexual harassment of a student. 775 ILCS 5/5A-102, amended by P.A. 96-1319. In response to this legislation, we added the following sentence: "Any employee who sexually harasses a student or otherwise violates the employee conduct standards will be subject to discipline up to and including dismissal." An optional sentence states an expectation for the superintendent that the board can monitor, i.e.: "The Superintendent or designee shall identify appropriate employee conduct standards and provide them to staff members."

Sample conduct standards are contained in administrative procedure 5:120-AP2, *Administrative Procedure - Employee Conduct Standards* (not amended in this **PRESS** issue). The footnotes identify the other policies that prohibit sexual harassment.

- ▶ 5:120-AP1, *General Personnel - Administrative Procedure - Statement of Economic Interests for Employees*, is updated in response to 5 ILCS 420/4A-108, added by P.A. 96-1336, eff. 1-1-2011. This legislation allows any county clerk to use a mandatory system of Internet-based filing of economic interest statements; if done, the clerk must post the statements, without the addresses, of the filers, on a publicly accessible website.
- ▶ 5:185, *General Personnel - Family and Medical Leave*, remains unchanged. A footnote is updated in response to an amendment to the Ill. Family Military Leave Act, 820 ILCS 151/, amended by P.A. 96-1417, eff. 1-1-2011. The footnote explains that attorneys disagree whether this Act applies to schools because its definition of *employer* does not specify school districts. The Act requires a covered employer to allow a spouse, parent, child, or grandparent of a person called to military service to take an unpaid leave of 15 or 30 days, depending on the number of individuals employed by the employer. The length of leave provided to an employee may be reduced as provided in the amendment.

The U.S. Dept. of Labor is scheduled to publish proposed regulatory changes to implement the National Defense Authorization Act for FY 2010; these will implement the expanded military leave provisions in the Family and Medical Leave Act.

- ▶ 5:220, *Substitute Teachers*, is updated in response to HB 5863, eff. 1-1-2011. New language in the policy now reads: "A substitute teacher must hold a valid teaching or substitute certificate and present a certificate of authorization from the Regional Superintendent showing that he or she is approved to substitute teach." Another amended sentence now reads: "The School Board ~~annually~~ establishes a daily rate of pay for substitute teachers." A third sentence is updated to read: "~~No fringe benefits are given substitutes.~~ Substitute teachers receive only monetary compensation for time worked and no other benefits." Footnotes are added and amended accordingly.
- ▶ 5:220-AP, *Administrative Procedure - Substitute Teachers*, is updated as discussed above in 5:220, *Substitute Teachers*. An extra subhead, **Superintendent's Responsibilities**, is added. It requires the superintendent to verify a substitute teacher's certificate of authorization with the Regional Superintendent or, when applicable, Intermediate Service Center. Other non-substantive changes are made throughout to update and improve the procedure. We made several other non-substantive updates to keep the procedure current.
- ▶ 5:260, *Student Teachers*, is updated to reflect P.A. 96-1452 as discussed above in 5:30, *Hiring Process and Criteria*. The superintendent now coordinates with each student teacher's higher education institution to obtain a fingerprint-based criminal history records check and checks of the Statewide Sex Offender and Statewide Child Murderer and Violent Offender Against Youth Databases. We also deleted the language requiring the superintendent to screen the student teacher against these databases. An optional policy provision is added in response to 23 105 ILCS 5/21-14(e)(3)(E)(viii) and 23 Ill.Admin.Code §25.875. It states that a teacher may be eligible for Continuing Professional Development Units (CPDU) for supervising a student teacher or teacher education candidate in clinical supervision.

Instruction

- ▶ 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*, is updated in the legal references and within the footnotes. P.A. 96-1423 gives a new definition of *dropout*. The Illinois Hope and Opportunity Pathways through Education (IHOPE) Program's implementing rule, 23 Ill.Admin.Code Part 210, is also cited in

the footnotes.

- ▶ 6:210, *Instructional Materials*, is updated within the footnotes. P.A. 96-1403 now includes electronic or digital textbooks that are used for educational purposes within the term *textbook* and *instructional materials*.
- ▶ 6:300, *Graduation Requirements*, is updated with a new sentence and within the legal references and footnotes. The Educational Opportunity for Military Children Act, 105 ILCS 70/35(d), added by P.A. 96-953, requires school districts to ensure graduation for students who transfer during their senior year as a result of their parent being on active military duty by:
 1. Making reasonable adjustments to ensure graduation if possible, or
 2. Making reasonable efforts to ensure that the transferor (original) school district issues the student a diploma.

Students

- ▶ 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, is updated with a new sentence and removal of a paragraph and placing it as an option in the footnotes. The new sentence and its footnote clarify that: "A student will be enrolled without a birth certificate." The footnote explains that presenting a birth certificate is a missing children's law enforcement issue, and failure to present one may not be used to deny enrollment. Doing so could open a district to allegations that it is denying enrollment based upon immigration status alone, which would violate well-established case law. The paragraph we moved into the footnotes as an option reads: "Parents/guardians may request early admission for a child. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly." The footnote explains that if a board chooses to add the paragraph, it should consider implementing specific and objective criteria for early admissions and address such issues as who pays the costs for assessments, etc. We also updated the legal references, cross references and footnotes to reflect P.A. 96-1423 and P.A. 96-953.
 1. P.A. 96-1423 requires that if a transferor (original) school does not receive notification of the transfer from the former student's new school on or before July 31 following the school year during which the student withdraws from the transferor school, the transferor school district must include the student in the calculation of its annual dropout rate. A footnote explains P.A. 96-1423 now supersedes the ISBE rule, which still reflects the prior law allowing 150 days.
 2. P.A. 96-953 enacted the Educational Opportunity for Military Children Act, 105 ILCS 70/. It allows out-of-

state transfer students, including children of military personnel, to use unofficial transcripts for admission to a school until official transcripts are obtained from the student's last school district.

In response to feedback, we clarified other footnotes. One discusses that the phrase "a child between the ages of 7 and 17" means "a child is 17 until his or her 18th birthday." The other aligns references on acceptable proof of identity for students to match the clarifications made in July **PRESS** Issue 72 to 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

- ▶ 7:60, *Residence*, is updated in the legal references and footnotes to reflect P.A. 96-953 as discussed above in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. The Educational Opportunity for Military Children Act affects students who may attend a district school without a tuition charge. A footnote explains that the Act requires districts to allow non-resident children to attend school tuition free when they are placed with a person who:

1. Has temporary custody of a child of a person who is on active military duty, and
2. Is responsible for making decisions for that child.

Other footnotes are updated in response to feedback.

- ▶ 7:60-AP2, *Administrative Procedure - Establishing Student Residency*, is updated to reflect P.A. 96-953, as discussed above in 7:60, *Residence*. In the step titled "Anyone Seeking to Enroll a Student," we added a new subhead with a corresponding footnote. The new subhead is titled **Military Personnel Placing Non-Resident Child/Ward with Non-Custodial Parent while on Active Military Duty**. Its contents explain that a non-resident child may not be charged tuition. Another sentence explains that if the child's parent has provided the non-custodial individual a "special power of attorney," for school related decisions, the non-custodial individual should provide it to the school for filing in the student's temporary record.

- ▶ 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*, is also updated in response to P.A. 96-953, as discussed in the above materials. It also amended 105 ILCS 5/27-8.1, which requires health examinations and immunizations. We amended two sentences in the subhead titled **Required Health Examinations and Immunizations**. They now read:

1. "Unless the student is homeless or transferring from out-of-state, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the

required health forms are presented to the District." Footnotes to this sentence explain that out-of-state transfer students must be enrolled upon proof of an appointment to receive vaccinations. Out-of-state transfer students then have 30 days to provide proof of vaccination before exclusion until such proof is provided to the school. Another footnote clarification explains that districts also have local discretion to set a date earlier than October 15 to comply (i.e., the first day of school) as long as a school district provides 60 days' notice.

2. "New students who register ~~mid-term~~ after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations." While this amendment was not required by new legislation we included it to clarify *midterm* registration in light of P.A. 96-953. An amended footnote discusses the importance of consulting the board attorney if the board has set a time period longer than 30 days for students who enroll midterm to comply with health and immunization requirements.

We also added 23 Ill.Admin.Code §1.530 to the legal references. ISBE amended this rule to reflect past legislation about how school districts report compliance with the examinations and immunizations prescribed by 105 ILCS 5/27-8.1. Other footnotes were amended for continuous improvement, which included the addition of a link to a FAQ from the Ill. Dept. of Public Health titled "Questions & Answers Regarding School Health Record Issues."

- ▶ 7:190-AP3, *Administrative Procedure - Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*, is amended to reflect P.A. 96-1414, eff. 1-1-2011. It amended the Juvenile Court Act, 705 ILCS 405/5-905(2.5), to allow local law enforcement to "disclose the identity of a victim of aggravated battery, battery, attempted first degree murder, or another non-sexual violent offense to appropriate school officials if the presiding judge of the juvenile court approves the disclosure to prevent foreseeable violence."

- ▶ 7:270, *Administering Medicines to Students*, is updated with a cross-reference to the new policy 7:285, *Food Allergy Management* (addressed in August **PRESS** Issue 73). Updated footnotes reflect P.A. 96-1460. It allows students to carry asthma medication when a parent/guardian provides written authorization and the asthma medication's prescription label.

- ▶ 7:270-E, *Exhibit - School Medication Authorization Form*, is rewritten to reflect P.A. 96-1460 as discussed above in 7:270, *Administering Medicines to Students*. We added a subhead titled **Asthma Inhaler**. It provides a place for a parent/guardian to provide written authorization for the

student to *self-administer* (including carry) his or her asthma medication. A space is included for the asthma inhaler prescription label to be attached. We made other minor edits to the form to reflect the language of P.A. 96-1460.

- ▶ 7:290, *Adolescent Suicide Awareness and Prevention Programs*, is unchanged. A cross reference to 5:100, *Staff Development Program*, is added and footnotes now reflect P.A. 96-951. It clarifies that school social workers, along with other school personnel who work with students in grades 7 through 12 must be trained to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques. A footnote explains that staff may earn continuing professional development credits through participation in or presenting at an in-service training program on suicide prevention that is jointly approved by the State Teacher Certification Board and ISBE. Another footnote provides links to information from the Suicide Resource Center and discusses progress on the goals in the Illinois Suicide Prevention Strategic Plan. We added a link to an awareness public prevention campaign pilot program titled *It Only Takes One*, available at: www.itonlytakesone.org/.
- ▶ 7:310, *Restrictions on Publications and Written or Electronic Material*, is renamed and updated. We added a definition for *publication*. Because of advances in technology, many materials now have the potential to instantaneously morph into: (1) non-school sponsored publications accessed or distributed on-campus, or (2) student created or distributed publications off-campus. Subheads are updated. A new sentence based upon the U.S. Supreme Court case *Morse v. Frederick*, reads, "Students are prohibited from accessing and/or distributing at school any publication that is reasonably viewed as promoting illegal drug use." Policy language also now includes the term *sexting* with a reference to P.A. 96-1087, eff. 1-1-2011. See August **PRESS** Issue 73 for more discussion on this public act and other materials amended in response to P.A. 96-1087, eff. 1-1-2011. A cross-reference is added to policy 7:180, *Preventing Bullying, Intimidation and Harassment*. A footnote also explains that P.A. 96-952 now defines *bullying* to include communications made in writing or electronically and references other policies and procedures for more information. Other changes within the footnotes keep case law citations current.
- ▶ 7:310-AP, *Administrative Procedure - Guidelines for Student Distribution of Non-School Sponsored Publications* ~~Written Material on School Grounds~~, is renamed and updated throughout for the reasons discussed above in 7:310, *Restrictions on Publications and Written or Electronic Material*.

Suburban Cook County

Legislation abolished the Regional Office of Education for Suburban Cook County and transferred its powers and duties to Intermediate Service Centers. 105 ILCS 5/2-3.62, amended by P.A. 96-893. ISBE is planning to amend its rules concerning the Regional Offices of Education and Intermediate Service Centers, found at 23 Ill.Admin.Code Part 525.

Nine policies that are not otherwise being updated mention "Regional Superintendent" in their text. They are listed in the second update table. Their footnotes now include instructions to replace "Regional Superintendent" with "appropriate Intermediate Service Center."

We are not immediately updating the policies in which only the footnotes refer to the Regional Superintendent or the administrative procedures that refer to the Regional Superintendent. As we update all our material at least once every five years, this material will be updated no later than five years after their most recent update.

"Brief Period of Silence" Law Upheld

Soon after the Silent Reflection and Student Prayer Act was amended in 2007, a federal district court found that it was facially unconstitutional and prohibited Illinois school districts from implementing it. This decision was reversed by the Seventh Circuit Court of Appeals on Oct. 15, 2010. *Sherman v. Koch*, No. 09-1455 (7th Cir. 2010).

The plaintiff still has an opportunity to request a rehearing and appeal. In the meantime, superintendents should receive information from Dr. Koch, State Superintendent of Education, concerning the decision. Moreover, he will inform districts if and when the injunction prohibiting schools from implementing the Silent Reflection and Student Prayer Act is lifted. School officials should consult their board attorney for legal advice.

No policy changes are needed regardless of whether or not the injunction is lifted. Sample policy 6:20, *School Year Calendar and Day*, contains the only reference to observances required by State law. It states that, "[t]he Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance." If you are interested in the decision, read on.

In 2007, the Illinois legislature made observing a period of silence mandatory for schools by changing the phrase "may observe" to "shall observe" as follows:

In each public school classroom the teacher in charge shall observe a brief period of silence with the participation of all the pupils therein assembled at the

opening of every school day. This period shall not be conducted as a religious exercise but shall be an opportunity for silent prayer or for silent reflection on the anticipated activities of the day. (105 ILCS 20/1.)

A student sued State Superintendent Koch and her school district, Township High School District 214, alleging that the Act was facially unconstitutional. The district court certified a plaintiff class of all Illinois public school students and a defendant class of all Illinois public school districts, with District 214 as the class representative.

The Court of Appeals held that the Act does not violate the Establishment Clause. The Court found that the Illinois legislature had a secular purpose when it mandated the period of silence, namely to calm school children before the start of their day. The Court also found

that the Act does not advance or inhibit religion, nor does it foster state entanglement with religion.

The Court of Appeals also held that the Act is not unconstitutionally vague under the Fourteenth Amendment's Due Process Clause. The Court described the named defendant district's proposed implementation as demonstrating that the Act is not unconstitutionally vague. At a hearing at the preliminary injunction stage, the district indicated that it intended to implement the Act making a school-wide morning announcement: "We will now have a brief period of silence." Then, after fifteen seconds had passed, the announcer would begin the Pledge. According to the Court, a student of ordinary intelligence would clearly understand that he or she is to remain silent for the fifteen seconds between the announcement and the beginning of the Pledge.

Progress Report:

Topics	Our Response
<p>The Illinois Identity Protection Act requires districts to have an identity-protection policy no later than June 1, 2011.</p>	<p>We will develop a sample policy. It will be finished in early 2011.</p>
<p>The Illinois State Board of Education authorized its staff to file emergency amendments to Public Schools Evaluation, Recognition and Supervision 23 Ill.Admin.Code Part 1 with the Secretary of State. The emergency amendments incorporate by reference the: "Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects," and "Common Core State Standards for Mathematics," both published by the Common Core State Standards Initiative. They are referred to as <i>common core standards</i>. Each is posted at: www.corestandards.org/the-standards/english-language-arts-standards, and www.corestandards.org/the-standards/matematics respectively. Both replace current State goals and standards for English language arts and mathematics in Appendix D to Part 1. The purpose of the emergency amendments is to secure funding under the federal Race to the Top competitive grant. States that adopted the common core standards by August 2, 2010 will receive additional points.</p> <p>ISBE also authorized a concurrent ordinary rulemaking identical to these emergency amendments so that these common core standards will be in place when the 150 day effectiveness of the emer-</p>	<p>gency amendments ends.</p> <p>We will amend references to State goals and standards by referring to the common core standards in applicable footnotes and policies as they are reviewed.</p>
<p>A recent addition to <u>The School Code</u> prohibits the disclosure of the performance evaluations of teachers, principals, and superintendents. 105 ILCS 5/24A-7.1, added by P.A. 96-861, eff. 1-15-2010.</p>	<p>Our policy and procedure implementing the revised Freedom of Information Act do not conflict with this legislation. We will, however, update our material to specifically mention this new legislation as well as other developments as the dust settles around the revised FOIA.</p>

Topics	Our Response
<p>Several developments have occurred concerning student records. Specifically:</p> <ol style="list-style-type: none"> 1. The U.S. Department of Education updated its rules implementing the Family Educational Rights and Privacy Act, effective December 9, 2008. These rules can be found at: www.ed.gov/legislation/FedRegister/finrule/2008-4/120908a.pdf 2. 105 ILCS 10/5, amended by P.A. 96-628, 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. 3. ISBE is reviewing its rules on student records, 23 Ill.Admin.Code Part 375. 	<p>We will update all material on student records after conferring with ISBE.</p>
<p>Section 565 of the National Defense Authorization Act for Fiscal Year 2010 (P.L. 111-84) amended the Family and Medical Leave Act (FMLA), 29 U.S.C. §2612. The amendments expanded the military family leave provisions that were added in 2008 to provide qualifying exigency and military caregiver leave for employees with family members who are covered military members.</p> <p>The U.S. Dept. of Labor (DOL) must promulgate new rules implementing the legislation. It published a Notice of Proposed Rulemaking listing amendments to its FMLA rules with a November 2010 target date.</p>	<p>We will update 5:185, <i>Family and Medical Leave</i>, and 5:185-AP, <i>Resource Guide for Family and Medical Leave</i>, after DOL adopts its amended FMLA rules.</p>
<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: www.ed.gov/policy/gen/guid/fpco/pdf/ferpa-h1n1.pdf.</p>	<p>PRESS 4:180-AP, <i>Administrative Procedure - School Action Steps for Pandemic Influenza</i>, requires the superintendent or designee to identify a Pandemic Planning Team 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>On July 2, 2008 the final guidelines to implement 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 were to reach substantial implementation of SORNA by July 27, 2009. The U.S. Attorney General extended this deadline to July 27, 2010. Substantial implementation is satisfied if a jurisdiction carries out the requirements of SORNA as interpreted and explained in the final guidelines.</p> <p>The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART Office) reports that the states of Delaware, Florida, Ohio, South Dakota and a few other jurisdictions have reached substantial implementation. Many other states have requested another one-year extension to July 27, 2011. Illinois Senate Bill 3798 had an amendment introduced to address this</p>	<p>We will update all applicable policies and procedures affected by SORNA when Illinois reaches substantial implementation.</p>

Topics	Our Response
<p>issue, but nothing occurred. Illinois has not reached substantial implementation, but it is listed by the SMART Office as a jurisdiction that has applied for an extension. See www.ojp.usdoj.gov/smart/newsroom.htm.</p> <p>Other issues in jurisdictions' implementation of the SORNA requirements have arisen that required the U.S. Attorney General to issue supplemental guidelines. Public comment on those was due on July 13, 2010. One of the changes is required by the Keeping the Internet Devoid of Sexual Predators Act of 2008 (KIDS Act), 42 U.S.C. §16901.</p> <p>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 et seq. (Byrne Justice Assistance Grant funding).</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-E	Exhibit - Waiver and Modification Request Process	Rewritten. Contains these actor-action tables: (1) a new table implementing 105 ILCS 5/22-60, added by P.A. 96-1441, allowing districts to be exempt from unfunded or underfunded mandates, (2) a revised table implementing 105 ILCS 5/2-3.25g, amended by P.A. 96-861, allowing districts to request a waiver or modification, and (3) a new table implementing 105 ILCS 5/24-2(b), added by P.A. 96-640, allowing districts to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on certain holidays.
	2:150	Committees	Remains unchanged other than its legal references and footnotes are updated in response to P.A. 96-1473, eff. 1-1-2011, amending the Open Meetings Act.
	2:220	School Board Meeting Procedure	Amended to comply with: (1) 5 ILCS 120/2.06(b), amended by P.A. 96-1473, eff. 1-1-2011 (new deadlines for approving and posting open meeting minutes), (2) 105 ILCS 5/10-7, amended by P.A. 96-998 (changed the deadline requirement for submitting minutes to the treasurer).
	2:230	Public Participation at School Board Meetings and Petitions to the Board	Two of the policy's guidelines for public comment are edited. Legal references and footnotes are edited in response to P.A. 96-1473, eff. 1-1-2011, amending the Open Meetings Act.
	2:250-E2	Exhibit - Immediately Available District Public Records	Updated in response to: (1) P.A. 96-1473, eff. 1-1-2011, amending the Open Meetings Act, and (2) P.A. 96-1000, re-numbering a <u>Code</u> citation. Also added a web-posting requirement.
	2:260	Uniform Grievance Procedure	The list of statutes that may serve as the basis of a grievance is updated to: (1) add "Bullying, 105 ILCS 5/27-23.7.", (2) delete "Individuals with Disabilities Education Act (IDEA)," and (3) add "Employee Credit Privacy Act, 820 ILCS 70/," added by P.A. 96-1426, eff. 1-1-2011).
	4:10	Fiscal and Business Management	Updated in response to: (1) P.A. 96-1277, codifying the long-held practice of districts of abating money from the working cash fund and transferring it to funds most in need of the money, and (2) P.A. 96-1201, extending the time for transferring money from specified funds for any purpose. The legal citations and footnotes are also updated.
	4:150	Facility Management and Building Programs	Updated in the legal citations and footnotes to address: (1) P.A. 96-73, requiring construction projects to meet specified environmental requirements, (2) P.A. 96-252, providing an expedited process for a district to levy a tax for fire prevention, safety, etc., (3) P.A. 96-1474, allowing transfers of surplus life safety taxes and interest earnings on them to the operations and maintenance fund for building repair work, (4) P.A. 96-893, abolishing the Suburban Cook County ROE, and (5) 28 C.F.R. Parts 35 and 36, containing the updated rules implementing the Americans with Disabilities Act.
	4:170	Safety	Updated to clarify the requirement for schools to conduct a law enforcement drill. Footnotes address: (1) P.A. 96-1268, concerning AED requirements, (2) P.A. 96-1066, concerning cell phone use by bus drivers, and (3) P.A. 96-893, abolishing the Suburban Cook County ROE.

Immediate action is suggested	Number	Title	Reason The memo more completely describes the actions taken.
✓	4:170-AP2	Administrative Procedure - Criminal Offender Notification Laws	Updated to reflect: (1) P.A. 96-431, clarifying criminal offense convictions that disqualify an individual from school employment, and (2) P.A. 96-1452, requiring a criminal background check on student teachers.
	4:170-AP6	Administrative Procedure - Plan for Responding to a Medical Emergency at a Physical Fitness Facility	Updated to reflect P.A. 96-1268 concerning AED requirements.
✓	5:10	Equal Employment Opportunity and Minority Recruitment	Updated in response to P.A. 96-1426, eff. 1-1-2011, adding the Employee Credit Privacy Act, 820 ILCS 70/, prohibiting discrimination on the basis of credit history absent the applicability of an exception. A footnote addresses the requirement to accommodate nursing moms.
	5:10-AP	Administrative Procedure - Workplace Accommodations for Nursing Mothers	Contains language appropriate for a personnel handbook regarding break times for nursing moms.
✓	5:30	Hiring Process and Criteria	Updated to reflect: (1) P.A. 96-431, concerning criminal offense convictions that disqualify an individual for school employment, (2) HB 5863, eff. 1-1-2011, concerning requirements for substitute teachers, (3) P.A. 96-1426, eff. 1-1-2011, concerning Employee Credit Privacy Act, and (4) P.A. 96-1452, concerning when the board president may share records of convictions.
	5:30-AP1	Administrative Procedure - Job Interviews <u>Interview Questions</u>	Provides more examples of illegal and legal interview questions for all protected classifications.
	5:30-AP2	Administrative Procedure - Investigations	Amended in response to several public acts as discussed above in 5:30. Three other public acts are referenced: (1) P.A. 96-623, addressing Employment Eligibility Verification System (E-Verify), (2) P.A. 96-962 and P.A. 96-1182, amending the offenses that disqualify an individual from obtaining a school bus driver permit, and (3) P.A. 96-431, concerning the criminal offenses that disqualify an individual from school employment.
✓	5:90	Abused and Neglected Child Reporting	Updated to reflect P.A. 96-1446, concerning the Abuse of Adults with Disabilities Intervention and Dept. of Human Services Acts.
	5:120	<u>Ethics and Conduct</u>	Renamed and amended in response to 775 ILCS 5/5A-102, amended by P.A. 96-1319, making it a civil rights violation to fail to take remedial or disciplinary action against any employee who engaged in sexual harassment of a student. The footnotes contain an optional provision requiring the superintendent to disseminate employee conduct standards.
	5:120-AP1	Administrative Procedure - Statement of Economic Interests for Employees	Updated in response to 5 ILCS 420/4A-108, added by P.A. 96-1336, eff. 1-1-2011, allowing county clerks to use Internet-based filing of economic interest statements.
	5:185	Family and Medical Leave	Unchanged. A footnote is updated in response to an amendment to the Ill. Family Military Leave Act, 820 ILCS 151/, amended by P.A. 96-1417, eff. 1-1-2011.
	5:220	Substitute Teachers	Updated in response to HB 5863, eff. 1-1-2011, concerning substitute teachers.
	5:220-AP	Administrative Procedure - Substitute Teachers	Updated in response to HB 5863, eff. 1-1-2011, concerning substitute teachers.
✓	5:260	Student Teachers	Updated to reflect P.A. 96-1452, concerning student teachers.

Immediate action is suggested	Number	Title	Reason The memo more completely describes the actions taken.
	6:110	Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program	Updated in the legal references and within the footnotes in response to P.A. 96-1423 which gives a new definition of dropout.
	6:210	Instructional Materials	Updated within the footnotes in response to P.A. 96-1403, concerning electronic or digital textbooks.
	6:300	Graduation Requirements	Updated in response to the Educational Opportunity for Military Children Act, 105 ILCS 70/35(d), added by P.A. 96-953, concerning students who transfer during their senior year as a result of their parent being on active military duty.
✓	7:50	School Admissions and Student Transfers To and From Non-District Schools	Updated to clarify that a student will be enrolled without a birth certificate. Legal references, cross references, and footnotes are updated to reflect: (1) P.A. 96-1423, concerning calculation of the annual drop out rate, and (2) P.A. 96-953, concerning the Educational Opportunity for Military Children Act, 105 ILCS 70/.
	7:60	Residence	Updated in the legal references and footnotes to reflect P.A. 96-953, concerning the Educational Opportunity for Military Children Act, 105 ILCS 70/.
	7:60-AP2	Administrative Procedure - Establishing Student Residency	Updated in the legal references and footnotes to reflect P.A. 96-953, concerning the Educational Opportunity for Military Children Act, 105 ILCS 70/.
	7:100	Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	Updated in the legal references and footnotes to reflect 105 ILCS 5/27-8.1, amended by P.A. 96-953, concerning the Educational Opportunity for Military Children Act, 105 ILCS 70/.
	7:190-AP3	Administrative Procedure- Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students	Amended to reflect P.A. 96-1414, eff. 1-1-2011, amending the Juvenile Court Act, 705 ILCS 405/5-905(2.5), allowing police to disclose the identity of a victim of battery or another non-sexual violent offense to school officials if the juvenile court presiding judge approves the disclosure.
	7:270	Administering Medicines to Students	Updated footnotes reflect P.A. 96-1460, allowing students to carry asthma medication. Updated with a cross-reference to the new policy 7:285, <i>Food Allergy Management</i> .
✓	7:270-E	Exhibit - School Medication Authorization Form	Rewritten in response to P.A. 96-1460, allowing students to carry asthma medication.
	7:290	Adolescent Suicide Awareness and Prevention Programs	Unchanged. Footnotes reflect P.A. 96-951, concerning training of staff member on suicide warning signs and response.
	7:310	Restrictions on Publications and Written or Electronic Material	Renamed and updated to include a definition for <i>publication</i> and a reference to <i>sexting</i> . A footnote also explains that P.A. 96-952 defines bullying to include communications made in writing or electronically.
	7:310-AP	Administrative Procedure - Guidelines for Student Distribution of Non-School Sponsored Written Material on School Grounds Publications	Renamed and updated throughout for the reasons discussed above in 7:310, <i>Restrictions on Publications</i> .

Suburban Cook County Districts

Immediate action is suggested	Number	Title	Reason The memo more completely describes the actions taken.
	2:60	Board Member Removal From Office	An alternative is added to the footnotes for Suburban Cook County Districts in response to P.A. 96-893 which abolished the Suburban Cook County Regional Office of Education and transferred its duties to the Intermediate Service Centers.
	2:70	Vacancies on the School Board	
	2:110	Qualifications, Term, and Duties of Board Officers	
	2:125	Board Member Expenses	
	4:80	Accounting and Audits	
	4:180	Pandemic Preparedness	
	6:140	Education of Homeless Children	
	7:10	Equal Educational Opportunities	
	7:70	Attendance and Truancy	

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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You are able to download and print Committee Worksheets from **PRESS** Online: 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 mail the worksheets by contacting Cindi Allender at 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

School Board Meeting Procedure

Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Comment [a1]: UPDATE 1
Policy amended for clarity.
Issue 74, October 2010

Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. Items may be added to the agenda upon unanimous approval of those Board members present; no action will be taken on such items.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is as follows: the person who made the motion votes first and the voting proceeds alphabetically after that person.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Any Board member may include a written explanation of his or her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;

4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

Comment [a2]: UPDATE 3
Required by 5 ILCS 120/2.06(b), amended by P.A. 96-1473, eff. 1-1-2011.
Issue 74, October 2010

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board Treasurer ~~on the first Monday of April and October, and at other such~~ times as the Treasurer may require.

Comment [a3]: UPDATE 4
Required by 105 ILCS 5/10-7, amended by P.A. 96-998.
Issue 74, October 2010

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within ~~7~~ 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member. Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection. The minutes shall not be removed from the Superintendent's office except by vote of the Board or by court order.

Comment [a4]: UPDATE 5
Required by 5 ILCS 120/2.06(b), amended by P.A. 96-1473, eff. 1-1-2011.
Issue 74, October 2010

The Board's open meeting minutes shall be posted on the District website within ~~7~~ 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District's main office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or

disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (10th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.
Prosser v. Village of Fox Lake, 438 N.E.2d 134 (1982).

CROSS REF.: 2:200 (Types of School Board Meetings), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

ADOPTED: ~~December 21, 2009~~

School Board

Public Participation at School Board Meetings and Petitions to the Board

At each regular and special open meeting, ~~the~~ members of the public and District employees may comment to or ask questions of the School Board, subject to reasonable constraints.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to 5 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 5 minutes.
3. ~~The~~ Observe the Board President may ~~President's decision to shorten or lengthen an individual's public comment to conserve time and give the maximum number of individuals an opportunity to speak. The President may also deny an individual the opportunity if the individual has previously addressed~~
3. ~~Observe the Board on the same subject within the past 2 months.~~
4. ~~The Board President shall have the authority~~ President's decision to determine procedural matters regarding public participation not otherwise ~~defined~~ covered in Board policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy, 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled Board meeting.

LEGAL REF.: 5 ILCS 120/2.06.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:220 (School Board Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: December 21, 2009

Comment [a1]: Policy amended for clarity. The Open Meetings Act as well as The School Code now grant any person the right to address a school board during any open meeting. The Open Meetings Act requires public bodies to have rules (a policy) on public comment. State law does not provide specific rules and these guidelines may be amended. The guidelines for public comment should be reviewed with the board attorney. Restrictions on public comment during board meetings must respect free speech rights guaranteed by the First Amendment. Viewpoint-based restrictions on public comment time should not be used unless approved by the board attorney.
Issue 74, October 2010

School Board

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. ~~Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.~~
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

Comment [a1]: UPDATE 1
Policy amended due to feedback from school attorneys. Attorneys disagree whether the Individuals with Disabilities Education Act (IDEA) should be included in the list of statutes that may serve as the basis of a grievance. Many believe that IDEA provides the exclusive remedy; others believe that including IDEA allows parents an opportunity to get their position before the board. A board that would like to include IDEA should consult the board attorney.

Issue 74, October 2010

Comment [a2]: UPDATE 2
The inclusion of *bullying* in the list of topics that may serve as the basis of a grievance furthers the obligation to communicate this policy to students and their parents/guardians.

Issue 74, October 2010

Comment [a3]: UPDATE 3
Optional: The Act does not require a grievance procedure.

Issue 74, October 2010

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a ~~Board hearing~~ before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the 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

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
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.
~~Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.~~
McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
Illinois Genetic Information Privacy Act, 410 ILCS 513/
Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
Illinois Human Rights Act, 775 ILCS 5/
Victims' Economic Security and Safety Act, 820 ILCS 180, 56 Ill.Admin.Code Part 280.
Equal Pay Act of 2003, 820 ILCS 112.
Employee Credit Privacy Act, 820 ILCS 70/.
23 Ill.Admin.Code §§1.240 and 200-40.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities), 8:110 (Public Suggestions and Complaints)

ADOPTED: ~~December 21, 2009~~

Operational Services

Safety

Safety Program

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility. The term "physical fitness facility" excludes any activity or program organized by a private or not-for-profit organization and organized and supervised by a person or persons other than the employees of the school. During each academic year, each school building that houses school children must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill, and
3. One severe weather and shelter-in-place drill.

~~When contacted by the appropriate local law enforcement agency with a request to conduct and participate in a law enforcement drill, the~~ The Superintendent or appropriate designee must conduct a law enforcement drill in one of the District's school buildings during the academic year. Any appropriate local law enforcement agency may conduct and participate in this law enforcement drill.

The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan and it may be conducted on days and times that students are not present in the building.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone.

Convicted Child Sex Offender and Notification Laws

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Comment [a1]: Policy amended to clarify the requirement for schools to conduct a law enforcement drill. While the law is written that a law enforcement agency must trigger a law enforcement drill, the intent and practical application of the law suggest that the law enforcement drill should be conducted as the language in the policy now reads.
Update 74, October 2010

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Child Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

Unsafe School Choice Option

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

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

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

Student Insurance

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

Emergency Closing

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

LEGAL REF.: 105 ILCS 5/10-20.28, 5/10-21.3a, 5/10-21.9, and 128/
210 ILCS 74/
625 ILCS 5/12-813.1.
720 ILCS 5/11-9.3.
730 ILCS 152/101 et seq.

CROSS REF.: 5:30 (Hiring Process and Criteria), 6:190 (Extracurricular and Co-Curricular
Activities), 6:250 (Community Resource Persons and Volunteers), 7:220 (Bus
Conduct), 7:300 (Extracurricular Athletics), 8:30 (Visitors to and Conduct on
School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: ~~April 19, 2010~~

Operational Services

Fiscal and Business Management

The Superintendent is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the School Board and publishing it before December 1 as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an "Authorization for Electronic Network Access."

Budget Planning

The District's fiscal year is from July 1 until June 30. The Superintendent shall present to the Board, during a regular Board meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's "School District Budget Form." To the extent possible, the tentative budget shall be balanced as defined by the State Board of Education guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by the State Board of Education guidelines.

Preliminary Adoption Procedures

After receiving the Superintendent's proposed budget, the Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, and the public shall be invited to comment, question, or advise the Board.

Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within 3 years according to State Board of Education requirements.

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting *yea* and *nay* shall be recorded in the minutes.

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.

2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
4. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in The School Code and Truth in Taxation Act.

Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Superintendent or designee shall implement the District's budget and provide the Board with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board.

The Board shall act on all interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund or abatements of it, if one exists.

LEGAL REF.: 35 ILCS 200/18-55 et seq.
 105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-8-10.
 23 Ill.Admin.Code Part 100.

CROSS REF.: 4:40 (Incurring Debt), 6:235 (Access to Electronic Networks)

ADOPTED: December 21, 2009

Comment [a1]: If the district loans money from the working cash fund to another fund, Section 5/20-10, amended by P.A. 96-1277, requires the district to maintain a credit to the working cash fund (meaning that borrowing fund must repay the working cash fund). The Public Act now codifies a long-held practice and understanding of Illinois school districts. A district may abate (reduce the funds) money from the working cash fund at any time and transfer it to any district fund or funds most in need of the money, provided that the district maintains an amount to the credit of the working cash fund. P.A. 96-1277 legislatively overturned caselaw concluding that any permanent transfer, including abatements, of the working cash fund should be transferred only to the education fund (G.I.S. Ventures v. Novak, 902 N.E.2d 744 (Ill.App. 2nd Dist., 02/06/09). Abolishments (deplete all funds) of the working cash fund must still be transferred to the education fund only.
Issue 74, October 2010

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~~ credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or 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
Putnam 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]: Policy is amended to address the Employee Credit Privacy Act, 820 ILCS 70/, added by P.A. 96-1426. Unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report, (2) inquire about an applicant's or employee's credit history, or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.
Issue 74, October 2010

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).
Employee Credit Privacy Act, 820 ILCS 70/.
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/.
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/.
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 (Workplace Harassment Prohibited), 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: March 15, 2010

5:10

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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 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 of The School Code. No substitute teacher will be employed without first presenting his or her certificate of authorization from the Regional Superintendent.

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 School Code requires the Board President will to 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, or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database.

The Superintendent or designee shall ensure that an applicant's credit history or report from a consumer reporting agency is used only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.

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 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

Comment [a1]: UPDATE 1
HB 5863, eff. 1-1-2011 (amended to extend the deadline date), requires this new sentence.
Issue 74, October 2010

Cook County Option
Districts in suburban Cook County: check to replace "Regional Superintendent" with "appropriate Intermediate Service Center."
Issue 74, October 2010

Comment [a2]: UPDATE 2
P.A. 96-1452 required clarification of and additions to the sentence that allows a board president to share records of convictions.
Issue 74, October 2010

Cook County Option
Districts in suburban Cook County: check to replace "Regional Superintendent" with "appropriate Intermediate Service Center."
Issue 74, October 2010

Comment [a3]: UPDATE 3
The Employee Credit Privacy Act, 820 ILCS 70/, added by P.A. 96-1426, eff. 1-1-11 allows inquires into an applicant's credit history or credit report or ordering or obtaining an applicant's credit report from a consumer reporting agency only when a satisfactory credit history is an *established bona fide occupational requirement* of a particular position.
Issue 74, October 2010

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 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/ and 70/.
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: ~~March 15, 2010~~

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 or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall immediately: (1) 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, and (2) follow any additional directions given by the Illinois Department of Children and Family Services to complete a report. 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. 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~~ 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.
20 ILCS 1305/1-1 et seq.
20 ILCS 2435/.
325 ILCS 5/.

CROSS REF.: 2:20 (Powers and Duties of the School Board), 5:20 (Workplace Harassment Prohibited), 5:100 (Staff Development Program), 5:150 (Personnel Records), 6:120 (Education of Children with Disabilities), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: March 15, 2010

Comment [a1]: Policy is amended to comply with P.A. 96-1446 which amended two statutes and defines the same class of individuals differently throughout, but with the same goal: to protect disabled adult students who are still in school with Individual Education Plans (IEPs) that do not live in DCFS licensed facilities.
Issue 74, October 2010

Comment [a2]: Cook County Option
Districts in suburban Cook County: check to replace "Regional Superintendent" with "appropriate Intermediate Service Center."
Issue 74, October 2010

General Personnel

Ethics and Conduct

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. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

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.

Comment [a1]: Policy is renamed and updated in response to P.A. 96-1319. This amendment to the Ill. Human Rights Act makes it important for the board to address employee conduct in its policy. A school district commits a civil rights violation by failing to take remedial action, or failing to take appropriate disciplinary action, against any employee when the district knows that the employee committed or engaged in sexual harassment of a student.

Option
 If the Board wishes to establish a requirement for the Superintendent that the Board can monitor, the following sentence may be added before the new sentence described above:
 "The Superintendent or designee shall identify appropriate employee conduct standards and provide them to staff members."
Issue 74, October 2010

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.
775 ILCS 5/5A-102.
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: March 15, 2010

Professional Personnel

Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold a valid teaching or substitute certificate, and present a certificate of authorization from the Regional Superintendent showing that he or she is approved to substitute teach. Substitute teachers with a substitute certificate may teach only when an appropriate, fully-certificated teacher is unavailable.

A substitute teacher may teach only for a period not to exceed 90 paid school days or 450 paid school hours in any one school district in any one school term. However, a teacher holding an early childhood, elementary, high school, or special certificate may substitute teach for a period not to exceed 120 paid school days or 600 paid school hours in any one school district in any one school term, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The School Board annually establishes a daily rate of pay for substitute teachers. ~~No fringe benefits are given substitutes.~~ Substitute teachers receive only monetary compensation for time worked and no other benefits.

Internal Substitution

Please refer to the following current agreement:

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

LEGAL REF.: 105 ILCS 5/21-9: 24-5.
23 Ill.Admin.Code §1.790.

ADOPTED: December 21, 2009

Comment [a1]: UPDATE 1
Policy amended to comply with 105 ILCS 5/21-9, amended by HB 5863, eff. 1-1-11.
Issue 74, October 2010

Cook County Option
Districts in suburban Cook County: check to replace "Regional Superintendent" with "appropriate Intermediate Service Center through out the policy."
Issue 74, October 2010

Comment [a2]: UPDATE 2
Policy amended for clarity.
Issue 74, October 2010

Professional Personnel

Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. ~~The Superintendent or designee shall be responsible for screening potential student teachers and for their orientation, assignment, and training program. The Superintendent or designee shall coordinate with each student teacher's higher education institution a fingerprint-based criminal history records check and checks of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database prior to any participation in field experiences in a school.~~

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities. A teacher may be eligible for Continuing Professional Development Units (CPDU) for supervising a student teacher or teacher education candidate in clinical supervision.

LEGAL REF.: 105 ILCS 5/10-22.34.
105 ILCS 5/21-14(e)(3)(E)(viii).
23 Ill.Admin.Code § 25.875.

CROSS REF.: 5:190 (Teacher Qualifications)

ADOPTED: December 21, 2009

Comment [a1]: UPDATE 1
Policy amended to comply with 105 ILCS 5/10-21.9, amended by P.A. 96-1452, which requires a person to authorize a fingerprint-based criminal history records check and checks of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database prior to participating in any field experiences in the school.
Issue 74, October 2010

Comment [a2]: UPDATE 2
An optional policy provision is added in response to 23 105 ILCS 5/21-14(e)(3)(E)(viii) and 23 Ill. Admin.Code §25.875.
Issue 74, October 2010

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. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty, this includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions to implement this policy.

Comment [a1]: Policy amended in response to the Educational Opportunity for Military Children Act, 105 ILCS 70/35(d), added by P.A. 96-953, which requires school districts to ensure graduation for students who transfer during their senior year as a result of their parent being on active military duty.
Issue 74, October 2010

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, 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.

LEGAL REF.: 105 ILCS 5/2-3.64, 5/22-27, 5/27-3, 5/27-22, ~~and 5/27-22.10~~, and 70/
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: March 15, 2010

6:300

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Students

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

Age

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

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

Admission Procedure

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

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

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

Comment [a1]: Policy amended to clarify that presenting a certified copy of a student's birth certificate is a missing children's law enforcement issue that may not be used for denying enrollment. Doing so would violate well established case law. Consult the board attorney if a student cannot produce a certified copy of his or her birth certificate and wishes to provide a passport, visa or other governmental documentation of identity.
Issue 74, October 2010

Homeless Children

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

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any

suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students

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

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

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

Re-enrollment

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

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Family Educational Rights and Privacy Act, 20 U.S.C. §1232.
Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101.
Individuals With Disabilities Education Improvement Act, 20 U.S.C. §1400 et seq.
Rehabilitation Act, Section 504, 29 U.S.C. §794.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2,
5/27-8.1, 10/8.1, 45/4, and 70/
325 ILCS 50/ and 55/
410 ILCS 315/2e.
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School
Registration.
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of
Academic Failure and/or Dropping out of School and Graduation Incentives
Program), 6:140 (Education of Homeless Children), 6:300 (Graduation
Requirements), 6:310 (Credit for Alternative Courses and Programs, and Course
Substitutions), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health,
Eye, and Dental Examinations; Immunizations; and Exclusion of Students),
7:340 (Student Records)

ADOPTED: April 19, 2010

Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

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

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

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

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

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination

Comment [a1]: Policy is updated in response to P.A. 96-953, which also amended 105 ILCS 5/27-8.1, requiring health examinations and immunizations. This sentence is optional. The term *new students* as used in this sentence includes *out-of-state transfer students*. The timeframe of 30 days is a matter of local discretion except that out-of-state transfer students who fail to provide proof of the required vaccinations within these 30 days must be excluded until such proof is properly submitted (105 ILCS 5/27-8.1(5), amended by P.A. 96-953). Consult the board attorney about establishing timeframes other than 30 days. If a board sets a timeframe longer than 30 days, out-of-state transfer students would have less time than other new students to comply with 105 ILCS 5/27-8.1(5). While a student's out-of-state transfer status is not a protected category for purposes of policy 7:10, *Equal Educational Opportunities*, using a time frame other than 30 days could expose a district to equal educational opportunity challenges – especially considering this change to *The School Code* resulted from the enactment of the Educational Opportunity for Military Children Act, 105 ILCS 70/, added by P.A. 96-953.
Issue 74, October 2010

within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

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

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

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

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

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

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/27-8.1.
410 ILCS 45/7.1 and 315/2e.
23 Ill.Admin.Code §1.530.
77 Ill.Admin.Code Part 665.

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

ADOPTED: December 21, 2009

Students

Restrictions on Publications

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, and (2) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Comment [a1]: Policy 7:310, *Restrictions on Publications and Written or Electronic Material*, is renamed and rewritten. We added a definition for *publication*. Because of advances in technology, many materials now have the potential to instantaneously morph into: (1) non-school sponsored publications accessed or distributed on-campus, or (2) student created or distributed publications off-campus. Subheads are updated. A new sentence based upon the U.S. Supreme Court case *Morse v. Frederick*, reads, "Students are prohibited from accessing and/or distributing at school any publication that is reasonably viewed as promoting illegal drug use." Policy language also now includes the term *sexting* with a reference to P.A. 96-1087, eff. 1-1-2011.
Issue 74, October 2010

Comment [a2]: The definition of "publication" is optional and may be amended. This sample definition uses broad and generally understood terms to keep the policy current with rapid technology changes.
Issue 74, October 2010

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing publications that cause: (a) substantial disruption or a foreseeable risk of substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Preventing Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED:

Comment [a3]: Optional. School officials must proceed carefully before disciplining a student for out-of-school conduct. A school's authority over off-campus expression is much more limited than expression on school grounds. Consult the board attorney for guidance concerning off-campus speech. Every situation is fact specific and the issues require careful evaluation.
Issue 74, October 2010

Finance Committee Meeting
October 28, 2010
12:00 p.m.
Meeting Minutes

I. Members present: Mrs. Smoode, Mr. McCracken, Mrs. Lambolely

II. Tax Levy

Mr. McCracken began the meeting by providing 3 scenarios for the 2010-2011 tax levy: 1) keep the tax levy the same as the 2009-2010 levy; 2) a 1.5% increase over the 2009-2010 levy, resulting in an approximate \$71,000 increase; 3) a 4.5% increase over the 2009-2010 levy, resulting in an approximate \$242,000 increase. Mrs. Smoode stated that the Board of Education would like to keep the levy as low as possible. Mr. McCracken will meet with the District's auditing firm to discuss the levy; he will then present the levy to the Board of Education.

III. Investments

The Finance Committee reviewed the District's investments practices. Mrs. Smoode suggested that Mr. McCracken contact several surrounding area banks to see if the District can get better rates on CDs that are coming due as well as better rates on the money market accounts. Mr. McCracken agreed and will move forward with this plan.

IV. The meeting adjourned at 12:30 p.m.

Summary of Secretarial Duties Discussion

Our administrative team has continued our discussions regarding the secretarial duties in our district. Included in BoardBook are the job descriptions for secretarial positions in our district, including two positions that we no longer have filled. I have continued discussions with the secretaries about their responsibilities, and the principals are conducting a time study of their secretaries and their duties. At this time, we are not making any recommendations regarding the position we proposed at the last Board of Education meeting.

POSITION: Secretary to the Board

REPORTS TO: President of the Board/Superintendent of Schools

QUALIFICATIONS: High school diploma required; Proficiency in word processing, data bases and spreadsheets, excellent oral and written communications skills, ability to deal with and communicate effectively with students, parents, coworkers and public,, and ability to maintain high level of confidentiality are essential; Must have good health and pass a TB test and physical exam

JOB GOAL: To relieve the Board of paper work and to execute the instructions of the Board in a timely manner so that the Board can devote maximum attention to the central problems of education and policy determination

JOB RESPONSIBILITIES:

A. Board Meeting Responsibilities

1. Attend all Board Meetings
2. Keep full and accurate minutes of all Board Meetings
3. Send a copies of all minutes to each member of the Board prior to the next regular meeting of the Board
4. Prepare with the superintendent and distribute agendas for each Board meeting to all board members prior to each meeting
5. Contact persons listed on the agenda
6. Collect information for reports prepared for Board meetings
7. Prepare news releases on all Board meetings
8. Complete all business assigned at Board meetings

B. Other Duties

1. Help with preparations for negotiations
2. Serve as the School Board election official
3. Post notices and keep a schedule of all public meetings
4. Compile and maintain list of all news media who have filed annual requests to be notified of public meetings
5. Notify the Regional Office of Education of any vacancies on the Board
6. Maintain accurate list of Board members, officers and their terms
7. Keep a record of all requests made under the Freedom of Information Act and the responses made by the district
8. Perform any other duties and responsibilities assigned by the Board

Board Approved: June 23, 1997

POSITION: Secretary to the Superintendent

REPORTS TO: Superintendent

QUALIFICATIONS: High school diploma required; postsecondary training preferred; proficiency in word processing, data bases and spreadsheets, excellent oral and written communications skills, ability to deal with and communicate effectively with students, parents, coworkers and public, and ability to maintain high levels of confidentiality essential; Must have good health and pass a TB test and physical exam

JOB GOAL: To assist the Superintendent in expediting correspondence, reports and records, and to perform clerical duties as assigned

JOB RESPONSIBILITIES:

A. Assisting the Superintendent

1. Open and distribute mail
2. Answer calls on superintendent's telephone line and take messages and/or transfer calls to the superintendent
3. Type correspondence generated by the superintendent and compose letters to respond to routine inquiries
4. Type speeches and supporting documents for Superintendent's PR presentations at civic/community/Board meetings
5. Prepare registrations and make hotel/travel reservations for superintendent and board members

B. District-Wide Communication

1. Type, copy and send out material to district committees
2. Work with the Board Secretary to prepare and arrange for delivery of materials to Board members prior to monthly Board meetings
3. Type and distribute copies of grants and maintain district grant files
4. Send out News Releases and school activity schedules to local media weekly
5. Prepare and send out bulk mailings to district
6. Copy manuals and other items for schools in the district
7. Prepare and copy registration materials for all schools in the district
8. Send out copies of transcripts and other requested materials from school files
9. Type, copy and distribute school breakfast and lunch menus (includes sending copies of menus to local media)
10. Keep and update district calendar of school events
11. Update, type and distribute staff directory

C. Special Education Support

1. As assigned, research and work with the special education personnel and financial secretary to prepare yearly Special Education reports including:
 - a. Personnel Reimbursement
 - b. Pupil Reimbursement (Extraordinary)
 - c. Pupil Reimbursement (Orphanage)
 - d. Pupil Reimbursement (Private Facility)
2. Prepare special education tuition bills for pupils attending classes from outside the district
3. Maintain special education attendance records for students attending out-of-district schools
4. Updates pupil counts and personnel information when requested by Special Education Cooperative throughout the year

D. Other Duties

1. Maintain personnel records
2. Prepare yearly contracts, updating the salaries as instructed by the Board
3. Send out notices of job openings to placement services and newspapers
4. Gather information, prepare, and send in State reports in a timely fashion including the following:
 - a. Fall Housing Report
 - b. Teacher Service Record
 - c. State Aid Claim
 - d. School Report Card
 - e. Driver's Education Claim
 - f. End of Year Report
 - g. Immunization Record
 - h. Bilingual Census
5. Order supplies as needed
6. Type and copy opening day packets
7. Type, copy, and collate notebooks for annual Board retreat(s)
8. Complete approved indigent requests, send approved copies to schools and notify parents
9. Complete M/P/W Counties ESR Annual School Statistics survey
10. Work with financial secretary to type and mail bid requests
11. Complete routine correspondence for items such as Farnsworth Essays
12. Prepare seniority lists for the two bargaining units

Board Approved: June 23, 1997

POSITION: Financial Secretary

REPORTS TO: Superintendent of Schools

QUALIFICATIONS: High school diploma required; postsecondary training preferred; Proficiency in word processing, data bases and spreadsheets, excellent oral and written communications skills, ability to deal with and communicate effectively with students, parents, coworkers and public, and ability to maintain high levels of confidentiality essential; Word processing and computer accounting experience preferred; Must have good health and pass a TB test and physical exam

JOB GOAL: To comply with state/local school accounting policies and procedures, monitor aspects of financial operations, and complete financial reports as assigned

JOB RESPONSIBILITIES:

A. Financial Duties

1. Prepare and distribute the two payrolls each month
2. Prepare employee sick leave, vacation, and personal leave reports
3. Prepare all state and federal payroll reports as assigned including the following:
 - a. Payroll Reports
 - b. Unemployment Report
 - c. Labor Site Quarterly Report
 - d. Teacher Retirement Yearly Report
 - e. IMRF Reports
 - f. IRS Employee Benefit Report
 - g. Grant Quarterly and End of Year Reports
 - h. Medicaid Report
 - i. Annual Transportation Report
4. Prepare and distribute all W2 forms
5. Complete all Workers' Comp forms
6. Assist principals with preparing and monitoring their building and grant budgets
7. Assist with all matters pertaining to health/dental insurance and Flex Plan
8. Maintain all vendor files and accounts payable
9. Prepare financial reports for Board meetings
10. Maintain imprest fund
11. Process all purchase orders
12. Prepare monthly reports for Treasurer's reconciliation of all bank accounts
13. Report all revenues and assist in making investments
14. Prepare charts for flow-through grants

15. Prepare background/historical reports for the district budgeting process
16. Prepare Joint Agreement yearly budget(s)
17. Prepare all reports needed for risk management and insurance
18. Maintain records for audits

B. Other Duties

1. Assist with preparation of employee contracts
2. Assist with negotiations
3. Work with all bids
4. Keep all records for Life Safety work and reports
5. Perform any other duties and responsibilities as assigned

Board Approved: June 23, 1997

POSITION: Part-Time Payroll/Accounting Clerk

REPORTS TO: Financial Secretary

QUALIFICATIONS: High school diploma required; proficiency in word processing, data bases and spreadsheets, accounting skills, ability to deal with and communicate effectively with students, parents, coworkers and public, and ability to maintain high levels of confidentiality essential; Must have good health and pass a TB test and physical exam

JOB GOAL: To assist the financial secretary in preparing payrolls and other business operations

JOB RESPONSIBILITIES:

A. Payroll/Accounting Responsibilities

1. Assist in the preparation of the bi-monthly payroll
2. Assist with all phases of the accounting
3. Assist in the preparation of local, state and/or federal reports
4. Enter data and print reports from the district accounting system
5. Perform any other jobs or duties as assigned

Board Approved: June 23, 1997

POSITION: School Secretary

REPORTS TO: Building Principal

QUALIFICATIONS: High school diploma required; postsecondary training preferred; proficiency in word processing, data bases and spreadsheets, excellent oral and written communications skills, ability to deal with and communicate effectively with students, parents, coworkers and public, and ability to maintain high levels of confidentiality essential; Must have good health and pass a TB test and physical exam

JOB GOAL: To provide comprehensive and efficient clerical support services to ensure the smooth operation of each school

JOB RESPONSIBILITIES:

A. General Secretarial Duties

1. Answer telephones and direct calls to appropriate person(s)
2. Type all school correspondence
3. Order all school supplies
4. File all school documents, records and correspondence
5. Greet visitors and direct them to appropriate places in the building

B. Financial Responsibilities

1. Maintain Imprest and Petty Cash
2. Collect and deposit special funds including:
 - a. Student Council
 - b. Athletic events
 - c. Activity funds
3. Collect and deposit cafeteria receipts
4. Collect and deposit book rental and insurance fees from students
5. Sell lunch and milk tickets as assigned
6. Assist in cafeteria by punching tickets, collecting money and assisting supervisor
7. Maintain up-to-date list of students on free and reduced lunch and check all applications for completeness
8. Maintain the hot lunch records and complete reports

C. Student Services

1. Register students at start of school year
2. Enroll new students
3. Maintain detention records
4. Maintain attendance registers
5. Assist in preparation, completion and distribution of report cards according to

- building procedures
 - 6. Enter days of attendance on all report cards
 - 7. Maintain student lists for Honor Roll, deficiencies, and athletic eligibility
 - 8. Process incoming and outgoing student records
- D. Health Services
- 1. Assist sick and injured children as need arises
 - 2. Maintain student health records
 - 3. Report communicable diseases to the M/P school nurse
 - 4. Prepare State Immunization Report
- E. Other Duties
- 1. Order diplomas and prepare list of names of graduates
 - 2. Proofread diplomas when received and place them in folders
 - 3. Prepare and distribute daily sheet of announcements
 - 4. Assist with preparation and distribution of school newsletters
 - 5. Assist with preparation of newspaper articles
 - 6. Arrange buses for field trips and/or extra curricular events as assigned
 - 7. Maintain worker logs and substitute reports
 - 8. Prepare transportation reports
 - 9. Process professional leave requests
 - 10. Type programs for various activities
 - 11. Perform any other duties and responsibilities as assigned

Board Approved: June 23, 1997

POSITION: PCHS Part-time School Secretary

REPORTS TO: Building Principal

QUALIFICATIONS: High school diploma required; post secondary training preferred; proficiency in word processing, data bases and spreadsheets, excellent oral and written communications skills, ability to deal with and communicate effectively with students, parents, coworkers and public, and ability to maintain high levels of confidentiality essential; must have good health and pass a TB test and physical exam.

JOB GOAL: To provide comprehensive and efficient clerical support services to ensure the smooth operation of the school and assist the principal and guidance counselor.

JOB RESPONSIBILITIES:

A. General Secretarial Duties

1. Answer telephones and direct calls to appropriate person(s)
2. Type school correspondence
3. Order school supplies
4. File school documents, records and correspondence
5. Greet visitors and direct them to appropriate places in the building.

B. Student Services

1. Register students at start of school year
2. Enroll new students
3. Maintain attendance registers accurately
4. Assist in preparation, completion and distribution of report cards according to building procedures
5. Enters days of attendance on all report cards
6. Maintain student lists for Honor Roll, deficiencies, and athletic eligibility
7. Process incoming and outgoing student records

C. Health Services

1. Assist sick and injured children as need arises
2. Maintain student health records

D. Other Duties

1. Prepare and distribute daily sheet of announcements
2. Assist with preparation and distribution of school newsletters
3. Assist with preparation of newspaper articles
4. Perform any other duties and responsibilities as assigned by the principal, superintendent, or Board of Education.

TERMS OF EMPLOYMENT: Four hours per day for 181 work days per year.

Board Approved: August 21, 2000

JOB DESCRIPTION

RECEIVED
MAR 22 1993
PUTNAM COUNTY
COMM UNIT 535
from Anita

Pupil Personnel Services Secretary - Anita Timke 10/ /81

Secretary to School Psychologist - Gene Randolph, and School Social Worker - Electra Tarsinos

Pupil Personnel Services Department serves the Putnam County Psychological Umbrella and Putnam County Social Work Umbrella. The office is in Hopkins School, Granville, IL, in Putnam County. This office serves Putnam County Schools, Tonica School, Lostant Schools, Utica School, and Deer Park School. Putnam County Umbrellas are with the L.E.A.S.E. (LaSalle County Educational Alliance for Special Education) Cooperative.

Answer phone and take messages.

Take dictation from dictaphone.

Type psychological reports, social work reports, social/developmental and medical history reports, multidisciplinary conference reports, diagnostic evaluation reports from Student Assistance Team referrals, correspondence, and forms. Copy and distribute reports.

Keep check of components necessary and completed for a student case study after a referral has been received.

Schedule student staffings and conferences for psychologist with parents, teachers, supt./principals, social worker, and special education cooperative coordinators.

Type and mail staffing invitations to the above.

Type and mail annual review multidisciplinary staffing invitations.

Mail all staffing reports and annual review reports of special education students in the umbrella schools to parents, teachers, and other indicated school personnel.

Receive and distribute incoming and outgoing mail.

Keep active and inactive special education files of all special education students in the umbrella schools. Send component records to L.E.A.S.E. files.

Type year-end summary reports for the department.

Also, average three or four days a month helping process (vendor and code) accounts payable in the Business Office.

Works approximately 160 hours during summer helping close fiscal year and start up new year. Does filing, copying and works with accounts payable.

Phase 1-2-3

From: "Jeff McCasky" <jmccasky@maxiis.com>
To: <schmidte@putnam.k12.il.us>
Cc: <mgray@maxiis.com>, <jmccasky@maxiis.com>
Attachments: Phase1-2-3.pdf (32728); Prop2.doc (49396);

06/22/10 10:39

Hi Ed

Attached is the info on the project and costs broke out into 3 phases.

Phase 1

Phase 1 will give you a fair amount failover but as discussed it is Manual failover and does not require any sub netting of your existing network. The most vulnerable location is Hennepin as it only has one path to Florid. The other three locations will have multiple paths to the PRI at the McNabb location. This should clean up 99% the jitter and loss of call problems at Hennepin caused by interferences and path fading. As per our agreement full credit for the Cisco radios installed in 2009 is included and has been applied to the pricing.

Phase 2

Phase 2 will give you automatic failover but does require that all the locations be sub netted. Mark will need to be involved at this phase to renumber and subnet the locations.

Phase 3

Phase 3 is a total redundant radio network. Any single point of failures are inside the facilities or located in enclosures that are mounted at the base of the towers and will be able to be serviced in less than two hours. A full compliment of spare equipment is included in this phase so you will have a replacement component for any piece of equipment used in the WAN.

As always if you have any questions feel free to call.

Thanks Ed for your all your help and input on this project it is well appreciated by us at D-Max.

Jeff
jmccasky@maxiis.com
815-452-2804

Equipment List: Phase 1 summer 2010

- 6- Microwave Transmitters
- 12- Surge Protectors
- 4- 1000 VA UPS Systems
- 600' Shielded cat 5e Cable
- 3- 30" x 24" x 12" NEMA 12 Enclosure
- 6- Tower top Masts and brackets
- 1- Misc Hardware and Cables

Hours:

- 4 Shop hours for equipment assembly and pre configuration.
- 26 Hours of field installation and testing of equipment

Phase 1	\$8,700.00	
Credit	\$2,300.00	(For Cisco Radios Installed 2009)
Total Phase 1	\$6,400.00	Includes All Equipment, Labor, Credits

Equipment List: Phase 2 1st Qtr 2011

- 4- Cisco Routers and Required Interface (Refurbished with 2 year replacement)
- 4- Cisco 10- 100 Switch (Refurbished with 2 year replacement)
- 1- PC and Monitor for Monitoring and Management of Microwave Network.

Hours:

- 24 Shop hours for equipment assembly and pre configuration.
- 16 Hours of field installation and testing of equipment

Total Phase 2 \$8,900.00

6/22/2010 2:13 PM

Recommendation about Phase One from D-Max, Inc.

As superintendent, I recommend acceptance of the D-Max, Inc. proposal in the amount of \$6,400. Phase One should improve 99% of the jitter and loss of call problems at Putnam County Elementary (Hennepin).

Rationale

At our October 28 Building and Grounds Committee Meeting, the proposal was discussed and recommended. The \$6,400 can be paid from the Capital Fund. As previously mentioned, it should improve nearly all of the loss of call problems at Hennepin, and it should ensure greater safety and communication for all students.

District Goal

Improve communications among all stakeholders in the Putnam County School District and communities.

Issues/FAQ as PrairieCat Becomes a Separate Legal Entity

Background: As you know, Illinois government is currently in a financial crisis. The State's inability to fully fund public institutions such as the Prairie Area Library System has resulted in a reduction of services and a concern that library systems will cease to exist. Despite PrairieCat being mostly funded by member library fees, this would have a direct impact on PrairieCat as PALS currently serves as PrairieCat's legally recognized agent. Because of the uncertainty of PALS' future and the need to ensure the viability of PrairieCat, the PrairieCat Delegates Assembly voted on July 28 to begin steps to become a separate legal entity. To that end, the PrairieCat Administrative Council has worked with an attorney to draft a new intergovernmental agreement for PrairieCat membership which will establish PrairieCat as a new, separate legal entity as of December 1, 2010.

Is this really necessary? Yes, after careful research we believe so. PrairieCat is such an integral part of every library's daily operation that its continued viability cannot be put at risk. If PALS would cease to exist or could no longer offer support, PrairieCat must be able to exist independently. This must be done now so it is guaranteed that there will be no interruption of service to members and so that members will feel secure in PrairieCat's future. Once PrairieCat is recognized as an independent entity, PALS will transfer current PrairieCat assets to the newly formed entity.

When and how is the current consortium (PALSGroup) dissolved? By section 6.7 of the PALSGroup agreement (the current agreement between PrairieCat libraries and PALS), formal dissolution of PALSGroup happens when 2/3 of the fully participating membership serve notice of their intent to terminate participation. Our attorneys agree that notice will be given when the library signs the new PrairieCat agreement and votes to repeal their PALSGroup agreement. We anticipate that 2/3 of the fully participating membership will have given notice by November 15 and PALSGroup will be dissolved.

When is the new PrairieCat officially formed? The new agreement states that PrairieCat will become an intergovernmental instrumentality as of December 1, 2010. On December 9, the Administrative Council will meet for the first time as the PrairieCat Administrative Council (formerly legally the PALSGroup Administrative Council). The current officers will continue on through this fiscal year, but a Treasurer will be newly elected at that meeting. The transfer of assets will also take place at that meeting between PALS and PrairieCat.

Can my library negotiate a different agreement with PrairieCat? No. This is a membership intergovernmental agreement, not a service agreement. It is best

not to think of this as vendor contract which some trustees might view it as and try to modify. All PrairieCat members sign the same agreement to make it binding.

What happens if not all current PrairieCat libraries sign the new agreement? PrairieCat libraries that do not sign the new agreement will no longer be a member of the PrairieCat consortium. **The actual deadline for Fully Participating members to sign the new agreement is November 15, 2010 and for Union Listing libraries is December 31, 2010.** As of January 1, 2011, non-member libraries (that have not given their notice for orderly withdrawal) will lose their member access to PrairieCat's online catalog and all circulation, interlibrary loan and technical services functions.

What are my library's options if I don't want to continue as a PrairieCat member? Because of the change in contracts, there are several options for those libraries that may not plan to continue as PrairieCat libraries:

- 1) A library can give formal notice of intent to withdrawal under the current PALSGroup contract. This notice must be given in writing before November 15, 2010 when that contract is expected to be dissolved. According to that contract, the library would then be responsible for paying their PrairieCat fees for the remainder of this year (through June 2011). But, the member could expect to have an extract of their library's information provided at no cost for the first 40 hours of staff labor, with additional hours of labor billed to the library. Third party charges, if any, would also be the library's expense. Under this option, the library would be expected to be completely withdrawn from the PrairieCat database no later than June 30, 2011.
- 2) A library could choose to simply not sign the new PrairieCat agreement without giving formal notice of intent to withdrawal by November 15, and would be dropped from membership as of January 1, 2011. Under this option, the library would need to negotiate with PrairieCat options for obtaining an extract of their information with all costs billed to the library, negotiate any funds due the library from the Capital Reserve, and would need to sign a waiver releasing PALS from liability from the PALSGroup agreement. They would also lose all member access to PrairieCat services as of January 1, 2011. They would not be responsible for PrairieCat fees after December 31, 2010.
- 3) A library could choose to sign the new PrairieCat agreement, but then give notice of intent to withdraw later this fiscal year. If your library intends to withdraw during FY2011, you would need to give written notice by December 31, 2010. Otherwise, you will be obligated for your PrairieCat fees through June 2012 by the 180 day notice required in the new PrairieCat agreement. The Administrative Council is working on a new fee structure for costs to

withdraw which will be included in the contract with PALS. We believe the new fees will be based on per record charges rather than hourly fees, so that libraries will have better specific costs when they are weighing their options. The new PrairieCat documents do not include providing 40 free hours of labor for withdrawing libraries.

What is the Release or Waiver of Liability? The PALS attorney has drafted language that is part of the PALSGroup dissolution document that protects PALS from future liability from the dissolved contract in exchange for transfer of PrairieCat assets.

Who is going to provide our PrairieCat services going forward? The Administrative Council is recommending that PrairieCat continue to contract with PALS to provide PrairieCat fiscal and operational management through June 30, 2012. An initial contract between PALS (and any successor library system) and PrairieCat has been drafted and is in your meeting packet. This contract still needs to be revised by the PrairieCat Sustainability Committee so is not the final document. An important point to remember though is that this new contract clarifies that PrairieCat is contracting for **services** from PALS. The employees will continue to be PALS employees, not PrairieCat employees. As your contractor, PALS will continue to work with PrairieCat members to ensure that the services being provided meet the contract specifications and library needs. The draft FY2012 budget provided to the Delegates Assembly shows a change in presentation of contractual service fees; direct PrairieCat costs are specified in the budget but all expenditures related to PALS' provision of services are now lumped together under one contractual fee.

Will our fiscal management be different? Yes, beginning in December, PrairieCat will have its own bank account(s), its own FEIN, its own financial reports and audit. The new PrairieCat Treasurer will also have greater responsibility for oversight of fiscal operations, and PrairieCat officers will be check signers. It will take some time to transfer ownership of contracts, maintenance agreements and other direct expenses, but that should be completed no later than the end of FY2011.

What if PALS doesn't get its state funding and can't continue to provide delivery or other services? The PrairieCat Sustainability Committee continues to work on doomsday scenarios that we hope won't be needed. That is one reason for the recommendation to hire Kirtley Technology to do a server room plan / moving plan should it be necessary to move from the PALS Shorewood Service Center. Several libraries have also already offered to step in as fiscal or operations manager if need be, and the Committee will continue to work on that planning as a failsafe so that PrairieCat operations are not at risk.

I've heard the PALS Shorewood Service Center is going to be on the market soon? The PALS Board agreed at their last meeting to postpone any plan to sell the Shorewood Service Center at this time. The system Merger Design Team has formed a committee that, among other things, will review facility needs and it is expected that no action will be taken on any buildings that hold data centers (like Shorewood) in the foreseeable future. The Coal Valley Service Center is on the market, and staff there has already begun investigating options for leased space in that area should the building sell.

What other things will change when PrairieCat becomes a separate legal entity?

- a. Open Meetings Act Compliance - as a formal intergovernmental entity (a public body), PrairieCat will need to act in compliance with the Illinois and Iowa Open Meetings Acts. In the past, PrairieCat operated with the Delegates Assembly and the Administrative Council in compliance as the decision-making bodies for PrairieCat, but going forward all meetings will need to be in compliance. This means that all PrairieCat meetings will need to have a quorum present at a physical location and may necessitate a re-organization of how standing committees work for the consortium. The new draft bylaws present a suggested rework of the committees which calls for between 5 and 20 official representatives for CUG, TSUG, OPAC, and ULUG. For bi-monthly meetings, these official committee members would need to establish a quorum in a physical location, but those meetings could still be broadcast for other participants to provide input.
- b. Some other changes in the governance structure included in the new ByLaws are:
 - i. The Vice-Chair of PrairieCat is also the Chair-Elect
 - ii. A treasurer for PrairieCat is added as part of the Executive Committee and will have responsibility for oversight of fiscal matters
 - iii. PALS will no longer be a voting member of the Administrative Council. Instead, a 4th At Large seat has been added to the Administrative Council and that person will need to be elected by December 1, 2010 to serve a term through June 30, 2011.
 - iv. Each fully participating member can still appoint a Delegate and an Alternate as voting members of the Delegates Assembly, but substitutes or proxies will not be allowed going forward (for Open Meetings Act compliance).

- c. Will PALS still be a member of PrairieCat? Yes, PALS intends to still be a member of PrairieCat. However, as the current oversight agency, PALS fees also cover all shared or non library-specific users, bibliographic records and circulations in the PrairieCat database. For instance, PALS fees pay for all users and circulation activity for ILL patrons and non-PrairieCat reciprocal borrowers. As of September 30, there are more than 22,000 non library-specific users in PrairieCat, the majority of these being the reciprocal borrowers. Going forward, will the consortium share the costs for these records/this activity? The draft Appendix A that has been provided for FY2012 reduces the PALS allotment down to actual PALS users, items and circulations, and in essence distributes the non-library specific activity amongst the fully participating libraries through the formula. These are issues still to be worked out.

Should anything change with Union List Representation? An issue that was discussed by the Administrative Council is whether the Union List libraries should have a vote on either the Administrative Council or at the Delegates Assembly. We believe that one reason that PALS was a voting member of the Administrative Council in the past is that library system staff was the voice of Union List members and made sure their concerns were heard. A representative of the Union List Users Group is also a non-voting member of the Administrative Council and the Delegates Assembly. The new bylaws were changed to drop PALS as a voting member, and one alternative to creating the 4th At Large representative being proposed was to give the 13th voting seat to the Union List representative. Here is a breakdown of how PrairieCat libraries are represented on the Administrative Council:

Administrative Council Representation:

Seat	# of libraries representing	Aggregate fees	Aggregate Circulation	Aggregate Users	Aggregate Items
Academic/Special	5.5	\$37,614	51,282	11,763	262,591
Academic/Special	5.5	\$37,614	51,282	11,763	262,591
Public, \$24,000 +	5	\$219,008	2,715,440	161,143	1,142,309
Public, \$24,000 +	5	\$219,008	2,715,440	161,143	1,142,309
Public, \$11,000-\$23,999	11.5	\$186,215	1,999,166	115,774	915,595
Public, \$11,000-\$23,999	11.5	\$186,215	1,999,166	115,774	915,595
Public, 0-\$10,999	20	\$142,709	725,382	50,829	631,309
Public, 0-\$10,999	20	\$142,709	725,382	50,829	631,309
School	8	\$51,946	220,476	19,718	222,746

At Large

At Large

At Large
At Large (new)

Union List (not voting)	89	\$52,785	75,000	356	1,622,844
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The Administrative Council is proposing to create the 4th At Large seat at this time and plans to revisit all Administrative Council representation in the future, perhaps before the next election in spring 2011.

What if my board doesn't normally meet between now and November 15?

It is imperative to have your board meet to approve and sign the new agreement.

What are the steps I need to take with my library board? Approve the new PrairieCat agreement first by vote, then repeal the old agreement by vote (resolution templates provided in the packet).

What if my board wants to review the PrairieCat by-laws? The PrairieCat by-laws are not approved by the library board. These will be approved by the PrairieCat Delegates Assembly by vote.

If my board has questions about cost, what information can I give them?

The PrairieCat fees for fiscal year 2011 are set and will not change (July 1, 2010 – June 30, 2011) unless the worst happens and PALS is no longer able to provide delivery services. The process for determining the fiscal year 2012 budget will remain the same: a draft is provided at the October Delegates Assembly, with a final vote by the membership in April 2011. The draft FY2012 budget and draft Appendix A is included in the Delegates Assembly meeting packet.

Where do I send the signed agreement?

Judy Hutchinson

PALS

By delivery: CVSG-9

By mail: 220 W 23rd Ave, Coal Valley, IL 61240

RESOLUTION NO. 1116_____

**RESOLUTION PROVIDING FOR THE DISSOLUTION OF PALSGROUP AND
THE TERMINATION OF THE AGREEMENT BETWEEN PALSGROUP
MEMBERS AND THE PRAIRIE AREA LIBRARY SYSTEM FOR AN
AUTOMATED LIBRARY SYSTEM**

WHEREAS, the Library has previously executed an Agreement with the Prairie Area Library System (“PALS”), entitled “Agreement for PALSGROUP Libraries,” (hereinafter “Agreement”) for the purpose of providing automated library services; and

WHEREAS, the Agreement provides that PALSGROUP may be dissolved if 2/3rds of the Fully Participating Members vote to dissolve and if 2/3rds of the libraries contracting with PALS serve notice upon PALS of their intent to terminate participation under the Agreement; and

WHEREAS the Library has been involved in the process of making arrangements for the provision of automated library services through a newly formed intergovernmental entity entitled PRAIRIECAT due to financial issues existing at PALS; and

THEREFORE, BE IT RESOLVED by the Board of Putnam County CUSD #535 (hereinafter referred to as the “Library”) as follows:

1. This Board hereby finds and determines that it is in the best interests of the Library to exercise its right to terminate the Agreement.

2. This Board, through approval of this Resolution, hereby authorizes the Library Director to send a copy of this Resolution to the PALS Board to notify them of the Library’s decision to dissolve PALSGROUP and to terminate participation in the Agreement.

3. RELEASE OR WAIVER OF ALL CLAIMS: In consideration for the beneficial public services performed by and to be performed by the Prairie Area Library System (herein "PALS") specifically in reference to the creation, operation and dissolution of PALSGroup a/k/a PRAIRIECAT (herein "PALSGROUP") including the transfer of various automation system hardware, applicable software license assignments, and transfer of accumulated reserve funds to a designated successor of the majority of fully participating members of PALSGROUP and/or the payment to any withdrawing libraries and members, of an amount representing the calculated amount under the "Agreement for PALSGROUP Libraries" due to the withdrawing member, we hereby fully and forever release and discharge PALS, and its officers, subsidiary corporations, employees, principals, successor corporations, agents, insurers and assigns ("Parties Released") performing any services whatsoever, from all actions, rights of action, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation, in any way growing out of all known and unknown injuries, damages or claims of whatsoever kind or type, present or future, whether the same be known, anticipated or unanticipated, resulting or to result from any actions or events pertaining to the creation, operation and dissolution of PALSGROUP.

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

Adopted this 15th day of November, 2010 by the Board of Trustees pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the President and Board of Library Trustees of the Putnam
County CUSD #535 this 15th day of November, 2010.

President

ATTEST:

Secretary

Recommendation regarding Dissolution of Palsgroup/Termination

As superintendent, I recommend that we pass the resolution providing for the dissolution of Palsgroup and the termination of the agreement between Palsgroup Members and the Prairie Area Library System.

Rationale

Annette Davis has provided this information regarding the above referenced termination and dissolution. I concur with this recommendation, as it will allow our district to enter into the new agreement referenced in the resolution regarding Prairiecat, while providing our students excellent access to library resources.

District Goal

Demonstrate increased academic achievement for all students.

**INTERGOVERNMENTAL AGREEMENT ESTABLISHING PRAIRIECAT
AND AUTHORIZING MEMBERSHIP IN PRAIRIECAT**

 FULLY PARTICIPATING **UNION LISTING**
(Check appropriate participation level)

WHEREAS, each of the entities listed on Exhibit A to this Agreement is either a local library established pursuant to the Local Library Act, 75 ILCS 5/ 1-0.1, et seq., a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1 et seq., a school district established pursuant to state statute or another entity with a library organized and existing under the laws of the state in which it is located; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Agreement Act, 5 ILCS 220/ 1 et seq., Chapter 28E of the Iowa Code, and to the respective statutes pursuant to which each of the public libraries, library districts and school districts are established, the Governing Body of each of the said entities is empowered and authorized to enter into intergovernmental contracts and agreements for library services and the other entities with a library have the authority to contract for library services; and

WHEREAS, the Libraries that have signed this Agreement have determined that it is in their best interest to join together to provide the services outlined in this Agreement and have decided to create an intergovernmental entity called "PRAIRIECAT," voluntarily established by contracting Public Libraries, Library Districts and other entities with libraries to provide the services and automated library system described and set forth in this Agreement.

NOW, THEREFORE, in consideration of the agreements hereinafter provided, and in further consideration of the execution of this Agreement by two-thirds of the libraries listed on Exhibit A, the Governing Board of the Putnam County CUSD #535, (hereinafter referred to as "Library" or "Member") agree as follows:

1. Incorporation of Preambles. The above and foregoing preambles are incorporated herein and constitute a part of this Agreement.
2. Establishment of PRAIRIECAT. The Libraries that have signed this Agreement hereby establish an intergovernmental entity, as contemplated by the Intergovernmental Cooperation Act, which shall be known as the PRAIRIECAT for the purpose set forth in the next section. PRAIRIECAT shall commence operations on December 1, 2010.
3. Purpose. The purpose of PRAIRIECAT is to provide cost-effective and efficient resource discovery and acquisition for patrons of PrairieCat member libraries.
4. Definitions.

“Fully Participating Member” - A library that pays for the services and the use of all existing application programs as delineated in the Agreement between it and the Prairie Area Library System effective as of July 1, 2010 and whose patrons have full access to the benefits of the ILS. Fully participating members are voting members and may hold any office.

“Union Listing Member” - A library that contributes its holdings to the database for resource sharing activities only. The library pays a fee for these services. Patrons of the library are not included as part of the patron database of the integrated library system. Union listing members are not voting members and may not hold any office.

“Member” - Any library, library district or other entity with a library which has executed an agreement which is accepted by PRAIRIECAT on substantially the same terms as this Agreement

“Integrated Library System” or “ILS”- The integrated library system used by PRAIRIECAT including all equipment and software that is used for automation of library functions.

5. PRAIRIECAT Administrative Council. There is hereby established a board of directors which shall be called the PRAIRIECAT Administrative Council (“Council”). The Bylaws contain the details regarding membership on the Council, elections, meetings, duties, operation and voting of the Council.

6. Obligations/Duties of Members. The obligations and duties of Members are as follows:

- A. To comply with such other reasonable rules and regulations as may be established by PRAIRIECAT for the administration of the Agreement and ILS as well as all policies of PRAIRIECAT, as amended.
- B. To appropriate or budget annually its liabilities for participation in PRAIRIECAT and the ILS and to meet its obligations hereunder.
- C. To cooperate fully with any agent, employee, officer or independent contractor of PRAIRIECAT in any matter relating to the purpose and powers of PRAIRIECAT.
- D. To make payments promptly to PRAIRIECAT as established in the Bylaws, Fee Schedules, and this Agreement.
- E. To execute any agreement or other documents with Vendors, such as a confidentiality agreement, required for operation of or participation in the ILS.
- F. To act promptly on all matters requiring approval by the Members and to not withhold such approval unreasonably or arbitrarily.

- G. To make its library materials available for interlibrary loan in accordance with the ILLINET Interlibrary Loan Policy and to enter its collection into the common database.
- H. To take responsibility for purchasing and maintaining all equipment and telecommunications services necessary for access/connectivity to the PRAIRIECAT system. All such equipment must be compatible with PRAIRIECAT's system, as well as vendor and PRAIRIECAT guidelines.
- I. To acknowledge that the vendors of the ILS have or may have certain proprietary rights in connection with the ILS and to assume and accept responsibilities/liabilities related to any violation of said proprietary rights by its patrons or users.
- J. To take no action inconsistent with this Agreement as originally written or hereafter amended.
- K. To attend Delegates Assembly meetings (fully participating members).

7. Powers and Duties of PRAIRIECAT. PRAIRIECAT may exercise any power, privilege, or authority, to perform and accomplish the purposes set forth in this Agreement and shall exercise such powers, privileges and authority through the PRAIRIECAT Administrative Council:

- A. To administer and supervise the ILS.
- B. To adopt bylaws consistent with law and with this Agreement to govern its operation, which bylaws shall include, among other things, provisions dealing with election of officers, meetings, voting, operational services, committees, budgeting, assessment of fees and other policies.
- C. To employ or contract with agents, employees, vendors, independent contractors or other entities, including legal counsel, accountants and such other persons as may be necessary to provide any services required for the ILS or its implementation, to store any of the equipment required to carry out the services outlined in this Agreement and to accomplish the purposes of PRAIRIECAT.
- D. To purchase or lease equipment, machinery, or personal property necessary for the carrying out of the purpose of the ILS.
- E. To collect payments and assessments from Members.
- F. To procure insurance for the ILS against risks of loss or damage for an amount equal to the replacement cost of the equipment, subject to the usual conditions, stipulations and exceptions.

- G. To hold title to the ILS, except for any equipment held solely by a Member.
 - H. To pass an annual budget.
 - I. To carry out such other activities as are necessarily implied or required to carry out the purposes of the ILS.
8. Use of ILS. The Members will jointly determine the use of the ILS. PRAIRIECAT does not warrant or guarantee the ILS, nor shall PRAIRIECAT be liable for any damages resulting from the malfunction of the ILS.

9. LIMITATION OF LIABILITY/DAMAGES.

A. ANY SPECIFICATION, DESCRIPTION, OR OBJECTIVE IN THIS AGREEMENT CONCERNING THE OPERATION OF THE ILS IS A STATEMENT OF THE UNDERSTANDING OF THE PARTIES AS TO THE DESIGN AND SERVICE OBJECTIVES OF THE ILS, AND DOES NOT CREATE AN EXPRESS OR IMPLIED WARRANTY THAT THE ILS DOES OR WILL ALWAYS CONTINUE TO OPERATE AS DESCRIBED.

B. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, NEITHER PRAIRIECAT NOR ITS OFFICERS, ADMINISTRATIVE COUNCIL MEMBERS, EMPLOYEES OR AGENTS SHALL BE LIABLE TO OR THROUGH THE MEMBER FOR ANY DAMAGES, INCLUDING BUT NOT LIMITED TO DIRECT (WITH THE EXCEPTION OF PERSONAL INJURY AND PROPERTY DAMAGE DIRECTLY CAUSED BY WILLFUL AND WANTON CONDUCT), INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING BUT NOT LIMITED TO LOST PROFITS, LOST REVENUES OR FAILURE TO REALIZE EXPECTED SAVINGS) SUSTAINED OR INCURRED IN CONNECTION WITH THE PERFORMANCE OR NONPERFORMANCE OF SERVICES UNDER THIS AGREEMENT, AND ANY AMENDMENTS THERETO, OR THE PROVISION, USE OR OPERATION OF THE ILS OR SERVICES PROVIDED PURSUANT TO THIS AGREEMENT AND ANY AMENDMENTS THERETO, REGARDLESS OF THE FORM OF ACTION AND WHETHER OR NOT SUCH DAMAGES ARE FORESEEABLE.

C. NEITHER PARTY TO THIS AGREEMENT, INCLUDING THEIR OFFICERS, ADMINISTRATIVE COUNCIL MEMBERS, EMPLOYEES AND AGENTS, SHALL BE LIABLE IN ANY WAY FOR DELAYS, FAILURE IN PERFORMANCE, LOSS OR DAMAGE DUE TO FORCE MAJEURE CONDITIONS OR CAUSES BEYOND SUCH PARTY'S REASONABLE CONTROL.

D. ANY ACTION IN LAW OR IN EQUITY ARISING FROM OR IN CONNECTION WITH ANY MATTER UNDER THIS AGREEMENT MUST BE BROUGHT WITHIN TWO YEARS AFTER THE CAUSE OF ACTION HAS ACCRUED.

E. EXCEPT AS SET FORTH EXPRESSLY IN THIS AGREEMENT, NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF

MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE MADE BY PRAIRIECAT.

F. THE TERMS AND CONDITIONS IN THIS SECTION 9 SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

10. Notices. All notices of claims or any other notice required to be given pursuant to this Agreement, shall be in writing, shall be sent by certified mail and shall be addressed to or to such address or such other parties as the Parties may from time to time designate by notice as provided herein:

PRAIRIECAT
c/o PALS
220 W 23rd Ave
Coal Valley, IL 61240
Attention: PRAIRIECAT Chair

And to: Insert address and contact for Member

11. Payments by Members – Assessments. Each Member shall pay all fees set forth on the PRAIRIECAT Annual Budget, Fee Schedule or any other costs and fees determined by the Members. Any Library joining PRAIRIECAT whose records must be migrated or entered into PRAIRIECAT must pay impact fees for joining PRAIRIECAT.

12. Rights of Members. Rights of each Member of PRAIRIECAT shall include the following:

- A. To enforce the obligations of PRAIRIECAT as set forth herein as a contractual obligation. This contract may be enforced in a court of law either by PRAIRIECAT itself or by any of its Members. The consideration for the obligations imposed herewith shall be based upon the mutual promises and agreements of the Members set forth herein.
- B. To participate on uniform and nondiscriminatory terms.

13. Amendments. The PRAIRIECAT Administrative Council may propose amendments to this Agreement at any time. The proposed amendment must be approved by a vote of at least two-thirds (2/3) of PRAIRIECAT Delegates Assembly Representatives.

14. Waiver. The waiver by any Library signing this Agreement or by PRAIRIECAT of any breach or violation of any provision of this Agreement shall not be deemed to be a waiver or a continuing waiver of any subsequent breach or violation of the same or any other provision of this Agreement.

15. Execution of Agreement. This Agreement may be executed in counterparts, each of which will be signed by one Member Library, and each

separate Agreement and all such collectively constitute one original. Facsimile signatures shall be sufficient.

16. Financial Arrearages. In the event that a Member Library fails to meet any of its financial obligations, the Delegates Assembly may suspend participation of the Library and terminate integrated library services to the Library, including denial of access of the Library's computers to the database, until the Library makes payment. If such Member Library fails to make full payment within ninety (90) days after such termination of services, it shall be deemed to have voluntarily terminated and withdrawn from PRAIRIECAT, and shall be subject to the provisions of Section 18, with specific recognition of the continuing obligation of the Library to make payments, among any other payments due at the time of withdrawal, to the end of the PRAIRIECAT fiscal year in which the withdrawal occurs.

17. Assignment. Under no circumstances shall this Agreement be assigned by any party or be construed as one of agency, partnership, joint venture or employment between the Parties. The Parties shall each be solely responsible for the conduct of their respective officers, employees and agents in connection with the performance of their obligations under this Agreement.

18. Effective Date. For any Member who executes the Agreement before December 1, 2010, the Effective Date shall be December 1, 2010. For any Member who executes the Agreement after December 1, 2010, the Effective Date shall be the first day of the calendar month next following the month in which the Member has duly approved and executed this Agreement or a substantially similar agreement. The contract shall be terminated at the end of the contract year, which is June 30.

19. Term and Termination. This contract shall be effective when signed by the Member and be in effect through June 30, 2011. After the initial contract period, the contract shall be automatically extended for successive one-year periods. Termination of contract requires notification to the Chair of the Delegates Assembly at least 180 days in advance of the next fiscal year. If the Agreement is terminated, the Member must pay all unpaid costs incurred up to and including the time of termination. The obligation to pay all such costs survives the termination of this Agreement. If the Member terminates the Agreement, the Member shall pay all costs incurred by PRAIRIECAT due to the Member's decision to leave PRAIRIECAT, including any work performed by PRAIRIECAT employees or agents after the termination of the Agreement. The process for withdrawal from PRAIRIECAT is outlined in the Bylaws.

20. Dissolution. PRAIRIECAT may be dissolved by a two-thirds (2/3) vote of Fully Participating Members. If PRAIRIECAT dissolves, PRAIRIECAT will first offer title to all system hardware and software to any entity that is composed of at least 2/3 of all Fully Participating Members that had an executed agreement with PRAIRIECAT when the vote to dissolve was passed. If there is no such entity, Fully Participating Members shall have the right of first refusal regarding the purchase of all equipment, property and other assets of PRAIRIECAT and shall share in the proceeds, if any, in accordance with the Member's proportionate share of capital

contributions, purchases, or balance on account. Surplus funds, if any, shall be distributed in the same manner.

21. Section Headings. The section headings inserted in this Agreement are for convenience only and are not intended to and shall not be construed to limit, enlarge or affect the scope or intent of this Agreement or the meaning of any provision hereof.

22. Validity and Savings Clause. In the event that any provision of this Agreement shall be declared by a final judgment of a court of competent jurisdiction to be unlawful or unconstitutional or invalid as applied to any Member, the lawfulness, constitutionality or validity of the remainder of this Agreement shall not be deemed affected thereby.

23. Governing Law. This Agreement shall be construed in accordance with the Constitution and laws of the State of Illinois and Iowa.

IN WITNESS WHEREOF, the Library whose signature is set forth below, acting under the authority of its Governing Body, has caused this Agreement to be executed by its duly authorized officer. This Agreement shall be executed in several counterparts, each of which shall be signed by one Member Library, and each separate Agreement shall collectively constitute one original.

Name of Member: Putnam County CUDS #535_____

BY: _____

(print name and title of representative authorized to execute this Agreement)

ATTEST:

BY: _____

(print name and title)

APPROVED THIS _____ DAY OF _____, 2010.

Adopted by the PrairieCat Delegates Assembly on 10/6/10

RESOLUTION NO. 1115_____

**RESOLUTION PROVIDING FOR THE EXECUTION OF AN
INTERGOVERNMENTAL AGREEMENT ESTABLISHING
PRAIRIECAT AND AUTHORIZING MEMBERSHIP IN PRAIRIECAT**

BE IT RESOLVED by the Board of Putnam County CUSD #535 (hereinafter referred to as the “Library”) as follows:

1. **AUTHORITY:** This Resolution is adopted pursuant to the Intergovernmental Cooperation Clause of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, the Illinois Public Library District Act (or the Illinois Local Library Act where applicable) or Chapter 28E of the Iowa Code. The Library has the authority to enter into intergovernmental agreements for the provision of library services.

2. **FINDINGS:** The Library has reviewed the Intergovernmental Agreement Establishing PRAIRIECAT and Authorizing Membership in PRAIRIECAT, a copy of which is attached hereto as Exhibit A and made a part hereof, and has determined that it is in the best interests of the Library to join PRAIRIECAT as a member library and that it approves the Agreement.

3. **AUTHORIZATION:** That the President and Secretary of this Library are, therefore, authorized and directed to execute the Intergovernmental Agreement For Library Computer Services.

Adopted this 15th day of November, 2010 by the Board of Trustees pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the President and Board of Library Trustees of the Putnam
County CUSD #535 this 15th day of November, 2010.

President

ATTEST:

Secretary

Recommendation for Intergovernmental Agreement Establishing Prairiecat and Authorizing Membership

As superintendent, I recommend the execution of the intergovernmental agreement establishing Prairiecat and authorizing membership in Prairiecat.

Rationale

This intergovernmental agreement will establish and authorize membership in Prairiecat, and this should ensure access to excellent library services for our students.

District Goal

Demonstrate increased academic achievement for all students.