

PUTNAM COUNTY CUSD #535  
BOARD OF EDUCATION MEETING AGENDA  
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER  
May 16, 2011  
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. Retiring Teachers Recognition

Mrs. Edens

Mrs. Gilbert

Mr. Wragge

VI. CORRESPONDENCE

VII. CONSENT AGENDA

A. Approve April 25, 2011 Board of Education Regular and April 27, 2011 Special and Organizational Meetings Minutes. 3

B. Approve District Bills 11

C. Approve Financial Reports 22

D. Approve Treasurer's Report 86

E. Destroy Executive Session Verbatim Recording of November 16, 2009

VIII. REPORTS, UPDATES AND INFORMATIONAL ITEMS

A. Principals' Reports 88

1. Handbook Revisions 96

B. Superintendent's Report

1. Transportation Update 171

2. Set Personnel Committee Meeting Date

3. State Funding Update

C. Committee Reports	
1. Policy Committee	
2. Negotiations Committee	
3. Finance Committee	
4. Building/Grounds Committee	172
IX. OLD BUSINESS	
A. Set Monthly Committee Meeting Night (Action)	
X. NEW BUSINESS	
A. Accept Handbook Revisions (Action)	173
B. Fulltime HS Math Instructor Position. (Action)	174
C. Advertise for Paraprofessional Positions. (Action)	179
D. Accept Bids for Elementary School Roof (Action)	183
E. Approve Building/Grounds Committee Recommendations for Summer Maintenance Projects. (Action)	189
XI. EXECUTIVE SESSION TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE AND/OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DISTRICT.	190
XII. ACTION ITEMS FOLLOWING EXECUTIVE SESSION	
A. Personnel (Action)	
1. Resignation and Hirings.	
XIII. ADJOURNMENT	
UPCOMING IN JUNE:	
* Review superintendents goals.	
* IASB reservations.	
* Wellness Policy Review.	
* Board Retreat.	
* Mileage Reimbursement Rate.	

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

Board of Education  
Regular Meeting  
6:30 p.m., April 25, 2011  
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

There were no adjustments to the agenda.

ADJUSTMENTS

Laura Pauli, with PMA Financial Network, gave an overview of their services to the Board.

DELEGATIONS

Superintendent McCracken recognized the outgoing board members with plaques. The retiring board members are Danielle Stoddard serving on the board for 8 years, Jennifer Smoode serving for 4 years and Ellen Entwistle serving for 2 years. Thank you for all your years of service.

Mrs. Smoode moved and Mrs. Nauman seconded the motion to approve the Consent Agenda - Regular session and Executive session minutes of March 21, 2011, Expulsion Hearing minutes of March 21, 2011, Financial Reports for the month of March, Treasurer's Report for month of March, bills for month of April, destroy Executive Session Verbatim Recording of October 19, 2009, and approve renewal of membership in the Illinois Elementary School Association. 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 in BoardBook. Mr. Peterson, HS principal, stated that ACT and PSAE testing will be on Wednesday and Thursday, April 27 and 28.

PRINCIPALS'  
REPORTS

Transportation- Superintendent McCracken said there have been fewer transportation problems.

SUPERINTENDENT  
REPORT

Curriculum-High school language arts department is increasing course offering.

Curriculum mapping continues in the district.

Junior High graduation will be Thursday, May 26 and High School graduation is Friday, May 27.

The District Improvement Plan is displayed on BoardBook.

The State still owes the District over \$447,000.

Building Committee: Bid openings for tile removal/asbestos abatement and replacing floor tile were held on April 19. There were three bids turned in, with Universal Asbestos Removal, Inc. and Granville Floor Covering being the lowest bids. Both companies were asked for alternative bids to remove and replace the remainder of floor tile in the attached halls. The bids came in as \$52,075 for removal and \$32,887 for replacement.

COMMITTEE  
REPORTS

PUTNAM COUNTY BOARD OF EDUCATION

April 25, 2011

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Mrs. Nauman moved and Mrs. Hopkins seconded the motion to approve PRESS Plus Feb 2011 policy changes, with the principal option included. All ayes, motion carried.

POLICY UPDATES

Mr. Kettman moved Mrs. Nauman seconded the motion to approve Hopkins Alumni request to use Primary Building conference Room for monthly board meetings and to hold their Triennial Alumni Reunion in the Primary Building Gym. All ayes, motion carried.

BUILDING USE REQUEST

Mrs. Popurella moved and Mr. Kettman seconded the motion to accept with regret the resignation of Debbie Morrow, HS Math teacher. All ayes, motion carried.

PERSONNEL

Mr. Kettman moved and Mrs. Smoode seconded the motion to accept with regret the resignation of Tamara Waca, PS Special Education teacher. All ayes, motion carried.

Mrs. Entwistle moved and Mrs. Hopkins seconded the motion to hire the following for summer school 2011: Connie Hartman, Rebecca Johnson, Debbie Ward, Janice Ossola, Monica McGill, Katie Sobkowiak, Ashley Schmitt Bush, Sue Evans, Carmela Rodriguez and Judy Gedraitis. On roll call the members voted as follows: Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; Mrs. Smoode, aye; and Mrs. Stoddard, aye. Motion carried.

Mrs. Nauman moved and Mrs. Hopkins seconded the motion to accept the bid for tile removal/asbestos abatement from Universal Asbestos Removal, Inc. On roll call the members voted as follows: Mrs. Nauman, aye; Mrs. Popurella, aye; Mrs. Smoode, aye; Mrs. Stoddard, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; and Mr. Kettman, aye. Motion carried.

ASBESTOS REMOVAL

Mrs. Hopkins moved and Mr. Kettman seconded the motion to accept the bid for floor tile replacement from Granville Floor Covering. On roll call the members voted as follows: Mrs. Hopkins, aye; Mr. Kettman, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; Mrs. Smoode, aye; Mrs. Stoddard, aye; and Mrs. Entwistle, aye. Motion carried.

TILE REPLACEMENT

At 7:16 p.m. Mrs. Smoode moved and Mrs. Popurella 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 #535  
402 E Silverspoon Ave  
Granville, Illinois 61326

Board of Education  
Special Meeting  
6:30 p.m., April 27, 2011  
Media Center Putnam County Primary Building

The meeting continued with the Pledge of Allegiance.

PLEDGE

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

ROLL CALL

Board Secretary read the results of the election as certified by Putnam County Clerk Dan Kuhn. The newly elected Putnam County School Board members are Mrs. Adriane Shore, Mr. James Gibson, and Ms. Laurie Glenn.

Newly elected board members, Ms. Glenn, Mr. Gibson, and Mrs. Shore, took the Oath of Office. New members were welcomed.

Mrs. Hopkins moved and Mrs. Popurella seconded the motion for the board to adjourn sine die. All ayes, motion carried.

ADJOURN SINE DIE

Respectfully submitted.  
Pamela Ellena, Board Secretary

APPROVED _____	_____
BOARD PRESIDENT	DATE
_____	_____
BOARD SECRETARY	DATE

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

Board of Education  
Organizational Meeting  
6:30 p.m., April 27, 2011  
Media Center Putnam County Primary Building

Mrs. Hopkins was appointed President Pro Tem

Ms. Glenn nominated Vicky Nauman as President. Mr. Kettman nominated Kristina Popurella as President. Mrs. Popurella removed her name from the nominations. All ayes, Vicky Nauman will be President of the board.

Mrs. Shore nominated Kristina Popurella as Vice President. All ayes, Kristina Popurella will be Vice President of the board.

Mrs. Hopkins moved and Mr. Kettman seconded the motion to appoint Pam Ellena as Board Secretary. All ayes, motion carried.

Mrs. Popurella moved and Mrs. Shore seconded the motion to appoint Alex Rolando as Board Treasurer. All ayes, motion carried.

Committee members were tentatively set as follows: Building/Grounds – Mrs. Popurella, Mr. Kettman, Ms. Glenn, Finance – Ms. Glenn, Mrs. Nauman, Mrs. Hopkins, Insurance – Mrs. Nauman, Mr. Gibson, Negotiations – Mrs. Hopkins, Mrs. Shore, Parent Advisory – Mrs. Shore, Personnel – Mrs. Popurella, Mr. Gibson, Policy – Mrs. Nauman, Mrs. Shore, PCEF Delegate – Mrs. Popurella, IASB Conference Delegate – Mr. Gibson, IASB Governing Board Rep – Mrs. Nauman.

Mrs. Hopkins and Ms. Glenn will present diplomas at the Junior High Graduation and Mrs. Popurella and Mrs. Shore will present diplomas at the High School Graduation.

Mr. Kettman moved and Mrs. Popurella seconded the motion to set the School Board Meeting dates and times as per list on BoardBook(third Monday at 6:30 with the exception of Jan and Feb). All ayes, motion carried.

At 6:58 p.m. Mr. Kettman moved and Mrs. Popurella seconded the motion to adjourn. All ayes, motion carried.

Respectfully submitted.  
Pamela Ellena, Board Secretary

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

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





# Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
AIRGAS NORTH CENTRAL	VOG AG-DUES		\$45.45	10-1401-640-2
		Total	\$45.45	
ALLIED WASTE SERVICES #3	ALL SCHOOL SERVICES		\$363.08	20-2542-321-1
		Total	\$363.08	
AMEREN ILLINOIS	H S- ELECTRIC SERVICE		\$4,558.20	20-2542-466-2
	JR HI-ELECTRICAL SERVICE		\$2,505.30	20-2542-466-3
	ELEMENTARY-ELECTRIC SERVI		\$1,393.54	20-2542-466-4
	JR HI-ELECTRICAL SERVICE		\$109.13	20-2542-466-3
	JR HI-ELECTRICAL SERVICE		\$38.63	20-2542-466-3
	JR HI-ELECTRICAL SERVICE		\$7.74	20-2542-466-3
	PRIMARY-ELECTRIC SERVIC		\$2,069.68	20-2542-466-5
	PRIMARY NATURAL GAS		\$1,220.74	20-2542-465-5
	JR HI-NATURAL GAS		\$1,532.21	20-2542-465-3
	ELEMENTARY-NATURAL GAS		\$1,151.23	20-2542-465-4
	H S-NATURAL GAS SERVICE		\$3,138.43	20-2542-465-2
		Total	\$17,724.83	
AMSAN LLC	HIGH SCHOOL-BLDG SUPPLIE		\$50.98	20-2542-410-2
		Total	\$50.98	
ARAMARK ROCKFORD	ALL SCHOOL SERVICES		\$423.59	20-2542-321-1
	ALL SCHOOL SERVICES		\$216.38	20-2542-321-1
	ALL SCHOOL SERVICES		\$524.45	20-2542-321-1
	ALL SCHOOL SERVICES		\$149.43	20-2542-321-1
	ALL SCHOOL SERVICES		\$712.69	20-2542-321-1
		Total	\$2,026.54	
BATTERIES & THINGS	JR HI-BUILDING SUPPLIES		\$69.00	20-2542-410-3
	HIGH SCHOOL-BLDG SUPPLIE		\$90.00	20-2542-410-2
		Total	\$159.00	
BEHAVIOR DISORDER PROGRSP	ED TUITION PUBLIC		\$1,800.00	10-4220-600-1
		Total	\$1,800.00	
BLICK ART MATERIALS	ED FOUNDATIONS SUPPLIES	26949	\$287.96	10-2310-411-6
		Total	\$287.96	
BLUE CROSS BLUE SHIELD	HLTH CRT S		\$719.42	10-481
	HLTH BP CRT S		\$6,473.99	10-481
	HLTH CRT F		\$3,562.30	10-481
	HLTH BP CRT F		\$4,573.30	10-481
	HLTH CRT E + S		\$1,959.00	10-481
	HLTH BP CRTE+S		\$3,740.00	10-481
	HLTH NC E+S		\$195.90	10-481
	HLTH BP NC E+S		\$374.00	10-481
	HLTH NC S		\$83.01	10-481
	HLTH NC S		\$83.01	20-481
	HLTH BP NC S		\$747.00	10-481
	HLTH BP NC S		\$747.00	20-481
	HLTH BP EMP+C		\$332.34	20-481
	HLTH E + C		\$1,127.88	10-481
	HLTH BP E + C		\$1,994.04	10-481
	HLTH E + C		\$187.98	20-481

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
	HLTH ADM BP F		\$2,440.68	10-481
	HLTH ADMIN E+S		\$1,104.18	10-481
	HLTH ADMIN E+S		\$35.62	40-481
		Total	\$30,480.65	
BOTH, PATRICIA	SW-TRAVEL		\$127.46	10-2110-332-1
	LEASE BLOCK GRANT		\$30.00	10-1220-332-38
		Total	\$157.46	
BRANDSTATTER, LORETTA	CONTRACT SERVICE-SP ED R		\$120.32	40-2550-326-1
		Total	\$120.32	
C.P. PRODUCTS, INC.	H S-BUILDING CAP OUTLAY		\$8,491.08	20-2542-540-2
		Total	\$8,491.08	
CAROLINA BIO SUPPLY	HS-SUPPLIES	26948	\$104.10	10-1113-410-2
		Total	\$104.10	
CDWG INC.	TECH SUPPLIES	26816	\$142.79	10-1112-410-1
	TECH SUPPLIES	26817	\$57.98	10-1112-410-1
	TECH SUPPLIES	26818	\$243.34	10-1112-410-1
		Total	\$444.11	
CLASSROOM DIRECT	HENN OFFICE - SUPPLIES	42830	\$142.10	10-2410-410-4
		Total	\$142.10	
COMPANION LIFE (DENTAL)	DENTAL CERT S		\$116.60	10-481
	DENTAL BP CRT S		\$216.59	10-481
	DENTAL CRT F		\$370.00	10-481
	DENTAL BP CRT F		\$687.40	10-481
	DENTAL CERT S+		\$178.08	10-481
	DENT BP CRT S+		\$330.72	10-481
	DENT ADM BP F		\$105.74	10-481
	DENT ADMIN E+S		\$93.41	10-481
	DENT ADMIN E+S		\$1.99	40-481
	DENT NC FAMILY		\$18.50	20-481
	DENT NC BP FAM		\$34.37	20-481
	DENT NC SINGLE		\$11.66	10-481
	DENT NC SINGLE		\$17.49	20-481
	DENT NC BP SIN		\$21.66	10-481
	DENT NC BP SIN		\$32.49	20-481
	DENTAL EMP PD		\$49.98	10-481
		Total	\$2,286.68	
COMPANION LIFE (LIFE)	LIFE ADM BP		\$19.00	10-481
	LIFE SUPT BP 2		\$4.45	10-481
	LIFE SUPT BP 2		\$0.30	40-481
	LIFE CERT		\$91.85	10-481
	LIFE CERT BP		\$169.95	10-481
	LIFE NC		\$3.33	10-481
	LIFE NC		\$3.32	20-481
	LIFE NC BP		\$6.19	10-481
	LIFE NC BP		\$6.20	20-481
	LIFE EMP PD		\$4.76	10-481
		Total	\$309.35	

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
CONSECO HEALTH INS CO	CONSECO		\$478.64	10-481
	CONSECO		\$100.30	20-481
		Total	\$578.94	
CREATIVE THERAPY STORE	SW-SUPPLIES	32358	\$178.68	10-2110-410-1
		Total	\$178.68	
CULLIGAN TRI CO SALES	ALL SCHOOL SERVICES		\$104.00	20-2542-321-1
	ALL SCHOOL SERVICES		\$36.75	20-2542-321-1
		Total	\$140.75	
DAVIS, ANNETTE E	HEARING IMP-TRAVEL		\$18.19	10-1207-332-1
	MEDIA PROG-TRAVEL		\$54.05	10-2220-332-1
	HS MEDIA SOFTWARE	26656	\$327.98	10-2220-470-2
		Total	\$400.22	
DELTA EDUCATION	HENN ELEM-SUPPLIES	42840	\$172.30	10-1110-410-4
		Total	\$172.30	
FICEK ELECTRIC & COMM	ELEM-TELEPHONE		\$225.00	20-2542-340-4
		Total	\$225.00	
FIRST CHOICE MED EQUIPMEMEDICAID		60001	\$190.00	10-1220-411-11
		Total	\$190.00	
FISHER SCIENTIFIC EDUCATIHS-SUPPLIES		26455	\$1,131.84	10-1113-410-2
		Total	\$1,131.84	
FOLLETT LIBRARY RESOURCPCEF READING GRANT 10/11		26659	\$186.04	10-2310-411-6
		Total	\$186.04	
FOX RIVER FOODS CO	ECE FOOD SUPP		\$297.27	10-1125-411-1
	HENN-CAFE FOOD		\$3,448.04	10-2560-410-4
	HENN ELEM-CAFE MISC SUPP		\$169.48	10-2560-490-4
	HEN BREAKFAST		\$516.65	10-2560-410-1-4
	PRIMARY CAFE FOOD		\$1,729.33	10-2560-410-5
	PRIMARY BREAKFAST		\$120.01	10-2560-410-1-5
	PRIMARY MISC SUPPLY		\$71.83	10-2560-490-5
	JR HI-CAFE FOOD		\$2,464.61	10-2560-410-3
	JH BREAKFAST		\$575.52	10-2560-410
	HIGH SCHOOL- FOOD		\$3,305.48	10-2560-410-2
	HS BREAKFAST		\$201.63	10-2560-410-1-2
	H S-CAFE MISC SUPPLIES		\$297.62	10-2560-490-2
		Total	\$13,197.47	
FRONTIER	H S - TELEPHONE SERVICE		\$76.34	20-2542-340-2
		Total	\$76.34	
GEDRAITIS, JUDY	EPIC-TUITION REIMB		\$510.00	10-2210-320-1
		Total	\$510.00	
GENERAL ASP INC	ONLINE APP CONSORTIUM SUB		\$450.00	10-1113-470-1
		Total	\$450.00	

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
GOSLIN, VANESSA	JR HI-TRAVEL		\$70.50	10-1112-332-3
	H S TRAVEL		\$70.50	10-1113-332-2
	HS-SUPPLIES		\$42.99	10-1113-410-2
	Total		\$183.99	
GRAINGER	ELEMENTARY-BLDG CAP OUT		\$592.00	20-2542-540-4
	Total		\$592.00	
GRAPHIC ELECTRONICS	BOARD SUPPLIES		\$279.00	10-2310-410-6
	GUIDANCE-SUPPLIES		\$195.50	10-2120-410-1
	HEN MEDIA-AV	42873	\$217.00	10-2220-430-4
	Total		\$691.50	
GRASSERS	JR HI-BUILDING SUPPLIES		\$32.10	20-2542-410-3
	Total		\$32.10	
HELSEK, KAREN	F/C SCIENCE SUPPLY		\$20.68	10-1113-412-2
	Total		\$20.68	
HENNEPIN BLDG IMPREST	PRINC OFFICE-POSTAGE		\$11.00	10-2410-341-1
	LEASE BLOCK GRANT		\$30.00	10-1220-332-38
	SSOS TRAVEL		\$200.00	10-1112-333-3
	Total		\$241.00	
HENNEPIN FOOD MART	HENN-CAFE FOOD		\$17.40	10-2560-410-4
	ELEMENTARY-BLDG SUPPLIES		\$1.38	20-2542-410-4
	Total		\$18.78	
HENNEPIN WATER DISTRICT ELEM-WATER			\$157.33	20-2542-322-4
	Total		\$157.33	
HENRICKSEN & COMPANY, INELEMNTARY-BLDG CAP OUT			\$780.00	20-2542-540-4
	Total		\$780.00	
HENRY-SENACHWINECUSD 5CONTRACT SERVICE-SP ED R			\$1,020.00	40-2550-326-1
	Total		\$1,020.00	
HIGH SCHOOL IMPREST	HS ATHL OFFICIALS		\$2,350.00	10-1501-319-2
	HS ATH DUES/FEES		\$600.00	10-1501-640-2
	MEDIA PROG-TRAVEL		\$13.00	10-2220-332-1
	LEASE BLOCK GRANT		\$30.00	10-1220-332-38
	H S TRAVEL		\$250.00	10-1113-332-2
	CO-OP SUPPLIES		\$153.88	10-1459-410-2
	Total		\$3,396.88	
HIGHSMITH COMPANY INC	JH MEDIA SUPPLIES	32326	\$83.24	10-2220-410-3
	PRIMARY MEDIA SUPP	50339	\$20.65	10-2220-410-5
	Total		\$103.89	
HILLMANN PEDIATRIC THER.PHYS IMP-CONTRACT SERVIC			\$9,273.55	10-1204-319-1
	Total		\$9,273.55	
HINCKLEY SPRING WATER C(SUPT OFFICE-SUPPLIES			\$55.86	10-2320-410-1
	Total		\$55.86	

**Bills Payable List**

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
HOBART SERVICE	ELEMENTARY-BLDG CAP OUT		\$626.70	20-2542-540-4
		Total	\$626.70	
HOFFMAN, JANICE	ECE COMM SUPP		\$74.30	10-1125-412-1
		Total	\$74.30	
HOOPESTON SEWING BOUTIQ/C SCIENCE SUPPLY		26401	\$130.00	10-1113-412-2
		Total	\$130.00	
I D E S (ACCT 08059410)	UNEMPLOYMENT INSUR		\$5,139.00	80-2363-232-7
		Total	\$5,139.00	
ID LABEL INC.	JR HI MEDIA-PERIODICALS	32359	\$142.00	10-2220-440-3
		Total	\$142.00	
IL CENTRAL SCHOOL BUS LL	CONTRACT-EX CURRIC		\$3,768.00	40-2550-328-1
	FOUNDATION		\$732.00	40-2550-328-1
	CONTRACT REG		\$26,952.80	40-2550-325-1
	CONTRACT SERVICE-SP ED R		\$14,018.00	40-2550-326-1
	CONTRACT SERVICE-AV		\$720.00	40-2550-327-1
	CONTRACT ECE ROUTES		\$5,024.00	40-2550-331-1
		Total	\$51,214.80	
IL VALLEY BUSINESS EQUIP	MHS R/M / COPIER		\$18.80	10-1113-323-2
	HEN R/M/COPIERS		\$422.80	10-1110-323-4
	PRIMARY R/M /COPIER		\$422.80	10-1111-323-5
	JH R/M/COPIER		\$422.80	10-1112-323-3
	HS R/M / COPIER		\$422.80	10-1113-323-2
	SUP COPY MACHINE		\$422.80	10-2320-323-1
	HENN OFFICE - SUPPLIES	42829	\$164.00	10-2410-410-4
		Total	\$2,296.80	
IL VALLEY CELLULAR	ALL SCHOOL SERVICES		\$36.37	20-2542-321-1
	SUPT-TELEPHONE		\$84.86	20-2542-340-1
	ALL SCHOOL SERVICES		\$84.94	20-2542-321-1
		Total	\$206.17	
INTERSTATE BRANDS CORP	HIGH SCHOOL- FOOD		\$290.20	10-2560-410-2
	HS BREAKFAST		\$57.50	10-2560-410-1-2
	JR HI-CAFE FOOD		\$220.75	10-2560-410-3
	HENN-CAFE FOOD		\$159.30	10-2560-410-4
	HEN BREAKFAST		\$55.65	10-2560-410-1-4
	PRIMARY CAFE FOOD		\$182.15	10-2560-410-5
		Total	\$965.55	
JB CONTRACTING CORP	PRIMARY REPAIR/MAI		\$211.12	20-2542-323-5
		Total	\$211.12	
JOSTENS INC	JR HI OFFICE-SUPPLIES		\$10.71	10-2410-410-3
		Total	\$10.71	
JUNIOR HIGH IMPREST	JR HI-TRAVEL		\$190.00	10-1112-332-3
	PRINC OFFICE-POSTAGE		\$527.57	10-2410-341-1
	JH MEDIA SUPPLIES		\$10.00	10-2220-410-3
	LEASE BLOCK GRANT		\$90.00	10-1220-332-38

**Bills Payable List**

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
		Total	\$817.57	
KUEHN, BETH	TITLE IIA TRAVEL		\$396.39	10-1110-332-42
		Total	\$396.39	
LAKESHORE	CROSS CAT - HENN	42814	\$57.44	10-1220-410-4
		Total	\$57.44	
LANTER REFRIGERATED DIS	HIGH SCHOOL- FOOD		\$117.91	10-2560-410-2
	JR HI-CAFE FOOD		\$142.09	10-2560-410-3
	HENN-CAFE FOOD		\$79.56	10-2560-410-4
	PRIMARY CAFE FOOD		\$117.91	10-2560-410-5
		Total	\$457.47	
LASALLE CO R.O.E.	FISCAL SVCS TRAVEL	64340	\$50.00	10-2520-332-1
	FISCAL SVCS TRAVEL	64343	\$50.00	10-2520-332-1
		Total	\$100.00	
LIBRARY STORE, THE	DONATION FROM JANET KEMP	26812	\$35.27	10-2310-412-6
		Total	\$35.27	
LIBRARY VIDEO COMPANY	HS MEDIA SOFTWARE	26657	\$26.90	10-2220-470-2
	HENN ELEM-TEXT	42850	\$227.48	10-1110-420-4
	HEN MEDIA SOFTWARE	42868	\$101.70	10-2220-470-4
		Total	\$356.08	
LIGHTED WAY ASSOCIATION	LIGHTEDWAY/ALLENDALE		\$11,417.60	10-1912-670-1
		Total	\$11,417.60	
LOCKER ROOM	SUPT OFFICE-SUPPLIES		\$804.50	10-2320-410-1
		Total	\$804.50	
MARCO PRODUCTS	SW-SUPPLIES	32357	\$46.94	10-2110-410-1
		Total	\$46.94	
MAXCOM	LEASE FD TECH SOFTWARE		\$6,400.00	10-1113-470-1
		Total	\$6,400.00	
MAXIIS	LEASE FD-MAXIIS		\$200.00	10-2190-323-1
		Total	\$200.00	
MCCRACKEN, JAY	SUPT OFFICE-TRAVEL		\$117.60	10-2320-332-1
		Total	\$117.60	
MCNABB TELEPHONE COMP	SUPT-TELEPHONE		\$70.69	20-2542-340-1
	H S - TELEPHONE SERVICE		\$441.83	20-2542-340-2
	JR HI-TELEPHONE SERVICE		\$419.83	20-2542-340-3
	ELEM-TELEPHONE		\$172.69	20-2542-340-4
	PRIMARY-TELEPHONE SERV		\$283.51	20-2542-340-5
		Total	\$1,388.55	
MEDIACOM LLC	LEASE FD-MAXIIS		\$249.95	10-2190-323-1
		Total	\$249.95	

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
MUSIC PRODUCTS INC.	MUSIC SUPPLY-PRIM	50452	\$338.57	10-1115-410-5
	MUSIC SUPPLY-ELEM	50452	\$155.00	10-1115-410-4
	MUSIC SUPPLY-ELEM	50452	\$24.95	10-1115-410-4
	Total		\$518.52	
N C I M D	PRIMARY CAFE FOOD		\$1,217.90	10-2560-410-5
	HENN-CAFE FOOD		\$854.98	10-2560-410-4
	HIGH SCHOOL- FOOD		\$974.11	10-2560-410-2
	JR HI-CAFE FOOD		\$982.74	10-2560-410-3
	Total		\$4,029.73	
NASCO	HENN ELEM-SUPPLIES	42841	\$253.14	10-1110-410-4
	Total		\$253.14	
NORTH CENTRAL BANK	FALL PLAY		\$302.40	10-1540-411-1
	FALL PLAY		\$1,000.00	10-1540-411-1
	SPRING PLAY		\$781.50	10-1540-410-1
	EX CURRICULAR VAN		\$50.39	40-2550-324-1
	H S-ATHLETIC TRAVEL		\$559.82	10-1501-332-2
	Total		\$2,694.11	
ORKIN EXTERMINATING CO	IAL SCHOOL SERVICES		\$201.69	20-2542-321-1
	Total		\$201.69	
OSSOLA & COMPANY J W	PRIMARY BLDG CAP OUT		\$2,100.00	20-2542-540-5
	Total		\$2,100.00	
PC FOODS, INC.	HIGH SCHOOL- FOOD		\$13.93	10-2560-410-2
	GUIDANCE-SUPPLIES		\$43.16	10-2120-410-1
	F/C SCIENCE SUPPLY		\$3.98	10-1113-412-2
	F/C SCIENCE SUPPLY		\$237.91	10-1113-412-2
	HS-SUPPLIES		\$18.12	10-1113-410-2
	BOARD SUPPLIES		\$33.98	10-2310-410-6
	Total		\$351.08	
PCCU (NEC)	DED NEC		\$3.51	10-481
	NEC-ADMIN/10 MONTH		\$96.70	10-481
	NEC-ADMIN/10 MONTH		\$1.55	40-481
	NEC 24/20		\$1,099.17	10-481
	Total		\$1,200.93	
PENSERV PLAN SERVICES	PENSERV PLAN SERVICES		\$1,840.00	10-481
	Total		\$1,840.00	
PERMA- BOUND	HS MEDIA BOOKS	26798	\$53.71	10-2220-411-2
	PCEF READING GRANT	32298	\$67.14	10-2310-411-6
	10/11 READING GRANT	42775	\$817.62	10-2310-411-6
	LIBRARY GRANT	42778	\$166.00	10-2220-410-32
	10-11 READING GRANT	42778	\$16.31	10-2310-411-6
	PRIM MEDIA BOOKS	50336	\$721.72	10-2220-411-5
	Total		\$1,842.50	
PERRY MEMORIAL HOSPITAL	STUDENT DRUG TESTING		\$786.50	10-2310-390-6
	Total		\$786.50	

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
PLANK ROAD PUBLISHING	INMUSIC SUPPLY-ELEM	42834	\$60.65	10-1115-410-4
	MUSIC TEXTS-ELEM	42835	\$481.43	10-1115-420-4
	Total		\$542.08	
POS WORLD INC	JH MEDIA SUPPLIES	32360	\$123.00	10-2220-410-3
		Total	\$123.00	
PRIMARY IMPREST	PRINC OFFICE-POSTAGE		\$2.07	10-2410-341-1
	PRIMARY-TRAVEL		\$100.00	10-1111-332-5
	BOARD DUES/FEES		\$15.00	10-2310-640-6
	ED FOUNDATIONS SUPPLIES		\$15.00	10-2310-411-6
	Total		\$132.07	
PUT CO PCEA/IEA DUES	NON-CERT DUES		\$382.95	10-481
	NON-CERT DUES		\$34.04	20-481
	IEA CERT DUES		\$1,935.40	10-481
	Total		\$2,352.39	
PUT CO SCHOOL (TRS HEALTHENSON INS	PUETZ INS		\$119.68	10-1110-222-4
	HOPKINS,KASS,SMITH,SPARR INS		\$705.73	10-1112-222-3
	JENKINS INS		\$282.24	10-1113-222-2
	DED THIS		\$8.78	10-481
	THIS ADMIN/10 MONTH		\$256.73	10-481
	THIS ADMIN/10 MONTH		\$4.13	40-481
	THIS P24/T20		\$2,747.87	10-481
	Total		\$4,244.84	
	PUT CO SCHOOL (TRS)	TRS ADMI/10 MONTH		\$1,729.62
TRS ADMI/10 MONTH			\$27.80	40-481
DED TRS			\$42.30	10-481
TRS P24/T20			\$17,544.01	10-481
Total			\$19,343.73	
PUT CO SCHOOLS	IM IMRF		\$1,195.13	10-481
	IM IMRF		\$398.75	20-481
	IMRFBRD SHARE		\$2,892.18	50-481
	IMRFBRD SHARE		\$964.96	50-481
	Total		\$5,451.02	
PUTNAM CO COMM UNIT (IL)	IL State Tax		\$8,766.80	10-481
	IL State Tax		\$414.77	20-481
	IL State Tax		\$13.40	40-481
	Total		\$9,194.97	
PUTNAM CO SD FIT	Federal Tax 2011		\$20,534.75	10-481
	Federal Tax 2011		\$938.07	20-481
	Federal Tax 2011		\$47.92	40-481
	Total		\$21,520.74	
PUTNAM CO SD MEDICARE	MEDICARE (CERT)		\$2,034.04	10-481
	MEDICARE (CERT)		\$3.89	40-481
	MEDICARE (BRD PD)		\$2,034.04	50-481
	MEDICARE (BRD PD)		\$3.89	50-481
	Total		\$4,075.86	

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
PUTNAM COUNTY RECORD	INFO SERV-ADVERTISING		\$28.80	10-2630-350-1
	INFO SERV-ADVERTISING		\$66.50	10-2630-350-1
	INFO SERV-ADVERTISING		\$8.40	10-2630-350-1
	INFO SERV-ADVERTISING		\$108.00	10-2630-350-1
	Total		\$211.70	
PUTNAM COUNTY SD FICA	MATCHING FICA		\$2,039.27	50-481
	MATCHING FICA		\$677.85	50-481
	FICA 2011		\$1,506.10	10-481
	FICA 2011		\$500.65	20-481
	Total		\$4,723.87	
PUTNAM COUNTY UNIT	CAFCAFETERIA PLAN		\$385.01	10-481
	Total		\$385.01	
PUTNAM COUNTY UNIT EI	COMP PAYMENT		\$41.30	10-481
	COMP PAYMENT		\$1.51	40-481
	Total		\$42.81	
QUILL	PRIMARY-SUPPLIES	50470	\$85.27	10-1111-410-5
	Total		\$85.27	
QUINCY UNIVERSITY	TITLE IIA TRAVEL		\$453.00	10-1110-332-42
	EPIC-PROF SERV		\$2,047.00	10-2210-321-1
	Total		\$2,500.00	
R&H THEATRICALS	SPRING PLAY	26859	\$1,918.50	10-1540-410-1
	Total		\$1,918.50	
RANDOLPH, GENE	PSYCH-TRAVEL		\$109.98	10-2140-332-1
	Total		\$109.98	
RENAISSANCE LEARNING	DONATION FROM JANET KEMP	26811	\$44.63	10-2310-412-6
	Total		\$44.63	
ROBBINS SCHWARTZ NICHOLBOARD	LEGAL FEES		\$1,393.75	10-2310-319-6
	Total		\$1,393.75	
SABOTTA, CHRISTINE	NURSE-TRAVEL		\$84.60	10-2134-332-1
	Total		\$84.60	
SAXON PUBLISHERS	HENN ELEM-TEXT	42851	\$1,986.45	10-1110-420-4
	Total		\$1,986.45	
SCHMIDT, ED	TECH-TRAVEL		\$168.26	10-2226-332-1
	PRINC OFFICE-POSTAGE		\$6.43	10-2410-341-1
	Total		\$174.69	
SCHOOL SPECIALTY	SW-SUPPLIES	32354	\$268.42	10-2110-410-1
	HENN OFFICE - SUPPLIES	42807	\$78.07	10-2410-410-4
	HENN ELEM-TEXT	42849	\$156.69	10-1110-420-4
	Total		\$503.18	
ST ARNOLD, BARB	PRIMARY MISC SUPPLY		\$72.00	10-2560-490-5

**Bills Payable List**

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
	H S-CAFE MISC SUPPLIES		\$72.00	10-2560-490-2
		Total	\$144.00	
STAPLES CREDIT PLAN	TECH SUPPLIES		\$155.98	10-1112-410-1
	TECH SUPPLIES		\$52.99	10-1112-410-1
	SUPT OFFICE-SUPPLIES		\$26.57	10-2320-410-1
		Total	\$235.54	
STATE DISBURSEMENT UNIT CHILD SUPPORT			\$451.83	10-481
		Total	\$451.83	
STATE DISBURSEMENT UNIT CHILD SUPPORT			\$76.67	20-481
		Total	\$76.67	
SUPER DUPER PUBLICATIONS	SPEECH IMP-SUPPLIES	50435	\$450.00	10-1210-410-1
	MEDICAID	50435	\$78.24	10-1220-411-11
		Total	\$528.24	
SUPERINTENDENT IMPREST	HS ATHL OFFICIALS		\$440.00	10-1501-319-2
	INTEREST-FARNSWORTH		\$200.00	10-1513
	ED FOUNDATIONS SUPPLIES		\$507.00	10-2310-411-6
		Total	\$1,147.00	
SWINGEL, EDWARD	CO OP TRAVEL		\$35.25	10-1459-332-2
		Total	\$35.25	
TALX UC EXPRESS	UNEMPLOYMENT INSUR		\$66.94	80-2363-232-7
		Total	\$66.94	
THOMPSON ELECTRONICS	CCH S-BUILDING REPAIRS/MAI		\$370.00	20-2542-323-2
		Total	\$370.00	
THOMPSON, DEBBIE	MEDIA PROG-TRAVEL		\$75.20	10-2220-332-1
		Total	\$75.20	
TOEDTER OIL COMPANY	DRIVERS ED R/M		\$320.76	10-1700-323-2
	TRUCK REPAIR/MAINT		\$481.15	20-2542-320-3
	EX CURRICULAR VAN		\$801.91	40-2550-324-1
	JR HI-GROUNDS SUPPLIES		\$577.03	20-2543-410-3
		Total	\$2,180.85	
TRANSPORTATION WITH A PICONTRACT SERVICE-SP ED R			\$1,805.00	40-2550-326-1
		Total	\$1,805.00	
TRINITY CATHOLIC SCHOOL HENN-CAFE FOOD			\$112.50	10-2560-410-4
		Total	\$112.50	
TROY SIMPLIFIED TECHNOLC	CAMERAS FOR HS	26445	\$3,722.50	60-2530-520-1
		Total	\$3,722.50	
URNIKIS, DAVE	JR HI-BUILDING TRAVEL		\$9.40	20-2542-332-3
		Total	\$9.40	
USI	HEN MEDIA-SUPPLIES	42848	\$166.09	10-2220-410-4

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
		Total	\$166.09	
VILLAGE OF GRANVILLE	PRIMARY- WATER		\$241.00	20-2542-322-5
	HS- WATER		\$668.50	20-2542-322-2
		Total	\$909.50	
WALKER, CHRIS	JR HI-ATHLETIC TRAVEL		\$62.98	10-1501-332-3
		Total	\$62.98	
WINTER, ANDREA	HS-SUPPLIES		\$27.66	10-1113-410-2
		Total	\$27.66	
WRAGGE, DARYLE	VOC AG- TRAVEL		\$260.38	10-1401-332-2
	VOG AG-DUES	26897	\$23.26	10-1401-640-2
	VOC AG SUPPLIES	26897	\$190.68	10-1401-410-2
	VOC AG FEE SUPPLY	26897	\$43.29	10-1401-411-2
		Total	\$517.61	
		Report Total	\$292,469.44	

Putnam County Junior High School  
 Imprest Fund  
 April, 2011  
 Account #010-146

Beginning Balance	\$ 1,859.31
Replenishment Request	<u>940.69</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	<u>\$ 817.57</u>
Balance	\$ 1,982.43
Replenishment Request	<u>\$ 817.57</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>
4802	04/01	ROE .		registration fee Maller, Dudek	150.00
4803	04/01	U. S. postmaster	10-2410-341-1	postage	15.30
4804	04/05	RCYRBA	10-2220-410-3	Rebecca Caudill fee	10.00
4805	04/05	Prairie Cat		Thompson Reg Fee	10.00
4806	04/05	Prairie Cat		Thompson Reg Fee	10.00
4807	04/05	Prairie Cat		Thompson Reg Fee	20.00
4808	04/08	U. S. Postmaster	10-2410-410-3	postage	2.77
4809	04/14	LEASE		Registration fee Jermenc Block Grant	90.00
4810	04/25	U.S. Postmaster	10-2410-341-1	stamped envelopes	509.50

expenditures	817.57
Replenishment request	817.57

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Carl Carlson, Principal

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Sandra A. Troglia, Secretary

Putnam County Junior High School  
 PCJH Cheerleading  
 April, 2011  
 Account #138-258

Beginning Balance	\$	93.43
Transfers In		00.00
Subtotal		93.43
Less Expenditures		00.00
Balance		93.43

<u>Check#</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
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 Carl Carlson, Principal

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 Sandra A. Troglio, Secretary

Putnam County Junior High School  
 PCJH Girls Athletic Fund  
 April, 2011  
 Account #010-707

Beginning Balance	\$ 7,635.37
Transfers In	<u>00.00</u>
Subtotal	7,635.37
Less Expenditures	<u>2,002.27</u>
Balance	5,633.10

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
402	04/15	Chris Walker	reimburse softball	\$1,965.38
403	04/25	P. C. Foods	Volleyball tourney	36.89

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Carl Carlson, Principal

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Sandra A. Troglio, Secretary

Putnam County Junior High School  
Puma Crew  
April 2011  
Account #010-561

Beginning Balance	\$ 4,213.71
Transfers In	<u>217.42</u>
Subtotal	4,431.13
Less Expenditures	<u>223.94</u>
Balance	4,207.19

<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
Cosgroves	Concession stand supplies	\$223.94

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Carl Carlson, Principal

\_\_\_\_\_  
Ann Maller, Advisor

Putnam County Junior High School  
 PCJH Staff Soda  
 April, 2011  
 Account #010-650

Beginning Balance	\$ 3,054.72
Transfers In	<u>3,928.52</u>
Subtotal	6,983.24
Less Expenditures	<u>5,183.20</u>
Balance	1,800.04

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1121	04/05	Toni's Flowers	flowers	\$ 40.00
1122	04/11	Great American Opp	fund raiser	3,136.00
1123	04/11	Darnall	fund raiser	864.00
1124	04/11	Hinckley Springs	water	62.09
1125	04/11	Pepsi	soda	1,081.11

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 Carl Carlson, Principal

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 Sandra A. Troglio, Secretary

Putnam County Junior High School  
Student Council  
April, 2011  
Account #138-096

Beginning Balance	\$1,471.70
Transfers In	<u>0</u>
Subtotal	\$1,471.70
Less Expenditures	<u>0</u>
Balance	\$1,471.70

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
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Carl Carlson, Principal

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Amy Darrah, Sponsor

Putnam County Junior High School  
 PCJH Activity Fund  
 March, 2011

<u>Account name &amp; #</u>	<u>Beginning Bal</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Ending Bal.</u>
PCJH Cheerleading 138-258	\$ 93.43	00.00	00.00	\$ 93.43
PCJH Girls Athletic 010-707	7,635.37	00.00	2,002.27	5,633.10
PCJH Puma Crew 010-561	4,213.71	217.42	223.94	4,207.19
Staff Soda 010-650	3,054.72	3,928.52	5,183.20	1,800.04
PCJH Student Council 138-096	1,471.70	00.00	00.00	1,471.70

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Carl Carlson, Principal

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Sandra A. Troglia, Secretary

### **PCES Imprest Fund Report April 2011**

Maximum Balance	\$1,500.00
Less Expenditures	241.00
Request for Reimbursement	241.00
Attain Maximum Balance	\$1,500.00

#### **Deposits**

None

#### **Expenditures**

4.25.2011	#3088-Hennepin Post office Stamps	\$ 11.00
4.28.2011	#3089-Changing Tracks Hartman-Equine Assisted Learning	30.00
4.29.2011	#3090-ROE Hartman and Ward Math Core Standards	200.00
	Total Expenditures	\$ 241.00
	Request for Reimbursement	\$ 241.00

## PCES Activity Fund Report April 2011

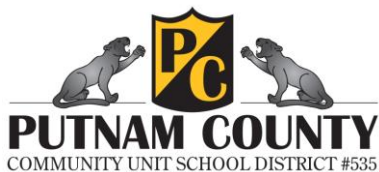
Ending Balance 3.31.2011	\$11,647.16
Beginning Balance 4.1.2011	\$11,647.16

### Deposits

4.01.2011	St. June Donations	\$ 50.00
4.08.2011	Yearbooks	13.50
4.08.2011	Recorders	3.00
4.08.2011	Soda	85.45
4.15.2011	Soda	39.30
4.29.2011	Reimbursement for Character Counts Assembly	525.00
4.29.2011	Pepsi Commission	148.00
4.29.2011	Boxtops for Education	596.70
4.29.2011	Yearbooks	<u>108.00</u>
	Total Deposits	\$ 1,568.95

### Expenditures

4.05.2011	#1069-Void	
4.08.2011	#1070-Pepsi Cola	\$ 239.40
4.15.2011	#1071-Richard Landry, Character Counts Final	525.00
4.26.2011	#1072Mautinos-Water	12.00
4.26.2011	#1073-Lifetouch, yearbook order	<u>1,904.04</u>
	Total Expenditures	\$ 2,680.44
	Ending Balance April 30, 2011	\$10,535.67



**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 APRIL**

May 02, 2011

Maximum Balance	\$1,500.00
Less Expenditures	-\$132.07

Request for Reimbursement	\$132.07
Attain Maximum Balance	\$1,500.00

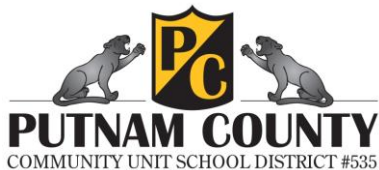
DEPOSITS	\$170.00
4/27 – Reimbursement from March	

EXPENDITURES	\$-132.07
Check# 544-4/1-\$2.07 to Granville Postmaster-10-2410-341-1	
Check#545-4/4-\$15.00 to Children’s Discovery Museum-PCEF	
Check#546-4/7-\$100.00 to ROE for Kristal LeRette and Sue Evans-10-111-332-5	
Check#547-4/27-\$15.00 to Mississippi Vital Records for Tyler Waslesyn B/C-10-2310-640-6	

Request for Reimbursement	\$132.07
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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 APRIL 2011

May 01, 2011

Beginning Balance April 01, 2011	\$7268.14
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DEPOSITS	\$1096.36
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4/27 - \$1096.36-\$667.66 Boxtops,\$15.00 Yearbooks,\$62.00  
soda, \$254.00 from Pre-K Pictures,\$80.00 Pepsi  
Commission,\$17.70 Hennepin Business Assoc.

EXPENDITURES	-\$290.00
Check#561 – 4/29 - \$290.00 to iFocus for Pre-School Pictures	

Ending Balance April 30, 2011	\$8074.50
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*Where all students will learn and succeed and all means ALL  
Principal—Mrs. Kristal LeRette  
Secretary—Mrs. Brenda Schmidt*



SUPERINTENDENT IMPREST  
April, 2011

BANK BALANCE	853.00
REPLENISHMENT REQUEST	<u>1147.00</u>
BANK BALANCE	2000.00

2765		VOID	
2766		VOID	
2767	10-1501-319-2	Keith Dickinson – JVBB Official	50.00
2768	10-1501-319-2	Ed Derix – JVBB official	50.00
2769	10-1501-319-2	Bernie Moore – VSB Official	50.00
2770	10-1501-319-2	Todd Ryan – VSB Official	50.00
2771	10-1501-319-2	Jake Sale – GJV Basketball	120.00
2772	10-1501-319-2	Dallas Bogner – GJV Basketball	120.00
2733	10-151300-1	Brooke Faletti – Farnsworth	100.00
2774	10-151300-1	Aime Kotecki – Farnsworth	50.00
2755	10-151300-1	Alison Loiselle – Farnsworth	50.00
2776	10-2310-411-6	PCEF – refund Peoria Civil Center Mini Grant	507.00

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TOTAL		\$1,147.00

From: 04/01/2011

## General Ledger Report

From Account: 1

To : 04/30/2011

To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 Office	6354.77	217.00	-1184.16	0.00	5387.61	0.00	5387.61
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	46.14	0.00	0.00	0.00	46.14	0.00	46.14
000120 Baseball	2532.92	1995.00	-588.47	0.00	3939.45	0.00	3939.45
000125 Girl's Softball	1.18	0.00	0.00	0.00	1.18	0.00	1.18
000130 PC Enterprises	198.13	0.00	0.00	0.00	198.13	0.00	198.13
000135 Golf	237.01	0.00	0.00	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	1918.82	0.00	0.00	0.00	1918.82	0.00	1918.82
000155 Art	140.19	70.00	0.00	0.00	210.19	0.00	210.19
000200 Athletic	750.81	0.00	0.00	0.00	750.81	0.00	750.81
000210 Cable Club	1792.78	0.00	0.00	0.00	1792.78	0.00	1792.78
000220 Track	1002.45	0.00	-858.00	0.00	144.45	0.00	144.45
000300 Journalism	2029.12	0.00	0.00	0.00	2029.12	0.00	2029.12
000310 Oldies Club	106.17	0.00	0.00	0.00	106.17	0.00	106.17
000320 Girl's Basketball	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000325 Boy's Basketball	144.24	0.00	0.00	0.00	144.24	0.00	144.24
000330 Student Council	2529.03	166.00	-714.64	0.00	1980.39	0.00	1980.39
000340 N.H.S.	3002.62	330.00	-830.96	0.00	2501.66	0.00	2501.66
000345 Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000350 Landscaping	394.50	2.81	0.00	0.00	397.31	0.00	397.31
000360 FFA	654.30	899.00	-1287.97	0.00	265.33	0.00	265.33
000365 Greenhouse Project	300.00	0.00	0.00	0.00	300.00	0.00	300.00
000370 Cheerleading	2377.97	0.00	0.00	0.00	2377.97	0.00	2377.97
000380 Panteras	861.30	0.00	0.00	0.00	861.30	0.00	861.30
000390 Media Club	1218.87	0.00	-20.00	0.00	1198.87	0.00	1198.87
000395 Computer Club	333.40	0.00	0.00	0.00	333.40	0.00	333.40
000400 Tournament Athletics	1280.23	0.00	0.00	0.00	1280.23	0.00	1280.23
000410 Thespians	969.46	0.00	0.00	0.00	969.46	0.00	969.46
000420 Science Club	201.70	0.00	0.00	0.00	201.70	0.00	201.70
000425 Wrestling	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000430 Music (Band)	289.15	100.00	-100.00	0.00	289.15	0.00	289.15
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 2014	452.46	0.00	0.00	0.00	452.46	0.00	452.46
000530 Class of 2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00

From: 04/01/2011

General Ledger Report

From Account: 1

To : 04/30/2011

To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000540 Volleyball	60.39	0.00	0.00	0.00	60.39	0.00	60.39
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	4932.97	0.00	-275.65	0.00	4657.32	0.00	4657.32
000580 Class of 2011	3623.62	414.00	-60.00	0.00	3977.62	0.00	3977.62
000590 Class of 2013	236.37	0.00	0.00	0.00	236.37	0.00	236.37
<b>Group Total</b>	<b>41820.36</b>	<b>4193.81</b>	<b>-5919.85</b>	<b>0.00</b>	<b>40094.32</b>	<b>0.00</b>	<b>40094.32</b>
<b>Grand Total</b>	<b>41820.36</b>	<b>4193.81</b>	<b>-5919.85</b>	<b>0.00</b>	<b>40094.32</b>	<b>0.00</b>	<b>40094.32</b>

PUTNAM COUNTY HIGH SCHOOL

Imprest Fund

Bob Peterson, Principal

Balance Balance March 31, 2011	\$3474.29
Replenishment Requested	\$1525.71
Maximum Balance	\$5000.00
April Expenditures	\$3396.88
Balance April 30, 2011	\$1603.12
Replenishment Requested	\$3396.88
<b>Attain Maximum Balance</b>	<b>\$5000.00</b>

EXPENDITURES

Tom Leffelman	JVBB Ump	10-1501-319-2	
\$100.00			
Keith Dickinson	JVBB Ump	10-1501-319-2	
\$100.00			
John McCauley	VBB Ump	10-1501-319-2	\$
50.00			
Rich Fulkerson	VBB Ump	10-1501-319-2	\$
50.00			
Harry Park	SB Ump	10-1501-319-2	\$
50.00			
Pat Griggs	SB Ump	10-1501-319-2	\$
50.00			
Byron High School	BB Tourney	10-1501-640-2	
\$100.00			
Seneca High School	SB Tourney	10-1501-640-2	
\$125.00			
Prophetstown High School	SB Tourney	10-1501-640-2	
\$125.00			
University High School	Track Entry	10-1501-640-2	
\$250.00			
Keith Dickinson	FRBB Ump	10-1501-319-2	\$
50.00			
Ed Derix	FRBB Ump	10-1501-319-2	\$
50.00			
Rick Michaels	VBB Ump	10-1501-319-2	\$
50.00			
Todd Ryan	VBB Ump	10-1501-319-2	\$
50.00			
Don Grubaugh	Track starter	10-1501-319-2	
\$100.00			
John Diesbeck	JVBB Ump	10-1501-319-2	
\$100.00			
Dan Wiczorek	JVBB Ump	10-1501-319-2	
\$100.00			
Bernie Moore	SB Ump	10-1501-319-2	\$
50.00			
Pat Griggs	SB Ump	10-1501-319-2	\$
50.00			

Lori Falcon \$100.00	Track starter	10-1501-319-2	
Todd Ryan 50.00	SB Ump	10-1501-319-2	\$
Brett Doty 50.00	SB Ump	10-1501-319-2	\$
Ed Derix \$100.00	BB Ump	10-1501-319-2	
Keith Dickinson \$100.00	BB Ump	10-1501-319-2	
Ed Derix 50.00	SB Ump	10-1501-319-2	\$
Keith Dickinson 50.00	SB Ump	10-1501-319-2	\$
Prairie Are Library System 13.00	Library Meeting	10-2220-332-1	\$
Changing Tracks 30.00	WS Reg	LEASE Block Grant	\$
LaSalle County ROE \$250.00	WS Reg.	10-1113-332-2	
Doug Rose \$100.00	JVBB Ump	10-1501-319-2	
Dan Wiczorek \$100.00	JVBB Ump	10-1501-319-2	
Rich Fulkerson 50.00	VBB Ump	10-1501-319-2	\$
Dan Wiczorek 50.00	VBB Ump	10-1501-319-2	\$
Rich Fulkerson 50.00	SB Ump	10-1501-319-2	\$
Bernie Moore 50.00	SB Ump	10-1501-319-2	\$
Ed Swingel \$153.88	Co-op	10-1459-410-2	
Rick Moore 50.00	VBB Ump	10-1501-319-2	\$
Doug Rose 50.00	VBB Ump	10-1501-319-2	\$
Tom Fulkerson \$100.00	VBB Ump	10-1501-319-2	
Jeff Sonnenberg \$100.00	VBB Ump	10-1501-319-2	
Keith Dickinson \$150.00	SB & BB Ump	10-1501-319-2	

**TOTAL EXPENDITURES \$3396.88**

# 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	\$3,216,247.21	\$3,529,500.00	\$313,252.79	91.12	10-1112
<b>1112</b>	<b>Junior High</b>	0.00	3,216,247.21	3,529,500.00	313,252.79	91.12	** Function
10-112200-1	TORT IMMUNITY-1ST PRIOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1122
<b>1120</b>	<b>Middle-Junior High</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-113000-1	FIRST PRIOR YR LEASE	\$0.00	\$59,328.38	\$64,800.00	\$5,471.62	91.56	10-1130
<b>1130</b>	<b>High School</b>	0.00	59,328.38	64,800.00	5,471.62	91.56	** Function
10-114100-1	SP ED PRIOR YEAR LEVY	\$0.00	\$47,381.53	\$51,900.00	\$4,518.47	91.29	10-1141
<b>1140</b>	<b>Accelerated Reading Program</b>	0.00	47,381.53	51,900.00	4,518.47	91.29	** Function
10-121000-1	MOBILE HOME PRIVILEGE TA	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1210
<b>1210</b>	<b>Speech &amp; Lang. Impaired</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-123000-1	CORP PERS PROP REPLC TAX	\$517,712.42	\$1,788,129.09	\$1,919,883.00	\$131,753.91	93.14	10-1230
<b>1225</b>	<b>Special Education Programs Pre-K</b>	517,712.42	1,788,129.09	1,919,883.00	131,753.91	93.14	** Function
10-129000-1	WETLANDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1290
<b>1275</b>	<b>Remedial and Supplemental Program</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-131200-1	PUPIL TUITION OTHER LEA	\$0.00	\$225,893.29	\$233,000.00	\$7,106.71	96.95	10-1312
10-131300-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1313
<b>1310</b>	<b>Adult Education</b>	0.00	225,893.29	233,000.00	7,106.71	96.95	** Function
10-134200-1	PUPIL TUI-SP ED OTHER LEA	\$0.00	\$10,674.76	\$10,675.00	\$0.24	100.00	10-1342
<b>1340</b>	<b>Upgrdg In Current Occupptn</b>	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	\$2,386.93	\$28,565.89	\$42,000.00	\$13,434.11	68.01	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	(\$130.00)	(\$130.00)	\$300.00	\$430.00	-43.33	10-1513
<b>1502</b>	<b>Music</b>	2,256.93	28,435.89	42,300.00	13,864.11	67.22	** Function
10-161100-1	STUDENT LUNCH	\$11,189.39	\$113,488.99	\$125,000.00	\$11,511.01	90.79	10-1611
10-161200-1	STUDENT BREAKFAST	\$2,288.35	\$20,519.60	\$15,000.00	(\$5,519.60)	136.80	10-1612
10-161400-1	MILK SALES (OTHER)	\$878.40	\$9,592.90	\$11,000.00	\$1,407.10	87.21	10-1614
10-162000-1	ADULT LUNCHES/BREAKFAST	\$327.37	\$4,283.52	\$4,500.00	\$216.48	95.19	10-1620
<b>1600</b>	<b>Summer School</b>	14,683.51	147,885.01	155,500.00	7,614.99	95.10	** Function
10-169000-1	HEAD START LUNCHES	\$0.00	\$848.00	\$0.00	(\$848.00)	0.00	10-1690
<b>1650</b>	<b>Gifted Programs</b>	0.00	848.00	0.00	(848.00)	0.00	** Function
10-171102-2	H S ATHLETIC ADMISSIONS	\$0.00	\$21,036.00	\$15,000.00	(\$6,036.00)	140.24	10-1711-2
10-171104-3	JR HI-ATHLETIC ADMISSION	\$0.00	\$3,411.00	\$3,000.00	(\$411.00)	113.70	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	\$1,790.00	\$1,000.00	(\$790.00)	179.00	10-1714
10-171900-1	ADMISSION - OTHERS	\$0.00	\$916.00	\$5,000.00	\$4,084.00	18.32	10-1719
<b>1710</b>	<b>Vocational Ed Handicapped</b>	0.00	27,153.00	24,000.00	(3,153.00)	113.14	** Function
10-172000-1	VOCATIONAL FEE HS	\$0.00	\$3,650.00	\$3,500.00	(\$150.00)	104.29	10-1720
10-172000-2	ACTIVITY FEES HS	\$60.00	\$7,210.00	\$8,000.00	\$790.00	90.13	10-1720
10-172000-3	ACTIVITY FEES JR H	\$400.00	\$3,485.00	\$3,500.00	\$15.00	99.57	10-1720
<b>1720</b>	<b>Vctnl Ed Lmt Eng Profency</b>	460.00	14,345.00	15,000.00	655.00	95.63	** Function
10-179000-1	DRIVER ED FEE	\$0.00	\$2,200.00	\$3,000.00	\$800.00	73.33	10-1790
10-179000-8	H S PE RESALE	\$48.00	\$3,899.50	\$3,500.00	(\$399.50)	111.41	10-1790
10-179001-8	JH PE RESALE	\$23.00	\$2,224.00	\$3,000.00	\$776.00	74.13	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	\$242.40	\$200.00	(\$42.40)	121.20	10-1792
<b>1730</b>	<b>Vctnl Ed Acd /Econ Disadv</b>	71.00	8,565.90	9,700.00	1,134.10	88.31	** Function
10-181100-1	ELEM-TEXTBOOK RENTAL	\$10.00	\$13,344.50	\$12,500.00	(\$844.50)	106.76	10-1811
10-181100-2	H S- TEXTBOOK RENTAL	\$6.00	\$14,370.00	\$15,000.00	\$630.00	95.80	10-1811
10-181100-3	JR HI-TEXTBOOK RENTAL	\$13.60	\$8,674.18	\$10,000.00	\$1,325.82	86.74	10-1811
10-181900-1	INSTRUMENT RENTAL	\$0.00	(\$19.00)	\$200.00	\$219.00	-9.50	10-1819
<b>1800</b>	<b>Bilingual Programs</b>	29.60	36,369.68	37,700.00	1,330.32	96.47	** Function
10-192000-1	DONATIONS	\$0.00	\$6,712.36	\$3,500.00	(\$3,212.36)	191.78	10-1920
10-192001-1	DONATIONS-NCF	\$0.00	\$349.97	\$500.00	\$150.03	69.99	10-1920
<b>1920</b>	<b>Gifted Programs - Private Tuition</b>	0.00	7,062.33	4,000.00	(3,062.33)	176.56	** Function
10-194000-1	PSY LEA ASSESSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1940
10-194100-1	SW LEA ASSESSEMENT	\$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	\$614.96	\$27,757.43	\$10,500.00	(\$17,257.43)	264.36	10-1999
10-199900-3	INSURANCE/PLAY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1999
10-199901-1	INTERNET REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1999-1
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	614.96	32,632.44	11,000.00	(21,632.44)	296.66	** Function
<b>1000</b>	<b>Instruction</b>	535,828.42	5,650,951.51	6,108,958.00	458,006.49	92.50	* Function
10-220000-1	POVERTY GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-2200
<b>2196</b>	<b>Comp Arts</b>	0.00	0.00	0.00	0.00	0.00	** Function

# 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
<b>2230</b>	<b>Assessment/Testing</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>2000</b>	<b>Support Services</b>	0.00	0.00	0.00	0.00	0.00	* Function
10-300100-1	GENERAL STATE AID	\$45,186.08	\$406,674.72	\$460,000.00	\$53,325.28	88.41	10-3001
10-300200-1	HOLD HARMLESS GSA	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3002
<b>2900</b>	<b>Other Support Services</b>	45,186.08	406,674.72	460,000.00	53,325.28	88.41	** Function
10-310000-1	SP ED PRIV FAC TUITION	\$0.00	\$104,175.86	\$44,000.00	(\$60,175.86)	236.76	10-3100
10-310500-1	SP ED EXTRA ORDINARY	\$0.00	\$126,248.12	\$83,000.00	(\$43,248.12)	152.11	10-3105
10-311000-1	SP ED PERSONNEL	\$0.00	\$156,113.36	\$159,000.00	\$2,886.64	98.18	10-3110
10-312000-1	SP ED ORPHANAGE	\$0.00	\$23,858.66	\$42,000.00	\$18,141.34	56.81	10-3120
10-314500-1	SP ED SUMMER SCHOOL	\$0.00	\$944.97	\$750.00	(\$194.97)	126.00	10-3145
<b>3100</b>	<b>Direction Of Community Sv</b>	0.00	411,340.97	328,750.00	(82,590.97)	125.12	** Function
10-322000-40	CTEI GRANT-SRAVTE	\$0.00	\$18,007.00	\$2,102.00	(\$15,905.00)	856.66	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
<b>3200</b>	<b>Community Recreation Srv</b>	0.00	22,350.00	2,102.00	(20,248.00)	1,063.27	** 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	\$4,607.31	\$4,750.00	\$142.69	97.00	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	\$11,978.52	\$10,000.00	(\$1,978.52)	119.79	10-3370-1
<b>3300</b>	<b>Civic Services</b>	3,992.84	16,610.36	15,500.00	(1,110.36)	107.16	** Function
10-361002-1	SCHOOL IMP-HOP	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3610
10-364000-24	SCHOOL IMP BLOCK GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3640
10-364100-31	LEARNING IMP GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3641
10-369500-1	SAFE TO LEARN GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3695
<b>3600</b>	<b>Welfare Activities Serv</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-370500-26	EARLY CHILDHOOD GRT GRANT	\$13,208.00	\$172,096.00	\$149,294.00	(\$22,802.00)	115.27	10-3705
10-371500-27	READING IMPROVEMENT GRAN	\$0.00	\$12,434.00	\$0.00	(\$12,434.00)	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	\$3,829.86	\$0.00	(\$3,829.86)	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
<b>3700</b>	<b>Nonpublic School Pupils</b>						** Function
10-380000-32	STATE LIBRARY GRANT	13,208.00	188,359.86	149,294.00	(39,065.86)	126.17	10-3800
<b>3800</b>	<b>Home/School Services</b>						** Function
10-399900-1	OTHER STATE REVENUE	0.00	664.73	0.00	(664.73)	0.00	10-3999
10-399901-1	RESPRO GRANT	\$0.00	\$0.00	\$500.00	\$500.00	0.00	10-3999
<b>3900</b>	<b>Other Community Services</b>						** Function
<b>3000</b>	<b>Community Services</b>						* Function
10-410000-37	TITLE V INVO(CHAR CTS	62,386.92	1,046,000.64	956,146.00	(89,854.64)	109.40	10-4100
<b>3900</b>	<b>Other Community Services</b>						** Function
10-411000-46		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4110
<b>4110</b>	<b>Payments Reg Programs</b>						** Function
10-421000-1	FEDERAL LUNCH AID	0.00	0.00	0.00	0.00	0.00	10-4210
<b>4210</b>	<b>Payments for Regular Programs - Tu</b>	\$14,260.43	\$93,557.53	\$117,000.00	\$23,442.47	79.96	** Function
10-422000-1	FED BREAKFAST AID	14,260.43	93,557.53	117,000.00	23,442.47	79.96	10-4220
<b>4220</b>	<b>Payments for Special Education Prog</b>	\$4,341.54	\$27,475.50	\$30,500.00	\$3,024.50	90.08	** Function
10-430000-36	TITLE I GRANT	4,341.54	27,475.50	30,500.00	3,024.50	90.08	10-4300
<b>4300</b>	<b>Payments to Other Govt Units (In-Sa</b>	\$10,400.00	\$72,800.00	\$97,721.00	\$24,921.00	74.50	** Function
10-440000-33	TITLE IV GRT DRUG FREE	10,400.00	72,800.00	97,721.00	24,921.00	74.50	10-4400
<b>4400</b>	<b>Payments to Other Govt Units - Out c</b>						** Function
10-462000-38	SP ED INCENTIVE GRT	0.00	0.00	0.00	0.00	0.00	10-4620
10-462001-38	DISCRETIONARY FUNDS	\$0.00	\$55,013.00	\$55,000.00	(\$13.00)	100.02	10-4620
10-462002-38	SP ED BLOCK GRT	\$0.00	\$0.00	\$21,182.00	\$21,182.00	0.00	10-4620
10-462003-38	DEMONSTR PROJ/LEASE	\$0.00	\$6,516.11	\$8,843.00	\$2,326.89	73.69	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	\$0.00	\$0.00	\$0.00	0.00	10-4745
10-485000-44	SFSF/GSA REVENUE	\$0.00	\$7,874.00	\$7,874.00	\$0.00	100.00	10-4850
10-485100-44	ARRA TITLE I	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4854
10-485700-44	ARRA IDEA PART B	\$0.00	\$6,166.00	\$0.00	(\$6,166.00)	0.00	10-4857-1
10-487000-44	ARRA GSA	\$0.00	\$44,593.00	\$0.00	(\$44,593.00)	0.00	10-4870-1
10-488000-44	ARRA ED JOBS FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4880-1
10-490000-11		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4900
10-490001-11	MEDICAID-FEE FOR SERV	\$0.00	\$25,604.61	\$30,000.00	\$4,395.39	85.35	10-4900
10-490002-11	MEDICAID-ADMIN OUTREACH	\$0.00	\$22,501.07	\$27,000.00	\$4,498.93	83.34	10-4900

# Revenue Report

## Education Fund

10

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

		A	B	B - A	A / B		
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
10-493000-42	TITLE II TEACHER QUALITY	\$3,820.00	\$25,589.00	\$36,520.00	\$10,931.00	70.07	10-4930
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	\$7,590.00	\$12,180.00	\$4,590.00	62.32	10-4999-1
<b>4430</b>	<b>Payments Other Govt Units Out of State</b>	<b>3,820.00</b>	<b>234,130.79</b>	<b>198,599.00</b>	<b>(35,531.79)</b>	<b>117.89</b>	<b>** Function</b>
<b>4000</b>	<b>Nonprogrammed Charges</b>	<b>32,821.97</b>	<b>427,963.82</b>	<b>443,820.00</b>	<b>15,856.18</b>	<b>96.43</b>	<b>* Function</b>
10-711000-1	TRANS OF WC TECH THRUST	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-7110
10-711002-1	PERM TRANSFER WC	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-7110
10-711001-1	TRANSFER OF WC	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-7110-1
<b>6000</b>	<b>Provision For Contingences</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>** Function</b>
10-712000-1	TRANS WC INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-7120
10-723000-1	ACCURED INT B&I	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-7230
<b>7120</b>	<b>Perm Trnf from W/C</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>** Function</b>
<b>6000</b>	<b>Provision For Contingences</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>* Function</b>
<b>10</b>	<b>Education Fund</b>	<b>631,037.31</b>	<b>7,124,915.97</b>	<b>7,508,924.00</b>	<b>384,008.03</b>	<b>94.89</b>	<b>Fund</b>

# 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	% of Budget	
20-111200-1	FIRST PRIOR YEAR LEVY	\$0.00	\$591,151.46	\$628,800.00	\$37,648.54	94.01	20-1112
<b>1112</b>	<b>Junior High</b>	0.00	591,151.46	628,800.00	37,648.54	94.01	** Function
20-112200-1	TORT IMMUNITY-1ST PRIOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-1122
<b>1120</b>	<b>Middle-Junior High</b>	0.00	0.00	0.00	0.00	0.00	** Function
20-123000-1	CORP PERS PROP REPL TAX	\$0.00	\$361,996.79	\$561,000.00	\$199,003.21	64.53	20-1230
<b>1225</b>	<b>Special Education Programs Pre-K</b>	0.00	361,996.79	561,000.00	199,003.21	64.53	** Function
20-151100-1	BLD-INT	\$1,109.98	\$17,003.60	\$20,000.00	\$2,996.40	85.02	20-1511
20-151500-1	INTEREST - TREE FUND	\$0.00	\$0.00	\$100.00	\$100.00	0.00	20-1515
<b>1502</b>	<b>Music</b>	1,109.98	17,003.60	20,100.00	3,096.40	84.60	** Function
20-191000-1	HOUSE RENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-1910
<b>1910</b>	<b>Pre-K Programs - Private Tuition</b>	0.00	0.00	0.00	0.00	0.00	** Function
20-191100-1	FACILITY/GROUND RENT	\$0.00	\$500.00	\$500.00	\$0.00	100.00	20-1911
<b>1911</b>	<b>Regular K-12 Programs - Private Tuition</b>	0.00	500.00	500.00	0.00	100.00	** Function
20-192000-1	DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-1920
<b>1920</b>	<b>Gifted Programs - Private Tuition</b>	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	\$63.68	\$5,079.22	\$1,000.00	(\$4,079.22)	507.92	20-1999
<b>1922</b>	<b>Truants Alternative/Optional Education</b>	63.68	5,079.22	1,000.00	(4,079.22)	507.92	** Function
<b>1000</b>	<b>Instruction</b>	1,173.66	975,731.07	1,211,400.00	235,668.93	80.55	* Function
20-210000-1	OTHER STATE REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-2100
<b>1922</b>	<b>Truants Alternative/Optional Education</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>2000</b>	<b>Support Services</b>	0.00	0.00	0.00	0.00	0.00	* Function
20-392000-1	INFRA IMPROVE-PLAN/CONST	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-3920-1
20-399900-1	OTHER STATE REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-3999
<b>3900</b>	<b>Other Community Services</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>3000</b>	<b>Community Services</b>	0.00	0.00	0.00	0.00	0.00	* Function
20-490000-11		\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-4900
20-498000-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-4980
<b>4430</b>	<b>Payments Other Govt Units Out of State</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>4000</b>	<b>Nonprogrammed Charges</b>	0.00	0.00	0.00	0.00	0.00	* Function
20-711001-1	TRANSFER WC	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-7110

# 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	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
6000	Provision For Contingences	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	20-7400
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
20	<b>Oper, Build, &amp; Maint Fund</b>	1,173.66	975,731.07	1,211,400.00	235,668.93	80.55	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
<b>1112</b>	<b>Junior High</b>	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
<b>1502</b>	<b>Music</b>	0.00	0.00	0.00	0.00	** Function
<b>1000</b>	<b>Instruction</b>	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
<b>7120</b>	<b>Perm Trnf from W/C</b>	0.00	0.00	0.00	0.00	** Function
<b>6000</b>	<b>Provision For Contingencs</b>	0.00	0.00	0.00	0.00	* Function
<b>30</b>	<b>Debt Service Fund or Fund Group</b>	0.00	0.00	0.00	0.00	Fund

# Revenue Report

## Transportation Fund

40

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
40-111200-1	FIRST PRIOR YR LEVY TRAN	\$0.00	\$236,602.76	\$279,900.00	\$43,297.24	84.53	40-1112
<b>1112</b>	<b>Junior High</b>	0.00	236,602.76	279,900.00	43,297.24	84.53	** Function
40-112200-1	1ST PRIOR YR LEVY-TORT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	40-1122
<b>1120</b>	<b>Middle-Junior High</b>	0.00	0.00	0.00	0.00	0.00	** Function
40-123000-1	CORP REPLACEMNT PROP TAX	\$0.00	\$112,000.00	\$112,000.00	\$0.00	100.00	40-1230
<b>1225</b>	<b>Special Education Programs Pre-K</b>	0.00	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
<b>1421</b>	<b>Home Ec Occupations</b>	0.00	0.00	0.00	0.00	0.00	** Function
40-151100-1	TRANSP-INT	\$245.66	\$3,059.79	\$1,000.00	(\$2,059.79)	305.98	40-1511
<b>1502</b>	<b>Music</b>	245.66	3,059.79	1,000.00	(2,059.79)	305.98	** Function
40-195000-1	REFUND TRANSP	\$0.00	\$0.00	\$0.00	\$0.00	0.00	40-1950
40-199900-1	OTHER LOCAL REVENUE	\$0.00	\$3,920.05	\$4,000.00	\$79.95	98.00	40-1999
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	0.00	3,920.05	4,000.00	79.95	98.00	** Function
<b>1000</b>	<b>Instruction</b>	245.66	355,582.60	396,900.00	41,317.40	89.59	* Function
40-350000-1	REG TRANSPORTATION AID	\$0.00	\$258,979.24	\$198,598.65	(\$60,380.59)	130.40	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	\$124,496.40	\$115,761.00	(\$8,735.40)	107.55	40-3510
40-351100-1	OTHER STATE REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	40-3511
<b>3500</b>	<b>Custody/Child Care Serv</b>	0.00	383,475.64	322,359.65	(61,115.99)	118.96	** Function
40-370500-26	ECE TRANSPORTATION	\$0.00	\$0.00	\$9,213.00	\$9,213.00	0.00	40-3705
<b>3700</b>	<b>Nonpublic School Pupils</b>	0.00	0.00	9,213.00	9,213.00	0.00	** Function
<b>3000</b>	<b>Community Services</b>	0.00	383,475.64	331,572.65	(51,902.99)	115.65	* Function
40-485700-44	IDEA ARRA	\$0.00	\$2,114.00	\$0.00	(\$2,114.00)	0.00	40-4857
<b>4430</b>	<b>Payments Other Govt Units Out of St</b>	0.00	2,114.00	0.00	(2,114.00)	0.00	** Function
<b>4000</b>	<b>Nonprogrammed Charges</b>	0.00	2,114.00	0.00	(2,114.00)	0.00	* Function
40-713000-1	PERMANENT TRANSFER	\$0.00	\$0.00	\$0.00	\$0.00	0.00	40-7130-1
<b>7120</b>	<b>Perm Trnf from W/C</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>6000</b>	<b>Provision For Contingences</b>	0.00	0.00	0.00	0.00	0.00	* Function
<b>40</b>	<b>Transportation Fund</b>	245.66	741,172.24	728,472.65	(12,699.59)	101.74	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	\$19,922.22	\$20,000.00	\$77.78	50-1112
50-111201-1	FIRST PRIOR YR-SS	\$0.00	\$0.00	\$0.00	\$0.00	50-1112
<b>1112</b>	<b>Junior High</b>	0.00	19,922.22	20,000.00	77.78	** Function
50-111500-1	MEDICARE-FIRST PRIOR YR	\$0.00	\$0.00	\$0.00	\$0.00	50-1115
<b>1115</b>	<b>MUSIC</b>	0.00	0.00	0.00	0.00	** Function
50-115000-1	FIRST PRIOR YR-S S	\$0.00	\$139,457.70	\$140,000.00	\$542.30	50-1150
<b>1140</b>	<b>Accelerated Reading Program</b>	0.00	139,457.70	140,000.00	542.30	** Function
50-123000-1	CORP PERS PROP REPL TAX	\$0.00	\$0.00	\$0.00	\$0.00	50-1230
<b>1225</b>	<b>Special Education Programs Pre-K</b>	0.00	0.00	0.00	0.00	** Function
50-151100-1	IMRF-INT	\$169.98	\$2,591.59	\$1,500.00	(\$1,091.59)	50-1511
<b>1502</b>	<b>Music</b>	169.98	2,591.59	1,500.00	(1,091.59)	** Function
50-199900-1	OTHER LOCAL REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	50-1999
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	0.00	0.00	0.00	0.00	** Function
<b>1000</b>	<b>Instruction</b>	169.98	161,971.51	161,500.00	(471.51)	* Function
<b>50</b>	<b>I.M.R.F./Soc. Sec. Fund</b>	169.98	161,971.51	161,500.00	(471.51)	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
<b>1112</b>	<b>Junior High</b>	0.00	0.00	0.00	0.00	** Function
60-151100-1	INTEREST-CAP PROJ	\$252.36	\$4,962.51	\$2,000.00	(\$2,962.51)	60-1511
<b>1502</b>	<b>Music</b>	252.36	4,962.51	2,000.00	(2,962.51)	** 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
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	0.00	0.00	0.00	0.00	** Function
<b>1000</b>	<b>Instruction</b>	252.36	4,962.51	2,000.00	(2,962.51)	* Function
60-392000-1	INFRA IMPROVE-PLAN/CONST	\$0.00	\$0.00	\$0.00	\$0.00	60-3920
<b>3900</b>	<b>Other Community Services</b>	0.00	0.00	0.00	0.00	** Function
<b>3000</b>	<b>Community Services</b>	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
<b>7120</b>	<b>Perm Trnf from W/C</b>	0.00	0.00	0.00	0.00	** Function
<b>6000</b>	<b>Provision For Contingencs</b>	0.00	0.00	0.00	0.00	* Function
<b>60</b>	<b>Capital Projects Fund or Fund Group</b>	252.36	4,962.51	2,000.00	(2,962.51)	Fund

# Revenue Report

## Working Cash Fund

70

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
70-111200-1	FIRST PRIOR YR WRKG CASH	\$0.00	\$59,328.37	\$64,800.00	\$5,471.63	70-1112
<b>1112</b>	<b>Junior High</b>	0.00	59,328.37	64,800.00	5,471.63	** Function
70-151100-1	WC-INT	\$839.41	\$16,026.03	\$38,000.00	\$21,973.97	70-1511
<b>1502</b>	<b>Music</b>	839.41	16,026.03	38,000.00	21,973.97	** Function
<b>1000</b>	<b>Instruction</b>	839.41	75,354.40	102,800.00	27,445.60	* Function
70-721000-1	PRINCIPAL ON BONDS SOLD	\$0.00	\$0.00	\$0.00	\$0.00	70-7210
<b>7120</b>	<b>Perm Trnf from W/C</b>	0.00	0.00	0.00	0.00	** Function
<b>6000</b>	<b>Provision For Contingencs</b>	0.00	0.00	0.00	0.00	* Function
<b>70</b>	<b>Working Cash Fund</b>	839.41	75,354.40	102,800.00	27,445.60	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
<b>1112</b>	<b>Junior High</b>	0.00	0.00	0.00	0.00	** Function
80-151100-1	TORT-INTEREST	\$207.18	\$3,425.15	\$3,500.00	\$74.85	80-1511
<b>1502</b>	<b>Music</b>	207.18	3,425.15	3,500.00	74.85	** 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
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	0.00	415.00	0.00	(415.00)	** Function
<b>1000</b>	<b>Instruction</b>	207.18	3,840.15	3,500.00	(340.15)	* Function
<b>80</b>	<b>Tort Immunity and Judgment Fund</b>	207.18	3,840.15	3,500.00	(340.15)	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/	\$0.00	\$59,328.50	\$64,800.00	\$5,471.50	91.56	90-1112
<b>1112</b>	<b>Junior High</b>	0.00	59,328.50	64,800.00	5,471.50	91.56	** Function
90-123000-1	L/S CORP REPL TAX	\$0.00	\$150,000.00	\$150,000.00	\$0.00	100.00	90-1230
<b>1225</b>	<b>Special Education Programs Pre-K</b>	0.00	150,000.00	150,000.00	0.00	100.00	** Function
90-151100-1	LS-INT ON INVESTMENTS	\$184.61	\$2,101.81	\$2,000.00	(\$101.81)	105.09	90-1511
<b>1502</b>	<b>Music</b>	184.61	2,101.81	2,000.00	(101.81)	105.09	** Function
90-199900-1	OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	90-1999
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>1000</b>	<b>Instruction</b>	184.61	211,430.31	216,800.00	5,369.69	97.52	* Function
90-712000-1	TRANSFER FROM W/C	\$0.00	\$0.00	\$0.00	\$0.00	0.00	90-7120
90-721000-1	SALE OF BONDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	90-7210
<b>7120</b>	<b>Perm Trnf from W/C</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>6000</b>	<b>Provision For Contingencs</b>	0.00	0.00	0.00	0.00	0.00	* Function
<b>90</b>	<b>Fire Prevention/Life Safety</b>	184.61	211,430.31	216,800.00	5,369.69	97.52	Fund
<b>Report Total:</b>		634,110.17	9,299,378.16	9,935,396.65	636,018.49	93.60	

# Expenditure Report

## Invalid Code

0

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

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

# Expenditure Report

## Education Fund

10

Function 1000 Instruction  
 Function 1110 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	44,101.82	412,047.31	0.00	433,000.00	20,952.69	95.16	
200	Employee Benefits	8,321.80	93,929.91	0.00	121,200.00	27,270.09	77.50	
300	Purchased Services	977.82	15,462.45	0.00	34,020.00	18,557.55	45.45	
400	Supplies And Materials	1,940.75	12,861.76	3,408.26	17,280.00	1,009.98	94.16	
500	Capital Outlay	0.00	10,000.00	0.00	10,500.00	500.00	95.24	
<b>1110</b>	<b>Elementary</b>	<b>55,342.19</b>	<b>544,301.43</b>	<b>3,408.26</b>	<b>616,000.00</b>	<b>68,290.31</b>	<b>88.91</b>	** Function
100	Salaries	38,346.82	357,818.94	0.00	426,000.00	68,181.06	84.00	
200	Employee Benefits	8,999.83	79,160.99	0.00	94,200.00	15,039.01	84.04	
300	Purchased Services	422.80	4,736.33	0.00	8,000.00	3,263.67	59.20	
400	Supplies And Materials	0.00	11,755.98	188.19	13,300.00	1,355.83	89.81	
500	Capital Outlay	0.00	0.00	0.00	500.00	500.00	0.00	
<b>1111</b>	<b>Primary</b>	<b>47,769.45</b>	<b>453,472.24</b>	<b>188.19</b>	<b>542,000.00</b>	<b>88,339.57</b>	<b>83.70</b>	** Function
100	Salaries	40,240.06	406,602.62	0.00	482,200.00	75,597.38	84.32	
200	Employee Benefits	10,099.21	89,391.95	0.00	106,600.00	17,208.05	83.86	
300	Purchased Services	578.71	6,994.21	0.00	11,300.00	4,305.79	61.90	
400	Supplies And Materials	450.42	31,458.21	194.82	44,600.00	12,946.97	70.97	
500	Capital Outlay	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	553.00	0.00	1,500.00	947.00	36.87	
<b>1112</b>	<b>Junior High</b>	<b>51,368.40</b>	<b>534,999.99</b>	<b>194.82</b>	<b>647,200.00</b>	<b>112,005.19</b>	<b>82.69</b>	** Function
100	Salaries	65,651.74	623,827.71	0.00	771,054.00	147,226.29	80.91	
200	Employee Benefits	19,596.87	176,889.25	0.00	226,700.00	49,810.75	78.03	
300	Purchased Services	905.18	7,301.01	0.00	9,500.00	2,198.99	76.85	
400	Supplies And Materials	23,193.29	93,107.40	1,365.94	109,850.00	15,376.66	86.00	
500	Capital Outlay	0.00	852.39	0.00	2,000.00	1,147.61	42.62	
600	Other Objects	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
<b>1113</b>	<b>High School</b>	<b>109,347.08</b>	<b>901,977.76</b>	<b>1,365.94</b>	<b>1,120,604.00</b>	<b>217,260.30</b>	<b>80.61</b>	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1114</b>	<b>Reading Imp</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	** Function
100	Salaries	9,748.34	95,346.64	0.00	117,000.00	21,653.36	81.49	
200	Employee Benefits	3,519.56	31,902.46	0.00	45,000.00	13,097.54	70.89	
300	Purchased Services	131.60	1,815.06	0.00	3,750.00	1,934.94	48.40	
400	Supplies And Materials	184.77	2,978.12	1,330.74	5,620.00	1,311.14	76.67	
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	424.00	0.00	1,000.00	576.00	42.40	
<b>1115</b>	<b>MUSIC</b>	13,584.27	132,466.28	1,330.74	173,370.00	39,572.98	77.17	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	5,706.02	5,706.02	0.00	6,000.00	293.98	95.10	
<b>1116</b>	<b>Accel Reader</b>	5,706.02	5,706.02	0.00	6,000.00	293.98	95.10	** Function
100	Salaries	10,957.66	100,635.27	0.00	127,158.00	26,522.73	79.14	
200	Employee Benefits	1,264.46	10,187.61	0.00	12,750.00	2,562.39	79.90	
300	Purchased Services	0.00	231.76	0.00	1,500.00	1,268.24	15.45	
400	Supplies And Materials	970.39	3,878.61	0.00	5,600.00	1,721.39	69.26	
<b>1125</b>	<b>Pre-K Programs</b>	13,192.51	114,933.25	0.00	147,008.00	32,074.75	78.18	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1203</b>	<b>Emh Handicapped lighted way</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	7,158.45	51,878.25	0.00	84,000.00	32,121.75	61.76	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1204</b>	<b>Physically Hndcap Homebound</b>	7,158.45	51,878.25	0.00	84,000.00	32,121.75	61.76	** Function
300	Purchased Services	0.00	337.50	0.00	1,200.00	862.50	28.13	
<b>1206</b>	<b>Visually Impaired (Vi)</b>	0.00	337.50	0.00	1,200.00	862.50	28.13	** 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	46.62	277.44	0.00	1,800.00	1,522.56	15.41	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1207</b>	<b>Hard Of Hearing (Hh)</b>	46.62	277.44	0.00	1,800.00	1,522.56	15.41	** Function
100	Salaries	3,566.67	34,553.50	0.00	43,000.00	8,446.50	80.36	
200	Employee Benefits	1,067.26	9,186.54	0.00	11,000.00	1,813.46	83.51	
300	Purchased Services	0.00	28,294.94	0.00	16,500.00	(11,794.94)	171.48	
400	Supplies And Materials	0.00	0.00	450.00	650.00	200.00	69.23	
<b>1210</b>	<b>Speech &amp; Lang.Impaired</b>	4,633.93	72,034.98	450.00	71,150.00	(1,334.98)	101.88	** 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

		A	B	C	C - (A + B)	(A + B) / C		
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
<b>1214</b>	<b>PRESCHOOL</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1219</b>	<b>Pre Kind EARLY CHILDHOOD</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	52,731.39	543,790.93	0.00	704,000.20	160,209.27	77.24	
200	Employee Benefits	8,691.32	83,964.69	0.00	120,000.00	36,035.31	69.97	
300	Purchased Services	183.80	7,987.32	0.00	5,000.00	(2,987.32)	159.75	
400	Supplies And Materials	2,380.73	42,430.53	930.01	52,800.00	9,439.46	82.12	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1220</b>	<b>Cross-Categorical (Cc)</b>	63,987.24	678,173.47	930.01	881,800.20	202,696.72	77.01	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1222</b>	<b>MI</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	4,254.36	49,067.92	0.00	49,200.00	132.08	99.73	
200	Employee Benefits	971.12	8,801.14	0.00	10,000.00	1,198.86	88.01	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	418.06	0.00	720.00	301.94	58.06	
<b>1225</b>	<b>Special Education Programs Pre-K</b>	5,225.48	58,287.12	0.00	59,920.00	1,632.88	97.27	** Function
100	Salaries	7,890.17	84,571.66	0.00	94,682.00	10,110.34	89.32	
200	Employee Benefits	6,277.15	42,642.14	0.00	49,900.00	7,257.86	85.46	
300	Purchased Services	5,691.29	9,522.52	0.00	9,500.00	(22.52)	100.24	
400	Supplies And Materials	0.00	252.44	0.00	500.00	247.56	50.49	
<b>1250</b>	<b>Remedial and Supplemental Programs K</b>	19,858.61	136,988.76	0.00	154,582.00	17,593.24	88.62	** Function
100	Salaries	6,227.56	60,999.70	0.00	74,311.00	13,311.30	82.09	
200	Employee Benefits	1,495.68	12,864.61	0.00	14,800.00	1,935.39	86.92	
300	Purchased Services	190.35	3,236.95	0.00	3,500.00	263.05	92.48	
400	Supplies And Materials	138.77	9,161.32	1,633.97	6,400.00	(4,395.29)	168.68	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	270.30	270.30	23.26	500.00	206.44	58.71	

# Expenditure Report

## Education Fund

10

Function 1000 Instruction  
 Function 1401 VOCATIONAL AG  
 Object 600 Other Objects

		A	B	C	C - (A + B)	(A + B) / C		
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
<b>1401</b>	<b>VOCATIONAL AG</b>	8,322.66	86,532.88	1,657.23	99,511.00	11,320.89	88.62	** Function
100	Salaries	3,175.00	34,128.60	0.00	42,300.00	8,171.40	80.68	
200	Employee Benefits	1,465.36	13,764.88	0.00	20,000.00	6,235.12	68.82	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	194.58	4,766.58	873.85	5,662.00	21.57	99.62	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1402</b>	<b>INDUSTRIAL ARTS</b>	4,834.94	52,660.06	873.85	67,962.00	14,428.09	78.77	** Function
100	Salaries	4,430.00	35,440.00	0.00	44,600.00	9,160.00	79.46	
200	Employee Benefits	1,461.82	11,719.89	0.00	16,650.00	4,930.11	70.39	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1407</b>	<b>BUSINESS ED</b>	5,891.82	47,159.89	0.00	61,250.00	14,090.11	77.00	** Function
100	Salaries	2,507.17	25,998.94	0.00	33,586.00	7,587.06	77.41	
200	Employee Benefits	679.47	6,338.13	0.00	6,850.00	511.87	92.53	
300	Purchased Services	58.75	512.30	0.00	1,100.00	587.70	46.57	
400	Supplies And Materials	0.00	0.00	0.00	200.00	200.00	0.00	
<b>1459</b>	<b>CO-OP PROGRAM</b>	3,245.39	32,849.37	0.00	41,736.00	8,886.63	78.71	** Function
100	Salaries	4,790.06	89,849.74	0.00	107,100.00	17,250.26	83.89	
200	Employee Benefits	22.33	3,148.37	0.00	14,000.00	10,851.63	22.49	
300	Purchased Services	1,694.14	18,779.86	0.00	27,900.00	9,120.14	67.31	
400	Supplies And Materials	106.00	14,161.72	264.00	16,500.00	2,074.28	87.43	
500	Capital Outlay	0.00	5,959.19	300.00	8,000.00	1,740.81	78.24	
600	Other Objects	389.25	6,811.28	0.00	6,200.00	(611.28)	109.86	
<b>1501</b>	<b>ATHLETICS</b>	7,001.78	138,710.16	564.00	179,700.00	40,425.84	77.50	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	339.00	0.00	0.00	(339.00)	0.00	
<b>1502</b>	<b>Music</b>	0.00	339.00	0.00	0.00	(339.00)	0.00	** Function
100	Salaries	1,420.96	17,335.50	0.00	32,000.00	14,664.50	54.17	
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	B Open Encumb.	C Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
400	Supplies And Materials	225.00	1,332.16	1,918.50	6,300.00	3,049.34	51.60	
600	Other Objects	0.00	12.00	0.00	50.00	38.00	24.00	
<b>1540</b>	<b>EXTRA CURRICULAR</b>	1,645.96	18,679.66	1,918.50	43,950.00	23,351.84	46.87	** 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	
<b>1600</b>	<b>Summer School</b>	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	
<b>1650</b>	<b>Gifted Programs</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	2,119.33	22,599.74	0.00	22,852.00	252.26	98.90	
200	Employee Benefits	836.84	7,892.83	0.00	6,216.00	(1,676.83)	126.98	
300	Purchased Services	25.45	3,772.27	0.00	5,800.00	2,027.73	65.04	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1700</b>	<b>Drivers Education Program</b>	2,981.62	34,264.84	0.00	34,868.00	603.16	98.27	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1800</b>	<b>Bilingual Programs</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	16,412.80	137,259.64	0.00	190,000.00	52,740.36	72.24	
<b>1912</b>	<b>Special Education Programs K-12 - Priv</b>	16,412.80	137,259.64	0.00	190,000.00	52,740.36	72.24	** Function
4 <b>1000</b>	<b>Instruction</b>	447,557.22	4,245,091.36	12,881.54	5,250,061.20	992,088.30	81.10	* Function
100	Salaries	9,474.68	91,857.73	0.00	113,300.00	21,442.27	81.07	
200	Employee Benefits	3,216.73	29,570.81	0.00	38,350.00	8,779.19	77.11	
300	Purchased Services	78.96	255.68	0.00	1,500.00	1,244.32	17.05	
400	Supplies And Materials	171.44	597.52	519.64	1,170.00	52.84	95.48	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	60.00	0.00	200.00	140.00	30.00	
<b>2110</b>	<b>Attendance/Soc Wrk Serv</b>	12,941.81	122,341.74	519.64	154,520.00	31,658.62	79.51	** Function
100	Salaries	4,946.86	49,292.68	0.00	59,365.00	10,072.32	83.03	
200	Employee Benefits	1,303.39	11,162.37	0.00	8,650.00	(2,512.37)	129.04	
300	Purchased Services	0.00	1,170.05	0.00	1,350.00	179.95	86.67	
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	Open Encumb.	Current Budget	Budget Balance	C - (A + B) %	(A + B) / C %	State Account Number
<b>2120</b>	<b>Guidance Services</b>	6,250.25	61,666.16	0.00	69,915.00	8,248.84	88.20		** Function
100	Salaries	2,685.69	26,941.26	0.00	31,000.00	4,058.74	86.91		
300	Purchased Services	182.03	738.04	0.00	1,600.00	861.96	46.13		
400	Supplies And Materials	283.39	980.21	19.51	1,350.00	350.28	74.05		
<b>2134</b>	<b>Nurse Services</b>	3,151.11	28,659.51	19.51	33,950.00	5,270.98	84.47		** Function
100	Salaries	5,427.33	51,662.19	0.00	64,800.00	13,137.81	79.73		
200	Employee Benefits	271.68	2,418.87	0.00	2,750.00	331.13	87.96		
300	Purchased Services	135.36	1,187.69	0.00	2,650.00	1,462.31	44.82		
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		
<b>2140</b>	<b>Psychological Services</b>	5,834.37	55,292.15	0.00	72,000.00	16,707.85	76.79		** Function
300	Purchased Services	449.95	5,064.14	0.00	12,000.00	6,935.86	42.20		
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00		
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00		
<b>2190</b>	<b>Other Support Svs Pupils</b>	449.95	5,064.14	0.00	12,000.00	6,935.86	42.20		** 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		
<b>2191</b>	<b>OTHER SUPPORT</b>	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		
<b>2192</b>	<b>TITLE V CHART COUNTS</b>	0.00	0.00	0.00	0.00	0.00	0.00		** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00		
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00		
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00		
<b>2193</b>	<b>Title IV</b>	0.00	0.00	0.00	0.00	0.00	0.00		** Function
100	Salaries	866.55	12,297.55	0.00	30,900.00	18,602.45	39.80		
200	Employee Benefits	133.85	1,547.22	0.00	5,000.00	3,452.78	30.94		
300	Purchased Services	510.00	20,961.01	0.00	27,600.00	6,638.99	75.95		
400	Supplies And Materials	45.98	2,830.53	102.97	4,500.00	1,566.50	65.19		
<b>2210</b>	<b>EPIC</b>	1,556.38	37,636.31	102.97	68,000.00	30,260.72	55.50		** 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	
<b>2215</b>	<b>TITLE II CLASS REDUCTION</b>	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	
<b>2218</b>	<b>Quality Assurance</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2219</b>	<b>BLOCK GRANT</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	7,952.72	78,620.74	0.00	100,664.00	22,043.26	78.10	
200	Employee Benefits	1,154.08	10,131.81	0.00	11,860.00	1,728.19	85.43	
300	Purchased Services	64.06	1,004.03	0.00	2,200.00	1,195.97	45.64	
400	Supplies And Materials	1,082.40	10,121.80	3,946.31	14,690.00	621.89	95.77	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2220</b>	<b>MEDIA PROGRAM</b>	10,253.26	99,878.38	3,946.31	129,414.00	25,589.31	80.23	** Function
100	Salaries	6,915.43	64,523.63	0.00	92,700.00	28,176.37	69.60	
200	Employee Benefits	1,387.61	11,966.20	0.00	13,000.00	1,033.80	92.05	
300	Purchased Services	306.44	3,919.63	0.00	7,500.00	3,580.37	52.26	
400	Supplies And Materials	0.00	2,674.24	0.00	2,700.00	25.76	99.05	
<b>2226</b>	<b>TECHNOLOGY</b>	8,609.48	83,083.70	0.00	115,900.00	32,816.30	71.69	** 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	
<b>2230</b>	<b>Assessment/Testing</b>	0.00	10,527.08	0.00	0.00	(10,527.08)	0.00	** Function
100	Salaries	100.13	3,610.42	0.00	4,050.00	439.58	89.15	
200	Employee Benefits	15.32	148.69	0.00	0.00	(148.69)	0.00	
300	Purchased Services	1,526.75	52,018.35	0.00	42,000.00	(10,018.35)	123.85	
400	Supplies And Materials	819.17	19,037.23	3,181.58	29,800.00	7,581.19	74.56	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	894.00	10,938.15	0.00	16,500.00	5,561.85	66.29	
<b>2310</b>	<b>Brd Ed Services</b>	3,355.37	85,752.84	3,181.58	92,350.00	3,415.58	96.30	** Function
100	Salaries	8,038.79	80,141.79	0.00	94,634.00	14,492.21	84.69	
200	Employee Benefits	2,141.58	21,357.25	0.00	29,200.00	7,842.75	73.14	

# 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	1,579.66	6,754.55	0.00	14,500.00	7,745.45	46.58	
400	Supplies And Materials	0.00	1,611.25	192.47	7,200.00	5,396.28	25.05	
500	Capital Outlay	0.00	0.00	0.00	3,000.00	3,000.00	0.00	
600	Other Objects	0.00	860.25	0.00	2,600.00	1,739.75	33.09	
<b>2320</b>	<b>Executive Adm. Serv</b>	11,760.03	110,725.09	192.47	151,134.00	40,216.44	73.39	** Function
100	Salaries	33,132.24	332,188.29	0.00	399,800.00	67,611.71	83.09	
200	Employee Benefits	11,372.64	112,766.79	0.00	141,000.00	28,233.21	79.98	
300	Purchased Services	891.29	8,303.42	0.00	11,000.00	2,696.58	75.49	
400	Supplies And Materials	1,284.33	7,788.26	439.86	12,420.00	4,191.88	66.25	
500	Capital Outlay	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	1,526.00	0.00	2,100.00	574.00	72.67	
<b>2410</b>	<b>Office Of Principal Serv</b>	46,680.50	462,572.76	439.86	567,320.00	104,307.38	81.61	** 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	
<b>2510</b>	<b>Dirctn Business Suppt Ser</b>	0.00	7,509.33	0.00	0.00	(7,509.33)	0.00	** Function
100	Salaries	6,834.99	62,735.55	0.00	84,520.00	21,784.45	74.23	
200	Employee Benefits	516.59	4,633.57	0.00	5,500.00	866.43	84.25	
300	Purchased Services	0.00	138.67	160.00	2,700.00	2,401.33	11.06	
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	250.00	0.00	600.00	350.00	41.67	
<b>2520</b>	<b>Fiscal Services</b>	7,351.58	67,757.79	160.00	93,320.00	25,402.21	72.78	** Function
100	Salaries	10,687.56	106,150.32	0.00	127,500.00	21,349.68	83.26	
200	Employee Benefits	0.11	1.22	0.00	50.00	48.78	2.44	
300	Purchased Services	0.00	63.45	0.00	2,400.00	2,336.55	2.64	
400	Supplies And Materials	23,208.25	167,224.31	0.00	190,000.00	22,775.69	88.01	
500	Capital Outlay	0.00	0.00	0.00	4,000.00	4,000.00	0.00	
600	Other Objects	0.00	221.00	0.00	400.00	179.00	55.25	
<b>2560</b>	<b>Food Services</b>	33,895.92	273,660.30	0.00	324,350.00	50,689.70	84.37	** Function
300	Purchased Services	0.00	3,043.19	0.00	5,500.00	2,456.81	55.33	
<b>2630</b>	<b>Information Services</b>	0.00	3,043.19	0.00	5,500.00	2,456.81	55.33	** 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	1,825.00	1,825.00	0.00	3,600.00	1,775.00	50.69		
<b>2660</b>	<b>DATA PROCESSING</b>	1,825.00	1,825.00	0.00	8,600.00	6,775.00	21.22	**	Function
4 <b>2000</b>	<b>Support Services</b>	153,915.01	1,516,995.47	8,562.34	1,899,273.00	373,715.19	80.32	*	Function
600	Other Objects	150.00	11,019.94	0.00	11,000.00	(19.94)	100.18		
<b>4120</b>	<b>Payments Sp Ed Programs</b>	150.00	11,019.94	0.00	11,000.00	(19.94)	100.18	**	Function
600	Other Objects	0.00	31,827.09	0.00	29,000.00	(2,827.09)	109.75		
<b>4140</b>	<b>Payments for CTE Programs</b>	0.00	31,827.09	0.00	29,000.00	(2,827.09)	109.75	**	Function
300	Purchased Services	0.00	0.00	0.00	4,000.00	4,000.00	0.00		
<b>4190</b>	<b>Other Pymnts Gov In State</b>	0.00	0.00	0.00	4,000.00	4,000.00	0.00	**	Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00		
<b>4210</b>	<b>Payments for Regular Programs - Tuitio</b>	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
600	Other Objects	1,900.00	100,845.00	0.00	140,000.00	39,155.00	72.03		
<b>4220</b>	<b>Payments for Special Education Program</b>	1,900.00	100,845.00	0.00	140,000.00	39,155.00	72.03	**	Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00		
<b>4240</b>	<b>Payments for CTE Programs - Tuition</b>	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
4 <b>4000</b>	<b>Nonprogrammed Charges</b>	2,050.00	143,692.03	0.00	184,000.00	40,307.97	78.09	*	Function
600	Other Objects	0.00	0.00	0.00	10,000.00	10,000.00	0.00		
<b>6000</b>	<b>Provision For Contingencs</b>	0.00	0.00	0.00	10,000.00	10,000.00	0.00	**	Function
4 <b>6000</b>	<b>Provision For Contingencs</b>	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		
<b>8130</b>	<b>Prmt Trns From Ed Fund</b>	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
4 <b>8000</b>	<b>Other Financing Uses</b>	0.00	0.00	0.00	0.00	0.00	0.00	*	Function
<b>10</b>	<b>Education Fund</b>	603,522.23	5,905,778.86	21,443.88	7,343,334.20	1,416,111.46	80.72		Fund

# Expenditure Report

## Oper, Build, & Maint Fund

20

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

		A	B	C	C - (A + B)	(A + B) / C		
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2530</b>	<b>Function 2530</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	24,414.51	263,972.93	0.00	318,714.00	54,741.07	82.82	
200	Employee Benefits	2,310.98	22,630.34	0.00	23,650.00	1,019.66	95.69	
300	Purchased Services	8,712.62	102,281.33	0.00	123,100.00	20,818.67	83.09	
400	Supplies And Materials	24,997.36	228,548.46	0.00	313,000.00	84,451.54	73.02	
500	Capital Outlay	1,093.20	40,921.02	0.00	65,000.00	24,078.98	62.96	
<b>2542</b>	<b>Care &amp; Upkeep Bldg Serv</b>	61,528.67	658,354.08	0.00	843,464.00	185,109.92	78.05	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	1,393.03	17,514.31	0.00	35,000.00	17,485.69	50.04	
400	Supplies And Materials	21.00	3,178.25	0.00	12,000.00	8,821.75	26.49	
500	Capital Outlay	0.00	3,692.00	0.00	21,000.00	17,308.00	17.58	
<b>2543</b>	<b>Care Upkeep Grnds Serv</b>	1,414.03	24,384.56	0.00	68,000.00	43,615.44	35.86	** Function
4 <b>2000</b>	<b>Support Services</b>	62,942.70	682,738.64	0.00	911,464.00	228,725.36	74.91	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>6000</b>	<b>Provision For Contingencs</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>6000</b>	<b>Provision For Contingencs</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>8800</b>	<b>Function 8800</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>8000</b>	<b>Other Financing Uses</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
<b>20</b>	<b>Oper, Build, &amp; Maint Fund</b>	62,942.70	682,738.64	0.00	911,464.00	228,725.36	74.91	Fund

# Expenditure Report

## Debt Service Fund or Fund Group

30

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

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

# Expenditure Report

## Transportation Fund

40

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

			A	B	C	C - (A + B)	(A + B) / C	
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	1,485.97	11,415.19	0.00	18,000.00	6,584.81	63.42	
200	Employee Benefits	177.75	1,543.07	0.00	1,450.00	(93.07)	106.42	
300	Purchased Services	66,928.65	471,293.86	0.00	705,000.00	233,706.14	66.85	
400	Supplies And Materials	0.00	284.00	0.00	0.00	(284.00)	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2550</b>	<b>Pupil Transportation Ser</b>	<b>68,592.37</b>	<b>484,536.12</b>	<b>0.00</b>	<b>724,450.00</b>	<b>239,913.88</b>	<b>66.88</b>	** Function
4 <b>2000</b>	<b>Support Services</b>	<b>68,592.37</b>	<b>484,536.12</b>	<b>0.00</b>	<b>724,450.00</b>	<b>239,913.88</b>	<b>66.88</b>	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>6000</b>	<b>Provision For Contingencs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	** Function
4 <b>6000</b>	<b>Provision For Contingencs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>8140</b>	<b>Prmt Transf Of Interest</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	** Function
4 <b>8000</b>	<b>Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Function
<b>40</b>	<b>Transportation Fund</b>	<b>68,592.37</b>	<b>484,536.12</b>	<b>0.00</b>	<b>724,450.00</b>	<b>239,913.88</b>	<b>66.88</b>	Fund

# Expenditure Report

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

50

Function 1000 Instruction  
 Function 1110 Elementary  
 Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	636.33	5,633.29	0.00	8,070.00	2,436.71	69.81	
<b>1110</b>	<b>Elementary</b>	636.33	5,633.29	0.00	8,070.00	2,436.71	69.81	** Function
200	Employee Benefits	536.91	4,932.18	0.00	6,200.00	1,267.82	79.55	
<b>1111</b>	<b>Primary</b>	536.91	4,932.18	0.00	6,200.00	1,267.82	79.55	** Function
200	Employee Benefits	659.86	4,310.42	0.00	0.00	(4,310.42)	0.00	
<b>1112</b>	<b>Junior High</b>	659.86	4,310.42	0.00	0.00	(4,310.42)	0.00	** Function
200	Employee Benefits	1,172.17	7,923.00	0.00	0.00	(7,923.00)	0.00	
<b>1113</b>	<b>High School</b>	1,172.17	7,923.00	0.00	0.00	(7,923.00)	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1114</b>	<b>Reading Imp</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	128.54	1,252.79	0.00	1,700.00	447.21	73.69	
<b>1115</b>	<b>MUSIC</b>	128.54	1,252.79	0.00	1,700.00	447.21	73.69	** Function
200	Employee Benefits	0.00	1,518.03	0.00	7,700.00	6,181.97	19.71	
<b>1120</b>	<b>Middle-Junior High</b>	0.00	1,518.03	0.00	7,700.00	6,181.97	19.71	** Function
200	Employee Benefits	546.93	5,914.76	0.00	3,300.00	(2,614.76)	179.24	
<b>1125</b>	<b>Pre-K Programs</b>	546.93	5,914.76	0.00	3,300.00	(2,614.76)	179.24	** Function
200	Employee Benefits	0.00	3,520.94	0.00	17,680.00	14,159.06	19.91	
<b>1130</b>	<b>High School</b>	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	
<b>1204</b>	<b>Physically Hndcap Homebound</b>	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	
<b>1207</b>	<b>Hard Of Hearing (Hh)</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	50.70	491.83	0.00	650.00	158.17	75.67	
<b>1210</b>	<b>Speech &amp; Lang.Impaired</b>	50.70	491.83	0.00	650.00	158.17	75.67	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1214</b>	<b>PRESCHOOL</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1219</b>	<b>Pre Kind EARLY CHILDHOOD</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	4,081.73	40,286.89	0.00	58,102.00	17,815.11	69.34	
<b>1220</b>	<b>Cross-Categorical (Cc)</b>	4,081.73	40,286.89	0.00	58,102.00	17,815.11	69.34	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1222</b>	<b>MI</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	257.36	2,148.51	0.00	3,400.00	1,251.49	63.19	

# Expenditure Report

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

50

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
<b>1225</b>	<b>Special Education Programs Pre-K</b>	257.36	2,148.51	0.00	3,400.00	1,251.49	63.19	** Function
200	Employee Benefits	111.11	1,189.24	0.00	1,600.00	410.76	74.33	
<b>1250</b>	<b>Remedial and Supplemental Programs K</b>	111.11	1,189.24	0.00	1,600.00	410.76	74.33	** Function
200	Employee Benefits	89.34	873.06	0.00	1,300.00	426.94	67.16	
<b>1401</b>	<b>VOCATIONAL AG</b>	89.34	873.06	0.00	1,300.00	426.94	67.16	** Function
200	Employee Benefits	35.18	388.60	0.00	650.00	261.40	59.78	
<b>1402</b>	<b>INDUSTRIAL ARTS</b>	35.18	388.60	0.00	650.00	261.40	59.78	** Function
200	Employee Benefits	58.24	465.85	0.00	675.00	209.15	69.01	
<b>1407</b>	<b>BUSINESS ED</b>	58.24	465.85	0.00	675.00	209.15	69.01	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1415</b>	<b>IVCC TECH PREP</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	78.33	0.00	275.00	196.67	28.48	
<b>1459</b>	<b>CO-OP PROGRAM</b>	0.00	78.33	0.00	275.00	196.67	28.48	** Function
200	Employee Benefits	107.05	2,990.22	0.00	4,000.00	1,009.78	74.76	
<b>1501</b>	<b>ATHLETICS</b>	107.05	2,990.22	0.00	4,000.00	1,009.78	74.76	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1502</b>	<b>Music</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	24.88	470.61	0.00	1,125.00	654.39	41.83	
<b>1540</b>	<b>EXTRA CURRICULAR</b>	24.88	470.61	0.00	1,125.00	654.39	41.83	** Function
200	Employee Benefits	0.00	163.72	0.00	495.00	331.28	33.07	
<b>1600</b>	<b>Summer School</b>	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	
<b>1650</b>	<b>Gifted Programs</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	27.42	293.00	0.00	400.00	107.00	73.25	
<b>1700</b>	<b>Drivers Education Program</b>	27.42	293.00	0.00	400.00	107.00	73.25	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1800</b>	<b>Bilingual Programs</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>1000</b>	<b>Instruction</b>	8,523.75	84,845.27	0.00	117,372.00	32,526.73	72.29	* Function
200	Employee Benefits	325.91	2,785.46	0.00	3,850.00	1,064.54	72.35	
<b>2110</b>	<b>Attendance/Soc Wrk Serv</b>	325.91	2,785.46	0.00	3,850.00	1,064.54	72.35	** Function
200	Employee Benefits	70.40	702.16	0.00	1,050.00	347.84	66.87	
<b>2120</b>	<b>Guidance Services</b>	70.40	702.16	0.00	1,050.00	347.84	66.87	** Function

# Expenditure Report

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

50

Function 2000 Support Services  
 Function 2134 Nurse Services  
 Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	591.68	5,514.12	0.00	6,500.00	985.88	84.83	
<b>2134</b>	<b>Nurse Services</b>	591.68	5,514.12	0.00	6,500.00	985.88	84.83	** Function
200	Employee Benefits	283.52	2,364.07	0.00	3,100.00	735.93	76.26	
<b>2140</b>	<b>Psychological Services</b>	283.52	2,364.07	0.00	3,100.00	735.93	76.26	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2192</b>	<b>TITLE V CHART COUNTS</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2193</b>	<b>Title IV</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2196</b>	<b>Comp Arts</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	40.81	251.66	0.00	825.00	573.34	30.50	
<b>2210</b>	<b>EPIC</b>	40.81	251.66	0.00	825.00	573.34	30.50	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2212</b>	<b>CURRICULUM DIRECTOR</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2215</b>	<b>TITLE II CLASS REDUCTION</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2218</b>	<b>Quality Assurance</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2219</b>	<b>BLOCK GRANT</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	766.11	7,572.97	0.00	7,925.00	352.03	95.56	
<b>2220</b>	<b>MEDIA PROGRAM</b>	766.11	7,572.97	0.00	7,925.00	352.03	95.56	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2225</b>	<b>TECH THRUST</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	246.58	2,520.15	0.00	6,600.00	4,079.85	38.18	
<b>2226</b>	<b>TECHNOLOGY</b>	246.58	2,520.15	0.00	6,600.00	4,079.85	38.18	** Function
200	Employee Benefits	0.00	134.28	0.00	0.00	(134.28)	0.00	
<b>2230</b>	<b>Assessment/Testing</b>	0.00	134.28	0.00	0.00	(134.28)	0.00	** Function
200	Employee Benefits	17.96	381.11	0.00	450.00	68.89	84.69	
<b>2310</b>	<b>Brd Ed Services</b>	17.96	381.11	0.00	450.00	68.89	84.69	** Function
200	Employee Benefits	116.56	1,162.00	0.00	1,725.00	563.00	67.36	
<b>2320</b>	<b>Executive Adm. Serv</b>	116.56	1,162.00	0.00	1,725.00	563.00	67.36	** Function
200	Employee Benefits	1,691.70	17,407.24	0.00	23,400.00	5,992.76	74.39	

# Expenditure Report

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

50

Function 2000 Support Services  
 Function 2410 Office Of Principal Serv  
 Object 200 Employee Benefits

		A	B	C	C - (A + B)	(A + B) / C		
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
<b>2410</b>	<b>Office Of Principal Serv</b>	1,691.70	17,407.24	0.00	23,400.00	5,992.76	74.39	** Function
200	Employee Benefits	0.00	3,785.36	0.00	0.00	(3,785.36)	0.00	
<b>2510</b>	<b>Dirctn Business Suppt Ser</b>	0.00	3,785.36	0.00	0.00	(3,785.36)	0.00	** Function
200	Employee Benefits	1,242.75	8,982.81	0.00	14,700.00	5,717.19	61.11	
<b>2520</b>	<b>Fiscal Services</b>	1,242.75	8,982.81	0.00	14,700.00	5,717.19	61.11	** Function
200	Employee Benefits	4,410.80	45,396.86	0.00	55,750.00	10,353.14	81.43	
<b>2542</b>	<b>Care &amp; Upkeep Bldg Serv</b>	4,410.80	45,396.86	0.00	55,750.00	10,353.14	81.43	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2543</b>	<b>Care Upkeep Grnds Serv</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	74.41	515.34	0.00	925.00	409.66	55.71	
<b>2550</b>	<b>Pupil Transportation Ser</b>	74.41	515.34	0.00	925.00	409.66	55.71	** Function
200	Employee Benefits	1,859.07	18,746.60	0.00	26,700.00	7,953.40	70.21	
<b>2560</b>	<b>Food Services</b>	1,859.07	18,746.60	0.00	26,700.00	7,953.40	70.21	** Function
4 <b>2000</b>	<b>Support Services</b>	11,738.26	118,222.19	0.00	153,500.00	35,277.81	77.02	* Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>3696</b>	<b>Safe To Learn</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>3000</b>	<b>Community Services</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
<b>50</b>	<b>I.M.R.F./Soc. Sec. Fund</b>	20,262.01	203,067.46	0.00	270,872.00	67,804.54	74.97	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			
500	Capital Outlay	0.00	624,760.85	3,722.50	742,000.00	113,516.65	84.70		
<b>2530</b>	<b>Function 2530</b>	0.00	624,760.85	3,722.50	742,000.00	113,516.65	84.70	**	Function
4 <b>2000</b>	<b>Support Services</b>	0.00	624,760.85	3,722.50	742,000.00	113,516.65	84.70	*	Function
<b>60</b>	<b>Capital Projects Fund or Fund Group</b>	0.00	624,760.85	3,722.50	742,000.00	113,516.65	84.70		Fund

# Expenditure Report

## Working Cash Fund 70

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	A Open Encumb.	B Current Budget	C C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>8110</b>	<b>Permnt Trns Wrk Csh Abol</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>8111</b>	<b>Permnt Trns Wrk Csh</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>8120</b>	<b>Prmnt Trnf Int From Wrkes</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>8000</b>	<b>Other Financing Uses</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
<b>70</b>	<b>Working Cash Fund</b>	0.00	0.00	0.00	0.00	0.00	0.00	Fund

# Expenditure Report

## Tort Immunity and Judgment Fund

80

Function 2000 Support Services  
 Function 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	505.60	2,831.36	0.00	0.00	(2,831.36)	0.00	
<b>2134</b>	<b>Nurse Services</b>	505.60	2,831.36	0.00	0.00	(2,831.36)	0.00	** Function
200	Employee Benefits	0.00	23,739.71	0.00	20,600.00	(3,139.71)	115.24	
<b>2362</b>	<b>Workers Comp/Workers Occ Disease Ac</b>	0.00	23,739.71	0.00	20,600.00	(3,139.71)	115.24	** Function
200	Employee Benefits	66.94	32,655.82	0.00	8,000.00	(24,655.82)	408.20	
<b>2363</b>	<b>Unemployment Insurance Act Payments</b>	66.94	32,655.82	0.00	8,000.00	(24,655.82)	408.20	** Function
300	Purchased Services	76.00	49,627.85	0.00	49,000.00	(627.85)	101.28	
<b>2364</b>	<b>Insurance Payments (regular or self-insu</b>	76.00	49,627.85	0.00	49,000.00	(627.85)	101.28	** Function
300	Purchased Services	0.00	0.00	0.00	50,000.00	50,000.00	0.00	
<b>2369</b>	<b>Legal Services</b>	0.00	0.00	0.00	50,000.00	50,000.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
<b>2540</b>	<b>Function 2540</b>	0.00	0.00	0.00	1,000.00	1,000.00	0.00	** Function
4 <b>2000</b>	<b>Support Services</b>	648.54	108,854.74	0.00	128,600.00	19,745.26	84.65	* Function
<b>80</b>	<b>Tort Immunity and Judgment Fund</b>	648.54	108,854.74	0.00	128,600.00	19,745.26	84.65	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	
<b>2548</b>	<b>L/S Capital Outlay</b>	0.00	0.00	0.00	100,000.00	100,000.00	0.00	** Function
4 <b>2000</b>	<b>Support Services</b>	0.00	0.00	0.00	100,000.00	100,000.00	0.00	* Function
500	Capital Outlay	0.00	2,836.56	0.00	0.00	(2,836.56)	0.00	
<b>4190</b>	<b>Other Pymnts Gov In State</b>	0.00	2,836.56	0.00	0.00	(2,836.56)	0.00	** Function
4 <b>4000</b>	<b>Nonprogrammed Charges</b>	0.00	2,836.56	0.00	0.00	(2,836.56)	0.00	* Function
<b>90</b>	<b>Fire Prevention/Life Safety</b>	0.00	2,836.56	0.00	100,000.00	97,163.44	2.84	Fund
<b>Report Total:</b>		755,967.85	8,012,573.23	25,166.38	10,220,720.20	2,182,980.59	78.64	

# Balance Sheet Fund 10

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-10	AP-Accrual for Fund 10	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
10-110-1	CASH IN BANKS	\$38,096.07	(\$416.69)	\$37,679.38
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	\$3,577,515.93	\$26,640.92	\$3,604,156.85
10-131	PAYROLL CASH	\$0.00	\$0.00	\$0.00
10-199-1	EMPLOYEE COMPUTERS	(\$22.09)	(\$113.74)	(\$135.83)
10-122-1	FARNSWORTH INVESTMENT	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>\$3,628,389.92</u></b>	<b><u>\$26,110.49</u></b>	<b><u>\$3,654,500.41</u></b>
10-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-498-1	TEACHER RET 2.2	\$0.00	\$0.00	\$0.00
10-497-1	SUPPORT PERS. DUES	\$0.00	\$0.00	\$0.00
10-496-1	LOHMANS CAFE. PLAN	\$51.16	\$1,404.59	\$1,455.75
10-495-1	LIFE INS PAYABLE	\$0.00	\$0.00	\$0.00
10-493-1	MEDICARE INS. PAYABLE	\$0.00	\$0.00	\$0.00
10-490-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-481-1	TEACHER RET. PAYABLE	\$0.00	\$0.00	\$0.00
10-460-1	DISABILITY INS. PAYABLE	\$0.00	\$0.00	\$0.00
10-458-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-456-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-455-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-459-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-454-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-452-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-411-1	LOAN TO LIFE SAFETY	\$0.00	\$0.00	\$0.00
10-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
10-434-1	LOANS FROM WKG CASH FND	\$0.00	\$0.00	\$0.00
10-453-1	Delete This Account	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>\$51.16</u></b>	<b><u>\$1,404.59</u></b>	<b><u>\$1,455.75</u></b>
10-706-1	NET PROFIT/LOSS	(\$1,191,622.03)	(\$27,515.08)	(\$1,219,137.11)
10-730-1	FUND BALANCE	(\$2,436,819.05)	\$0.00	(\$2,436,819.05)
	<b><u>Total</u></b>	<b><u>(\$3,628,441.08)</u></b>	<b><u>(\$27,515.08)</u></b>	<b><u>(\$3,655,956.16)</u></b>
		<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>

# Balance Sheet Fund 20

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-20	AP-Accrual for Fund 20	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
20-185-1	LONG TERM INVESTMENTS	\$505,902.10	\$0.00	\$505,902.10
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	\$194,764.71	\$595.93	\$195,360.64
20-121-1	REGULAR INVESTMENT O/M	\$1,723,610.58	(\$62,364.97)	\$1,661,245.61
	<b>Total</b>	<b>\$2,427,793.83</b>	<b>(\$61,769.04)</b>	<b>\$2,366,024.79</b>
20-454-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-456-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-458-1	Delete This Account	(\$24.54)	\$0.00	(\$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
	<b>Total</b>	<b>(\$24.54)</b>	<b>\$0.00</b>	<b>(\$24.54)</b>
20-730-1	FUND BALANCE	(\$2,073,007.82)	\$0.00	(\$2,073,007.82)
20-706-1	NET PROFIT/LOSS	(\$354,761.47)	\$61,769.04	(\$292,992.43)
	<b>Total</b>	<b>(\$2,427,769.29)</b>	<b>\$61,769.04</b>	<b>(\$2,366,000.25)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet Fund 30

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-30	AP-Accrual for Fund 30	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
30-185-1	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
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
30-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
30-730-1	FUND BALANCE	\$0.00	\$0.00	\$0.00
30-706-1	NET PROFIT/LOSS	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Balance Sheet Fund 40**

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-40	AP-Accrual for Fund 40	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
40-110-1	CASH IN BANKS	\$0.00	\$0.00	\$0.00
40-121-1	REGULAR INVESTMENT TRANS	\$433,744.73	(\$68,346.71)	\$365,398.02
40-131	PAYROLL CASH	\$0.00	\$0.00	\$0.00
40-185-1	LONG TERM INVESTMENTS	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$433,744.73</b>	<b>(\$68,346.71)</b>	<b>\$365,398.02</b>
40-453-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-411-1	LOANS FROM W/C	\$0.00	\$0.00	\$0.00
40-452-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-454-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-456-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-481-1	EMPLOYEE INCENTIVE	\$0.00	\$0.00	\$0.00
40-451-1	Delete This Account	(\$0.33)	\$0.00	(\$0.33)
40-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>(\$0.33)</b>	<b>\$0.00</b>	<b>(\$0.33)</b>
40-706-1	NET PROFIT/LOSS	(\$324,982.83)	\$68,346.71	(\$256,636.12)
40-730-1	FUND BALANCE	(\$108,761.57)	\$0.00	(\$108,761.57)
	<b>Total</b>	<b>(\$433,744.40)</b>	<b>\$68,346.71</b>	<b>(\$365,397.69)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet Fund 50

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-50	AP-Accrual for Fund 50	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
50-110-1	CASH IN BANKS	\$0.00	\$0.00	\$0.00
50-121-1	REGULAR INVESTMENT IMRF	\$228,291.44	(\$20,092.03)	\$208,199.41
50-185-1	IMRF-LONG TERM INVESTMEN	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>\$228,291.44</u></b>	<b><u>(\$20,092.03)</u></b>	<b><u>\$208,199.41</u></b>
50-481-1	MEDICARE EMPLOYEE (10)	\$0.00	\$0.00	\$0.00
50-492-1	MEDICARE INS PAYABLE	\$0.00	\$0.00	\$0.00
50-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
50-454-1	Delete This Account	\$0.00	\$0.00	\$0.00
50-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
50-493-1	MEDICARE BOARD SHARE	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
50-730-1	FUND BALANCE	(\$249,295.36)	\$0.00	(\$249,295.36)
50-706-1	NET PROFIT/LOSS	\$21,003.92	\$20,092.03	\$41,095.95
	<b><u>Total</u></b>	<b><u>(\$228,291.44)</u></b>	<b><u>\$20,092.03</u></b>	<b><u>(\$208,199.41)</u></b>
		<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>

# Balance Sheet Fund 60

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-60	AP-Accrual for Fund 60	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
60-185-1	LONG TERM INVEST C/P	\$0.00	\$0.00	\$0.00
60-121-1	REG INVESTMENTS-CAP PROJ	\$391,432.62	\$252.36	\$391,684.98
60-110-1	CASH IN BANK-CAP PROJ	\$15,975.12	\$0.00	\$15,975.12
	<b><u>Total</u></b>	<b>\$407,407.74</b>	<b>\$252.36</b>	<b>\$407,660.10</b>
60-411-1	LOAN FROM W/C	\$0.00	\$0.00	\$0.00
60-431-1	A/P CAP PROJECTS	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
60-730-1	FUND BALANCE	(\$1,027,458.44)	\$0.00	(\$1,027,458.44)
60-706-1	NET PROFIT/LOSS	\$620,050.70	(\$252.36)	\$619,798.34
	<b><u>Total</u></b>	<b>(\$407,407.74)</b>	<b>(\$252.36)</b>	<b>(\$407,660.10)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet Fund 70

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-70	AP-Accrual for Fund 70	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
70-121-1	REGULAR INVESTMENT WC	\$1,354,535.74	\$839.41	\$1,355,375.15
70-185-1	INVESTMENT LONG TERM WC	\$528,833.09	\$0.00	\$528,833.09
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)
	<b><u>Total</u></b>	<b><u>\$1,869,385.75</u></b>	<b><u>\$839.41</u></b>	<b><u>\$1,870,225.16</u></b>
70-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
70-411-1	LOANS TO LIFE SAFETY	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
70-730-1	FUND BALANCE	(\$1,794,870.76)	\$0.00	(\$1,794,870.76)
70-706-1	NET PROFIT/LOSS	(\$74,514.99)	(\$839.41)	(\$75,354.40)
	<b><u>Total</u></b>	<b><u>(\$1,869,385.75)</u></b>	<b><u>(\$839.41)</u></b>	<b><u>(\$1,870,225.16)</u></b>
		<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>

# Balance Sheet Fund 80

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-80	AP-Accrual for Fund 80	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
80-131	PAYROLL CASH	\$0.00	\$0.00	\$0.00
80-121-1	TORT-REG INVESTMENT	\$336,331.35	(\$441.36)	\$335,889.99
80-110-1	TORT-CASH IN BANKS	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>\$336,331.35</u></b>	<b><u>(\$441.36)</u></b>	<b><u>\$335,889.99</u></b>
80-481	NON-CERT DUES	\$0.00	\$0.00	\$0.00
80-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
80-730-1	FUND BALANCE	(\$440,904.58)	\$0.00	(\$440,904.58)
80-706-1	NET PROFIT/LOSS	\$104,573.23	\$441.36	\$105,014.59
	<b><u>Total</u></b>	<b><u>(\$336,331.35)</u></b>	<b><u>\$441.36</u></b>	<b><u>(\$335,889.99)</u></b>
		<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>

# Balance Sheet Fund 90

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-90	AP-Accrual for Fund 90	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
90-185-1	LONG TERM L/S	\$0.00	\$0.00	\$0.00
90-121-1	REGULAR INVESTMENT L/S	\$353,165.05	\$184.61	\$353,349.66
90-110-1	CASH IN BANK-LIFE SAFETY	(\$120,000.00)	\$0.00	(\$120,000.00)
	<b><u>Total</u></b>	<b>\$233,165.05</b>	<b>\$184.61</b>	<b>\$233,349.66</b>
90-411-1	LOAN DUE TO EDUCATION	\$0.00	\$0.00	\$0.00
90-481-1	IL WITHHOLDING TAX PAY	\$0.00	\$0.00	\$0.00
90-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
90-452-1	Delete This Account	\$0.00	\$0.00	\$0.00
90-412-1	LOAN DUE TO WORKING CASH	\$0.00	\$0.00	\$0.00
90-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
90-706-1	NET PROFIT/LOSS	(\$208,409.14)	(\$184.61)	(\$208,593.75)
90-730-1	FUND BALANCE	(\$24,755.91)	\$0.00	(\$24,755.91)
	<b><u>Total</u></b>	<b>(\$233,165.05)</b>	<b>(\$184.61)</b>	<b>(\$233,349.66)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet Fund 90

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
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# 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	603,522.23	631,037.31	5,905,778.86	7,124,915.97	1,219,137.11	2,436,819.05	3,655,956.16
20	Oper, Build, & Maint Fund	62,942.70	1,173.66	682,738.64	975,731.07	292,992.43	2,073,007.82	2,366,000.25
30	Debt Service Fund or Fund Group	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	Transportation Fund	68,592.37	245.66	484,536.12	741,172.24	256,636.12	108,761.57	365,397.69
50	I.M.R.F./Soc. Sec. Fund	20,262.01	169.98	203,067.46	161,971.51	(41,095.95)	249,295.36	208,199.41
60	Capital Projects Fund or Fund Group	0.00	252.36	624,760.85	4,962.51	(619,798.34)	1,027,458.44	407,660.10
70	Working Cash Fund	0.00	839.41	0.00	75,354.40	75,354.40	1,794,870.76	1,870,225.16
80	Tort Immunity and Judgment Fund	648.54	207.18	108,854.74	3,840.15	(105,014.59)	440,904.58	335,889.99
90	Fire Prevention/Life Safety	0.00	184.61	2,836.56	211,430.31	208,593.75	24,755.91	233,349.66
		\$755,967.85	\$634,110.17	\$8,012,573.23	\$9,299,378.16	\$1,286,804.93	\$8,155,873.48	\$9,442,678.41

Putnam County Comm. Unit School Dist. # 535  
Treasurers Report  
April 30, 2011

PAGE 1 OF 2	EDUCATION	O/M	TRANSPORT	IMRF	C/P	W/C	TORT	L/S	TOTALS
<b>Cash/Invest. Begin Month</b>	\$3,628,441.08	\$2,427,769.29	\$433,744.40	\$228,291.44	\$407,407.74	\$1,869,385.75	\$336,331.35	\$233,165.05	\$9,564,536.10
<b>Receipts</b>	\$631,037.31	\$1,173.66	\$245.66	\$169.98	\$252.36	\$839.41	\$207.18	\$184.61	\$634,110.17
<b>Disbursements</b>	\$603,522.23	\$62,942.70	\$68,592.37	\$20,262.01	\$0.00	\$0.00	\$648.54	\$0.00	\$755,967.85
<b>Cash/Investments End Month</b>	\$3,655,956.16	\$2,366,000.25	\$365,397.69	\$208,199.41	\$407,660.10	\$1,870,225.16	\$335,889.99	\$233,349.66	\$9,442,678.42
<b>CASH IN BANKS</b>									
<b>Granville National Bank</b>	\$21,090.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,090.35
<b>First State Bank</b>	\$6,380.52	\$159,404.39	\$0.00	\$0.00	\$15,975.12	(\$13,983.08)	\$0.00	(\$120,000.00)	\$47,776.95
<b>North Central Bank</b>	\$10,208.51	\$35,956.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,164.76
<b>Total Cash in Banks</b>	\$37,679.38	\$195,360.64	\$0.00	\$0.00	\$15,975.12	(\$13,983.08)	\$0.00	(\$120,000.00)	\$115,032.06
<b>MONEY MARKET ACCTS.</b>									
<b>Granville National Bank</b>	\$168,255.62	\$14,057.98	\$9,984.96	\$0.00	\$20,588.84	\$19,959.84	\$8,828.25	\$6,103.47	\$247,778.96
<b>Rate 0.40%</b>									
<b>First State Bank</b>	\$712,431.97	\$235,941.36	\$123,874.89	\$98,461.99	\$370,581.39	\$1,328,521.42	\$300,038.38	\$264,649.74	\$3,434,501.14
<b>Rate 0.75%</b>									
<b>North Central Bank</b>	\$2,221,445.81	\$1,411,246.27	\$231,538.19	\$109,737.44	\$514.75	\$6,893.89	\$27,023.36	\$82,596.43	\$4,090,996.14
<b>Rate 0.80%</b>									
<b>Eureka Savings</b>	\$251,053.57								\$251,053.57
<b>Rate 1.00%</b>									
<b>Peru Federal Savings</b>	\$250,949.04								\$250,949.04
<b>Rate 0.85%</b>									
<b>Total Money Market Accts</b>	\$3,604,136.01	\$1,661,245.61	\$365,398.04	\$208,199.43	\$391,684.98	\$1,355,375.15	\$335,889.99	\$353,349.64	\$8,275,278.85
<b>C/D INVESTMENTS</b>									
<b>Granville National Bank</b>									

Putnam County Comm. Unit School Dist. # 535  
Treasurers Report  
April 30, 2011

PAGE 2 OF 2									
	EDUCATION	O/M	TRANSPORT	IMRF	C/P	W/C	TORT	L/S	TOTALS
<b>First State Bank</b>									
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
<b>North Central Bank</b>									
38648 02/27/12 1.16%						\$326,653.56			\$326,653.56
39208 11/17/11 1.17%						\$202,179.53			\$202,179.53
39209 11/17/11 1.33%		\$505,902.10							\$505,902.10
									\$0.00
									\$0.00
<b>Auditor Adjustments</b>									\$0.00
<b>Tree Fund</b>		\$3,516.44							\$3,516.44
<b>Assets</b>	\$12,664.17								\$12,664.17
<b>Adjustments</b>	\$20.85		(\$0.02)	(\$0.02)				\$0.02	\$20.83
<b>Liabilities</b>	\$1,455.75	(\$24.54)	(\$0.33)						\$1,430.88
<b>TOTAL CASH &amp; INVESTMENTS</b>	\$3,655,956.16	\$2,366,000.25	\$365,397.69	\$208,199.41	\$407,660.10	\$1,870,225.16	\$335,889.99	\$233,349.66	\$9,442,678.42

CERTIFIED CORRECT

*Alvin F. Rolando*

04/30/11

**Putnam County High School  
May Principal Report 2011  
Bob Peterson**

**Semester Exams and Graduation**

Seniors finals will be on Monday, May 23, and Tuesday, May 24. Freshman thru juniors have their finals on Wednesday, May 25 and Thursday, May 26. All teachers are required to give a final exam. Graduation will be on Friday, May 27 at 7:00p.m. The faculty will march in ahead of the graduates.

**Banquets**

The month of May is also called banquet month here at the high school:

May 2	Elementary Fine Arts program
May 5	Honors banquet
May 10	Jr. High Fine Arts program
May 16	High School Fine Arts Program
May 22	Athletic Banquet
??????	Thespian Banquet

**School Climate**

The last few weeks of the school year have arrived. Everyone is counting the days until school is out. I keep telling the teachers "keep teaching". Students are getting worried about finals, seniors worried "will I graduate", do I have to go to summer school, and some students have already started their summer vacation. Mr. Johnson is still scheduling classes with a few students on next year's schedule.

**Changes for 2011-12**

We are looking to have a 3<sup>rd</sup> full time math teacher. This would allow for greater flexibility in our math curriculum. We now have 3 English teachers, 3 science teachers, and 2 ½ math teachers. We have been very fortunate to have had an excellent teacher in Mrs. Morrow as our part time teacher. It will be very difficult to find a part time teacher with that high of quality. It will also allow slower paced options for students at lower and higher levels. When will the state require 4 years of math? We will be ready!! Allows for an extra math instructor for Response To Intervention (RTI). The math instructor will be here for a full day. With a full time 3<sup>rd</sup> math teacher we will make our Algebra 1 classes into an Algebra 1A & Algebra 1B. Our Algebra II class into an Algebra II A & Algebra II B. There is a course description of those classes. I am hoping with the position being full time that I can recommend someone at the June meeting. The cost to the district is 10,586.00

**Athletics**

We are hosting the boys IHSA baseball regional and sectional. The boys are seeded 2<sup>nd</sup> and the girls are seeded 3<sup>rd</sup> in the regional. The regionals are the week of the 16<sup>th</sup>-21. The girls track team has sectionals the 12<sup>th</sup> & 13<sup>th</sup>. The boys sectionals are the 19<sup>th</sup> and 20<sup>th</sup>. Our student/athletes are competing in IHSA tournaments as well as preparing for finals.



# Not for display on boardbook!!

## Coaches recommended for the 2011-12 school year

Athletic Director                      Dave Garcia

### **Fall Season**

Cross-Country	Chuck McConnell
Golf	John Keener
Varsity Fall Baseball	Dave Garcia
Assistant Fall Baseball	???
Varsity Volleyball	Debbie Shevokas
Sophomore Volleyball	Amy Darrah
Freshman Volleyball	Carmela Rodriguez

### **Winter Season**

Varsity Boys Basketball	Josh Nauman
Assistant Boys Basketball	Jim Vipond
Freshman Boys Basketball	Doug Veronda
Varsity Girls Basketball	Kristi Haage
Assistant Girls Basketball	Jared Sale
Varsity Wrestling	Jerry Kriewold
Assistant Wrestling	???
Cheerleading	Kelli Davis
Panteras	Jen Garcia

### **Spring Season**

Varsity Baseball	Dave Garcia
Assistant Baseball	???
Varsity Softball	Chris Walker
Varsity Track	Chuck McConnell

Theatrical Director	Phil Grant
Spring Musical Director	Phil Grant

**Principal's Report**  
**Prepared by Carl Carlson**  
**Putnam County Junior High**  
**May 12, 2011**

**Track**

The junior high track team will send twenty-three participants to the IESA State Finals in East Peoria on Friday, May 13<sup>th</sup> and Saturday, May 14<sup>th</sup>. The teams saw a great deal of success this year as the 8<sup>th</sup> grade girls' team placed first in the LTC conference and won the IESA 8<sup>th</sup> Grade Sectional. The 8<sup>th</sup> grade boys finished third at the LTC Conference meet and earned a third place plaque for the Sectional. We will hold a special assembly at the junior high school on Friday, May 13<sup>th</sup> at 8:15 to present the championship hardware earned thus far and send the state qualifiers on their way to East Peoria. This is a chance to honor the accomplishments and form our "traditional" human tunnel for a championship send off. I want to wish the participants the best of luck as they represent PCJH on the state stage in East Peoria. The student/athletes and coaches represented the school with class and dignity all season. Thanks to all for their hard work. I would also like to take this opportunity to again share the tremendous thanks to everyone that worked to help make the Sectional Track meet hosted by PCJH such a great success. The list of names that contributed was quite extensive. Again, this type of service demonstrates just how fortunate our students are to have so many go above and beyond the call of duty to support the school.

**Status of Searching for 8<sup>th</sup> Grade Social Studies Teacher**

I am currently in the interview process to fill the vacancy left by Mr. Olson taking a new position in another district next fall. I received over 110 applications. I have narrowed the field and look to conduct 8-12 interviews over the next few days. The extremely high number of quality applicants has been very impressive. I will not be able to make a recommendation to the school board for this month. I will have a recommendation for the June meeting.

**End of the Year Schedule**

It is amazing that the end of the school year is upon us. It seems like the past year has flown by. Graduation is in the final planning stages as it is only two weeks away. Grades will be submitted and we will finalize our award winners to be recognized prior to school being dismissed. The 8<sup>th</sup> graders will begin their graduation practices on Monday, May 23<sup>rd</sup>, during the first two periods of the day. We are planning to hold our Academic Award Assembly at 1:00 on Tuesday, May 24<sup>th</sup>. We will hold our Extracurricular Award Ceremony on Thursday, May 26<sup>th</sup> at 9:30 AM. Our last Incentive Day is scheduled for Wednesday, May 25<sup>th</sup>. We are renting the Peru YMCA for the students to use the facilities such as swimming, the gymnasium, or even (weather permitting) using the skate board park, along with the many other options. We are planning a school wide play day and cook out on Thursday, May 26<sup>th</sup> after the extracurricular awards assembly.

### **Overall Atmosphere**

The anticipation of students and staff really accelerated in the past few days with the very warm weather hitting. I have to say that I believe both groups have worked extremely hard this year. The month of May continues to be very busy as everyone tries to get everything accomplished as planned. My emphasis is to hold the morale together. The work on finalizing schedules, exploratory courses, assignment of teachers and staff, and even developing student schedules is right on schedule. The TEAM planning time, increased communication, and emphasis on student achievement has demonstrated the anticipated growth of both students and staff. The end of the year can become a confusing time as many look forward to the summer time but fight mixed emotions as they will miss the classes filled with this years students.

Overall, it has been another very productive and successful year. Thank you so much to the members of the school board for your continued support. I want to thank each and every staff member that helped make 2010-2011 such a great year. We at PCJH look forward to preparing for another great year.

## **Board Report for Board Meeting May 16, 2011**

### **Suspensions**

- Two in school suspensions—Student #1 May 2<sup>nd</sup> Student #2 May 5<sup>th</sup>
- One out of school suspension—May 11<sup>th</sup> (afternoon) and May 12<sup>th</sup>
- One bus suspension—May 4<sup>th</sup> through May 6<sup>th</sup>

### **Around the School**

- Mrs. Ringenberg was recently honored with a Silver Apple Teacher Award during the Illinois Education Association Recognition Banquet on April 13<sup>th</sup>.
- Putnam County Primary School won the area wide coin collection for the Children's Miracle Network. We will be receiving a computer from Wal-mart that will be used in the music room.
- AIMSweb Benchmarking for the spring was conducted on May 10<sup>th</sup> and May 11<sup>th</sup>. The results will be shared in my June Board Report.
- All teachers will be meeting in teams to develop differentiated math centers for the 2011-2012 school year.

### **Student Handbook**

The handbook committee reviewed the handbook for the 2011-2012 school year for revisions, additions, and deletions. The 2011-2012 handbook is included with this report. All additions, deletions, and changes are underlined.

### **Paraprofessional Needs**

For the 2010-2011 school year, the Primary School had seven paraprofessionals on staff. One paraprofessional was released in March after a student needing an individual aide moved out of the district. That left six paraprofessionals serving as students' aides.

The Primary School is in need of nine paraprofessionals to serve as students' aides for the 2011-2012 school year—three for the preschool (one for each classroom and one that will served as a special education aide, one as a medical paraprofessional as listed on a student's 504 plan, and five that will fulfill the requirements of students' aides as listed on Individual Education Plans--IEPs).

### **Teacher needs**

The Primary School has advertised a special education teacher opening. Interviews will begin the last week of May and continue through the first week of June. A recommendation to hire will be made in June.

### **Dates to Remember**

- Tuesday, May 17<sup>th</sup> Parents' Club Meeting 6:30pm PCPS Media Center
- Thursday, May 19<sup>th</sup> First Grade Fieldtrip to the Children's Discovery Museum in Bloomington
- Monday, May 23<sup>rd</sup> Special Character Counts Assembly (Dazzling Mills Family) 10am
- Tuesday, May 24<sup>th</sup> 2<sup>nd</sup> grade End of the Year Fieldtrip to Niabi Zoo
- Wednesday, May 25<sup>th</sup> Preschool Closing Programs (Morning Class 9:30am/ Afternoon Class 1:45pm)
- Thursday, May 26<sup>th</sup> Kindergarten End of the Year Fieldtrip/Graduation McNabb Conservation District
- Last Day of School—Thursday, May 26<sup>th</sup> **REGULAR DISMISSAL TIME**
- No School Teacher Institute Day—Friday, May 27<sup>th</sup>
- No School Memorial Day—Monday, May 30<sup>th</sup>
- Report Card Day—Tuesday, May 31<sup>st</sup>

On Report Card Day the students arrive at school long enough to receive report cards. The buses will be running that day. The morning pick up times will remain the same. The buses will begin taking children home at approximately 8:20am.

### **Story Teller Visits 3<sup>rd</sup> Graders**

On Friday, April 8 fourth grade students at Putnam County Elementary School had a special visitor. Storyteller, Jeannie Struna, treated students to an afternoon filled with excitement. She brought stories to life with her wonderful talent. The students enjoyed hearing Strega Nona by Tommy DePaola which is about Big Anthony making pasta with Strega Nona's pasta pot when he wasn't supposed to. Another favorite the students were able to hear was Ira Sleeps Over by Bernard Waber. After being invited to a friend's house, Ira wants to bring his teddy bear but is afraid of being teased. The students listened to every word and



enjoyed every minute. We appreciate Mrs. Struna taking the time to entertain us. The afternoon was terrific!

### **Weaving Their Way Around the World**

There's a lot of excitement going on in third grade at Putnam County Elementary. Students are learning about the many different cultures during Reading and Social Studies time. The United States is the country with the most diverse culture in the entire world. Immigrants have shared their different foods and traditions throughout our two hundred thirty-five year history as a nation. One particular culture the third graders focused upon most recently is that of India. The students learned that carpet weavers in India can work on one carpet for up to four years! Right now, third grade students are weaving their own little carpet. Hopefully, they will be done in about four weeks, not four years!

### **An Extravagant Day for Third Graders!**

The Putnam County Elementary School third graders were treated to a wonderful day at the Marshall-Putnam Fairgrounds in Henry as part of the Ag Extravaganza Day on Thursday, April 28<sup>th</sup>. They learned about the many ways that agriculture impacts our lives. Each student visited thirteen different stations and participated in various activities. They were able to spin wool to make a bracelet, milk a pretend cow, pet animals and learn about animal care, find out about the uses of soybeans and corn, and become aware of the many natural recourse of Marshall and Putnam Counties. And those are only some of the stations that were involved with that day! Everyone is thankful to the Putnam County Education Foundation for providing the buses to take us to this Extravaganza Day!



## Snapshots From 5<sup>th</sup> Grade Outdoor Education



### Suspensions to Date

Out-of-School Suspensions: 1

In-School Suspensions: 6

Bus Suspensions: Nine students received bus suspensions.  
Two students have received two suspensions.  
One student has received three suspensions.

### End of Year Calendar

- May 07 Peoria Chiefs Day for the students and their families who reached their fourth quarter reading goal.
- 11 Outdoor Education for 5<sup>th</sup> Graders  
University of Illinois Extension Office and the North Central Bank presents six activity/learning stations throughout the day.
- 12 Band Parent Night for the parents of current 4<sup>th</sup> grade students interested in participating in band next school year.
- 16 4<sup>th</sup> Grade "Trash to Treasure" Exhibit @ 1:30 Public invited.
- 19 4<sup>th</sup> and 5<sup>th</sup> Grade "Stop Bullying" presentation by BSA.
- 23 School Assembly @ 1:30 The Dazzling Mills Family
- 25 3<sup>rd</sup> Grade Reading Celebration, "Pizza in the Park"
- 26 Student Activity Day  
Awards Assembly @ 9:30
- 27 Teachers' Institute, No Attendance
- 30 Memorial Day, No School
- 31 Report Card Day

## Added to the 2011-2012 Handbook

### Science Fair

Science fair is offered as an exploratory and extracurricular option for eighth graders. Science fair is a scientific investigation that involves an eighteen week project. The students write a paper, design an experiment, prepare an oral presentation and create a backboard display. When completed, the students compete at the Regional Science Fair held at NIU in DeKalb, with an opportunity to advance to the state competition at the University of Illinois in Champaign.

*This is a completely new addition to the handbook – it was never entered prior to now.*

### Puma Crew

Puma Crew is a service organization, often called the “caretakers” of Putnam County Junior High School. These are the students who assume additional responsibilities to take pride in and care for our school. Puma Crew runs concession stands at home basketball and volleyball games, operates the school store, and develops other fundraisers to support incentive days and other school activities and charities. Puma Crew is open to all students. Any student in good academic standing (passing all classes) may work concession stands and the school store, as well as participate in other Puma Crew activities. Students with un-served detentions or suspensions are prohibited from participating in Puma Crew activities.

*The change in this section omits that school dances are organized by Puma Crew. These are handled by a different committee.*

### Media Center/Computer Labs

The media center and computer labs are important elements of the educational program at Putnam County Junior High School. These areas provide students with opportunities for leisure reading, research, use of audio/visual materials, computer use, etc.

Except for 5<sup>th</sup> hour, the media center/computer labs are open to students from 7:30 A.M. to 3:15 P.M. When classes are in session at other times during the school day, students must have a pass from the classroom teacher before students can proceed to the media center or computer labs.

When the new library system is in operation, there will be a five cent charge, starting the day after it is due, when the fine gets to \$2.00 the student is delinquent and cannot check out another book until the fine is paid. If the fine hits \$5.00, PCAT blocks the student from checking out any books. If a book is lost or damaged a letter will be sent out, but the system again will block the student from checking out a book, until the book is paid for.

*The only changes to this section were the media center being closed during 5<sup>th</sup> hour for lunch, amended the library open time from 8:00 AM to 7:30 AM. Also, the information for the new library system that will be in place for next fall with the fine schedule.*

Putnam County High School 2011-12 Student Handbook Revisions

- Page 14 Discipline of Children with Disabilities
- Page 14 Care of Students with Diabetes
- Page 14 Students with Food Allergies
- Page 17 English..... 8 credits. Take out next sentence.
- Page 45 Students may operate a cell phone during their lunch period.  
A second violation of this policy will result in an In-School suspension.
- Page 47 Leaving school grounds without permission.  
Cross-out Saturday detention on 1<sup>st</sup> offense.
- Page 49 Tardy policy- A fifth tardy and all subsequent tardies will result in an  
In-school suspension
- Page 51 Driving to school-Violation for driving to ACC without permission is an  
In-school suspension-2 week driving suspension-removal from ACC.
- Page 53 Eliminate Saturday detention
- Page 54 Classroom Evictions:  
2<sup>nd</sup> eviction replace Saturday detention with In-school suspensions  
3<sup>rd</sup> eviction replace Saturday detention with In-school suspensions
- Page 55 Out of School Suspensions;  
Students who are suspended from school receive 100% credit for school  
work missed during their suspension.  
Cross out next sentence.
- Page 59 Truancy:  
2<sup>nd</sup> truant- In-school suspension replaces Saturday detention

### In-School Suspension

1. In-School Suspensions can be scheduled Monday-Friday 1-4 periods.
2. In-School Suspensions are taking the place of a Saturday detention.
3. Students will be given all appropriate assignments to be completed during the suspension. (students will receive full credit for work completed)
4. Students who refuse the in-school suspension will receive a 3 day out of school suspension.

### Infractions That Could Lead to an In-School Suspension

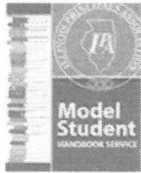
- 2<sup>nd</sup> cell phone infraction.
- A 5<sup>th</sup> tardy and all subsequent tardies.
- A 2<sup>nd</sup> classroom eviction and all subsequent evictions.
- A 2<sup>nd</sup> truancy infraction and all subsequent trancies.
- The following day of a classroom eviction.
- Leaving school without permission.
- Theft.
- Driving to and from ACC without permission.
- A 5<sup>th</sup> detention excluding tardies.
- Failure to report to a detention that was assigned for missing a previous detention

These are only some of the rules intended for an In-School Suspension.

- No More Saturday Detentions (Saves district \$) 1750.00
- In school suspensions are used to remove the students from the classroom when they are disruptive to other students and disrespectful to the education environment.
- It allows them to be removed but still requires them to attend school and to get all of their homework completed each day.
- They are not going to be allowed to rest in the office
- The suspension room provides a room to send the students to immediately if there are issues that arise in the middle of the day. Teachers can send students to the suspension room at any point of the day, that will act as a write up and the student will be given one day of an in school suspension the following day.
- Students will receive full credit for work that they complete in the suspension room  
\*\*\*\*Higher Grades\*\*\*\*
- Kids are still required to attend school and fulfill all of their days of school so our attendance will not be affected
- Kids are not staying at home unsupervised all day. Parents will have less leverage to complain when their kids are still allowed attend schools to do their work
- This will put on emphasis on their school work and allow teachers to have to power to issue them to “ in school suspension “
- Teachers that have tests to give that student, the student will be taking the test in the same type of quite environment that their classroom should be during a test.
- Garcia will hand in all assignments and tests at the end of the day for grading.
- Students that do not do their work, that are disruptive, or break ANY of the rules will have to repeat that day.
- RTI can send a kid that is not turning in his homework in order to catch up for a week...just a thought..



Welcome, Robert!  
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<a href="#">MSH Home</a>
<a href="#">Chapter 1 - Introductory Information &amp; General Notices</a>
<a href="#">Chapter 2 - Attendance, Promotion &amp; Graduation</a>
<a href="#">Chapter 3 - Student Fees and Meal Costs</a>
<a href="#">Chapter 4 - Transportation &amp; Parking</a>
<a href="#">Chapter 5 - Health and Safety</a>
<a href="#">Chapter 6 - Discipline and Conduct</a>
<a href="#">Chapter 7 - Internet, Technology &amp; Publications</a>
<a href="#">Chapter 8 - Search and Seizure</a>
<a href="#">Chapter 9 - Athletics and Extra-Curricular Activities [6-HS]</a>
<a href="#">Chapter 10 - Special Education</a>
10.10- Education of Children with Disabilities
10.20 - Discipline of Students with Disabilities
10.30 - Exemption From PE Requirement [3-HS]
10.40- Certificate of High School Completion [HS]
10.50 Access to Classroom for Special Education Observation or Evaluation
<a href="#">Chapter 11 - Student Records &amp; Privacy</a>
<a href="#">Chapter 12 - Parental Right Notifications</a>
<a href="#">Recent Handbook Changes</a>
<a href="#">Student Handbook Checklist</a>
<a href="#">Terms of Service</a>

### 10.20 - Discipline of Students with Disabilities

**Discipline of Students with Disabilities**  
 The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Cross Reference:  
 PRESS 7:230, *Misconduct by Students with Disabilities*

To request a handbook policy not listed [click here](#)  
 Send us your comments and suggestions by [clicking here](#)

- Related content
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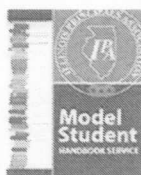
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<a href="#">1.130 Care of Students with Diabetes</a>
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### 1.130 Care of Students with Diabetes

#### Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

Cross Reference:  
 Pending

Related content

- [1-130 Care of Students with Diabetes.doc](#)
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Life-threatening allergies and life-threatening chronic illnesses  
Self-administration of inhalers/autoinjectors (EpiPens)

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 815-882-2800 option \_\_\_\_\_.

If your child requires an inhaler or autoinjector, he or she has the option to carry it on him or her, PROVIDED THE APPROPRIATE PAPERWORK IS FILLED OUT. Please contact your school's office for the needed paperwork.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

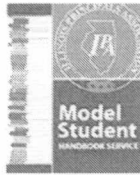
Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Please also include the following in your handbook:

Any student with a temperature of 100 degrees or above MUST stay out of school UNTIL 24 HOURS AFTER THE FEVER IS GONE. Please contact the school nurse with any questions @ ext. 547.



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<b>Recent Handbook Changes</b>

## 1.120 - Students with Food Allergies

### Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (000) 000-0000.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

#### Cross Reference:

PRESS 7:285, *Food Allergy Management Program*

To request a handbook policy not listed [click here](#)  
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*2010 - 2012*

*Putnam County  
Elementary School Panthers*



*Where all students will learn and succeed  
AND ALL MEANS ALL*

Reviewed May 2011

**PARENT-STUDENT HANDBOOK  
2011-2012**

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The School Board and School Administration reserve the right to amend this Parent-Student Handbook.  
 Parents will be promptly notified if changes are made.

**Board of Education Mission Statement**

***Putnam County School District--Where all students will learn and succeed, and all means ALL.***

**Belief Statements**

- CHARACTER COUNTS! in school, at home and in our community.
- All students will become responsible, productive citizens of good character.
- Best educational decisions will be made within financial means.
- All grade levels are of equal importance.
- With appropriate instruction, all students can learn.
- Application of knowledge and problem solving is an essential part of education.
- Education is a team effort between school, community, students and parents.
- Education is NOT limited to the classroom, to the school, nor to the school year.
- Technology will enhance the educational process.
- A school environment that is caring, supportive and promotes mutual respect is the most conducive to learning.

**Putnam County Elementary School--Mission Statement**

***Putnam County Elementary School will provide a climate and a curriculum that allows children to develop skills in order to become life-long learner and productive contributors to society.***

## ***INTRODUCTION***

Welcome to Putnam County Elementary School!

Putnam County Elementary offers a fully certified teaching staff and a well-trained support staff, all of whom are also certified, as well as a fully certified administrator. These dedicated professionals fulfill a very real commitment to the students. Careful planning, preparation, and instructional practices are focused toward providing the best possible education for our students.

The climate in building is purposefully geared to the needs of the students who attend the school. Great care is taken to provide a climate that is developmentally appropriate as well as academically challenging.

Parents are encouraged to visit their child's school at least once during the school year. A parent's presence at school is one of the most effective ways of letting the child know that he/she is important and that his/her education is a top priority. Visiting, even if only briefly, also helps to build a positive and mutually supportive relationship with the child's teacher(s); this can be of tremendous benefit to the child, the parent, and the school.

**For the safety of all, any person entering the building during the school day must enter through the Main North Door and stop in the office before proceeding to a classroom or other areas of the building.**

This handbook has been prepared as a source of information to assist the parents and students of Putnam County Elementary School with regard to rules and regulations mandated by Illinois State Statute as well as Board of Education and building policies and procedures.

After reading this handbook, keep it in a convenient place for future reference. If there are any questions, please do not hesitate to contact the building principal.

**Please take a moment to sign the statement on the last page, pull it off the handbook, and send that sheet to school with your child. This will help us in our efforts to be certain that each family has received a copy of the handbook.**

The faculty and staff of Putnam County Elementary School extend a warm greeting and express the hope that the coming school year will be a positive experience for both you and your child.

Sincerely,  
Mr. Michael McCann, Principal

### ***Equal Educational Opportunities***

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

### ***Sex Equity***

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

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

### ***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, this would include immunization and health records. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Putnam County School District 535 Homeless Liaison—Tricia Both  
1-815-882-2800 Option 3 Extension 334

## ***ACADEMIC STANDARDS***

Academic excellence is the goal that all instruction, both formal and informal, targets. Curriculum and instructional practices are evaluated in a continuous manner so as to provide the best opportunity for each student to reach his/her potential. Report cards are issued every nine weeks (quarter) of the school year in an effort to keep parents informed of the student's progress.

Formal parent/teacher conference times are set aside in the school calendar each semester and teachers contact parents as needed throughout the school year in an effort to build a partnership in support of the student's effort and progress. Parents are encouraged to contact their child's teacher any time if there are questions or insights they might wish to share.

Students in grade three, students receive a report card at the end of each quarter. Indication of the student's progress with regard to ACADEMICS is marked in READING, SPELLING, ENGLISH, SCIENCE, MATH, AND SOCIAL STUDIES; the student's progress with regard to NONACADEMICS is marked in HANDWRITING, MUSIC, ART, and PHYSICAL EDUCATION.

In grade four and grade five, students receive a report card at the end of each quarter. Indication of the student's progress with regard to ACADEMICS is marked in SPELLING, READING, ENGLISH, MATHEMATICS, SOCIAL STUDIES, and SCIENCE; the student's progress with regard to NONACADEMICS is marked in HANDWRITING, ART, PHYSICAL EDUCATION, and MUSIC.

The percentage scale for ACADEMIC AREAS is as follows:

- A = 100% - 94%
- B = 93% - 87%
- C = 86% - 77%
- D = 76% - 70%
- F = Below 70%
- Inc. = Incomplete

The marking key for NONACADEMIC AREAS is as follows:

- E = Excellent
- S = Satisfactory
- U = Unsatisfactory

The marking key for CONDUCT and EFFORT/WORK HABITS is as follows:

- X = Very good/Outstanding Achievement
- / = Indicates need for improvement
- No mark indicates satisfactory improvement

Report cards are distributed on the last school day of the week following the ending date of the grading period (quarter). Signed report cards should be returned to the school on the Monday following distribution. If a parent/guardian wishes a conference with a teacher or teachers, the request should be indicated by marking the box next to the parent/guardian signature line on the back of the report card or phone the school (882-2800) for an appointment.

The missing work that resulted in an "Incomplete" must be made up by the end of the following grading period. Whatever work has been complete by the end of the following quarter will be evaluated and a grade marked for the "Incomplete" at that time. "Incomplete" will not be marked for the fourth quarter.

## ***ACCEPTABLE USE POLICY FOR INTERNET USE***

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. Rules and guidelines for the use of the Internet are aligned with *Authorization for Internet Access*, 623.0E2 of the School Board Policy Manual. Each student, teacher, or community member must sign the *Authorization*, agreeing to follow the District's rules as a condition for using the District's Internet connection. **The failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The authorization form must be signed each year and no student may access or use the Internet without a signed form on file in the school. The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building Principal will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.

## ***ALCOHOL, CONTROLLED SUBSTANCES, LOOK ALIKES***

Students are prohibited from bringing any kind of alcohol, controlled substances, or look-alike substances to school or any school function.

"Look-alike substance" means a substance other than a controlled substance which:

- (1) by overall dosage unit appearance, including shape, color, size, markings or lack thereof, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe that the substance is a controlled substance or
- (2) is expressly or implied represented to be a controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance.

For the purpose of determining whether the representations made or the circumstances of the distribution would lead a reasonable person to believe the substance to be a controlled substance, the court or other authority may consider the following factors in addition to any other factor that may be relevant:

- (a) Statements made by the owner or person in control of the substance concerning its nature, use or effect
- (b) Statements made to the buyer or recipient that the substance may be resold for profit
- (c) Whether the substance is packaged in manner normally used for the illegal distribution of controlled substances;
- (d) Whether the distribution or attempted distribution included an exchange of or demand for money or other property as consideration, and whether the amount of the consideration was substantially greater than the reasonable retail market value of the substance.

## ***ASBESTOS MATERIALS***

State statutes require school districts to update parents and employees annually on the presence of asbestos-containing materials throughout its school buildings.

In accordance with AHERA regulations, the buildings of Putnam County CUSD No.535 have been reinspected for asbestos-containing building materials by an accredited inspector. Also, an Asbestos Management Plan has been prepared by an accredited Management Planner. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

## ***ATTENDANCE***

Regular attendance is required at PCES, as mandated by law. Students who are irregular in attendance develop insecurity about their place in the school environment; this insecurity often forms the basis for poor academic achievement and behavior problems. Being on time for school is also a part of regular attendance. Tardiness, too, can play a part in both poor academic achievement and behavior problems. Students are required to be in class on time so that the student's day can begin in a positive and confident manner.

### **ISAT Testing Weeks**

**It is especially important to have all of our students present during ISAT testing. Testing dates for the 2011/12 school year are March 6<sup>th</sup> through March 16<sup>th</sup>. Please make every attempt to have your children attend school during these critical weeks.**

In the event of illness or other excused absence, parents/guardians are to call the school absentee reporting line, **882-2800 #2**, for their son/daughter by 9:00 A.M. on the day the student is absent. It will be assumed that the student is truant unless a parent/guardian calls before 10:00 A.M. on the day of the student's absence.

- **If a student is absent and the school has not been notified or a note is not sent when the child returns to school, the absence will be considered 'unexcused'.**
- **All absences are usually counted and accumulated on a daily basis.**
- **Consecutive absences may be blocked and counted as a single excused absence if a doctor's excuse or other appropriate documentation is provided to the school.**
- **If a student is absent 5 consecutive days a doctor's excuse will be required to re-enter school.**

When there is the possibility of a student being absent for more than one day, the parent/guardian should inform the school of this possibility and no further call will be necessary. A physician's note is required to return to school after any of the following: contagious diseases, rashes, surgery, illness requiring a physician, and excuses from physical education class. In order to preserve the instructional time of PCES students, children other than enrolled students, are not allowed to attend classes at the elementary buildings.

## ***ATTENDANCE COMPUTATION***

Tardy

**Arriving after 8:25 8:15 A.M.**

Full Day Attendance (Grades 2 - 5)

In School At Least 5 hours

Half Day Attendance (Grades 2 - 5)

In School At Least 2 ½ hours

## ***ACCEPTABLE REASONS FOR ABSENCE***

- Student illness
- Illness in the family of such nature that the student's help is needed at home
- Death in the family
- Medical and/or dental appointments that cannot be arranged outside the school day

## ***UNACCEPTABLE REASONS FOR ABSENCE***

Oversleeping

Missing the bus

Hunting/Fishing

Shopping

Unexplained "personal reasons"

When it is necessary for a student to be released from school before regular dismissal time, the parent/guardian must send a dated, signed written note explaining the reason for the early dismissal to the office. The student may then be picked up by the adult designated in the note. The student will be picked up in the school office.

## ***PERFECT ATTENDANCE RECOGNITION***

Students will be recognized for "Perfect Attendance" at the end of the school year.

"Perfect Attendance for the Year" is an exclusive achievement with stringent requirements. Students must be in attendance the full day every day of the school year. Additionally, students may accumulate no more than two incidences of tardiness for the entire school year. Students are recognized for "Perfect Attendance for the Year" at the awards ceremony in the spring.

## ***MAKE UP WORK***

Excused absences require that the student make up any work missed. It is generally allowed that the student will receive a day to make up work missed for each day of absence.

Unexcused absences require that the student do the work missed in a timely manner upon return to school. Usually, the student will spend recess time completing the work.

## ***HOMEWORK REQUESTS DURING EXCUSED ABSENCES***

Requests for homework will be honored for students who are absent. Requests should be made by contacting the school before 8:25 A.M. Assignments will be sent home with a sibling, relative, or neighbor who attends in the same building or the parent/guardian may pick up the assignment at 3:45 P.M.

## ***PUPIL ABSENCE FOR VACATION***

Families who must take students out of school for a vacation other than the school holidays provided in the official school calendar are asked to inform the building principal. Requests for homework in this situation will be honored where feasible.

Homework assignments are based on classroom instruction and student practice. It is usually not helpful to give a student assignments based on instruction and practice when the student is not able to be present for the classroom instruction and to participate in the practice. Students will be given an opportunity to make up missed assignments upon return to school.

If the class is engaged in a unit of study that cannot, for all practical purposes, be duplicated, parents might consider daily activities for the student that will help to maintain basic skills. Some examples would be activities such as keeping a written journal about the vacation, reading a book or books about the places being visited, computing the day's mileage, maintaining a data collection on the number of license plates observed from a given list of states, and/or plotting a map of the journey.

Since it is often not possible to duplicate the classroom instruction and interaction preparatory to making the homework assignment, parents/guardians are encouraged to avoid long absences when possible.

### ***EXCESSIVE ABSENCES***

***To encourage students to attend school and class regularly, our attendance policy restricts students to a maximum of ten absences per semester. The eleventh absence per semester is considered excessive and may result in a loss of credit. All absences, excused and unexcused, will be included in the count.***

### **Chronic cases will be referred to the Marshall-Putnam-Woodford Counties Truancy Officer.**

***The procedure outlined below has been developed to inform students and parents about possible attendance problems and to correct any problem before it results in a student losing the opportunity to receive credit.***

Step 1: When a student has accumulated five (5) absences, excused or unexcused in one semester, a notice will be sent to the parents upon the occasion of the fifth absence.

Step 2: Upon the seventh (7<sup>th</sup>) day of absence in the same semester, a notice will be sent to the parents from the principal's office. The principal will contact the parents and take appropriate steps to resolve the problem. These steps may include a family conference, referral to a truancy officer, or a referral to community supportive services. In addition, students will be required to provide verification of further absences.

Step 3: On the tenth (10<sup>th</sup>) absence each semester, a notice will be sent to the parents from the principal's office. The principal will consider the reasons for these absences and appropriate remediation conditions may be assigned. If these remediation conditions are not met, every absence after the 10<sup>th</sup>, that is not deemed excused by the administration, will be considered unexcused and results in loss of credit for that day. ***Out of school suspensions count as unexcused absences toward this ten-day total.***

### ***Consideration of absences after the 10<sup>th</sup> absence***

Each absence after the 10-day limit will be recorded as unexcused unless deemed excused by the administration. Students with an unexcused absence will receive no credit for work assigned or completed on those specific days unless parents produce official documentation of an appointment to the principal's office on the day they return to school – doctor, dental appointment, court papers, or other as deemed excused by the administration. **ABSENCES FOR AN EXTENDED PERIOD OF TIME FOR VALID MEDICAL REASONS WILL BE BLOCKED AND COUNTED AS ONE DAY ABSENT FOR THE PURPOSES OF THIS POLICY. Hospitalizations and serious illness or injury will be considered a single absence when a doctor's excuse or order not to attend is provided in writing.**

**All students who are tardy coming to school must report to the office. After a student is tardy three times in one semester and for each additional incidence in that semester, the students will be assigned a noon recess detention.**

It is within the sole discretion of the elementary school administration to determine whether the student's absence is excused or unexcused. If a student is absent from school without valid cause, then such truancy will result in loss of credit. Parents and guardians must provide reasons for student absences to the administration. The principal is the only person who can excuse absences.

## ***BUILDING POLICIES***

1. No one is allowed to leave the building or the school grounds without the permission of the principal or other designated employee.
2. Chewing gum or eating candy during school hours is not allowed, except as a classroom activity, snack, or party.
3. Use of vulgarities and obscene language and gestures is not conducive to the best educational atmosphere and will not be tolerated anywhere on school grounds or at any school activities. Violations, as determined by school administration, will result in disciplinary action.
4. All members of the school community must treat each other with respect at all times. Disrespectful, demeaning, or discourteous behavior directed at school personnel will not be tolerated. Violations will result in disciplinary action and could be interpreted as gross misconduct. Failure to obey a reasonable request could be considered insubordination.
5. Threats against other students or adults will not be tolerated. Violations, as determined by school administration, will result in disciplinary action.
6. Fighting or encouraging others to fight will not be tolerated.
7. Possession or use of explosives, firearms, or any other object that can reasonably be considered a weapon shall be prohibited on school buses, in school buildings, or on school grounds at all times, or at school-sponsored events. This includes any object that may be classified as a weapon or any part of a weapon such as a used bullet shell or cartridge.
8. When it is believed to be in the best interest of the student for educational or behavioral reasons, recess may be withheld at the discretion of the teacher and/or principal.
9. Personal belongings such as baseball cards or collections of cards, DSs, MP3 Players, or toys, etc., should not be brought to school without permission from the teacher. Such items will be held in the office until the student or parent picks them up. No betting, trading, or buying/selling of any items is allowed in school, on the playground, or on the buses. Toys, trading cards, or other nuisance items confiscated from students will remain with the principal until a parent or guardian picks up the item(s). Parents will be notified that the item(s) will be held for two weeks, after which time the school will not be responsible for the item(s).
10. Students and their parents are encouraged to select responsible styles of dress that are appropriate for a healthy educational environment and that support the achievement of the educational goals of the community. While the responsibility for appropriate attire at school rests with the student and his/her parents, students should maintain an appearance that will not impair or endanger their health or safety. A complete list of attire that is inappropriate for school and which might cause a disruption of the educational process would be impossible, but the following examples will serve as guidelines:
  - a) Clothing students wear should cover them from at least the shoulder to mid thigh. Short-shorts, halter or tube tops, transparent clothing, bare midriffs, and items with holes in inappropriate places are not allowed. **Tank tops with shoulder bands/straps that are at least approximately one and one-half inch in width are considered appropriate for school.**
  - b) Coats, jackets, capes, and hats are not to be worn in the building during the day; additionally sports bags, book bags, etc, may not be carried during the day.
  - c) Clothing that displays or communicates drug or alcohol advertisements/names, profane language, vulgar statements, hate messages, sexual innuendo, tobacco ads, suicide or other violent messages are not allowed.
  - d) Any clothing, symbols, and so forth that relate to gang symbols, gang membership, etc., may not be worn.
  - e) Shoes must be worn.

***Students who dress in an inappropriate manner will be allowed to correct the situation and parents will be notified of the school's concern.***

11. School property, including, but not limited to, desks and lockers, is owned and controlled by the District. School authorities are authorized to conduct administrative inspections of school property as a means of protecting the health, safety, and welfare of the District, its employees, and students, without notice to or consent from the students or parents and without a search warrant. This policy is in agreement with the Illinois School Code.
12. Smoking, possession of tobacco products, alcoholic beverages and drugs, or being under the influence of same, is prohibited at any time, at any school in the District, on school grounds or school buses. This rule also applies at any school-sponsored activity at home or away.
13. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Building Principal is prohibited. Electronic signaling devices include pocket and all similar electronic paging devices.
14. The classroom teacher with approval of the principal may distribute invitations to personal parties only when they include every student in the classroom or all of the boys or all of the girls in the classroom. Invitations to personal parties may not be distributed directly by students or parents at school. The distribution of party invitations during the school day can often cause problems in the classroom for the teacher as well as for the students. We encourage parents to distribute party invitations outside of the school day.
15. School parties and activities are planned for the school's students. While the help and support of parents with these parties is encouraged and greatly appreciated, it is also necessary to restrict attendance at school parties (Halloween, Christmas, Valentines Day) to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

**GENERAL RULES OF CONDUCT**

The Putnam County community is a member of the CHARACTER COUNTS coalition. The schools use the six pillars of character as the standard for student conduct and behavior. Students are expected to know and follow the six pillars of character. The pillars of character are:

<b>Trustworthiness</b>	<b>Responsibility</b>	<b>Caring</b>
<b>Respect</b>	<b>Fairness</b>	<b>Citizenship</b>

**BUS CONDUCT**

Students who do not live within walking distance of their school building are provided with bus transportation contracted with First Student transportation service. *Students are required to follow all rules posted in the front of each bus as follows:*

1. Follow the driver's instructions.
2. Do not eat, drink, or smoke on the bus.
3. Keep all harmful materials (drugs, tobacco, alcohol, weapons, etc.) off the bus.
4. Keep all parts of your body and all objects to yourself and inside the bus.
5. Keep the noise level down and remain seated facing forward.
6. Keep the aisle clear and do not litter, write on, or damage the bus.

First Student consequences:

- 1) Verbal warning    2) Assigned seat    3) Written referral

*Drivers may skip steps depending upon the severity, or repetition, of rules violated.*

These rules can be summarized and the safety of the students can be substantially heightened by following the four basic rules that follow:

1. Obey the driver.
2. Stay in your seat when the bus is moving.
3. Keep hands, feet, and objects to yourself.
4. Keep noise level down at all times on the bus.

Please be advised that the rules for safe and efficient transportation of the students are fully supported by school district administration and the Board of Education. Guidelines regarding the consequences to be used for notice of misconduct are as follows:

1<sup>st</sup> offense – student is notified of the offense, counseled, and may receive a detention or missed recess (es). Warning is sent home for parent notification with response requested.

2<sup>nd</sup> offense – student is notified, counseled, and will receive a detention or missed recess (es). Warning is sent home for parent notification with response requested.

3<sup>rd</sup> offense – student is notified, counseled, and given a 2-9 day bus suspension. Parent is notified of offense and written report is sent home with parent response requested.

4<sup>th</sup> offense – student is notified, counseled, and given a bus suspension up to ten days, and bus expulsion for remainder of semester may be recommended to the Board of Education. Parent is notified, written report sent home, with parent response requested.

5<sup>th</sup> offense – student is notified of the offense, counseled, suspended, and bus expulsion will be recommended to the Board of Education. Parent is notified, written report is sent home, and parent response is requested.

### ***GROSS MISCONDUCT***

Any student who commits an act which endangers others or who abuses the rights of others will be dealt with individually. Removal of bus privileges for the year and/or suspension from school attendance may result for such misconduct.

Normal school attendance as outlined by the *Illinois School Code* is required of students; students suspended from riding the bus must attend school or be considered truant.

### ***BUS PASSES***

Supervision of students throughout the school day up to the point at which the buses leave the school is clearly the responsibility of school personnel. Buses are provided for transportation to and from school only, and students are assigned to their bus according to where they live in the community. **Only students enrolled in PC schools my ride the buses.** Buses are never knowingly loaded over the stated capacity because it is neither legal nor safe. Walkers are supervised and dismissed from the school grounds when the bus traffic has passed, in order to provide safe passage for those walkers.

When a parent calls the school and asks that a student be permitted to ride a different bus home, or asks that a student who is normally a walker ride a bus, it is necessary to determine whether there is room on the requested bus for that student. If the request is made late in the day it is sometimes very difficult to coordinate the request and be certain that the student or students are safely where they are requested to be.

**All requests for bus passes or any alternative means of leaving school other than the usual, designated routine must be in writing. The student must bring a written note to school that morning. The note must**

**be dated, must indicate specifically the request, and must be signed by the parent/guardian.** In the event of a family emergency situation where the parent/guardian cannot be at home to receive the child in the usual routine, a phone call to the office will be accepted.

### ***USE OF VIDEO CAMERAS ON SCHOOL BUSES***

Most buses are equipped with video cameras. Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They may also be viewed at random. Viewing of videotapes is limited to individuals having a legitimate educational or administrative purpose and may include both video and audio portions of the tapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator (including building principals), transportation director, bus driver, sponsor, coach, or other supervisor. Videotapes will be reused or erased unless it is needed for an educational or administrative purpose.

### ***CAFETERIA***

Lunch and breakfast meals can be purchased by the day, week, or month. Students are not permitted to charge breakfast or lunch. Breakfast and lunch money and instructions are sent to the office every morning, along with attendance. All record keeping for the hot lunch program is maintained in the office. Putnam County Elementary School follows established policies and criteria for determining eligibility for free and/or reduced lunch or breakfast.

Students are not permitted to charge meals. However, no child is ever allowed to go without lunch. A notice of the charge is sent home in the event it is necessary to provide a lunch. Students who bring a cold lunch are encouraged to avoid “junk food” and other non-nutritious items. Carbonated beverages are not permitted in the cafeteria.

For safety reasons, glassware should not be used. Trading of lunches and/or lunch items is not permitted. The cafeteria is a public dining room. Students are required to use their “dining in public” behavior, which includes appropriate table manners and noise control in the cafeteria. Students eat at tables in the cafeteria. Noise must be kept at a conversational level so the Cooks can hear the requests of the students they are serving.

### ***Free/Reduced Meal Applications***

Free and reduced lunch and breakfast applications, along with letters containing guidelines are available during registration and throughout the school year in each school's office. A parent/guardian wishing to apply must complete and return the application to their student's school office. Verification of income may be requested and a letter of approval or denial will be sent by the mail to the parent/guardian.

### ***DISCIPLINE***

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences that will occur when those standards are not met. These are guidelines to be interpreted by the staff members in the Putnam County School Buildings. Each incident will be considered according to the individual merits of the case.

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state, and local regulations and are subject to such review and revision as becomes necessary for the routine operation of the schools.

The **General Rules of Conduct** and **Building Policies** have been carefully prepared to provide the maximum benefits to the maximum number of students based upon a valid educational philosophy. It is the responsibility of the Principal, by direction of the Board of Education through the Superintendent, to operate the school to the optimum educational benefit of the individual students.

Discipline is a person’s ability to control his/her own behavior, sometimes with guidance and/or direct assistance from another person. At Putnam County Elementary School, discipline is used as a tool for learning rather than merely a punishment.

At PCES, students are expected to show consistent ability to control their behavior. When children are ready to begin their formal education, they have reached the point in their growth and development where it is reasonable to expect that the youngster does know the difference between right and wrong behavior, and behaves accordingly.

At Putnam County Elementary School, the general rule is to behave in such a way as to show that all persons are of equal importance and have a right to be treated with common courtesy. When behavior is inappropriate, the teacher or supervisor will intervene and assist the student in understanding why the behavior is unacceptable. While a counseling approach is taken in all cases, it should be clearly understood that repeated incidences of inappropriate behavior (verbal or nonverbal), depending on the level of severity of the misbehavior, may result in a conference with the Principal, noon detention, required parent conference with the appropriate staff, in-school suspension, out-of-school suspension, or expulsion as outlined in Board of Education Policies that comply with the *Illinois School Code*. Section 5/24 - 4 of the *Illinois School Code* establishes that a teacher or other employee of a District providing related school services or other school personnel may use reasonable force for the purpose of self defense or defense of property. If the student is currently part of a case study evaluation or receiving Special Education services, an IEP meeting will be called to include the appropriate staff members. This student’s schedule will not be changed unless the IEP team makes the recommendation to do so.

In addition to the rules outlined in the handbook, the principal may establish certain rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

***EMERGENCY SCHOOL CLOSING***

School may be closed unexpectedly due to severe weather, power failure, or other reasons. The school district’s automated “Alert Now” system will be utilized when ever possible to inform parents of an emergency school closing. Parents are advised to listen to local radio stations for information about the closing of school during inclement weather conditions. If there is no radio broadcast, consider that school will be in session. Please do NOT call the school office. School phone lines must remain open for instructions and staff communications.

When weather conditions are such that by delaying the start of school either one or two hours the buses can then safely complete their routes, it will be announced as early as possible on the radio stations. When such an announcement of delayed start is made, school opening will be delayed that amount of time and no students are expected in the building before the delayed opening time.

**All announcements concerning adjustments in the school schedule due to inclement weather will be made on the following stations/channels:**

<u>Radio Dial</u>	<u>Location</u>	<u>AM</u>	<u>FM</u>
WLPO/WAJK	LaSalle	1220	99.33
WLRZ	Peru	101	

WIZZ	Streator	1250	98
WKOT	Ottawa	96.5	
WZOE	Princeton	1490	98.3
WGLC	Mendota	100.1	
WRBY	Henry	100.5	
WIRL	Peoria	1290	

Television Channels

WHOI	Peoria	Channel 19
WEEK	E. Peoria	Channel 25
WMBD	Peoria	Channel 31

***EXPLOSIVES, INCENDIARIES, FIREARMS, WEAPONS, AND LOOK ALIKES***

To bring any kind of explosive material or look-alikes to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, look-alikes, or any other weapons, whether concealed or not. No student will be in possession of any object that could reasonably be considered as a potential hazard to another person or another person’s safety. Any student who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered as a weapon may be recommended for expulsion for at least one calendar year. Under the terms of the School Code, it is mandated that the recommendation for expulsion be for at least one year when a firearm, weapon, or explosive is involved in the misconduct. The Board of Education can expel a student for up to two years for any conduct that is in violation of the Student Code. On a case-by-case basis, the Board may modify the length of suspension or expulsion. A student who is determined to have brought a weapon to school, any school sponsored activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one full year, except that the expulsion may be modified. For the purpose of this section, the term “weapon” means possession, use, control, or transfer of any weapons as defined by Section 921 of Title 18, United States Code, firearms as defined in Section 1.1 of the Firearm Owners Identification Act or use of a weapon as defined in Section 24-1 of the Criminal Code; other objects if used or attempted to be used to cause bodily harm include, but are not limited to, knives guns, firearms, rifles, shotguns, brass knuckles, billy clubs or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

***FEE WAIVERS***

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

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

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

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The Building Principal will give additional consideration where one or more of the following factors are present:

1. Illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Seasonal unemployment;
4. Emergency situations;
5. When one or more of the parent(s)/guardian(s) are involved in a work stoppage.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied.

A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

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

#### ***HARASSMENT/SEXUAL HARASSMENT/DISCRIMINATION***

"Harassment of, or threats to students, employees of the District, or the Board of Education on or off school grounds is not allowed. Any conduct, including teasing, bullying, and harassment directed against students which causes them to be fearful of attending school is not allowed. Any student who teases, bullies, or harasses another student will be subject to disciplinary action, which may include, but not be limited to, suspension or expulsion." Putnam County Elementary School and the Putnam County School District will neither condone nor tolerate harassment or sexual harassment (BP 7.20) of students by anyone. The District espouses the belief that a student has the right to be free from the harm perpetuated by anti-social acts while the student is attending school. All students are to be free to attend school without concern of threats or demands. Harassment of, or threats to, students, employees of the District or the Board of Education, on or off the school grounds is not allowed. Any conduct directed against students, which causes them to be fearful of attending school, is not allowed. Students who believe they are being harassed by another student(s) should contact a teacher or the administration. Equal educational opportunities shall be available for all students without regard to race, sex, religion, color, national origin, or physical or mental handicap.

#### **Preventing Bullying, Intimidation & (Sexual) Harassment**

***Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.***

***No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person***

or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation, or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Nondiscrimination Coordinator:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

Complaint Managers:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

## **Recognition and Avoidance of Sexual Abuse Education**

According to Illinois School Code: 105 ILCS 5/27-12.3, all Illinois public schools, grades k-8 are required to provide five days advance notice to parents or guardians of when instruction is being presented to students regarding the recognition and avoidance of sexual abuse. Additionally, students are not required to participate in such instruction and parents or guardians, upon written request, may disallow their child from this instruction.

## ***HEALTH AND SAFETY***

### ***Heath Examinations and Immunizations***

Students entering preschool and kindergarten must have a physical examination before entering that grade. Lead screening is a required part of the health examination for children age six years or younger. Kindergarten students are also required to have an eye examination.

A complete record of required dental exams, vision exams, physical exams, and immunizations will be kept on file for each student. Students are excluded from school beginning October 16<sup>th</sup> if requirements for health examinations, immunizations, and vision examinations have not been met.

Immunizations must be obtained as required by the Illinois Department of Public Health Rules and Regulation (Title 77, Part 665, Section 665.240). The student's immunization record must be maintained in the office of the school in order to prove compliance with the law. Students must be in compliance with all health exam and immunization requirements in order to attend school. Children who are not in compliance may register for school but may not attend beginning the first day of classes until such time as they are in compliance. Please check with the secretary or principal of the school if you have questions regarding immunization and health requirements.

### ***Safety***

Safety is a top priority for students at Putnam County Elementary School. Students are under close supervision throughout the school day. We are equipped to provide only minor first aid when accidents do happen, and are prohibited by law from doing more than this.

Parents of students who are injured or who become ill at school will be contacted to come for the student. The Registration Form contains a section which provides the office with EMERGENCY INFORMATION, part of which must be the phone number of a person who lives in Putnam County and could come to school for your child in an emergency. Current information is imperative; **PLEASE KEEP THE OFFICE INFORMED OF ANY CHANGES**. In the event of an emergency, the schools will always try to contact the parent/guardian FIRST. If the parent/guardian cannot be reached, the EMERGENCY INFORMATION section on the registration form will be followed.

If a student is injured at school, it is the responsibility of the student's parent/guardian to request an insurance claim form from the office. Claim forms must be filed with the insurance company within thirty (30) days from the date of the accident.

### **Care of Students with Diabetes**

**If you child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:**

- a. **Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.**

- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

### Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (000) 000-0000.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### *Emergency Care for Injury and Sudden Illness in the School Setting*

Injuries and illness are common occurrences in the school-age population. Although medical emergencies rarely occur in schools, the potential does exist. The school has responsibility for the safety and well-being of students during the hours of school attendance, while on school property, or during school-sponsored activities. Parent(s)/Guardian(s) of every student will be required to provide the following emergency information at each school:

- Parents'/guardians' location and phone number during the school day,
- The name and phone number of the student's physician,
- Name and phone number of a relative or neighbor who may be contacted in an emergency,
- Information concerning a student's particular physical disability or medical condition

This information will be required annually and will be kept on file in an accessible location at each school.

First aid or emergency treatment in case of sudden illness or injury to a student or staff member while on school grounds may be given by staff, in accordance with School Board policy. Further medical attention to students is the responsibility of the parent or legal guardian, or the parent or legal guardian's designee

Each principal is charged with providing for the immediate care of ill or injured persons within his/her building. The school nurse or other qualified staff shall administer emergency aid.

The principal must be notified at once of all accidents or illnesses. In order to ensure accuracy, a detailed accident report shall be completed immediately after first aid has been administered. The report shall include

the name of the injured party, date, time of day, place, extent of injury, first aid given, and disposition of the case.

In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick up the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported by ambulance to the nearest hospital emergency room. A school administrator or his/her designee will accompany the student to the hospital and remain with the student until the parent/guardian arrives. Efforts to notify the parent(s) will continue until they are completed.

No student will be taken home or sent home unless a parent, or someone designated by the parent(s) is at home to accept responsibility for the student.

Principals will inform the superintendent's office immediately of any serious injuries suffered by students or teachers while under the jurisdiction of the school. A report of such injury will be filed in the offices of both the principal and the school nurse. Forms for reporting injuries are available in the main office of all schools.

For all injuries serious enough to require medical attention or requiring the student to be taken home, or in all cases where the staff member in charge deems necessary, the written injury report will be completed and filed as stated above. Any staff member who witnesses an injury, or assist with care of an injury/illness will complete the injury report. A copy of the injury report will be given to the school nurse for review and any necessary follow-up.

Parents who object to the procedures contained in this policy are responsible for submitting to the principal a written emergency plan for his/her approval.

School personnel may attend minor injuries as noted in the procedure for Use of Band-Aids in the school setting.

### ***HOME-SCHOOL COMMUNICATION***

Parents are encouraged to visit their child's school and classroom. The development of a positive and mutually supportive relationship with a child's teacher can be of great benefit to the child, the parent, the teacher, and the school. Formal parent/teacher conferences are held District-wide twice each school year. In addition, elementary school teachers hold conferences on an "as needed" basis, either in person or by telephone. Parents are encouraged to contact their child's teacher regarding academic progress, behavior, or other concerns. In the interest of maintaining open, two-way, communication, parents are encouraged to contact the teacher first whenever there is a concern. To maintain a strong academic focus, parents should avoid classroom visits during any testing times.

### ***HOMEWORK POLICY***

The Elementary School's "Homework Policy" is intended to (1) foster informative and supportive communication between school and home, (2) continue the development of individual responsibility, and (3) increase academic performance.

When an assignment is incomplete or not turned in on time the steps listed below will be followed:

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Incident | The student uses his or her Homework Voucher. (See below.) The assignment is turned on the following school day and no credit is lost.  |
| 2 <sup>nd</sup> Incident | A note is sent home informing parents of the incomplete or missing assignment. Parents sign the "Homework Note" and return the note to school. The assignment is turned in the following school day and partial credit is lost. The student is assigned a recess detention. |
| 3 <sup>rd</sup> Incident | The classroom teacher contacts parents to work together to improve the shared concern and a recess detention is assigned.   |

- |                          |  |
|--------------------------|--|
| 4 <sup>th</sup> Incident | Partial credit is lost on the assignment and the student is assigned a recess detention. Student also loses a special activity. (Technology, media, school assembly) |
| 5 <sup>th</sup> Incident | The principal contacts parents to assist in improving homework completion by the student and a second recess detention is assigned.                                  |
| 6 <sup>th</sup> Incident | A conference including the student, parent, teacher, and principal is arranged to determine a plan to help the student improve their homework completion.            |

The procedure outlined above begins from step one at the start of each nine-week grading period.

Generally, students will not be assigned more than two recess detentions (Stay in for recess) for late or incomplete homework during any single grading period. This time will be reserved for students, who for various reasons, would benefit from additional help from the classroom teacher.

***Homework Voucher***

Students are awarded a “Homework Voucher” at the beginning of each month. Vouchers extend the due date of an assignment by one day but are not intended to allow a student to skip an assignment. Students may use only one voucher each month and may not accumulate more than one.

***INTEGRATED PEST MANAGEMENT PLAN***

Putnam County CUSD #535 is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. Therefore, an Integrated Pest Management Plan has been adopted.

Even though pest control practices may involve a variety of chemical and nonchemical methods, insecticide baits and rodenticide baits are most commonly used at each school rather than chemical applications. However, there may be situations where chemical control of pesticides may be used. If such a control is used, parents and staff members can be informed of such prior to an application. A parent or staff member may contact the school building principal if they want to be added to a registry for notification prior to chemical application. Only those that request such will receive advance notice.

The school district is committed to use the least hazardous chemical control methods after non-chemical control methods have been applied. However, written prior notice shall not be required if there is an imminent threat to health or property. If such a situation arises, written notice will be sent to those listed on the registry as soon as practical.

If there are any questions pertaining to the Integrated Pest Management Plan, contact the school office.

***MEDICATION AT SCHOOL***

**Illinois School Code, 105 ILCS 5/10-22.21** states, “It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student.”

It is the policy of the school district that District personnel shall not assume responsibility for administering medication to students. If it is required that a student receive medication during the school day, the parent/guardian may visit school and administer the medication; if that is not possible, the principal or his/her designee may administer the medication provided the school is given written instructions signed by the parent and the physician which contain the following information:

1. Student’s name
2. Name of medication, purpose, and duration

3. Time to be administered and dosage
4. Possible side effects of medication
5. Statement from the parent that the school will not be held responsible for any results of the medication
6. How the parent/guardian wishes to retrieve the container(s) and/or any remaining medication at the end of the time during which it is to be administered.

**All medication must be brought to and from school by the parent/guardian.** When it is brought to the school, it must be in the original container, which should be clearly labeled. The name of the student and names and phone numbers of the physician and pharmacy shall be indicated on the container(s). All medications must be kept in the office for the student. A written record is maintained in the office as to dispensing of medication. These instructions also apply to all over the counter medications, including but not limited to Tylenol, aspirin, cough drops, herbal supplements, and vitamins. **Due to the threat of Reye's Syndrome, school personnel will NOT administer aspirin unless accompanied by a doctor's prescription. Due to the unpredictability of possible side effects, school personnel will NOT administer eye drops, eardrops, or antibiotics.**

Forms to complete the above requirements are available in the office of each school.

#### ***Asthma Medication and EpiPen***

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form."

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

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

#### ***NO CHILD LEFT BEHIND ACT AND RTI***

The *No Child Left Behind Act of 2001*, signed into law on January 8, 2002, is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965. This update vastly increases the federal government's role in the operation of public schools and imposes many new and complex obligations on local school districts. Of particular interest to parents is the assurance that all our teachers are duly certified and highly qualified and that you have the right to request information regarding the professional qualifications of your child's teacher(s). You will also be notified if your child is being taught for four or more consecutive weeks by a teacher who is not considered "highly qualified" under the NCLBA guidelines. As well as its comprehensive provisions on school improvement, teacher quality, and instructional programs, NCLBA also has numerous other requirements, such as regulations concerning student privacy, military access to student directory information, community access to school facilities and guidelines for the exercise of religious freedom in the schools. As required by NCLBA, Putnam County Community Unit School District No. 535 certifies that no policy of the district prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools.

## ***RtI/RESPONSE TO INTERVENTION***

Putnam County schools make it their mission to provide the best care and educational programs for all students. We strive to take into account current research and ever changing laws. New State and Federal Legislation mandate a new process called Response to Intervention (RtI) that goes hand in hand with No Child Left Behind. These new laws emphasize the importance of providing high quality, scientifically-based instruction and interventions, and hold schools accountable for the adequate yearly progress of all students. Through RtI, we provide early interventions to students who are at risk for academic or behavioral problems. The process is designed to help schools focus on high quality interventions that are matched to student needs and are

monitored on a frequent basis. School personnel and parents use research and data to adapt instruction and to make educational program decisions for students. The greatest benefit of an RtI approach is that it eliminates a “wait to fail” situation because students receive additional help immediately within the general education setting. When screening data indicate a concern for a student or group of students, interventions are put into place to address these concerns.

## ***PARENT ADVISORY COMMITTEE***

Each building has a Parent Advisory Committee (PAC). This committee of parents meets on a regular basis with the building principal for the purpose of direct two-way communication between the school and the parents. The goal is to have parent representatives of each village in Putnam County and each grade level in the school. Parents who are interested in serving on the PAC are encouraged to contact the building principal.

## ***PARENT/TEACHER CONFERENCES***

Formal Parent/Teacher conferences are held District-wide at two times during the school year, as noted in the District calendar. In addition to the District-wide scheduled times, teachers in grades 3<sup>rd</sup> – 5th hold conferences on an “as needed” basis, either on the phone or in person. PARENTS ARE ENCOURAGED TO CONTACT THEIR CHILD’S TEACHER AT ANY TIME OF THE YEAR IF THEY HAVE A QUESTION OR CONCERN.

## ***PEDICULOSIS***

Pediculosis (Head Lice) is an expensive and frustrating problem that everyone would rather avoid. It has nothing to do with the kind of parents or home a child has. In fact, head lice prefer a clean, healthy head to a dirty one. Head lice are passed from person to person by direct contact or on shared objects such as hats, combs, towels, barrettes, headphones, etc.

If head lice are found on a student, all parents are notified that a case of head lice has been found. The infected child must be picked up by the parent and taken home for treatment. By Administrative Procedure 7:100-R, as determined by the Board of Education, a student must be determined to be nit free before reentering school.

## ***PLACEMENT, PROMOTION, RETENTION***

In compliance with School Board Policy 7.30, the building principal shall assign students to classes. Placement, promotion, or retention shall be made in the best interest of the student after a careful evaluation of all factors relating to the advantages and disadvantages of alternatives. The building principal will direct and assist teachers in their evaluation of students and review grade assignments in order to ensure uniformity of evaluation standards. No student shall be promoted to the next grade level based solely upon age or any other social reasons not related to the student’s academic performance.

In accordance with the Illinois Education Reform Act and in compliance with School Board Policy 6.280, both quantitative measures and qualitative assessment will be used to determine placement/promotion/retention. Such decisions will be reached with the support and involvement of the parents within the prescribed time frame. If a student is currently part of a case study evaluation or receiving Special Education services, placement decision shall be determined by the student's educational team

### ***POLICE ASSISTANCE***

In situations where a student refuses to cooperate with school staff in the proper execution of their duties, or participates in conduct which is disorderly, or which also may be a violation of criminal laws, the local police department may be called upon to assist staff members.

No employee of the school district shall participate in or arrange for the interrogation of a student of the District, without the express prior approval of the principal or his/her designee. All such interviews at school by officers of the law will be conducted in a private office with the principal or designee present. Prior notice shall be given to the parent(s) of any student to be interviewed and parent(s) may be present at such interviews if he/she so desires.

### ***PUBLICATION OF STUDENT DIRECTORY INFORMATION***

Student directory information is considered to be the student's name and address, grade level, birth date and place, parents'/guardians' name and addresses, information about participation in school sponsored activities, and period of attendance in the school. From time to time, a student's picture or work may be used as part of the school or District's homepage. Throughout the school year there are also times when a child's picture, with or without name, or their work may appear in a local newspaper or the school news letter. Parents/guardians may request that their child's picture, with or without name, or their work not appear in any such publications. ***A parent or guardian must notify the office in writing, at the beginning of each year, if they DO NOT want their child's picture, name, other directory information, or work published.***

### ***RECESS***

Weather permitting, students have recess outside daily. When the weather is inclement, including a wind chill factor of 20 degrees or lower, recess is held in the school gym. While it is clearly not the desire or intention of school staff to usurp the parent in determining if a coat, hat/scarf, boots, and mittens/gloves are necessary on any given day, it is also a fact that children often come to school without adequate clothing for an extended play period outdoors. It is always better to have the option of leaving a coat in a locker or coat closet than to be outdoors inadequately clad and run the risk of becoming ill and, as a result, not being able to participate in class for the rest of that day and/or missing school for several days.

## ***RECORDS ACCESS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT***

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading.

A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

## **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents;
  8. Income, other than as required by law to determine program eligibility.
  9. Receive notice and an opportunity to opt a student out of :
    - a. Any other protected information survey, regardless of funding;
    - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Putnam County School District has developed procedures, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Putnam County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Putnam County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Putnam County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.
- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

## ***RESIDENCE***

### ***Education of Homeless Children***

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law.

The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

### ***Change of Residence Due To Military Service***

If a pupil's change of residence is due to the military service obligation of a person who has legal custody of the pupil, then, upon the written request of the person having legal custody of the pupil, the residence of the pupil is deemed for all purposes relating to enrollment (including tuition, fees, and costs), for the duration of the custodian's military service obligation, to be the same as the residence of the pupil immediately before the change of residence caused by the military service obligation. A school district is not responsible for providing transportation to or from school for a pupil whose residence is determined under this condition.

## ***ROUTINE DISMISSAL PROCEDURES***

**PLEASE NOTE- We remind you that it is illegal to pass a school bus, from either direction, if the stop arm is extended and/or the lights are flashing.** Students will enter and exit school using the New North Door (North/Flagpole). Parents may drop off students in the morning at the New North Door ONLY. Parents may

park in the front parking (North/Flagpole) lot only when buses are not present. Sufficient parking is available on the west side of school, also. A crossing guard will be on duty at the corner both in the morning and the afternoons.

Bus riders will be supervised by staff members and dismissed at the appropriate times through the New North Door. Walkers will be dismissed from the New North Door at approximately 3:15. Students who routinely ride a bus home, but who are being picked up by the parent/guardian that day, will be dismissed with walkers.

Any changes to a student's regular dismissal procedure should be noted in a signed and dated note or in an emergency situation, by telephone, before 2:30 PM. Again, due to space constraints, students cannot be routinely dismissed from the classrooms or office. Your understanding and cooperation is much appreciated. All parents must stop by the office for a *Pick Up Pass* if picking up a child directly from the classroom.

### ***SCHOOL HOURS***

The office is open from 7:30 A.M. to 4:00 P.M. Teachers are in the building from 7:45 A.M. to 3:45 P.M. daily. **Lunches are scheduled for 11:00 (third grade), 11:30 (fourth grade), and 12:00 (fifth grade). Recess is scheduled after lunchtimes whenever possible, or later in the afternoon as necessary.**

Students who are transported to school by bus arrive at various times, with the last bus arriving at approximately 8:05 A.M. Students who are walkers should not leave home until 7:50 A.M. so that they arrive by 8:00 A.M. **This provides ample time for these youngsters to arrive in time for class to begin at 8:10 A.M. Students will be considered tardy as of 8:15 A.M.**

### ***SCHOOL PROGRAM***

Putnam County Elementary School offers a fully certified teaching staff, a well-trained support staff and a fully certified building administrator. Careful planning, preparation, and instructional practices are focused toward providing the best possible elementary education for all our students. PCES offers physical education and music, as well as time for using the media center and computer lab. A wide range of special education services are also available, including Speech/Language, Hearing, Title I reading, and a wide variety of academic support programs.

### ***SCHOOL SAFETY***

In order to provide as secure an environment as possible, PCES is part of the Putnam County District #535 Safe Schools Plan. This plan includes not only school staff but was developed in conjunction with local law enforcement and emergency personnel. Plans have been developed to cover a variety of emergency situations. Drills are conducted at various intervals throughout the school year to establish routine and minimize panic in the event of a fire, inclement weather, or other emergency situations requiring that students be moved to positions of optimum safety. Evacuation plans are posted in each room of the elementary building which clearly designate the route(s) to be taken to a position of safety. Teachers are required to escort the students and to take attendance upon reaching their designated position of safety in order to be certain that all students are accounted for. Teachers will walk their class through the evacuation plan in a practice drill at least once before unannounced drills are made.

The signal for a fire drill is the fire alarm system. If needed, classes may also be notified by either the intercom system or word of mouth. Classes are signaled to return to the building with a whistle blast or hand signal. The signal for an inclement weather drill is 2 short blasts of an air horn. The signal for an ACTUAL ALERT is a continual blast for 15 seconds. If needed, classes may also be notified by either the intercom system or word of

mouth. Classes are signaled to return to normal location/activity with an announcement on the intercom system.

Anyone with information about possible school violence is urged to call the Illinois **School Violence Tip Line** at **1-800-477-0024**, as well as local school authorities. This line is operated by the Illinois State Police. When tips come into this line, local law enforcement agencies and the school are immediately notified. Law enforcement authorities or the state police then follow-up on the report.

### ***SEARCH AND SEIZURE***

School authorities may search a student and/or a student's personal effects when there are reasonable grounds for suspecting that the search will produce evidence that the student is violating either the law or a school policy.

School property, including, but not limited to, desks and lockers are owned and controlled by the District and the District may make reasonable rules regarding its use. School authorities are authorized to conduct administrative inspections of school property as a means of protecting health, safety, or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant.

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or District policy such evidence may be seized and disciplinary action taken. When appropriate, this evidence may be transferred to legal authorities. This policy is in agreement with the Illinois School Code.

### ***SECURITY CAMERAS***

All Putnam County Schools are equipped with security cameras. Putnam County Schools maintain 24-hour video security with cameras placed at entrances and in hallways. Each school office has a monitor located so that school personnel can easily observe school areas during the school day. Videotapes are reviewed when a safety or security issue is reported. They may also be reviewed at random. Viewing of videotapes is limited to individuals having a legitimate educational or administrative purpose. Those individuals with a legitimate educational or administrative purpose are the Superintendent, building administrators, or educational personnel. Videotapes will be reused or erased unless needed for an educational or administrative purpose.

### ***STUDENT ASSISTANCE PROGRAM***

The Putnam County Student Assistance Program exists to assist students with problems related to academics, attendance, behavior, and health. The program consists of a coordinator and several trained staff members working together, including the appropriate use of the Flexible Service Delivery/Problem-Solving Model, to develop an action plan to meet the needs of the individual student. Students may be referred to the program by faculty, staff, parents, or they may refer themselves. This program is not part of the school's disciplinary procedures.

### ***SUSPICION-BASED DRUG AND ALCOHOL TESTING POLICY***

Board Policy 7:241 – The Board of Education recognizes that drug and/or alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity. The Board of Education authorizes drug and alcohol testing of students based upon such reasonable suspicion of drug and alcohol use. The Administration shall establish rules and regulations to implement this policy (Board Policy 7:241 – R) in compliance with applicable laws governing drug and alcohol testing of students.

## ***TESTING AND ASSESSMENT***

Regular and on-going classroom assessment is used to monitor student progress and guide instruction. In addition to such local testing, students in grades 3<sup>rd</sup> through 5<sup>th</sup> take the Illinois Standards Assessment Tests. This testing is required by the State of Illinois and is given in the spring on the dates determined by the State. In addition, PCES students complete the MAP Tests (Measures of Academic Performance), a computer based test.

## ***TITLE I***

Title I is a federally funded program that provides instructional support for students experiencing difficulties in reading and/or math. Putnam County Elementary School provides a Title I program for students with an identified need in the area of reading. Students are screened to determine eligibility for Title I and must have parent permission to participate in the program. Students remain in the program until meeting established exit level criteria."

## ***TRANSITIONAL PROGRAM OF INSTRUCTION***

Students who demonstrate limited English proficiency are provided support services in the Transitional Program of Instruction. Students are tested to determine eligibility and services are provided until the student demonstrates sufficient skill to exit the program and perform successfully in the school setting.

## ***VISION AND HEARING SCREENING***

Vision and hearing screening shall be done, as mandated, for the children listed below. Vision screening is not a substitute for a complete eye exam and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening IF an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is NOT an option. If a vision examination report is not on file at school for your child, your child in the mandated age/grade/group will be screened.

### **Required Grades for Hearing and Vision School Screenings**

Preschool/Early Childcare/Daycares	Hearing and Vision
Kindergarten	Hearing and Vision
1 <sup>st</sup> Grade	Hearing Only
2 <sup>nd</sup> Grade	Hearing and Vision
3 <sup>rd</sup> Grade	Hearing Only
8 <sup>th</sup> Grade	Vision Only
4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , and HS	Hearing and vision for all special ed., new to county and teacher referrals

## ***VISITORS***

For security reasons, all doors to the Primary Building are kept locked during the day, including the main entrance. All persons entering the building during the school day are required to stop in the office for a visitor pass before proceeding to a classroom or other area of the building.

### ***WELLNESS PLAN***

The Wellness Plan is on file in the School Office and may be reviewed at any time upon request.

### ***WITHDRAWALS AND TRANSFERS***

When a family moves from the District, it is best if the school office is notified at least one day in advance. This allows time to complete transfer information for the student's new school. The district observes the statutory regulations that require the forwarding, within 10 days of the receipt of request, an unofficial record of the student's grades to the school to which the student is transferring. The school shall then forward written information relative to the grade levels, subjects, and record of academic grades achieved, current health records, and a most current set of standardized test reports, if applicable. The district, within 10 days after the student has paid all of his/her outstanding fines and fees, forwards an official transcript of the scholastic records of each student transferring.

The law requires that students take a Student Transfer Form with them. Upon receipt of a Release of Records form from the new school, which must be signed by the parent(s), student records will be sent to the new school.

Please remember that all books must be returned to the teachers and any remaining fees must be paid in the school office.

Putnam County CUSD 535  
School Calendar  
2011-2012

TBA

Dear Parent(s)/Guardian(s),

Please remove this page, sign it, and send it to school by Thursday, September 01, 2011. This will assist the school office in making sure that a handbook has been issued in a timely manner to each family who has a child in either elementary building.

Please read and review the handbook so that you and your child have needed information in support of a happy and successful year for your child. Please feel free to contact the school if you have any questions or concerns regarding information contained in this handbook.

Thank you for your assistance.

Sincerely,

Michael McCann, Principal  
Putnam County Elementary School

My child, \_\_\_\_\_, and I have received, reviewed and understand the  
*Pint Student's Name First and Last*

2011-2012 Parent-Student Handbook

\_\_\_\_\_  
Parent/Guardian Signature

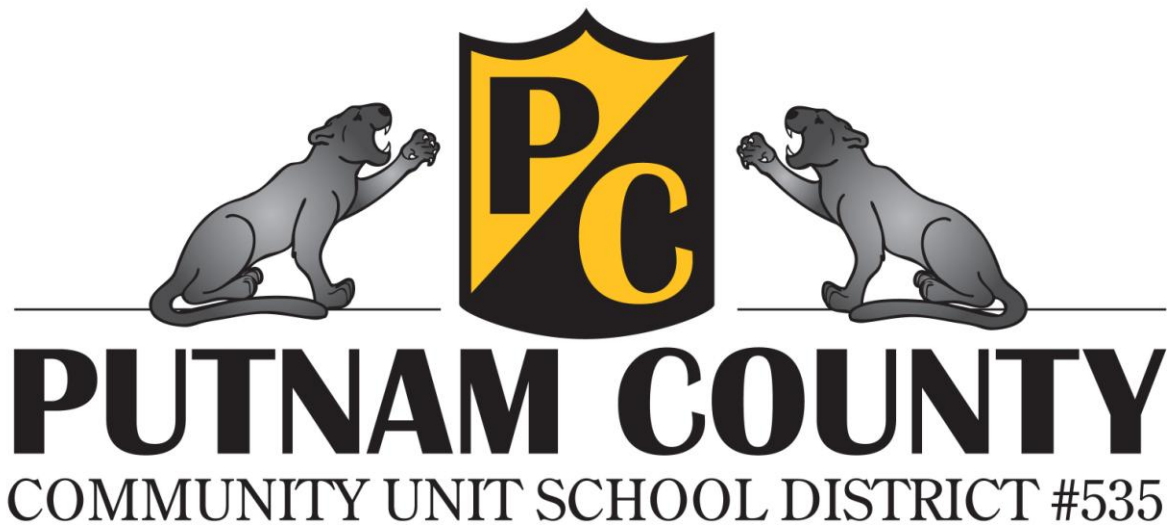
\_\_\_\_\_  
Date

Office Use:

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Date Received

/\_\_\_\_\_  
Initials

*Putnam County  
Primary Panthers*



*Where all students will learn and succeed  
and all means ALL*

Reviewed May 2011

**PARENT-STUDENT HANDBOOK  
2011-2012**

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The School Board and School Administration reserve the right to amend this Parent-Student Handbook.  
 Parents will be promptly notified if changes are made.

**Board of Education Mission Statement**

***Putnam County School District--Where all students will learn and succeed--and all means ALL.***

**Belief Statements**

- CHARACTER COUNTS! in school, at home and in our community.
- All students will become responsible, productive citizens of good character.
- Best educational decisions will be made within financial means.
- All grade levels are of equal importance.
- With appropriate instruction, all students can learn.
- Application of knowledge and problem solving is an essential part of education.
- Education is a team effort between school, community, students and parents.
- Education is NOT limited to the classroom, to the school, nor to the school year.
- Technology will enhance the educational process.
- A school environment that is caring, supportive and promotes mutual respect is the most conducive to learning.

**Putnam County Primary School--Mission Statement**

***Putnam County Elementary School will provide a climate and a curriculum that allows children to develop skills in order to become life-long learner and productive contributors to society.***

## INTRODUCTION

Welcome to Putnam County Primary School!

Putnam County Primary offers a fully certified teaching staff and a well-trained support staff, most of whom are also certified, as well as a fully certified administrator. These dedicated professionals fulfill a very real commitment to the students. Careful planning, preparation, and instructional practices are focused toward providing the best possible education for our students.

The climate in building is purposefully geared to the needs of the students who attend the school. Great care is taken to provide a climate that is developmentally appropriate as well as academically challenging.

Parents are encouraged to visit their child's school at least once during the school year. A parent's presence at school is one of the most effective ways of letting the child know that he/she is important and that his/her education is a top priority. Visiting, even if only briefly, also helps to build a positive and mutually supportive relationship with the child's teacher(s); this can be of tremendous benefit to the child, the parent, and the school. **For the safety of all, any person entering the building during the school day is to stop in the office before proceeding to a classroom or other areas of the building.**

This handbook has been prepared as a source of information to assist the parents and students of Putnam County Primary School with regard to rules and regulations mandated by Illinois State Statute as well as Board of Education and building policies and procedures.

After reading this handbook, keep it in a convenient place for future reference. If there are any questions, please do not hesitate to contact the building principal.

**Please take a moment to sign the statement on the last page, pull it off the handbook, and send that sheet to school with your child. This will help us in our efforts to be certain that each family has received a copy of the handbook.**

The faculty and staff of Putnam County Primary School extend a warm greeting and express the hope that the coming school year will be a positive experience for both you and your child.

Sincerely,  
Mrs. Kristal LeRette, Principal

## **Equal Educational Opportunities**

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

### **Sex Equity**

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

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

### **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, this would include immunization and health records. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Putnam County School District 535 Homeless Liaison—Tricia Both  
1-815-882-2800 Option 3 Extension 334

## **ACADEMIC STANDARDS**

Academic excellence is the goal that all instruction, both formal and informal, targets. Curriculum and instructional practices are evaluated in a continuous manner so as to provide the best opportunity for each student to reach his/her potential. Report cards are issued every nine weeks (quarter) of the school year in an effort to keep parents informed of the student's progress.

Formal parent/teacher conference times are set aside in the school calendar each semester and teachers contact parents as needed throughout the school year in an effort to build a partnership in support of the student's effort and progress. Parents are encouraged to contact their child's teacher any time if there are questions or insights they might wish to share.

Students in kindergarten receive a report card at the end of each quarter; with the first report card being distributed at the fall Parent-Teacher conferences. Indication of the student's progress in MATH, LANGUAGE ARTS AND KINDERGARTEN SKILLS is evaluated by "+ Identified Correctly/Satisfactory Progress" or "Blank—Couldn't Identify/Needs Practice". Progress in MUSIC, PHYSICAL EDUCATION AND CONDUCT/EFFORT is evaluated from an S+ to U. See the grading scale below.

Students in the first grade receive a report card at the end of each quarter. Student progress is indicated from an S+ to a U in the areas of CONDUCT, EFFORT, READING, GRAMMAR, SPELLING, HANDWRITING, SOCIAL SCIENCE, MATHEMATICS, and MUSIC AND PHYSICAL EDUCATION. The grading scale is shown below.

Students in second grade receive a report card at the end of each quarter. Student progress is indicated from an S+ to a U in the areas of CONDUCT, EFFORT, READING, WRITING, SPELLING, HANDWRITING, SOCIAL STUDIES, SCIENCE, MATHEMATICS, MUSIC, AND PHYSICAL EDUCATION. The grading scale is shown below. Correlated letter grades based on the District percentage scale are marked in the fourth quarter for reading, math and spelling.

Grading Scale	S+	Satisfactory, 98% - 100%
	S	Satisfactory, 83% - 97%
	S-	Satisfactory, 77% - 82%
	N+	Needs Improvement, 75% -76%
	N	Needs Improvement, 72% -74%
	N-	Needs Improvement, 70%-71%
	U	Unsatisfactory, below 70%

The marking key for CONDUCT and EFFORT/WORK HABITS is as follows:

- X = Very good/Outstanding Achievement
- ✓ = Indicates need for improvement
- No mark indicates satisfactory improvement

Report cards are distributed on the last school day of the week following the ending date of the grading period (quarter). Signed report cards should be returned to the school on the Monday following distribution. Kindergarten report cards are not signed and returned.

If a parent/guardian wishes a conference with a teacher or teachers, the request should be indicated by marking the box next to the parent/guardian signature line on the back of the report card or phone the school (882-2800) for an appointment.

The missing work that resulted in an "Incomplete" must be made up by the end of the following grading period. Whatever work has been complete by the end of the following quarter will be evaluated and a grade marked for the "Incomplete" at that time. "Incomplete" will not be marked for the fourth quarter.

### **ACCEPTABLE USE POLICY FOR INTERNET USE**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. Rules and guidelines for the use of the Internet are aligned with *Authorization for Internet Access*, 623.0E2 of the School Board Policy Manual. Each student, teacher, or community member must sign the *Authorization*, agreeing to follow the District's rules as a condition for using the District's Internet connection. **The failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The authorization form must be signed each year and no student may access or use the Internet without a signed form on file in the school. The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building Principal will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.

### **ALCOHOL, CONTROLLED SUBSTANCES, LOOK ALIKES**

Students are prohibited from bringing any kind of alcohol, controlled substances, or look-alike substances to school or any school function.

"Look-alike substance" means a substance other than a controlled substance which:

- (1) by overall dosage unit appearance, including shape, color, size, markings or lack thereof, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe that the substance is a controlled substance or
- (2) is expressly or implied represented to be a controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance.

For the purpose of determining whether the representations made or the circumstances of the distribution would lead a reasonable person to believe the substance to be a controlled substance, the court or other authority may consider the following factors in addition to any other factor that may be relevant:

- (a) Statements made by the owner or person in control of the substance concerning its nature, use or effect
- (b) Statements made to the buyer or recipient that the substance may be resold for profit
- (c) Whether the substance is packaged in manner normally used for the illegal distribution of controlled substances;
- (d) Whether the distribution or attempted distribution included an exchange of or demand for money or other property as consideration, and whether the amount of the consideration was substantially greater than the reasonable retail market value of the substance.

**ASBESTOS MATERIALS**

State statutes require school districts to update parents and employees annually on the presence of asbestos-containing materials throughout its school buildings.

In accordance with AHERA regulations, the buildings of Putnam County CUSD No.535, have been reinspected for asbestos-containing building materials by an accredited inspector. Also, an Asbestos Management Plan has been prepared by an accredited Management Planner. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

**ATTENDANCE**

Regular attendance is required at PCPS, as mandated by law. Students who are irregular in attendance develop insecurity about their place in the school environment; this insecurity often forms the basis for poor academic achievement and behavior problems. Being on time for school is also a part of regular attendance. Tardiness, too, can play a part in both poor academic achievement and behavior problems. Students are required to be in class on time so that the student’s day can begin in a positive and confident manner.

In the event of illness or other excused absence, parents/guardians are to call the school absentee reporting line, 1-815-882-2800, for their son/daughter by 9:00 A.M. on the day the student is absent. It will be assumed that the student is truant unless a parent/guardian calls before 9:00 A.M. on the day of the student’s absence.

When there is the possibility of a student being absent for more than one day, the parent/guardian should inform the school of this possibility and no further call will be necessary. A physician’s note is required to return to school after any of the following: contagious diseases, rashes, surgery, illness requiring a physician, excuses from physical education class, and absences of five or more consecutive days. In order to preserve the instructional time of PCPS students, children other than enrolled students, are not allowed to attend classes at the elementary buildings.

**ATTENDANCE COMPUTATION**

Tardy	Arriving after 8:15am
Full Day Attendance (Grades K and 1)	In School At Least 4 hours
Full Day Attendance (Grade 2)	In School At Least 5 hours
Half Day Attendance (Grades K and 1)	In School At Least 2 hours
Half Day Attendance (Grade 2)	In School At Least 2 ½ hours

**ACCEPTABLE REASONS FOR ABSENCE**

- Student illness
- Illness in the family of such nature that the student’s help is needed at home
- Death in the family
- Medical and/or dental appointments that cannot be arranged outside the school day

**UNACCEPTABLE REASONS FOR ABSENCE**

Oversleeping	Missing the bus	Hunting/Fishing
Shopping	Unexplained “personal reasons”	

When it is necessary for a student to be released from school before regular dismissal time, the parent/guardian must send a dated, signed written note explaining the reason for the early dismissal to the office. The student may then be picked up by the adult designated in the note. The student will be picked up in the school office.

### **ATTENDANCE RECOGNITION**

Students will be recognized for less than five absences during the school year at the end of the school year.

“Excellent Attendance for the Year” is an exclusive achievement with stringent requirements. Students must be in attendance the full day for a day of attendance to count. Additionally, students may accumulate no more than two incidences of tardiness for the entire school year. Students are recognized for “Excellent Attendance for the Year” at the last Character Counts assembly.

### **MAKE UP WORK**

Excused absences require that the student make up any work missed. It is generally allowed that the student will receive a day to make up work missed for each day of absence.

Unexcused absences require that the student do the work missed in a timely manner upon return to school. Usually, the student will spend recess time completing the work.

### **HOMEWORK REQUESTS DURING EXCUSED ABSENCES**

Requests for homework will be honored for students who are absent. Requests should be made by contacting the school before 8:15am. Assignments will be sent home with a sibling, relative, or neighbor who attends in the same building, or the parent/guardian may pick up the assignment at 3:45pm.

### **PUPIL ABSENCE FOR VACATION**

School year vacations are strongly discouraged, and should not exceed more than one per school year. However, families who must take students out of school for a vacation other than the school holidays provided in the official school calendar are asked to inform the building principal. Requests for homework in this situation will be honored where feasible.

Homework assignments are based on classroom instruction and student practice. It is usually not helpful to give a student assignments based on instruction and practice when the student is not able to be present for the classroom instruction and to participate in the practice. Students will be given an opportunity to make up missed assignments upon return to school.

If the class is engaged in a unit of study that cannot, for all practical purposes, be duplicated, parents might consider daily activities for the student that will help to maintain basic skills. Some examples would be activities such as keeping a written journal about the vacation, reading a book or books about the places being visited, computing the day’s mileage, maintaining a data collection on the number of license plates observed from a given list of states, and/or plotting a map of the journey.

Since it is often not possible to duplicate the classroom instruction and interaction preparatory to making the homework assignment, parents/guardians are encouraged to avoid long absences when possible.

### **EXCESSIVE ABSENCES**

To encourage students to attend school and class regularly, our attendance policy restricts students to a maximum of ten absences per semester. The eleventh absence per semester is considered excessive. All absences, excused and unexcused, will be included in the count.

The procedure outlined below has been developed to inform students and parents about possible attendance problems and to correct any problem before it results in a student losing the opportunity to receive credit.

Step 1: When a student has accumulated (8) absences, excused or unexcused in one semester, a notice will be sent to the parents about the absences.

Step 2: Upon the tenth (10<sup>th</sup>) day of absence in the same semester, the principal will contact the parents and take appropriate steps to resolve the problem. These steps may include a family conference, referral to a truancy officer, or a referral to community supportive services. In addition, students will be required to provide verification of further absences.

If these remediation conditions are not met, every absence after the 10<sup>th</sup>, that is not deemed excused by the administration, will be considered unexcused and results in loss of credit for that day, and the truancy officer will be contacted .

*Out of school suspensions count as unexcused absences toward this ten-day total.*

### **Consideration of absences after the 10<sup>th</sup> absence**

Each absence after the 10-day limit will be recorded as unexcused unless deemed excused by the administration. Students with an unexcused absence will receive no credit for work assigned or completed on those specific days unless parents produce official documentation of an appointment to the principal's office on the day they return to school – doctor, dental appointment, court papers, or other as deemed excused by the administration. **ABSENCES FOR AN EXTENDED PERIOD OF TIME FOR A VALID MEDICAL REAONS WILL BE BLOCKED AND COUNT AS ONE DAY ABSENT FOR THE PURPOSES OF THIS POLICY**

It is within the sole discretion of the school administration to determine whether the student's absence is excused or unexcused. If a student is absent from school without valid cause, then such truancy will result in loss of credit. Parents and guardians must provide reasons for student absences to the administration. The principal is the only person who can excuse absences.

### **BICYCLE RULES**

Students from all schools within Putnam County School District 535 may ride their bicycles to Putnam County Primary School. All bicycles should be properly parked and locked at the bicycle rack located at the west end of the school, unless other arrangements are made with the principal or designee. The school will not be responsible for damaged or stolen bicycles.

Bicycles should be walked on and off the sidewalks and across intersections.

Only one rider is permitted on a bicycle. Bicycle riders should obey all Rules of the Road.

### **BUILDING POLICIES**

1. No one is allowed to leave the building or the school grounds without the permission of the principal or other designated employee.
2. Chewing gum or eating candy during school hours is not allowed, except as a classroom activity, snack or party.
3. Use of vulgarities and obscene language and gestures is not conducive to the best educational atmosphere and will not be tolerated anywhere on school grounds or at any school activities. Violations, as determined by school administration, will result in disciplinary action.
4. All members of the school community must treat each other with respect at all times. Disrespectful, demeaning or discourteous behavior directed at school personnel will not be tolerated. Violations will result in disciplinary action and could be interpreted as gross misconduct. Failure to obey a reasonable request could be considered insubordination

5. Threats against other students or adults will not be tolerated. Violations, as determined by school administration, will result in disciplinary action.
6. Fighting or encouraging others to fight will not be tolerated.
7. Possession or use of explosives, firearms, or any other object that can reasonably be considered a weapon shall be prohibited on school buses, in school buildings, or on school grounds at all times, or at school-sponsored events. This includes any object that may be classified as a weapon or any part of a weapon such as a used bullet shell or cartridge.
8. When it is believed to be in the best interest of the student for educational or behavioral reasons, recess may be withheld at the discretion of the teacher and/or principal.
9. Personal belongings such as baseball cards or collections of cards, radios, or toys, etc., should not be brought to school without permission from the teacher. Such items will be held in the office until the student or parent picks them up. No betting, trading, or buying/selling of any items is allowed in school, on the playground, or on the buses. Toys, trading cards or other nuisance items confiscated from students will remain with the principal until a parent or guardian picks up the item(s). Parents will be notified that the item(s) will be held for two weeks, after which time the school will not be responsible for the item(s).
10. Students and their parents are encouraged to select responsible styles of dress that are appropriate for a healthy educational environment and that support the achievement of the educational goals of the community. While the responsibility for appropriate attire at school rests with the student and his/her parents, students should maintain an appearance that will not impair or endanger their health or safety. A complete list of attire that is inappropriate for school and which might cause a disruption of the educational process would be impossible, but the following examples will serve as guidelines:
  - a) Clothing students wear should cover them from at least the shoulder to mid thigh. Short shorts, halter or tube tops, transparent clothing, bare midriffs and items with holes in inappropriate places are not allowed.
  - b) Coats, jackets, capes, and hats are not to be worn in the building during the day; additionally sports bags, book bags, etc, may not be carried during the day.
  - c) Clothing that displays or communicates drug or alcohol advertisements/names, profane language, vulgar statements, hate messages, sexual innuendo, tobacco ads, suicide or other violent messages are not allowed.
  - d) Any clothing, symbols and so forth that relate to gang symbols, gang membership, etc., may not be worn.
  - e) Shoes must be worn.

***Students who dress in an inappropriate manner will be allowed to correct the situation and parents will be notified of the school's concern.***

11. School property, including, but not limited to, desks and lockers, is owned and controlled by the District. School authorities are authorized to conduct administrative inspections of school property as a means of protecting the health, safety and welfare of the District, its employees, and students, without notice to or consent from the students or parents and without a search warrant. This policy is in agreement with the Illinois School Code.
12. Smoking, possession of tobacco products, alcoholic beverages and drugs, or being under the influence of same, is prohibited at any time, at any school in the District, on school grounds or school buses. This rule also applies at any school-sponsored activity at home or away.
13. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Building Principal is prohibited. Electronic signaling devices include pocket and all similar electronic paging devices.

14. **The classroom teacher with approval of the principal may distribute invitations to personal parties only when they include every student in the classroom or all of the boys or all of the girls in the classroom. Invitations to personal parties may not be distributed directly by students or parents at school.** The distribution of party invitations during the school day can often cause problems in the classroom for the teacher as well as for the students. We encourage parents to distribute party invitations outside of the school day.
15. School parties and activities are planned for the school's students. While the help and support of parents with these parties is encouraged and greatly appreciated, it is also necessary to restrict attendance at school parties (Halloween, Christmas, Valentines Day) to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

**GENERAL RULES OF CONDUCT**

The Putnam County community is a member of the CHARACTER COUNTS coalition. The schools use the six pillars of character as the standard for student conduct and behavior. Students are expected to know and follow the six pillars of character. The pillars of character are:

**Trustworthiness  
Respect**

**Responsibility  
Fairness**

**Caring  
Citizenship**

**BUS CONDUCT**

Students who do not live within walking distance of their school building are provided with bus transportation contracted with First Student transportation service. Students are required to follow all rules posted in the front of each bus as follows:

1. Follow the driver's instructions.
2. Do not eat, drink, or smoke on the bus.
3. Keep all harmful materials (drugs, tobacco, alcohol, weapons, etc.) off the bus.
4. Keep all parts of your body and all objects to yourself and inside the bus.
5. Keep the noise level down and remain seated facing forward.
6. Keep the aisle clear and do not litter, write on, or damage the bus.

First Student consequences:

- 1) Verbal warning    2) Assigned seat    3) Written referral

Drivers may skip steps depending upon the severity, or repetition, of rules violated.

These rules can be summarized and the safety of the students can be substantially heightened by following the four basic rules that follow:

- |  |   |
|--|---|
| 1. Obey the driver.                          | 3. Keep hands, feet, and objects to yourself.     |
| 2. Stay in your seat when the bus is moving. | 4. Keep noise level down at all times on the bus. |

Please be advised that the rules for safe and efficient transportation of the students are fully supported by school district administration and the Board of Education. Guidelines regarding the consequences to be used for notice of misconduct are as follows:

1<sup>st</sup> offense – student is notified of the offense, counseled, and may receive a detention or missed recess(es). Warning is sent home for parent notification with response requested.

2<sup>nd</sup> offense – student is notified, counseled, and will receive a detention or missed recess(es). Warning is sent home for parent notification with response requested.

3<sup>rd</sup> offense – student is notified, counseled, and given a 2-9 day bus suspension. Parent is notified of offense and written report is sent home with parent response requested.

4<sup>th</sup> offense – student is notified, counseled, and given a bus suspension up to ten days, and bus expulsion for remainder of semester may be recommended to the Board of Education. Parent is notified, written report sent home, with parent response requested.

5<sup>th</sup> offense – student is notified of the offense, counseled, suspended, and bus expulsion will be recommended to the Board of Education. Parent is notified, written report is sent home, and parent response is requested.

### **GROSS MISCONDUCT**

Any student who commits an act which endangers others or who abuses the rights of others will be dealt with individually. Removal of bus privileges for the year and/or suspension from school attendance may result for such misconduct.

Normal school attendance as outlined by the *Illinois School Code* is required of students; students suspended from riding the bus must attend school or be considered truant.

### **BUS PASSES**

Supervision of students throughout the school day up to the point at which the buses leave the school is clearly the responsibility of school personnel. Buses are provided for transportation to and from school only, and students are assigned to their bus according to where they live in the community. **Only students enrolled in PC schools may ride the buses.** Buses are never knowingly loaded over the stated capacity because it is neither legal nor safe. Walkers are supervised and dismissed from the school grounds when the bus traffic has passed, in order to provide safe passage for those walkers.

When a parent calls the school and asks that a student be permitted to ride a different bus home, or asks that a student who is normally a walker ride a bus, it is necessary to determine whether there is room on the requested bus for that student. If the request is made late in the day it is sometimes very difficult to coordinate the request and be certain that the student or students are safely where they are requested to be.

**All requests for bus passes or any alternative means of leaving school other than the usual, designated routine must be in writing. The student must bring a written note to school that morning. The note must be dated, must indicate specifically the request, and must be signed by the parent/guardian.** In the event of a family emergency situation where the parent/guardian cannot be at home to receive the child in the usual routine, a phone call to the office will be accepted.

### **USE OF VIDEO CAMERAS ON SCHOOL BUSES**

Most buses are equipped with video cameras. Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They may also be viewed at random. Viewing of videotapes is limited to individuals having a legitimate educational or administrative purpose and may include both video and audio portions of the tapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator (including building principals), transportation director, bus driver, sponsor, coach, or other supervisor. Videotapes will be reused or erased unless it is needed for an educational or administrative purpose.

## **CAFETERIA**

Lunch and breakfast meals can be purchased by the day, week, or month. Students are not permitted to charge breakfast or lunch. Breakfast and lunch money and instructions are sent to the office every morning, along with attendance. All record keeping for the hot lunch program is maintained in the office. Putnam County Primary School follows established policies and criteria for determining eligibility for free and/or reduced lunch or breakfast.

Students are not permitted to charge meals. However, no child is ever allowed to go without lunch. A notice of the charge is sent home in the event it is necessary to provide a lunch. Students who bring a cold lunch are encouraged to avoid “junk food” and other non-nutritious items. Carbonated beverages are not permitted in the cafeteria.

For safety reasons, glassware should not be used. Trading of lunches and/or lunch items is not permitted. The cafeteria is a public dining room. Students are required to use their “dining in public” behavior, which includes appropriate table manners and noise control in the cafeteria. Students eat at tables in the cafeteria. Noise must be kept at a conversational level so the Cooks can hear the requests of the students they are serving.

### ***Free/Reduced Meal Applications***

Free and reduced lunch and breakfast applications, along with letters containing guidelines are available during registration and throughout the school year in each school's office. A parent/guardian wishing to apply must complete and return the application to their student's school office. Verification of income may be requested and a letter of approval or denial will be sent by the mail to the parent/guardian.

## **DISCIPLINE**

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences that will occur when those standards are not met. These are guidelines to be interpreted by the staff members in the Putnam County School Buildings. Each incident will be considered according to the individual merits of the case.

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state, and local regulations and are subject to such review and revision as becomes necessary for the routine operation of the schools.

The General Rules of Conduct and Building Policies have been carefully prepared to provide the maximum benefits to the maximum number of students based upon a valid educational philosophy. It is the responsibility of the Principal, by direction of the Board of Education through the Superintendent, to operate the school to the optimum educational benefit of the individual students.

Discipline is a person's ability to control his/her own behavior, sometimes with guidance and/or direct assistance from another person. At Putnam County Primary School, discipline is used as a tool for learning rather than merely a punishment.

At PCPS, students are expected to show consistent ability to control their behavior. When children are ready to begin their formal education, they have reached the point in their growth and development where it is reasonable to expect that the youngster does know the difference between right and wrong behavior, and behaves accordingly.

At Putnam County Primary School, the general rule is to behave in such a way as to show that all persons are of equal importance and have a right to be treated with common courtesy. When behavior is inappropriate, the teacher or supervisor will intervene and assist the student in understanding why the behavior is unacceptable. While a counseling approach is taken in all cases, it should be clearly understood that repeated incidences of inappropriate behavior (verbal or nonverbal), depending on the level of severity of the misbehavior, may result in a conference with the Principal, noon detention, required parent conference with the appropriate staff, in-school suspension, out-of-school suspension, or expulsion as outlined in Board of Education Policies that comply with the *Illinois School Code*. Section 5/24 - 4 of the *Illinois School Code* establishes that a teacher or other employee of a District providing related school services or other school personnel may use reasonable force for the purpose of self defense or defense of property.

If the student is currently part of a case study evaluation or receiving Special Education services, an IEP meeting will be called to include the appropriate staff members. This student's schedule will not be changed unless the IEP team makes the recommendation to do so.

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

In addition to the rules outlined in the handbook, the principal may establish certain rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

## **EMERGENCY PLANNING**

### **1. Emergency Management Plan:**

The Putnam County School District's Emergency Management Plan is available in the district office.

### **2. Emergency Dismissals:**

In case of an emergency dismissal, children should have an alternate place to go should a parent not be at home. Parents are asked to discuss an alternative plan with their child(ren) and to make appropriate arrangements for use of the plan.

### **3. Fire Drills:**

Fire drills are conducted periodically during the school year as required by State Code. Students are instructed in proper evacuation procedures. Local and state officials annually visit the school to inspect fire hazards or conduct a fire drill. Students are asked to comply strictly with the rules of quiet and walking at times of emergency drills.

### **4. Tornado Warnings:**

In the event of a tornado warning, children will be told to go to an assigned area for their class. Periodic drills are conducted for these routines.

If an actual tornado warning occurs near the end of a school day, children will not be dismissed until the "all clear" signal is given. No student will be dismissed except by personal parent request, and the parent will need to sign the student out at the school's office.

## 5. Diagrams of Procedure:

Diagrams of procedures for fire and tornado evacuations are posted in each room. These reminders are appropriate to all who may be located in the school if an event occurs.

### **EMERGENCY SCHOOL CLOSING**

School may be closed unexpectedly due to severe weather, power failure, or other reasons. Parents are advised to listen to local radio stations for information about the closing of school during inclement weather conditions. If there is no radio broadcast, consider that school will be in session. Please do NOT call the school office. School phone lines must remain open for instructions and staff communications.

When weather conditions are such that by delaying the start of school either one or two hours the buses can then safely complete their routes, it will be announced as early as possible on the radio stations. When such an announcement of delayed start is made, school opening will be delayed that amount of time and no students are expected in the building before the delayed opening time.

**All announcements concerning adjustments in the school schedule due to inclement weather will be made on the following stations/channels:**

<u>Radio Dial</u>	<u>Location</u>	<u>AM</u>	<u>FM</u>
WCIC	Pekin		91.5
WLPO/WAJK	LaSalle	1220	99.3
WGLC	Mendota		100.1
JMP	Peoria	1470	93.3 and 107
WIZZ/WSTQ	Streator	1250	97.7
WLRZ	Peru		100.9
WZOE	Princeton	1490	98.3

#### Television Channels

WHOI	Peoria	Channel 19
WEEK	E. Peoria	Channel 25
WMBD	Peoria	Channel 31

### **EXPLOSIVES, INCENDIARIES, FIREARMS, WEAPONS, AND LOOK ALIKES**

To bring any kind of explosive material or look-alikes to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, look-alikes, or any other weapons, whether concealed or not. No student will be in possession of any object that could reasonably be considered as a potential hazard to another person or another person's safety. Any student who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered as a weapon will be recommended for expulsion for at least one calendar year. Under the terms of the School Code, it is mandated that the recommendation for expulsion be for at least one year when a firearm, weapon, or explosive is involved in the misconduct. The Board of Education can expel a student for up to two years for any conduct that is in violation of the Student Code. On a case-by-case basis, the Board may modify the length of suspension or expulsion. A student who is determined to have brought a weapon to school, any school sponsored activity or

event that bears a reasonable relationship to school, shall be expelled for a period of not less than one full year, except that the expulsion may be modified. For the purpose of this section, the term “weapon” means possession, use, control, or transfer of any weapons as defined by Section 921 of Title 18, United States Code, firearms as defined in Section 1.1 of the Firearm Owners Identification Act or use of a weapon as defined in Section 24-1 of the Criminal Code; other objects if used or attempted to be used to cause bodily harm include, but are not limited to, knives guns, firearms, rifles, shotguns, brass knuckles, billy clubs or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

### **FEE WAIVERS**

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

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

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

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.; or
2. The student or student’s family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The Building Principal will give additional consideration where one or more of the following factors are present:

1. Illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Seasonal unemployment;
4. Emergency situations;
5. When one or more of the parent(s)/guardian(s) are involved in a work stoppage.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student’s fee. The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied.

A Building Principal’s denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent’s decision may be appealed to the School Board. The decision of the Board is final and binding.

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

## **HARASSMENT/SEXUAL HARASSMENT/DISCRIMINATION**

“Harassment of, or threats to students, employees of the District, or the Board of Education on or off school grounds is not allowed. Any conduct, including teasing, bullying, and harassment directed against students which causes them to be fearful of attending school is not allowed. Any student who teases, bullies, or harasses another student will be subject to disciplinary action, which may include, but not be limited to, suspension or expulsion.” Putnam County Primary School and the Putnam County School District will neither condone nor tolerate harassment or sexual harassment (BP 7.20) of students by anyone. The District espouses the belief that a student has the right to be free from the harm perpetuated by anti-social acts while the student is attending school. All students are to be free to attend school without concern of threats or demands. Harassment of, or threats to, students, employees of the District or the Board of Education, on or off the school grounds is not allowed. Any conduct directed against students, which causes them to be fearful of attending school, is not allowed. Students who believe they are being harassed by another student(s) should contact a teacher or the administration. Equal educational opportunities shall be available for all students without regard to race, sex, religion, color, national origin, or physical or mental handicap.

### **Sexual Harassment:**

**It is Board Policy to not discriminate on the basis of sex, marital status or pregnancy in District-operated or District-supported programs or activities. In addition, Board Policy prohibits sexual harassment or sexual intimidation of students by other students and District employees. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:**

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or school-related activities;**
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or other decisions affecting that individual; or**
- C. Such conduct has the purpose or effect of substantially interfering with an individual's academic or school-related performance or creating an intimidating, hostile or offensive educational environment.**

**Individuals engaging in such prohibited activity shall be subject to disciplinary action up to and including expulsion from this institution as determined by such administrative or Board action as is required by Illinois Law or by Board Policy.**

**This policy applies to acts of sexual harassment by any member of one sex against a member of the opposite or the same sex at all levels of the school community (i.e., supervisor-subordinate, faculty-student, employee-peer, student-student). If you feel that you have been discriminated against, harassed or intimidated on the basis of sex, please contact the Principal or Superintendent.**

## **HEALTH AND SAFETY**

### *Health Examinations and Immunizations*

Students entering preschool and kindergarten must have a physical examination before entering that grade. Lead screening is a required part of the health examination for children age six years or younger. Kindergarten students are also required to have an eye examination.

All children in kindergarten and the second grade shall have a dental examination. Each of these children shall present proof of having been examined by a dentist by May 15<sup>th</sup> of the school year.

A complete record of required dental exams, vision exams, physical exams, and immunizations will be kept on file for each student. Students are excluded from school beginning October 16<sup>th</sup> if requirements for health examinations, immunizations, and vision examinations have not been met.

Immunizations must be obtained as required by the Illinois Department of Public Health Rules and Regulation (Title 77, Part 665, Section 665.240). The student's immunization record must be maintained in the office of the school in order to prove compliance with the law. Students must be in compliance with all health exam and immunization requirements in order to attend school. Children who are not in compliance may register for school but may not attend beginning the first day of classes until such time as they are in compliance. Please check with the secretary or principal of the school if you have questions regarding immunization and health requirements.

#### Safety

Safety is a top priority for students at Putnam County Primary School. Students are under close supervision throughout the school day. We are equipped to provide only minor first aid when accidents do happen, and are prohibited by law from doing more than this.

Parents of students who are injured or who become ill at school will be contacted to come for the student. The Registration Form contains a section which provides the office with EMERGENCY INFORMATION, part of which must be the phone number of a person who lives in Putnam County and could come to school for your child in an emergency. Current information is imperative; **PLEASE KEEP THE OFFICE INFORMED OF ANY CHANGES**. In the event of an emergency, the schools will always try to contact the parent/guardian FIRST. If the parent/guardian cannot be reached, the EMERGENCY INFORMATION section on the registration form will be followed.

If a student is injured at school, it is the responsibility of the student's parent/guardian to request an insurance claim form from the office. Claim forms must be filed with the insurance company within thirty (30) days from the date of the accident.

#### Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 815-882-2800 option 1.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

#### HOME-SCHOOL COMMUNICATION

Parents are encouraged to visit their child's school and classroom. The development of a positive and mutually supportive relationship with a child's teacher can be of great benefit to the child, the parent, the teacher, and the school. Formal parent/teacher conferences are held District-wide twice each school year. In addition, PreK-4

teachers hold conferences on an “as needed” basis, either in person or by telephone. Parents are encouraged to contact their child’s teacher regarding academic progress, behavior, or other concerns. In the interest of maintaining open, two-way, communication, parents are encouraged to contact the teacher first whenever there is a concern. To maintain a strong academic focus, parents should avoid classroom visits during any testing times.

### **HOMWORK POLICY**

The Primary School’s “Homework Policy” is intended to (1) foster informative and supportive communication between school and home, (2) continue the development of individual responsibility, and (3) increase academic performance.

When an assignment is incomplete or not turned in on time the steps listed below will be followed:

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Incident | The student uses his or her Homework Voucher. (See below.) The assignment is turned on the following school day and no credit is lost.  |
| 2 <sup>nd</sup> Incident | A note is sent home informing parents of the incomplete or missing assignment. Parents sign the “Homework Note” and return the note to school. The assignment is turned in the following school day and partial credit is lost. <u>Homework completion is expected for each assignment and loss of partial credit applies for each incident after the 1<sup>st</sup> incident. Parents will also be informed of each incident in writing.</u> |
| 3 <sup>rd</sup> Incident | The classroom teacher contacts parents to work together to improve the shared concern and a recess detention is assigned.   |
| 4 <sup>th</sup> Incident | The principal contacts parents to assist in improving homework completion by the student and a second recess detention is assigned.   |
| 5 <sup>th</sup> Incident | The principal assigns an “After School Homework Detention.” The detention will be arranged one day prior to the actual day served. Parents are responsible for transportation home from school at 4:30 PM.  |
| 6 <sup>th</sup> Incident | The principal assigns a second “After School Homework Detention.” The detention will be arranged one day prior to the actual day served. Parents are responsible for transportation home from school.   |
| 7 <sup>th</sup> Incident | A home visit is scheduled for school officials and parents to develop a cooperative plan to improve homework completion.  |
| 8 <sup>th</sup> Incident | An “In School Suspension” is assigned to the student.   |

*The procedure outlined above begins from step one at the start of each nine-week grading period.*

Generally, students will not be assigned more than two recess detentions (stay in for recess) for late or incomplete homework during any single grading period. This time will be reserved for students, who for various reasons, would benefit from additional help from the classroom teacher.

### **Homework Voucher**

Students are awarded a “Homework Voucher” at the beginning of each month. Vouchers extend the due date of an assignment by one day but are not intended to allow a student to skip an assignment. Students may use only one voucher each month and may not accumulate more than one.

### **INTEGRATED PEST MANAGEMENT PLAN**

Putnam County CUSD #535 is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. Therefore, an Integrated Pest Management Plan has been adopted.

Even though pest control practices may involve a variety of chemical and nonchemical methods, insecticide baits and rodenticide baits are most commonly used at each school rather than chemical applications. However, there may be situations where chemical control of pesticides may be used. If such a control is used, parents and staff members can be informed of such prior to an application. A parent or staff member may contact the school building principal if they want to be added to a registry for notification prior to chemical application. Only those that request such will receive advance notice.

The school district is committed to use the least hazardous chemical control methods after non-chemical control methods have been applied. However, written prior notice shall not be required if there is an imminent threat to health or property. If such a situation arises, written notice will be sent to those listed on the registry as soon as practical.

If there are any questions pertaining to the Integrated Pest Management Plan, contact the school office.

### **MEDICATION AT SCHOOL**

**Illinois School Code, 105 ILCS 5/10-22.21** states, “It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student.”

It is the policy of the school district that District personnel shall not assume responsibility for administering medication to students. If it is required that a student receive medication during the school day, the parent/guardian may visit school and administer the medication; if that is not possible, the principal or his/her designee may administer the medication provided the school is given written instructions signed by the parent and the physician which contain the following information:

1. Student’s name
2. Name of medication, purpose, and duration
3. Time to be administered and dosage
4. Possible side effects of medication
5. Statement from the parent that the school will not be held responsible for any results of the medication
6. How the parent/guardian wishes to retrieve the container(s) and/or any remaining medication at the end of the time during which it is to be administered.

**All medication must be brought to and from school by the parent/guardian.** When it is brought to the school, it must be in the original container, which should be clearly labeled. The name of the student and names and phone numbers of the physician and pharmacy shall be indicated on the container(s). All medications must be kept in the office for the student. A written record is maintained in the office as to dispensing of medication. These instructions also apply to all over the counter medications, including but not limited to Tylenol, aspirin, cough drops, herbal supplements and vitamins. **Due to the threat of Reye’s Syndrome, school personnel will NOT administer aspirin unless accompanied by a doctor’s prescription. Due to the unpredictability of possible side effects, school personnel will NOT administer eye drops, eardrops, or antibiotics.**

Forms to complete the above requirements are available in the office of each school.

#### ***Asthma Medication and EpiPen***

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student’s discretion, provided the student’s parent/guardian has completed and signed a “School Medication Authorization Form.”

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School

District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

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

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the district nurse or building principal.

### **NO CHILD LEFT BEHIND ACT AND RTI**

The *No Child Left Behind Act of 2001*, signed into law on January 8, 2002, is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965. This update vastly increases the federal government's role in the operation of public schools and imposes many new and complex obligations on local school districts. Of particular interest to parents is the assurance that all our teachers are duly certified and highly qualified and that you have the right to request information regarding the professional qualifications of your child's teacher(s). You will also be notified if your child is being taught for four or more consecutive weeks by a teacher who is not considered "highly qualified" under the NCLBA guidelines. As well as its comprehensive provisions on school improvement, teacher quality and instructional programs, NCLBA also has numerous other requirements, such as regulations concerning student privacy, military access to student directory information, community access to school facilities and guidelines for the exercise of religious freedom in the schools. As required by NCLBA, Putnam County Community Unit School District No. 535 certifies that no policy of the district prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools.

RtI involves activities that typically occur in the general education setting as schools assist struggling students prior to and in lieu of a referral for a special education evaluation. RtI provides high-quality tiered intervention strategies aligned with individual student need, frequent monitoring of progress to make results-based academic or behavioral decisions, and the application of data to make important educational decisions (such as those regarding placement, intervention, curriculum and instructional goals, and methodologies).

### **PARENT ADVISORY COMMITTEE**

The District has a Parent Advisory Committee (PAC). This committee of parents meets on a regular basis with the Superintendent for the purpose of direct two-way communication between the schools and the parents. The goal is to have parent representatives from each building and community in Putnam County. Parents who are interested in serving on the PAC are encouraged to contact the building principal.

### **PARENT/TEACHER CONFERENCES**

Formal Parent/Teacher conferences are held District-wide at two times during the school year, as noted in the District calendar. In addition to the District-wide scheduled times, teachers in grades PreK-2 hold conferences on an “as needed” basis, either on the phone or in person. PARENTS ARE ENCOURAGED TO CONTACT THEIR CHILD’S TEACHER AT ANY TIME OF THE YEAR IF THEY HAVE A QUESTION OR CONCERN.

### **PEDICULOSIS**

Pediculosis (Head Lice) is an expensive and frustrating problem that everyone would rather avoid. It has nothing to do with the kind of parents or home a child has. In fact, head lice prefer a clean, healthy head to a dirty one. Head lice are passed from person to person by direct contact or on shared objects such as hats, combs, towels, barrettes, headphones, etc.

If head lice are found on a student, the infected child must be picked up by the parent and taken home for treatment. By Administrative Procedure 7:100-R, as determined by the Board of Education, a student must be determined to be nit free before reentering school.

### **PLACEMENT, PROMOTION, RETENTION**

In compliance with School Board Policy 7.30, the building principal shall assign students to classes. Placement, promotion or retention shall be made in the best interest of the student after a careful evaluation of all factors relating to the advantages and disadvantages of alternatives. The building principal will direct and assist teachers in their evaluation of students and review grade assignments in order to ensure uniformity of evaluation standards. No student shall be promoted to the next grade level based solely upon age or any other social reasons not related to the student’s academic performance.

In accordance with the Illinois Education Reform Act and in compliance with School Board Policy 6.280, both quantitative measures and qualitative assessment will be used to determine placement/promotion/retention. Such decisions will be reached with the support and involvement of the parents within the prescribed time frame. If a student is currently part of a case study evaluation or receiving Special Education services, placement decision shall be determined by the student’s educational team

### **POLICE ASSISTANCE**

In situations where a student refuses to cooperate with school staff in the proper execution of their duties, or participates in conduct which is disorderly, or which also may be a violation of criminal laws, the local police department may be called upon to assist staff members.

No employee of the school district shall participate in or arrange for the interrogation of a student of the District, without the express prior approval of the principal or his/her designee.

All such interviews at school by officers of the law will be conducted in a private office with the principal or designee present. Prior notice shall be given to the parent(s) of any student to be interviewed and parent(s) may be present at such interviews if he/she so desires.

### **PRESCHOOL SCREENINGS**

Putnam County Primary School screens students entering preschool to identify and serve the neediest children. The screening instruments and activities measure each child's development in the areas of vocabulary, visual-motor integration, language and speech development, English proficiency, fine and gross motor skills, social skills, and cognitive development.

The screening is conducted on a communitywide basis and is developed and implemented with cooperation from the LaSalle/Putnam County Educational Alliance for Special Education.

Because children grow and develop over time, all potential incoming students' screening data cannot be older than six months of the preschool placement date.

### **PUBLICATION OF STUDENT DIRECTORY INFORMATION**

Student directory information is considered to be the student's name and address, grade level, birth date and place, parents'/guardians' name and addresses, information about participation in school sponsored activities, and period of attendance in the school. From time to time, a student's picture or work may be used as part of the school or District's homepage. Throughout the school year there are also times when a child's picture, with or without name, or their work may appear in a local newspaper or the school news letter. Parents/guardians may request that their child's picture, with or without name, or their work not appear in any such publications. *A parent or guardian must notify the office in writing, at the beginning of each year, if they DO NOT want their child's picture, name, other directory information or work published.*

### **RECESS**

Weather permitting, students have recess outside daily. When the weather is inclement, including a wind chill factor of 20 degrees or lower, recess is held in the school gym. While it is clearly not the desire or intention of school staff to usurp the parent in determining if a coat, hat/scarf, boots, and mittens/gloves are necessary on any given day, it is also a fact that children often come to school without adequate clothing for an extended play period outdoors. It is always better to have the option of leaving a coat in a locker or coat closet than to be outdoors inadequately clad and run the risk of becoming ill and, as a result, not being able to participate in class for the rest of that day and/or missing school for several days.

### **RECORDS ACCESS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.

A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

#### Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;

8. Income, other than as required by law to determine program eligibility.
9. Receive notice and an opportunity to opt a student out of :
  - a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Putnam County School District has developed procedures, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Putnam County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Putnam County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The Putnam County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:  
 Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C.  
 20202-5901

## **RESIDENCE**

### *Education of Homeless Children*

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and

State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law.

The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

*Change of Residence Due To Military Service*

If a pupil's change of residence is due to the military service obligation of a person who has legal custody of the pupil, then, upon the written request of the person having legal custody of the pupil, the residence of the pupil is deemed for all purposes relating to enrollment (including tuition, fees, and costs), for the duration of the custodian's military service obligation, to be the same as the residence of the pupil immediately before the change of residence caused by the military service obligation. A school district is not responsible for providing transportation to or from school for a pupil whose residence is determined under this condition.

**ROUTINE DISMISSAL PROCEDURES**

**PLEASE NOTE- We remind you that it is illegal to pass a school bus, from either direction, if the stop arm is extended and/or the lights are flashing.**

Regular dismissal is 3:10pm parent pick up and 3:15pm crosswalk.

The Primary School begins dismissal at 11:15am on district 11:30am dismissal days. This is the dismissal time for both parent pick up and crosswalk.

If at all possible, please use the crosswalk for pick up as much as possible. This helps with the traffic back up in the back parking lot.

Below are some reminders about student drop-off and pick-up:

1. No one is at the school to supervise the children until 7:30 am. If you need to drop your children off before 7:30am, special arrangements will need to be made with the office. Please stop by the office or call the school at 815-882-2800 to make those arrangements.

2. Parents/Guardians need to be very careful when using the front of the school building to drop students off between 7:20am-8:00am and when picking them up between 3:00pm-3:45 pm. This is a very busy time for the buses, and it is not the best place to drop off and pick up students.

Parents/Guardians are not allowed to park in front of the school between these times, and at no time are vehicles allowed to pass the buses when they are signaling to load and/or unload students. This is against the law.

It is strongly suggested that parents/guardians use the crosswalk located at the corner of Silverspoon and Colby or the back parking lot of the school to drop off and pick up students. A crossing guard is on duty from 7:45am to 8:00am to help the students in the morning, and a crossing guard will walk the students from the Primary School to the crosswalk at the end of the school day.

Parents/Guardians wishing to speak with the office or teachers, and parents/guardians waiting for students at the front of the school, will need to park in visitor parking or wait at the crosswalk. The back lot is used for drop-off and pick-up only, not parking.

3. All students arriving after 8:00am may be dropped off in the front of the school by the front entrance. Please watch for late buses. They have the right of way.

4. Pick-up begins at 3:10pm in the back lot. Please pull up to door entry E not door entry C. Please have your family name tag displayed. No car pick-ups can be made in the front of the school because of the buses.

If your child is a walker, he/she will be walking from the school with the crossing guard to the corner of Silverspoon and Colby.

Any changes to a student's regular dismissal procedure should be noted in a signed and dated note or in an emergency situation, by telephone, before 2:30 PM. Again, due to space constraints, students cannot be routinely dismissed from the classrooms or office. Your understanding and cooperation is much appreciated.

### **SCHOOL HOURS**

The office is open from 7:30am to 4:00pm. Teachers are in the building from 7:45am to 3:45pm daily. **Lunches are scheduled for 11:00 (kindergarten), 11:30 (grade 1), 12:00 (grade 2). Recess is scheduled after lunch, or later in the afternoon as necessary.**

Students who are transported to school by bus arrive at various times, with the last bus arriving at approximately 8:00am. Students who are walkers should not leave home until 7:50am so that they arrive by 8:00am. This provides ample time for these youngsters to arrive in time for class to begin at 8:15am. Students will be considered tardy as of 8:15am.

### **SCHOOL PROGRAM**

Putnam County Primary School offers a fully certified teaching staff, a well-trained support staff and a fully certified building administrator. Careful planning, preparation and instructional practices are focused toward providing the best possible elementary education for all our students. PCPS offers physical education and music, as well as time for using the media center and computer lab. A wide range of special education services are also available, including Speech/Language, Hearing, Title I reading, OT/PT and a wide variety of academic support programs.

The district will provide five days advance notice to parents prior to offering any class or course in recognizing and avoiding sexual abuse to pupils in grades kindergarten through 8<sup>th</sup> grade. The pupils shall not be required to take the class or course if the parents/guardian submits written objection.

### **SCHOOL SAFETY**

In order to provide as secure an environment as possible, PCPS is part of the Putnam County District #535 Safe Schools Plan. This plan includes not only school staff but was developed in conjunction with local law enforcement and emergency personnel. Plans have been developed to cover a variety of emergency situations. Drills are conducted at various intervals throughout the school year to establish routine and minimize panic in the event of a fire, inclement weather, or other emergency situations requiring that students be moved to positions of optimum safety. Evacuation plans are posted in each room of the primary building which clearly designate the route(s) to be taken to a position of safety. Teachers are required to escort the students and to take attendance upon reaching their designated position of safety in order to be certain that all students are accounted for. Teachers will walk their class through the evacuation plan in a practice drill at least once before unannounced drills are made.

The signal for a fire drill is the fire alarm system. If needed, classes may also be notified by either the intercom system or word of mouth. Classes are signaled to return to the building with a whistle blast or hand signal. The signal for an inclement weather drill is 2 short blasts of an air horn. The signal for an ACTUAL ALERT is a continual blast for 15 seconds. If needed, classes may also be notified by either the intercom system or word of mouth. Classes are signaled to return to normal location/activity with an announcement on the intercom system.

Anyone with information about possible school violence is urged to call the Illinois **School Violence Tip Line** at **1-800-477-0024**, as well as local school authorities. This line is operated by the Illinois State Police. When tips come into this line, local law enforcement agencies and the school are immediately notified. Law enforcement authorities or the state police then follow-up on the report.

### **SEARCH AND SEIZURE**

School authorities may search a student and/or a student's personal effects when there are reasonable grounds for suspecting that the search will produce evidence that the student is violating either the law or a school policy.

School property, including, but not limited to, desks and lockers are owned and controlled by the District and the District may make reasonable rules regarding its use. School authorities are authorized to conduct administrative inspections of school property as a means of protecting health, safety, or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant.

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or District policy such evidence may be seized and disciplinary action taken. When appropriate, this evidence may be transferred to legal authorities. This policy is in agreement with the Illinois School Code.

### **SECURITY CAMERAS**

All Putnam County Schools are equipped with security cameras. Putnam County Schools maintain 24-hour video security with cameras placed at entrances and in hallways. Each school office has a monitor located so that school personnel can easily observe school areas during the school day. Videotapes are reviewed when a

safety or security issue is reported. They may also be reviewed at random. Viewing of videotapes is limited to individuals having a legitimate educational or administrative purpose. Those individuals with a legitimate educational or administrative purpose are the Superintendent, building administrators, or educational personnel. Videotapes will be reused or erased unless needed for an educational or administrative purpose

### **STUDENT ASSISTANCE PROGRAM**

The Putnam County Student Assistance Program exists to assist students with problems related to academics, attendance, behavior, and health. The program consists of a coordinator and several trained staff members working together, including the appropriate use of the Flexible Service Delivery/Problem-Solving Model, to develop an action plan to meet the needs of the individual student. Students may be referred to the program by faculty, staff, parents, or they may refer themselves. This program is not part of the school's disciplinary procedures.

### **SUSPICION-BASED DRUG AND ALCOHOL TESTING POLICY**

Board Policy 7:241 – The Board of Education recognizes that drug and/or alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity. The Board of Education authorizes drug and alcohol testing of students based upon such reasonable suspicion of drug and alcohol use.

The Administration shall establish rules and regulations to implement this policy (Board Policy 7:241 – R) in compliance with applicable laws governing drug and alcohol testing of students.

### **TESTING AND ASSESSMENT**

Regular and on-going classroom assessment is used to monitor student progress and guide instruction. In addition to such local testing, students in grades 3 and 4 take the Illinois Standards Assessment Test of Reading and Mathematics. This testing is required by the State of Illinois and is given in the spring on the dates determined by the State.

### **TITLE I**

Title I is a federally funded program that provides instructional support for students experiencing difficulties in reading and/or math. Putnam County Primary School provides a Title I program for students with an identified need in the area of reading. Students are screened to determine eligibility for Title I and must have parent permission to participate in the program. Students remain in the program until meeting established exit level criteria.

### **TRANSITIONAL PROGRAM OF INSTRUCTION**

Students who demonstrate limited English proficiency are provided support services in the Transitional Program of Instruction. Students are tested to determine eligibility and services are provided until the student demonstrates sufficient skill to exit the program and perform successfully in the school setting.

### **VISION AND HEARING SCREENING**

Vision and hearing screening shall be done, as mandated, for the children listed below. Vision screening is not a substitute for a complete eye exam and vision evaluation by an eye doctor. Your child is not required to

undergo this vision screening IF an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is NOT an option. If a vision examination report is not on file at school for your child, your child in the mandated age/grade/group will be screened.

### **Required Grades for Hearing and Vision School Screenings**

Preschool/Early Childcare/Daycares	Hearing and Vision
Kindergarten	Hearing and Vision
1 <sup>st</sup> Grade	Hearing Only
2 <sup>nd</sup> Grade	Hearing and Vision
3 <sup>rd</sup> Grade	Hearing Only
8 <sup>th</sup> Grade	Vision Only
4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , and HS	Hearing and vision for all special ed., new to county and teacher referrals

### **VISITORS**

For security reasons, all doors to the Primary Building are kept locked during the day, including the main entrance. All persons entering the building during the school day are required to stop in the office for a visitor pass before proceeding to a classroom or other area of the building.

### **WELLNESS PLAN**

The Wellness Plan is on file in the School Office and may be reviewed at any time upon request.

### **WITHDRAWALS AND TRANSFERS**

When a family moves from the District, it is best if the school office is notified at least one day in advance. This allows time to complete transfer information for the student's new school. The district observes the statutory regulations that require the forwarding, within 10 days of the receipt of request, an unofficial record of the student's grades to the school to which the student is transferring. The school shall then forward written information relative to the grade levels, subjects, and record of academic grades achieved, current health records, and a most current set of standardized test reports, if applicable. The district, within 10 days after the student has paid all of his/her outstanding fines and fees, forwards an official transcript of the scholastic records of each student transferring.

The law requires that students take a Student Transfer Form with them. Upon receipt of a Release of Records form from the new school, which must be signed by the parent(s), student records will be sent to the new school.

Please remember that all books must be returned to the teachers and any remaining fees must be paid in the school office.

School Calendar  
2011-2012

August 3	Registration (10am to 7pm)
August 4	Registration (8am to 1pm)
August 17	Institute Day
August 18	Institute Day
August 19	First Day of School (11:30am Dismissal)
September 5	No School Labor Day
October 7	Institute Day
October 10	No School Columbus Day
October 21	End of First Nine Weeks
October 28	Report Card Day
November 3	Parent/Teacher Conferences (4pm to 8pm)
November 4	No School Parent/Teacher Conferences (8am to Noon)
November 11	No School Veterans Day
November 23-27	No School Thanksgiving Break
December 20	End of 2 <sup>nd</sup> Nine Weeks—End of 1 <sup>st</sup> Semester (2:05 Dismissal)
December 21-January 2 <sup>nd</sup>	—Winter Break
January 3	School Resumes
January 16	No School Martin Luther King Day
February 17	No School Teacher Institute
February 20	No School-Presidents' Day
March 2	End of Third Nine Weeks
March 5	No School Casimir Pulaski Day
March 5-March 16	ISAT Testing
March 22	Parent/Teacher Conferences (4pm to 8pm)
March 23	Parent/Teacher Conferences (8am to Noon)
April 6-15	Spring Break
April 24-25	PSAE
May 25	Last Full Day of School (2:05 Dismissal)
May 28	No School Memorial Day
May 29	Report Card Day
Emergency Days	May 30, 31 June 1, 4 (2:05 Dismissal) June 5 (Report Card Day)

Dear Parent(s)/Guardian(s),

Please remove this page, sign it, and send it to school by Tuesday, September 13, 2011. This will assist the school office in making sure that a handbook has been issued in a timely manner to each family who has a child in either elementary building.

Please read and review the handbook so that you and your child have needed information in support of a happy and successful year for your child. Please feel free to contact the school if you have any questions or concerns regarding information contained in this handbook.

Thank you for your assistance.

Sincerely,

Kristal LeRette, Principal  
Putnam County Primary School

My child, \_\_\_\_\_, and I have received, reviewed and understand the  
*Pint Student's Name First and Last*

2011-2012 Parent-Student Handbook

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Office Use:

\_\_\_\_\_  
Date Received

/ \_\_\_\_\_  
Initials

## **Transportation Update May 2011**

**Amazingly, very few incidents have been reported this past month. One involved a student who rode the bus to McNabb and decided to walk back to Granville. This was reported on 4/28/11 by a parent in our district. We investigated with the bus company. Fortunately, we were able to determine that the student was safe, but she had fabricated a story and shared it with this parent.**

**On 5/3/11, we received a call about bus safety issues. An individual reported that a substitute bus driver may not have been properly certified. However, we were able to confirm that he did have proper certification. When the bus tape was viewed, he did have problems with proper supervision and implementation of safety measures. I talked with Bobbie at Illinois Central about the issue.**

**There was a reported illegal substance found on an Illinois Central bus, and this issue was referred to our local law enforcement for follow-up. We were unable to confirm where the illegal substance originated, as it was not in the possession of any individual.**

**All other issues this past month involved only regular disciplinary matters with the principals. We are pleased to note the continued improvement.**

**BUILDING/GROUNDS COMMITTEE  
SUMMER MAINTENANCE**

\$277,000	ES Roof with Architect Fees
85,000	HS Floor Tile Removal and Replacement
7,500	JH Carpets – 2 rooms
<u>28,000</u>	Resealing Parking Lots throughout District
\$397,500	

## **Recommendation to Accept Handbook Revisions**

**As superintendent, I recommend that we accept the enclosed handbook revisions from the principals.**

### **Rationale**

**The principals have met with their committees to conduct the annual review of their handbooks. Their changes are highlighted in the attachments.**

### **District Goal**

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

## **Proposed Algebra A and Algebra B course descriptions.**

### **Algebra A**

Algebra A is designed for students who need a stronger foundation of Algebra concepts and may not be ready for the pace of Algebra B, but have successfully completed Pre-Algebra. After successful completion of Algebra A, students will take Algebra B the following year. During the year students will study number systems, fractions, proportions, algebraic expressions, solving linear equations involving one variable, solving and graphing inequalities with one variable, introduction to functions, and graphing linear equations involving two variables. Solving application problems (story problems) will also be emphasized during the year.

Prerequisite: Successful completion of Pre-Algebra

### **Algebra B (Algebra I)**

Algebra B is designed for students who successfully completed Pre-Algebra with at least a B- and are ready for a faster paced and more in-depth Algebra course. Students will study the properties of numbers, linear equations and inequalities both algebraically and graphically, functions, polynomial operations, factoring, solving quadratic equations, and simplifying radical expressions. A variety of application (story problems) will be studied throughout the course.

Prerequisite: B- in Pre-Algebra and teacher recommendation.

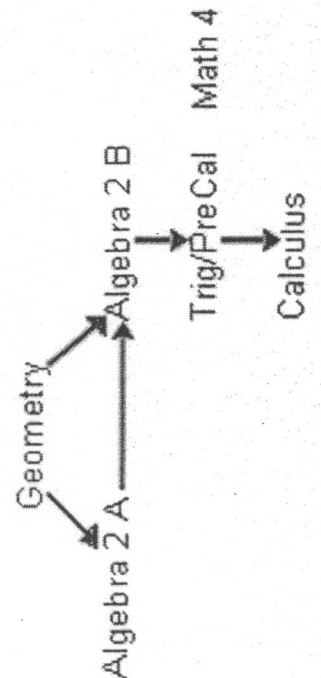
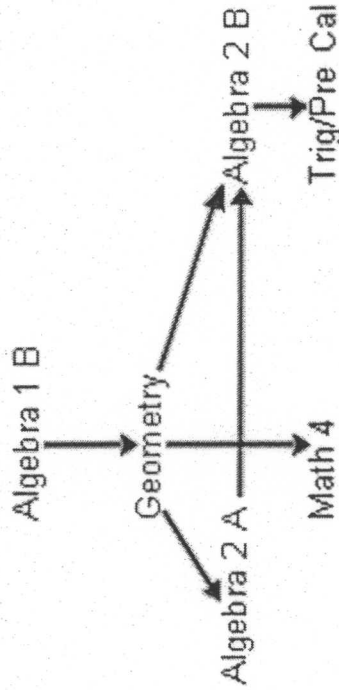
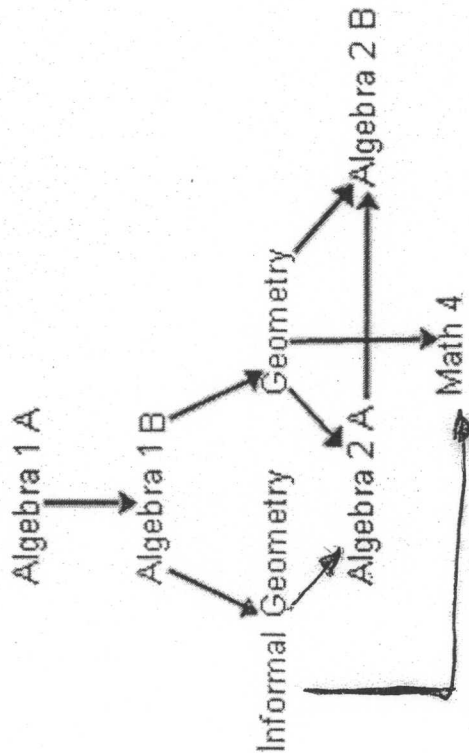
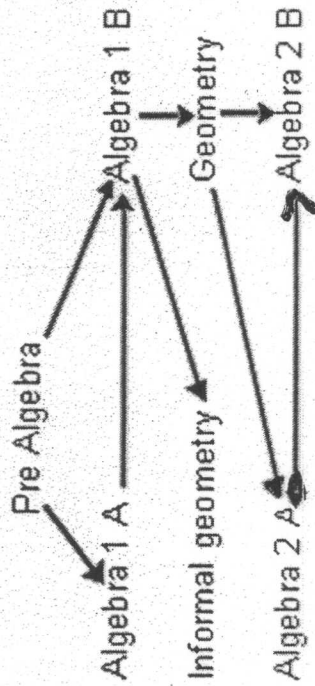
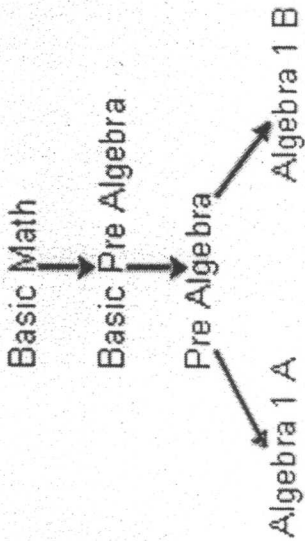
Course descriptions for Algebra II A and Algebra II B:

**Algebra II A:** This course is designed to introduce Algebra II concepts and their application to the student with less rigor than a standard Algebra II course. The initial part of *Algebra II A* will be a review of *Algebra I* by covering order of operations and evaluating and simplifying algebraic expression. Linear equations and their applications will be covered extensively including solving linear equations in one and two variables, solving linear systems, and writing linear equations. A unit on quadratic equations will also be covered that includes solving quadratic equations and graphing quadratic functions. Finally, the basic operations (addition, subtraction, multiplication, and division) of higher degree polynomials will also be covered. Graphing calculators and other technology is introduced in the classroom to expand upon student learning. **Pre-requisite:** Algebra I B and Geometry

**Algebra II B:** This course is designed for the advanced algebra student who plans on progressing to Trig/Pre-Calc or beyond. The initial part of *Algebra II A* will be a quick review of *Algebra I*. Then linear equations (and inequalities) and their applications will be covered extensively including solving linear equations (and inequalities) in one and two variables, solving linear systems, and writing linear equations. A unit on matrices and their applications is also covered. A unit on quadratic equations and their application will also be covered that includes solving quadratic equations (and inequalities), graphing quadratic functions, and imaginary numbers. Additional topics covered include higher degree polynomials and their operations, rational expressions and equations, and radical expressions and equations. Graphing calculators and other technology is introduced in the classroom to expand upon student learning. **Pre-requisite:** C+ from Algebra I and teacher recommendation from Geometry or Algebra II A.

Advantages to proposed changes in mathematics offerings:

1. Gives more flexibility to varying math abilities (both high and low)
2. Allows for pre-requisite skill requirements (Ex: Algebra II B requires a C+ from Algebra I or Algebra II A)
3. Less time spent reviewing for "advance" classes and more time devoted to new concepts.
4. Allows lower-level students to learn more challenging concepts at a slower pace.
5. Will more easily accommodate 4 years of math whether by requirement or desire.
6. Having a third full-time math teacher will allow more access to math help.



## High School Math Position

### Full-time BA-1

Salary	\$32,700
TRS	3,393
THIS	556
NEC	209
Medicare	474
TOTAL	\$37,332 + insurance

### Part-time BA-1 4/7

Salary	\$18,686
TRS	1,939
THIS	318
NEC	120
Medicare	271
TOTAL	\$21,334 no insurance

### Current salary BS-13 4/7

Salary	\$22,114.29
TRS	2,294.42
THIS	375.89
NEC	141.57
Medicare	320.65
TOTAL	\$25,246.82 no insurance

## **Recommendation to Establish the High School Math Teaching Position as a Full Time Position**

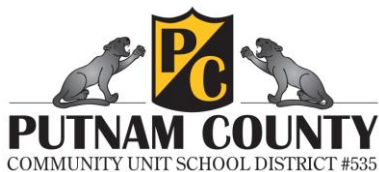
**As superintendent, I recommend establishing the high school math teaching position as a full time position.**

### **Rationale**

**Please refer to the attachment from Mr. Peterson regarding this position. As a part of our district improvement process, we need to increase course options in math to help student achievement. In addition, we need additional support in the RtI (Response to Intervention) process in high school. Making the math opening a full time position will help meet those goals.**

### **District Goal**

**Demonstrate increased academic achievement for all students.**



**Putnam County Primary School**

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

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

May 16, 2011

I would like to advertise the three anticipated aide openings for the students at the Primary School in need of aides for the 2011-2012 school year, as indicated on their Individual Education Plans (IEPs).

I would like to advertise these openings beginning May 17, 2011, and recommend the Board approve the advertising.

Respectfully,  
Mrs. Kristal LeRette, Principal

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

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

<b>Class Name</b>	<b>Grade</b>	<b>Type of Need</b>	<b>Current Aide/New Needed</b>
<b>Mrs. Beams/Stacker</b>	<b>Preschool</b>	<b>State Requirement 1:10 teacher/student ratio</b>	<b>Current Aide—Mrs. Copeland</b>
<b>New Teacher</b>	<b>Preschool</b>	<b>State Requirement 1:10 teacher/student ratio</b>	<b>Aide Needed</b>
<b>Mrs. McGill</b>	<b>Preschool</b>	<b>Special Education Individual Aide (2 students—one morning/one afternoon)</b>	<b>Current Aide—Mrs. Ceballos</b>
<b>Mrs. Downey Mrs. Bush</b>	<b>Kindergarten</b>	<b>Shared Classroom Aide—4 students 2 students in each classroom</b>	<b>Aide Needed</b>
<b>Mrs. Sobkowiak</b>	<b>1<sup>st</sup> Grade</b>	<b>Individual Aide—Student Medical Need</b>  <b>The individual aide will also be used as an academic aide for 2 IEP students and 2 other students who struggle academically</b>	<b>Current Aide—Denise Nickel</b>
<b>Mrs. Vacca</b>	<b>1<sup>st</sup> Grade</b>	<b>Individual Aide—Student Medical Need</b>  <b>The individual aide will also be used as an academic aide for 2 IEP students</b>  <b>Individual Aide—Downs Syndrome Student</b>	<b>Aide Needed</b>  <b>Current Aide—Mrs. Ondrey</b>
<b>Mrs. Holmbeck</b>	<b>1<sup>st</sup> Grade</b>	<b>Individual Aide—Downs Syndrome Student</b>	<b>Aide Needed</b>
<b>Mrs. Ringenberg</b>	<b>2<sup>nd</sup> Grade</b>	<b>Classroom Aide—Autistic Student—Move In</b>	<b>Current Aide—Stacey Kemp</b>

## **Putnam County Primary School Aide Needs**

## **Recommendation to Allow Mrs. LeRette to Post Paraprofessional Positions**

**As superintendent, I recommend the posting of paraprofessional positions to meet IEP conditions for primary students.**

### **Rationale**

**As noted in the attachment, Mrs. LeRette is requesting the posting of the paraprofessional positions to meet IEP needs for the upcoming school year.**

### **District Goal**

**Demonstrate increased academic achievement for all students.**



# HEALY, BENDER & ASSOCIATES, INC.



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*SENIOR ASSOCIATES*  
SCOTT R. ANDERLE  
JACOB A. BEEN  
SCOTT A. RIHEL

May 4, 2011

VIA E-MAIL

Mr. Jay McCracken, Superintendent  
Putnam County CUSD 535  
400 East Silverspoon Avenue  
Granville, Illinois 61326

Re: 2011 Roofing Work  
Putnam County Elementary School  
Hennepin, Illinois  
Project No. 3-411-30

Dear Jay:

On April 28, 2011, bids were received and read aloud for the above referenced project. Bids were received from three (3) contractors. The table of the received bids is attached.

## **Base Bid Summary**

The low base bid was submitted by R.B. Crowther Company of Morris, Illinois with a base bid amount of \$262,000. The second low base bid was submitted by Sterling Commercial Roofing, Inc. of Sterling, Illinois with a base bid amount of \$274,500. The third low base bid was submitted by J.L. Adler Roofing & Sheet Metal, Inc. of Joliet, Illinois with a base bid amount of \$286,000.

In discussions with R.B. Crowther Company and J.L. Adler Roofing & Sheet Metal, we learned that the price of roofing products has increased significantly in recent months. Steve Anderson with Crowther stated that they are receiving monthly material price increase notices ranging from 5-7% from suppliers. Mr. Anderson stated that all roofing products are petroleum based and are experiencing the effects of increases in oil prices. Jay Adler stated that beyond material price increases, fuel costs for labor has also impacted the cost of the work. Furthermore, Mr. Adler stated that construction costs are higher because this roofing work was not part of a larger roofing project like last year.

Each bidder also submitted Bidder Responsibility Criteria information which was required as part of this project.

## **Review of Bidder Responsibility Criteria**

As discussed with the District, the bidding documents for this project included Section 01000 - Bidder Responsibility Criteria which established minimum levels of experience for contractors for this project. This project generally consists of the roofing replacement work for the barrel roof and limited slow slope roof areas at Putnam County Elementary School with an estimated construction cost of approximately \$215,000. Accordingly, the Bidder Responsibility Criteria for this project included the following criteria:

- Criteria 1: The Company shall have a minimum of five continuous years in business from this project's bid date, in the current form of business organization as a Roofing Contractor with sole responsibility for all work.
- Criteria 2: The project manager to be assigned to the project must have at least five years of experience working for a Roofing Contractor with sole responsibility for all work, managing institutional or commercial roofing replacement and/or new installation projects and at least one public school building roofing replacement and/or new installation project of a least \$100,000 in the State of Illinois within the last five years from this project's bid date.
- Criteria 3: The Company shall demonstrate successful completion of at least three institutional or commercial roofing replacement and/or new installation projects of at least \$100,000 each with at least one of the three projects being a public school building roofing replacement and/or new installation project within the last five years from this project's bid date in the State of Illinois as a Roofing Contractor with sole responsibility for all work.
- Criteria 4: The Company shall submit independently prepared financial reports for the two consecutive, most recently available years demonstrating sound fiscal management and sufficient resources for successful completion of the contract.
- Criteria 5: The Company shall submit a list of all institutional or commercial projects performed in the last three (3) years.
- Criteria 6: The Company shall submit an AIA 305 - Contractor's Qualifications Statement.

As we have previously discussed with the District, by establishing these criteria the District has effectively set the bar height of experience for this project. Please understand that even though a bidder may meet the responsibility criteria, this does not insure that their performance will be acceptable on this project. In selecting a bidder who clears the bar of experience, the District is only obtaining a greater likelihood of a successful project by utilizing a bidder who has demonstrated that they have successfully completed projects of similar size and scope.

### **Review of Bidder Responsibility Criteria**

Based upon the review of the information submitted by R.B. Crowther Company of Morris, Illinois, we have determined that R.B. Crowther Company meets the Bidder Responsibility Criteria requirements for this project. A summary of the review of Bidder Responsibility Criteria for R.B. Crowther Company is attached.

### **Recommendation**

Based upon the Bidder Responsibility Criteria for this project, we recommend that the Board of Education for Putnam County CUSD 535 accept the proposal submitted by R.B. Crowther Company of Morris, Illinois for 2011 Roofing Work at Putnam County Elementary School with a Base Bid amount of \$262,000.

As always, should you have any questions regarding this matter, please call.

Very truly yours,

HEALY, BENDER & ASSOCIATES, INC.

David G. Patton, AIA, LEED AP

Enclosure

H:\PROJS11\11030\2 CORRESPONDENCE\11030 PUTNAM535 2011-05-04 REVIEW OF BIDS.DOC

**2011 Roofing Work  
Putnam County Elementary School  
Review of Bidder Responsibility Criteria  
R.B. Crowther Company of Morris, Illinois**

Criteria 1 According to the Bidder Responsibility Information, R.B. Crowther Company of Morris, Illinois (RBCC) was incorporated in 2000.

RBCC meets this criterion.

Criteria 2 RBCC has submitted the resume' of Steve Anderson as Project Manager. According to the resume', Mr. Anderson has over 31 years managing institutional or commercial roofing replacement and/or new installation roofing projects. Mr. Anderson served as Project Manager on the Lincoln Elementary School roof replacement project valued at \$641,123.

RBCC meets this criterion.

Criteria 3 RBCC has submitted a summary of institutional or commercial roofing replacement and/or new installation projects of at least \$100,000 each within the last five years from this project's bid date in the State of Illinois as a Roofing Contractor with sole responsibility for all work including the following:

<u>Project Name</u>	<u>SC Date</u>	<u>Final Cost</u>
Roof Replacement Lincoln ES – District 88	Aug. 2010	\$641,123
Re-Roofing McKinley ES – East Chicago	Aug. 2009	\$774,100
Press Warehouse Section C – Univ. of Chicago	Nov. 2007	\$644,590

RBCC meets this criterion.

Criteria 4 RBCC has submitted independently prepared financial reports for 2010 and a Balance Sheet and Profit & Loss Statement through April 2011 (see attached). In addition, RBCC has indicated that RBCC has not filed for protection from creditors under federal bankruptcy laws and/or placement under receivership or similar restrictions in the last five years; has not had a contract terminated by owner for non-performance in the past five years; and has not had a claim on their bond in the past five years.

RBCC meets this criterion.

Criteria 5 A list of all institutional or commercial projects performed in the last three (3) years was submitted with the bid.

RBCC meets this criterion.

Criteria 6 RBCC submitted a copy of AIA 305 - Contractor's Qualifications Statement with the bid.

RBCC meets this criterion.

**BID TABULATION FORM**

**Bid Date April 28, 2011**

**2011 ROOF WORK**  
**PUTNAM COUNTY ELEMENTARY SCHOOL**  
**HENNEPIN, ILLINOIS**  
**PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT 535**  
**GRANVILLE, PUTNAM COUNTY, ILLINOIS**  
**PROJECT NO. 3-411-30**

**Healy, Bender & Associates, Inc.**

**Architects - Planners**

NAME OF BIDDER	BASE BID	UNIT PRICE No. 1 (Tectum Roof Deck Replacement) \$/sq. ft.	UNIT PRICE No. 2 (Wood Nailer Replacement) \$/ln. ft.	ADDENDUM RECEIVED	REMARKS
Elens & Maichin Roofing & Sheet Metal, Joliet, Illinois	No Bid	-----	-----	-----	-----
J. L. Adler Roofing & Sheet Metal, Inc., Joliet, Illinois	\$286,000.00	\$28.00	\$4.50	-----	5% Bid Bond
R. B. Crowther Company Morris, Illinois	\$262,000.00	\$30.00	\$6.00	-----	No bid bond**
Sterling Commercial Roofing, Inc. Sterling, Illinois	\$274,500.00	\$7.50	\$4.00	-----	5% Bid Bond

\*\* Bid Bond was issued prior to the bid opening, but submitted subsequent to the bid opening.

## **Recommendation to Accept Roof Bids for Putnam County Elementary**

**As superintendent, I recommend that we accept the low bid (attached) for the Putnam County Elementary School gymnasium roof.**

### **Rationale**

**While this was the low bid for the project, there was an issue regarding the bid bond that we had to resolve. I checked with our attorneys to make certain that we could still move forward with the low bid, and we are able to do so. The bid bond was in place, but they neglected to send it with the formal bid. The Buildings and Grounds Committee, Dave Patton, Doug Smith, and I have reviewed the bids for this project, and we have funds set aside for this work to be completed.**

### **District Goal**

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

## **Recommendation to Approve the Summer Maintenance Projects**

**As superintendent, I recommend that we approve the summer maintenance projects, including flooring replacement for two classrooms at the junior high school and the sealing of the parking lots.**

### **Rationale**

**Please refer to the Buildings and Grounds Committee recommendations for the above summer maintenance projects. The parking lot sealing is estimated at \$28,000, and the flooring estimate is \$7500. Both of these projects can be funded through the remaining capital funds.**

### **District Goal**

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

PUTNAM COUNTY CUSD #535  
BOARD OF EDUCATION EXECUTIVE SESSION AGENDA  
MAY 16, 2011  
6:30 P.M.

- I. Personnel
  - A. Resignations – Jennifer Dudek, JH Cheerleading
  - B. Hire – Amy Darrah – JH Summer School Teacher
  - C. Hire – Summer Maintenance Workers

May 3, 2011

Dear Mr. Carlson and the Board Of Education,

I respectfully resign from my position as Jr. High Cheerleading Sponsor for the 2011 and 2012 school year. Thank you for the opportunity to serve the students at PCJH.

Sincerely,

Jennifer L. Dudek

2011 SUMMER MAINTENANCE WORKERS

Kendra Smith - \$8.25

Brianna Downey - \$7.75

Anthony Ahlers - \$8.25

Jordan Butler - \$7.75

Trey Schorn - \$8.25

Conner Herkelman - \$8.25

Jared Sale - \$8.25

Cody Veronda - \$7.75

John Witzman - \$7.75

James Barnett – Mowing - \$10.00

Chris Walker – Mowing - \$10.60

Ed Schmidt – Summer Maintenance (5 weeks) - \$12.90

Dan Heth – painting - \$12.80

## **Recommendation to Hire Summer Workers**

**As superintendent, I recommend that we proceed with hiring the list of summer workers to assist with district cleaning and maintenance projects.**

### **Rationale**

**Please refer to the attached list of workers that are recommended by Doug Smith. This is the standard procedure to complete the numerous summer projects in our district.**

### **District Goal**

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



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

**Carl B. Carlson - Principal**  
[carlsonc@putnam.k12.il.us](mailto:carlsonc@putnam.k12.il.us)

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**Putnam County Junior School**  
13183 North 350<sup>th</sup> Avenue  
McNabb, Illinois 61335

**“Where CHARACTER COUNTS!”**  
Phone (815) 882-2800 Ext. 3  
Fax (815) 882-2299

May 12, 2011

To Putnam County School Board Members:

It is the recommendation to hire the following person for the Summer School Jump Start Program at the beginning of August, 2011 at Putnam County Junior High School.

<u>Name</u>	<u>Assignment</u>
Amy Darrah	Summer School Jump Start Teacher

If the number of students exceeds a manageable number, a second teacher may be recommended for hire so long as it remains within the budgeted amount.

Yours in education,

Carl B. Carlson  
Principal  
Putnam County Junior High

## **Recommendation to Hire Amy Darrah for Junior High Summer School**

**As superintendent, I recommend hiring Amy Darrah as a junior high summer school teacher as a part of the jump start program.**

### **Rationale**

**As you know, we have already hired the other summer school teachers for the other schools. Amy will be paid a total of \$1080 for this work. This is a part of our regular summer school budget.**

### **District Goal**

**Demonstrate increased academic achievement for all students.**