

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION MEETING AGENDA
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER
May 18, 2015
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. E.P.I.C. Council Chairpersons - Connie Hartman and Jennifer Ibarra
- VI. CORRESPONDENCE
- VII. CONSENT AGENDA
 - A. Approve April 20, 2015 Regular and Executive Session Minutes and April 27, 2015 Special Board Meeting. 3
 - B. Approve District Bills 10
 - C. Approve Financial Reports 27
 - D. Approve Treasurer's Report 93
- VIII. REPORTS, UPDATES AND INFORMATIONAL ITEMS
 - A. Principals' Reports 95
 - B. Superintendent's Report
 - 1. Transportation 107
 - 2. State Funding 108
 - 3. Investment Update 109
 - 4. Budget Update 119
 - 5. Psychologist Schedule 2015-2016 120
 - C. Committee Reports
- IX. OLD BUSINESS

X. NEW BUSINESS	
A. Approve Handbooks (Action)	121
B. Approve Chromebook Take Home Policy (Action)	153
C. First Reading Of PRESS Plus Policy Updates Issue 88, MAY 2015.	157
XI. EXECUTIVE SESSION FOR THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DISTRICT.	186
XII. ACTION ITEMS FOLLOWING EXECUTIVE SESSION	
A. Resignations (Action)	
B. Hires (Action)	
XIII. ADJOURNMENT	

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

Board of Education
Regular Meeting
6:30 p.m., April 20, 2015
Media Center Putnam County Primary School

President Mrs. Nauman 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: Mr. Copeland, Mr. Gibson, Mrs. Gilbert, Ms. Glenn, Mrs. Nauman, and Mrs. Shore. Mrs. Popurella was absent.

ROLL CALL

Mrs. Dudek and JH Science Fair Students.

HEARING OF
DELEGATIONS

No correspondence.

CORRESPONDENC
E

Mrs. Gilbert moved and Mr. Copeland seconded the motion to approve the Consent Agenda: Regular and Executive session minutes of March 16, 2015, Treasurer's Report for month of March, Financial Reports for month of March, bills for month of April, and approve 2015-2016 IESA Registration. On roll call the members voted as follows: Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Shore, aye; Mr. Copeland, aye; and Mr. Gibson, aye. Motion carried.

CONSENT AGENDA

Principals' reports are in BoardBook.

PRINCIPALS'
REPORTS

Transportation – On March 13, there was a minor accident with the vehicle transporting our Circuit Breaker students. No injuries reported.

SUPERINTENDENT
REPORT

State Funding – state owes, \$224,373.00

Investment Update – CD coming due on 5/13/15. CD is worth \$716,909.08, and it is invested at First State Bank. The current CD rate is 0.75%. This will be placed out for bids in early May, following district investment policy.

Ronda Vacca and Monica Frund, RtI Coaches, updated the Board on the RtI processes at each building.

No Committee Reports

COMMITTEE
REPORTS

Mrs. Shore will be on the Primary Building Handbook Committee set for May 5.

Mr. Copeland will be on the Elementary Building Handbook Committee.

Mrs. Gilbert will be on the Junior High Handbook Committee.

Mr. Shore will be on the High School Handbook Committee set for May 6.

HANDBOOK
COMMITTEE
MEETINGS

Mr. Gibson moved and Mrs. Shore seconded the motion to approve the revised 14-15 calendar. All ayes, motion carried.

REVISED 14-15
CALENDAR

PUTNAM COUNTY BOARD OF EDUCATION

April 20, 2015

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Monday, April 27 at 6:30 will be the Special Board Meeting to seat the new board members and appoint committees.

SPECIAL BOARD MEETING

Mr. Copeland moved and Mr. Gibson seconded the motion to approve changes to the Jump Start program – add one teacher, no para-pros. On roll call the members voted as follows: Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.

JUMP START

Ms. Glenn moved and Mrs. Shore seconded the motion to approve part-time (2/5) music position. On roll call the members voted as follows: Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Shore, aye; Mr. Copeland, aye; Mr. Gibson, aye; and Mrs. Gilbert, aye. Motion carried.

PART-TIME MUSIC POSITION

At 7:41 p.m. Mr. Gibson moved and Ms. Glenn seconded the motion to adjourn to executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the district. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, ay; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Shore, aye; and Mr. Copeland, aye. Motion carried.

EXECUTIVE SESSION

At 8:48 p.m. Mr. Gibson moved and Mr. Copeland seconded the motion to return to open session. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Shore, aye; and Mr. Copeland, aye. Motion carried.

Ms. Glenn moved and Mrs. Gilbert seconded the motion to accept with regret the resignation of James Barnett, HS P.E. teacher and Girls’ Basketball Coach. All ayes, motion carried.

PERSONNEL

Ms. Glenn moved and Mrs. Shore seconded the motion to accept with regret the resignation of Kaitlyn Foley, HS Cheerleading Coach. All ayes, motion carried.

Mr. Copeland moved and Mr. Gibson seconded the motion to hire Kelly McCurry, HS Math Teacher; Jacqueline Gerling, HS Special Ed Teacher; Elizabeth Winkel, HS Special Ed Teacher; and Lauren Van Keulen, HS Cheerleading Coach. On roll call the members voted as follows: Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.

At 9:00 p.m. Mr. Gibson moved and Mr. Copeland seconded the motion to adjourn. All ayes, motion carried.

ADJOURN

Respectfully submitted.

Pamela Ellena, Board Secretary

APPROVED _____
BOARD PRESIDENT DATE

BOARD SECRETARY DATE

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
April 20, 2015

President Mrs. Nauman called the meeting to order at 6:30 p.m.

CALL TO
ORDER

ROLL CALL

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

EXECUTIVE
SESSION

At 7:41 p.m. Mr. Gibson moved and Ms. Glenn seconded the motion to adjourn to executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the district. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, ay; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Shore, aye; and Mr. Copeland, aye. Motion carried.

ITEMS
DISCUSSED

- I. Resignations – James Barnett, HS P.E. Teacher and Girls Basketball Coach
Kaitlyn Foley, HS Cheerleading Coach
- II. Hires – Kelly McCurry, HS Math Teacher
Jacqueline Gerling, HS Special Ed Teacher
Elizabeth Winkel, HS Special Ed Teacher
Lauren Van Keulen, HS Cheerleading Coach
- III. Chris Uzella – Maintenance Supervisor

RETURN TO
OPEN MEETING

At 8:48 p.m. Mr. Gibson moved and Mr. Copeland seconded the motion to return to open session. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Shore, aye; and Mr. Copeland, aye. Motion carried.

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, 2015
Media Center Putnam County Primary Building

The meeting continued with the Pledge of Allegiance.

PLEDGE

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

ROLL CALL

Mrs. Nauman read the results of the election as certified by Putnam County Clerk Dan Kuhn. The newly elected Putnam County School Board members are Laurie L Glenn (407), James Alan Gibson (355), Adriane Shore (437).

ELECTION RESULTS

Mr. Gibson moved and Mrs. Shore seconded the motion to appoint Mrs. Nauman as President Pro Tem. All ayes, motion carried.

PRESIDENT PRO TEM

Mrs. Gilbert moved and Mrs. Shore seconded the motion to nominate Vicky Nauman as President. On roll call the members voted as follows: Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Shore, aye; Mr. Copeland, aye; and Mr. Gibson, aye. Vicky Nauman is the President.

PRESIDENT

Mr. Copeland nominated and Mrs. Shore seconded Jim Gibson as Vice President and Ms. Glenn nominated and Mr. Gibson seconded Adriane Shore as Vice President. Five votes for Mr. Gibson and one vote for Mrs. Shore. Mr. Jim Gibson will be Vice President.

VICE PRESIDENT

Ms. Glenn moved and Mr. Gibson seconded the motion to appoint Pam Ellena as Board Secretary. All ayes, motion carried.

APPOINT SECRETARY

Mrs. Gilbert moved and Mr. Copeland seconded the motion to appoint Alex Rolando as Board Treasurer. All ayes, motion carried.

APPOINT TREASURER

Building & Grounds: Mrs. Popurella, Mr. Copeland, Ms. Glenn

Finance: Mrs. Nauman, Ms. Glenn, Mrs. Gilbert

Insurance: Mr. Gibson, Mr. Copeland

Personnel: Mrs. Gilbert, Mr. Gibson

Parent Advisory: Mrs. Shore

Policy: Mrs. Shore, Mrs. Nauman

Negotiations: Mrs. Shore, Mr. Copeland, Mr. Gibson

PCEF Designee: Mrs. Gilbert

LEASE Rep: Mrs. Gilbert

IASB Conference Delegate: Mrs. Nauman

IASB Governing Board Representative: Mrs. Nauman

Board Liaison with Athletic Boosters: Mr. Copeland, Ms. Glenn

Mr. Gibson moved and Mr. Copeland seconded the motion to approve the committee appointments. All ayes, motion carried.

COMMITTEE APPOINTMENTS

Organizational Meetings

April 27, 2015

Page 2

Mrs. Gilbert and Mrs. Shore will hand out diplomas at the Junior High graduation and Ms. Glenn and Mr. Copeland will hand out diplomas at the High School graduation. GRADUATIONS

Mrs. Shore moved and Mr. Copeland seconded the motion to approve the Board meeting dates-third Monday of each month, except January and February will be the Tuesday following the third Monday. All ayes, motion carried. BOARD MEETING DATES

Mr. Copeland moved and Mrs. Gilbert seconded the motion to authorize to diversify investments. On roll call members voted as follows: Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. DIVERSIFY INVESTMENTS

At 7:15 p.m. Mr. Gibson moved and Mr. Copeland seconded the motion to adjourn. All ayes, motion carried. ADJOURN

Respectfully submitted.
Pamela Ellena, Board Secretary

APPROVED _____
BOARD PRESIDENT DATE

BOARD SECRETARY DATE

Bills Payable List

Printed: 5/14/2015 1:32 PM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2015 to 5/31/2015

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
ADVANCED AUDIO AND LIGHTING					
		H S ATHLETIC CAP OUTLAY	518	3,000.00	10-1501-540-2
		GYM SOUND SYSTEM	518	5,000.00	10-1110-540-1
		GYM SOUND SYSTEM	518	16,062.75	10-1112-410-1
				<u>\$24,062.75</u>	
AFLAC					
		AFLAC-AFTER	999	87.77	10-481
		AFLAC-PRE TAX	97	102.57	10-481
		AFLAC-PRE TAX	97	10.79	20-481
		AFLAC-PRE TAX	97	10.79	20-481
		AFLAC-AFTER	999	87.77	10-481
		AFLAC-PRE TAX	97	102.57	10-481
				<u>\$402.26</u>	
AMEREN ILLINOIS					
		H S- ELECTRIC SERVICE	518	49.18	20-2542-466-2
		JR HI-NATURAL GAS	518	154.54	20-2542-465-3
		H S-NATURAL GAS SERVICE	518	386.30	20-2542-465-2
		ELEMENTARY-NATURAL GAS	518	125.66	20-2542-465-4
		PRIMARY NATURAL GAS	518	231.97	20-2542-465-5
				<u>\$947.65</u>	
AMERICAN CENTRAL INSURANCE S					
		HEALTH CARE EXP FLEX PLAN	999	485.01	10-481
		DEP DAYCARE EXP FLEX PLAN	999	208.33	10-481
		HEALTH CARE EXP FLEX PLAN	999	401.67	10-481
		DEP DAYCARE EXP FLEX PLAN	999	208.33	10-481
		BOARD DUES/FEES	518	36.00	10-2310-640-6
				<u>\$1,339.34</u>	
ARAMARK					
		ALL SCHOOL SERVICES	518	325.63	20-2542-321-1
		ALL SCHOOL SERVICES	518	357.03	20-2542-321-1
		ALL SCHOOL SERVICES	518	292.62	20-2542-321-1
		ALL SCHOOL SERVICES	518	492.45	20-2542-321-1
		ALL SCHOOL SERVICES	518	695.06	20-2542-321-1
				<u>\$2,162.79</u>	
ASSURANT EMPLOYEE BENEFITS (I					
		DENTAL CERT S	98	125.60	10-481
		DENTAL CERT S	98	0.21	40-481
		DENTAL BP CRT S	98	233.29	10-481
		DENTAL BP CRT S	98	0.39	40-481
		DENTAL CRT F	98	403.60	10-481
		DENTAL BP CRT F	98	749.60	10-481
		DENTAL CERT S+	98	115.72	10-481
		DENT BP CRT S+	98	214.94	10-481
		DENT ADM BP F	98	154.38	10-481
		DENT ADM BP S	98	31.26	10-481
		DENT ADMIN E+S	98	27.84	10-481
		DENT ADMIN E+S	98	2.22	40-481

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PUTNAM COUNTY CUSD #535
Expense on Date: 5/1/2015 to 5/31/2015

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		DENT NC FAMILY	98	118.62	10-481
		DENT NC FAMILY	98	34.22	20-481
		DENT NC FAMILY	98	1.80	80-481
		DENT NC BP FAM	98	87.22	10-481
		DENT NC BP FAM	98	63.55	20-481
		DENT NC BP FAM	98	3.35	80-481
		DENT NC S+ 1	98	30.42	10-481
		DENT BP NC S+ 1	98	29.70	10-481
		DENT NC SINGLE	98	82.05	10-481
		DENT NC SINGLE	98	27.35	20-481
		DENT NC BP SIN	98	152.40	10-481
		DENT NC BP SIN	98	50.80	20-481
		DENTAL CERT S	98	131.28	10-481
		DENTAL BP CRT S	98	243.84	10-481
		DENTAL CRT F	98	306.17	10-481
		DENTAL BP CRT F	98	568.65	10-481
		DENTAL CERT S+	98	115.72	10-481
		DENT BP CRT S+	98	214.94	10-481
		DENT ADM BP F	98	154.38	10-481
		DENT ADM BP S	98	31.26	10-481
		DENT ADMIN E+S	98	27.84	10-481
		DENT ADMIN E+S	98	2.22	40-481
		DENT NC FAMILY	98	118.62	10-481
		DENT NC FAMILY	98	34.22	20-481
		DENT NC FAMILY	98	1.80	80-481
		DENT NC BP FAM	98	87.22	10-481
		DENT NC BP FAM	98	63.55	20-481
		DENT NC BP FAM	98	3.35	80-481
		DENT NC S+ 1	98	30.42	10-481
		DENT BP NC S+ 1	98	29.70	10-481
		DENT NC SINGLE	98	82.05	10-481
		DENT NC SINGLE	98	27.35	20-481
		DENT NC BP SIN	98	152.40	10-481
		DENT NC BP SIN	98	50.80	20-481
				<u>\$5,218.31</u>	
ASSURANT EMPLOYEE BENEFITS (I					
		LIFE ADM BP	98	20.00	10-481
		LIFE SUPT BP 2	98	3.71	10-481
		LIFE SUPT BP 2	98	0.29	40-481
		LIFE CERT	98	78.85	10-481
		LIFE CERT	98	0.05	40-481
		LIFE CERT BP	98	146.44	10-481
		LIFE CERT BP	98	0.10	40-481
		LIFE NC	98	25.19	10-481
		LIFE NC	98	6.16	20-481
		LIFE NC	98	0.01	40-481
		LIFE NC	98	0.14	80-481
		LIFE NC BP	98	46.77	10-481

Bills Payable List

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		LIFE NC BP	98	11.44	20-481
		LIFE NC BP	98	0.03	40-481
		LIFE NC BP	98	0.26	80-481
		LIFE ADM BP	98	20.00	10-481
		LIFE SUPT BP 2	98	3.71	10-481
		LIFE SUPT BP 2	98	0.29	40-481
		LIFE CERT	98	78.90	10-481
		LIFE CERT BP	98	146.54	10-481
		LIFE NC	98	22.40	10-481
		LIFE NC	98	6.16	20-481
		LIFE NC	98	0.14	80-481
		LIFE NC BP	98	41.60	10-481
		LIFE NC BP	98	11.44	20-481
		LIFE NC BP	98	0.26	80-481
		LIFE EMP PD	98	2.00	10-481
		LIFE EMP PD	98	2.00	10-481
				<u>\$674.88</u>	
ASSURANT EMPLOYEE BENEFITS (
		VISION EMP	98	151.70	10-481
		VISION EMP	98	15.99	20-481
		VISION EMP	98	0.41	80-481
		VISION E+S	98	122.25	10-481
		VISION E+S	98	0.60	40-481
		VISION E+C	98	18.02	10-481
		VISION E+C	98	9.01	20-481
		VISION FAMILY	98	144.21	10-481
		VISION EMP	98	150.81	10-481
		VISION EMP	98	15.99	20-481
		VISION EMP	98	0.16	40-481
		VISION EMP	98	1.14	80-481
		VISION E+S	98	122.25	10-481
		VISION E+S	98	0.60	40-481
		VISION E+C	98	18.02	10-481
		VISION E+C	98	9.01	20-481
		VISION FAMILY	98	144.21	10-481
				<u>\$924.38</u>	
ASSURANT EMPLOYEE BENEFITS (
		LIFE VOL	29	151.15	10-481
		LIFE VOL	29	9.31	20-481
		LIFE VOL	29	2.32	40-481
		LIFE VOL	29	1.03	80-481
		LIFE VOL	11	189.63	10-481
		LIFE VOL	11	9.31	20-481
		LIFE VOL	11	2.32	40-481
		LIFE VOL	11	1.03	80-481
				<u>\$366.10</u>	
AUGSPOLS, ANGIE					
		H S TRAVEL	518	128.80	10-1113-332-2

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$128.80</u>	
BAELE, BRANDY		SW-TRAVEL	518	39.20	10-2110-332-1
				<u>\$39.20</u>	
BOTH, PATRICIA		SW-TRAVEL	518	198.56	10-2110-332-1
				<u>\$198.56</u>	
BOYS TOWN PRESS	33184	SW-SUPPLIES	518	49.95	10-2110-410-1
				<u>\$49.95</u>	
BRADFIELDS COMPUTER SUPPLY	64887	SMARTBOARD WIRING KIT/TRIM-LIFE SKILLS	518	430.61	10-1112-410-1
	64887	SMARTBOARD-LIFE SKILLS ROOM	518	2,157.39	10-1110-540-1
				<u>\$2,588.00</u>	
BUILDERS CHOICE, INC.		H S-GROUNDS SUPPLIES	518	218.70	20-2543-410-2
		PRIMARY BLDG SUPPLY	518	64.00	20-2542-410-5
		ELEMENTARY-BLDG SUPPLIES	518	505.00	20-2542-410-4
				<u>\$787.70</u>	
BUREAU COUNTY REPUBLICAN		INFO SERV-ADVERTISING	518	92.00	10-2630-350-1
		FALL PLAY	518	139.02	10-1540-411-1
		INFO SERV-ADVERTISING	518	44.13	10-2630-350-1
				<u>\$275.15</u>	
CARBONI, AMY		H S-ATHLETIC TRAVEL	518	59.43	10-1501-332-2
				<u>\$59.43</u>	
CENTERPOINT ENERGY SERVICES I		H S-NATURAL GAS SERVICE	518	1,885.58	20-2542-465-2
		JR HI-NATURAL GAS	518	967.55	20-2542-465-3
		ELEMENTARY-NATURAL GAS	518	1,018.78	20-2542-465-4
		PRIMARY NATURAL GAS	518	1,200.02	20-2542-465-5
				<u>\$5,071.93</u>	
CENTRAL RESTAURANT PRODUCT:	45355	HENN ELEM-CAFE MISC	518	495.69	10-2560-490-4
				<u>\$495.69</u>	
CHILDRENS HOME ASSOC OF ILLIN		KIEFER SCHOOL	518	2,487.67	10-1912-670-1
		ACADEMY FOR AUTISM	518	4,366.20	10-1912-670-1
				<u>\$6,853.87</u>	
CLASSROOM DIRECT/SCHOOL SPE	45338	HEN MEDIA-SUPPLIES	518	70.35	10-2220-410-4
				<u>\$70.35</u>	
COMMON GOALS SYSTEMS, INC	64757	TEACHEREASE	518	11,424.03	10-1113-470-1
				<u>\$11,424.03</u>	

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
COMPLETE INDUSTRIAL & ELECTRI					
		H S-BUILDING CAP OUTLAY	518	1,788.44	20-2542-540-2
				<u>\$1,788.44</u>	
COONS, JOHN					
		JR HI-TRAVEL	518	20.72	10-1112-332-3
				<u>\$20.72</u>	
CREATIVE THERAPY STORE					
33153		SW-SUPPLIES	518	41.95	10-2110-410-1
				<u>\$41.95</u>	
CROSS, RONDA					
		PRINC OFFICE-TRAVEL	518	25.76	10-2410-332-1
				<u>\$25.76</u>	
CULLIGAN TRI CO SALES					
		ALL SCHOOL SERVICES	518	172.25	20-2542-321-1
				<u>\$172.25</u>	
CYNMAR CORP					
24539		HS-SUPPLIES	518	37.50	10-1113-410-2
24539		HS-SUPPLIES	518	491.70	10-1113-410-2
				<u>\$529.20</u>	
DAVIS, ANNETTE E					
		HEARING IMP-TRAVEL	518	23.80	10-1207-332-1
		MEDIA PROG-TRAVEL	518	87.02	10-2220-332-1
				<u>\$110.82</u>	
DEBO HARDWARE					
		PRIMARY BLDG SUPPLY	518	74.31	20-2542-410-5
				<u>\$74.31</u>	
DEMCO INC.					
24481		PRIMARY BLDG SUPPLY	518	113.99	10-2220-410-2
				<u>\$113.99</u>	
DISCOUNT SCHOOL SUPPLY					
50940		SW-SUPPLIES	518	88.18	10-2110-410-1
				<u>\$88.18</u>	
DUDEK, JENNIFER					
		JR HI-TRAVEL	518	595.51	10-1112-332-3
				<u>\$595.51</u>	
EDMENTUM					
64841		STUDY ISLAND	518	4,086.72	10-1113-470-1
				<u>\$4,086.72</u>	
FIRST CHOICE MED EQUIPMENT					
		MEDICAID	518	160.00	10-1220-411-11
				<u>\$160.00</u>	
FRONTIER					
		SUPT-TELEPHONE	518	94.90	20-2542-340-1
		ELEM-TELEPHONE	518	132.46	20-2542-340-4
		H S - TELEPHONE SERVICE	518	92.33	20-2542-340-2

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 PUTNAM COUNTY CUSD #535
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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$319.69</u>	
GOETZ, JODIE L		CROSS CAT SUPPLY - DIRECTOR	518	16.00	10-1220-410-1
		EPIC-TUITION REIMB	518	399.00	10-2210-320-1
				<u>\$415.00</u>	
GOETZ, MEGAN		CROSS CAT-TRAVEL	518	82.71	10-1220-332-1
		CROSS CAT-TRAVEL	518	8.40	10-1220-332-1
				<u>\$91.11</u>	
GORDON N. STOWE & ASSOC. INC		NURSE-SUPPLIES	518	48.00	10-2134-410-1
				<u>\$48.00</u>	
GOSLIN, VANESSA		H S TRAVEL	518	84.00	10-1113-332-2
		JR HI-TRAVEL	518	84.00	10-1112-332-3
				<u>\$168.00</u>	
GRAPHIC ELECTRONICS		HS-SUPPLIES	518	222.00	10-1113-410-2
				<u>\$222.00</u>	
GRASSERS		JR HI-BUILDING SUPPLIES	518	27.23	20-2542-410-3
				<u>\$27.23</u>	
HALL, JOSIE		HENN ELEM-TRAVEL	518	19.04	10-1110-332-4
				<u>\$19.04</u>	
HEALTH ALLIANCE MEDICAL PLAN:		HLTH CRT S	98	432.82	10-481
		HLTH CRT S	98	0.45	40-481
		HLTH BP CRT S	98	9,805.60	10-481
		HLTH BP ADM S	98	554.00	10-481
		HLTH NC F	98	387.88	10-481
		HLTH BP NC F	98	473.63	10-481
		HLTH NC S	98	290.68	10-481
		HLTH NC S	98	69.09	20-481
		HLTH NC S	98	3.24	80-481
		HLTH BP NC S	98	6,585.29	10-481
		HLTH BP NC S	98	1,565.21	20-481
		HLTH BP NC S	98	73.49	80-481
		HLTH BP EMP+C	98	348.63	20-481
		HLTH E + C	98	1,569.67	10-481
		HLTH BP E + C	98	2,614.73	10-481
		HLTH E + C	98	209.38	20-481
		HLTH ADM BP F	98	2,584.50	10-481
		HLTH ADMIN E+S	98	549.30	10-481
		HLTH ADMIN E+S	98	43.70	40-481
		HLTH CRT S	98	444.98	10-481
		HLTH BP CRT S	98	10,081.02	10-481

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		HLTH CRT F	98	1,551.52	10-481
		HLTH BP CRT F	98	1,894.52	10-481
		HLTH CRT E + S	98	1,216.26	10-481
		HLTH BP CRTE+S	98	2,341.74	10-481
		HLTH BP ADM S	98	554.00	10-481
		HLTH NC F	98	387.88	10-481
		HLTH BP NC F	98	473.63	10-481
		HLTH NC S	98	281.04	10-481
		HLTH NC S	98	69.09	20-481
		HLTH NC S	98	1.17	80-481
		HLTH BP NC S	98	6,366.96	10-481
		HLTH BP NC S	98	1,565.21	20-481
		HLTH BP NC S	98	26.53	80-481
		HLTH BP EMP+C	98	348.63	20-481
		HLTH E + C	98	1,569.67	10-481
		HLTH BP E + C	98	2,614.73	10-481
		HLTH E + C	98	209.38	20-481
		HLTH ADM BP F	98	2,584.50	10-481
		HLTH ADMIN E+S	98	549.30	10-481
		HLTH ADMIN E+S	98	43.70	40-481
		HLTH BP CRT S	98	10.13	40-481
		HLTH CRT F	98	1,551.52	10-481
		HLTH BP CRT F	98	1,894.52	10-481
		HLTH CRT E + S	98	1,216.26	10-481
		HLTH BP CRTE+S	98	2,341.74	10-481
				<u>\$70,350.92</u>	
HEGGEN, JOHN					
		GAS	518	53.35	40-2550-411-1
				<u>\$53.35</u>	
HENNEPIN BLDG IMPREST					
		HENN ELEM-TRAVEL	518	30.00	10-1110-332-4
		PRINC OFFICE-POSTAGE	518	3.48	10-2410-341-1
				<u>\$33.48</u>	
HENNEPIN BOAT STORE LLC.					
		JR HI-GROUNDS REP/MAIN	518	89.94	20-2543-323-3
				<u>\$89.94</u>	
HENNEPIN FOOD MART					
		HENN-CAFE FOOD	518	7.99	10-2560-410-4
		ELEMENTARY-BLDG SUPPLIES	518	55.02	20-2542-410-4
		ELEMENTARY-BLDG SUPPLIES	518	11.08	20-2542-410-4
				<u>\$74.09</u>	
HENNEPIN WATER DISTRICT					
		ELEM-WATER	518	356.92	20-2542-322-4
				<u>\$356.92</u>	
HIGH SCHOOL IMPREST					
		HS ATHL OFFICIALS	518	2,310.00	10-1501-319-2
		HS ATH DUES/FEES	518	350.00	10-1501-640-2

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		PRINC OFFICE-POSTAGE	518	155.66	10-2410-341-1
		VOC AG- TRAVEL	518	534.00	10-1401-332-2
		CO-OP SUPPLIES	518	84.97	10-1459-410-2
		MEDIA PROG-TRAVEL	518	13.00	10-2220-332-1
		MUSIC TRAVEL	518	90.00	10-1115-332-1
				<u>\$3,537.63</u>	
HILLMANN PEDIATRIC THERAPY					
		PHYS IMP-CONTRACT SERVIC	518	4,437.68	10-1204-319-1
				<u>\$4,437.68</u>	
HINCKLEY SPRING WATER CO					
		SUPT OFFICE-SUPPLIES	518	52.63	10-2320-410-1
				<u>\$52.63</u>	
HOFFMAN, JANICE					
		ECE FOOD SUPP	518	74.00	10-1125-411-1
		ECE FOOD SUPP	518	52.83	10-1125-411-1
				<u>\$126.83</u>	
HOMEFIELD ENERGY					
		H S- ELECTRIC SERVICE	518	5,500.84	20-2542-466-2
		JR HI-ELECTRICAL SERVICE	518	2,410.71	20-2542-466-3
		ELEMENTARY-ELECTRIC SERVI	518	1,092.72	20-2542-466-4
		PRIMARY-ELECTRIC SERVIC	518	3,262.32	20-2542-466-5
				<u>\$12,266.59</u>	
HULSTROM, NATALIE					
		MUSIC TRAVEL	518	78.40	10-1115-332-1
				<u>\$78.40</u>	
IL VALLEY CELLULAR					
		ALL SCHOOL SERVICES	518	137.03	20-2542-321-1
				<u>\$137.03</u>	
IL VALLEY WASTE SERVICES					
		ALL SCHOOL SERVICES	518	555.42	20-2542-321-1
		ALL SCHOOL SERVICES	518	388.06	20-2542-321-1
				<u>\$943.48</u>	
IXL					
	24565	HS-SUPPLIES	518	312.00	10-1113-410-2
				<u>\$312.00</u>	
JACKS GAS & SERVICE, INC.					
		JR HI-GROUNDS SUPPLIES	518	27.40	20-2543-410-3
				<u>\$27.40</u>	
JAYWIL SOFTWARE DEVELOPMENT					
	45340	HEN MEDIA-SUPPLIES	518	75.00	10-2220-410-4
				<u>\$75.00</u>	
JOHNSON, LARRY					
		JR HI-GROUNDS REP/MAIN	518	1,390.00	20-2543-323-3
				<u>\$1,390.00</u>	
JONES SCHOOL SUPPLY COMPANY					
	24533	MUSIC AWARDS	518	66.89	10-1115-487-1

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	45339	HEN MEDIA-SUPPLIES	518	59.95	10-2220-410-4
				<u>\$126.84</u>	
JUNIOR HIGH IMPREST					
		JH ATHL OFFICIALS	518	435.00	10-1501-319-3
		JH ATHL DUES/FEES	518	55.00	10-1501-640-3
		JH MEDIA SUPPLIES	518	10.00	10-2220-410-3
		PRINC-DUES/FEES	518	25.00	10-2410-640-1
				<u>\$525.00</u>	
JUNIOR LIBRARY GUILD					
	24480	HS MEDIA BOOKS	518	721.50	10-2220-411-2
				<u>\$721.50</u>	
KELLY SAUDER RUPIPE					
		H S- GROUNDS CAP OUTLAY	518	1,750.00	20-2543-540-2
		JR HI-GROUNDS CAP OUTLAY	518	1,000.00	20-2543-540-3
		ELEMENTARY-GROUNDS CAP OU	518	1,000.00	20-2543-540-4
		PRIMARY-GROUNDS CAP OUT	518	1,000.00	20-2543-540-5
				<u>\$4,750.00</u>	
KREISER, AMY					
		H S-ATHLETIC TRAVEL	518	422.19	10-1501-332-2
				<u>\$422.19</u>	
KUNKEL, JAMIE					
		EPIC-TUITION REIMB	518	510.00	10-2210-320-1
				<u>\$510.00</u>	
LANTER DISTRIBUTING LLC					
		HIGH SCHOOL- FOOD	518	42.45	10-2560-410-2
		JR HI-CAFE FOOD	518	62.15	10-2560-410-3
		HENN-CAFE FOOD	518	45.00	10-2560-410-4
		PRIMARY CAFE FOOD	518	42.44	10-2560-410-5
				<u>\$192.04</u>	
LETTERKRAFT					
		BOARD SUPPLIES	518	712.39	10-2310-410-6
				<u>\$712.39</u>	
LIBRARY STORE, THE					
	24542	HS MEDIA SUPPLIES	518	174.87	10-2220-410-2
				<u>\$174.87</u>	
LIGHTED WAY ASSOCIATION I					
		LIGHTEDWAY/PEORIA	518	6,857.86	10-1912-670-1
				<u>\$6,857.86</u>	
LOHMAN COMPANIES					
		LOHMANS CAFE. PLAN	501	236.78	10-496
				<u>\$236.78</u>	
MARCO INC					
		HEN R/M/COPIERS	91	399.15	10-1110-323-4
		PRIMARY R/M /COPIER	91	399.15	10-1111-323-5
		JH R/M/COPIER	91	399.16	10-1112-323-3
		HS R/M / COPIER	91	399.16	10-1113-323-2

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		SUP COPY MACHINE	91	399.16	10-2320-323-1
		CROSS CAT R/M COPIER	91	78.85	10-1220-323-1
				<u>\$2,074.63</u>	
MARK KARLOSKY CONSULTING					
		WIRING FOR JH & HENN	518	3,340.62	10-1112-410-1
		TECH R/M	518	305.75	10-2226-323-1
		TECH R/M	518	164.13	10-2226-323-1
				<u>\$3,810.50</u>	
MASTER TEACHER					
64838		BOARD SUPPLIES	518	237.75	10-2310-410-6
				<u>\$237.75</u>	
MCCLURE ENGINEERING ASSOCIAT					
		JR HI-GROUNDS REP/MAIN	518	1,900.00	20-2543-323-3
				<u>\$1,900.00</u>	
MCGRAW-HILL SCHOOL EDUCATIO					
50844		TITLE I 1-6	518	939.95	10-1250-410-36
50934		MEDICAID	518	245.32	10-1220-411-11
				<u>\$1,185.27</u>	
MCNABB TELEPHONE COMPANY					
		SUPT-TELEPHONE	518	105.56	20-2542-340-1
		H S - TELEPHONE SERVICE	518	452.39	20-2542-340-2
		JR HI-TELEPHONE SERVICE	518	527.79	20-2542-340-3
		ELEM-TELEPHONE	518	211.11	20-2542-340-4
		PRIMARY-TELEPHONE SERV	518	211.12	20-2542-340-5
				<u>\$1,507.97</u>	
MEDIACOM					
		MEDIACOM HENNEPIN	91	213.40	10-2190-323-1
		MEDIACOM-GRANVILLE	91	305.90	10-2190-323-1
				<u>\$519.30</u>	
MENARDS PERU					
		PRIMARY BLDG SUPPLY	518	140.02	20-2542-410-5
				<u>\$140.02</u>	
MF ATHLETIC					
		JR HI-ATHLETIC SUPPLIES	518	55.60	10-1501-410-3
				<u>\$55.60</u>	
NCPERS GROUP LIFE INS.					
		NCPERS INSURANCE	999	72.00	10-481
		NCPERS INSURANCE	999	16.00	20-481
		NCPERS INSURANCE	999	56.00	10-481
		NCPERS INSURANCE	999	16.00	20-481
				<u>\$160.00</u>	
NETWORK BUSINESS SYSTEMS INC					
		LEASE FD-MAXIIS	91	200.00	10-2190-323-1
				<u>\$200.00</u>	
NEWS TRIBUNE					
		INFO SERV-ADVERTISING	518	692.00	10-2630-350-1

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				<u>\$692.00</u>	
NEWSOME, CHRIS		TECH-TRAVEL	518	265.44	10-2226-332-1
				<u>\$265.44</u>	
NORTH CENTRAL BANK		MUSIC SUPPLY-HS	518	110.00	10-1115-410-2
		F/C SCIENCE SUPPLY	518	113.77	10-1113-412-2
		F/C SCIENCE SUPPLY	518	120.56	10-1113-412-2
		JR HI OFFICE-SUPPLIES	518	59.99	10-2410-410-3
		JR HI OFFICE-SUPPLIES	518	31.77	10-2410-410-3
		ART IN THE MEDIA CENTER	518	184.60	10-2310-411-6
		ART IN THE MEDIA CENTER	518	356.06	10-2310-411-6
		PRIMARY MEDIA SUPP	518	300.00	10-2220-410-5
		PRIMARY MEDIA-AV	518	102.87	10-2220-430-5
		ART IN THE MEDIA CENTER	518	(6.32)	10-2310-411-6
		CHROMEBOOK BRACKETS	518	319.93	10-1112-410-1
		HIGH SCHOOL-BLDG SUPPLIE	518	79.30	20-2542-410-2
		BOARD SUPPLIES	518	91.42	10-2310-410-6
		PSYCH-TRAVEL	518	300.00	10-2140-332-1
				<u>\$2,163.95</u>	
OLSON, MICHAEL		PRINC OFFICE-TRAVEL	518	174.72	10-2410-332-1
				<u>\$174.72</u>	
ORKIN EXTERMINATING CO IN		ALL SCHOOL SERVICES	518	213.79	20-2542-321-1
		ALL SCHOOL SERVICES	518	53.00	20-2542-321-1
				<u>\$266.79</u>	
PCCU (NEC)		NEC-ADMIN/10 MONTH	98	151.23	10-481
		NEC-ADMIN/10 MONTH	98	2.28	40-481
		NEC 24/20	98	1,064.48	10-481
		DED NEC	98	51.75	10-481
		NEC-ADMIN/10 MONTH	98	151.23	10-481
		NEC-ADMIN/10 MONTH	98	2.28	40-481
		NEC 24/20	98	1,098.55	10-481
		NEC 24/20	98	0.55	40-481
				<u>\$2,522.35</u>	
PENSERV PLAN SERVICES INC		PENSERV PLAN SERVICES	999	3,578.45	10-481
		PENSERV PLAN SERVICES	999	207.50	20-481
		PENSERV PLAN SERVICES	999	3,691.54	10-481
		PENSERV PLAN SERVICES	999	207.50	20-481
		PENSERV PLAN SERVICES	999	1.91	40-481
				<u>\$7,686.90</u>	
PEPPER & SON, JW	33134	MUSIC SUPPLY-JH	518	24.00	10-1115-410-3
				<u>\$24.00</u>	

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PERFORMANCE FOOD SERVICE					
		HENN-CAFE FOOD	518	2,714.67	10-2560-410-4
		HENN ELEM-CAFE MISC SUPP	518	392.07	10-2560-490-4
		HIGH SCHOOL- FOOD	518	4,841.35	10-2560-410-2
		HS BREAKFAST	518	985.24	10-2560-410-1-2
		H S-CAFE MISC SUPPLIES	518	208.60	10-2560-490-2
		JR HI-CAFE FOOD	518	4,237.91	10-2560-410-3
		JH BREAKFAST	518	398.94	10-2560-410
		JR HI-CAFE MISC SUPPLIES	518	98.21	10-2560-490-3
		PRIMARY CAFE FOOD	518	2,089.28	10-2560-410-5
		PRIMARY BREAKFAST	518	590.69	10-2560-410-1-5
		PRIMARY MISC SUPPLY	518	92.69	10-2560-490-5
				<u>\$16,649.65</u>	
PERMA- BOUND					
	23828	HS MEDIA BOOKS	518	0.86	10-2220-411-2
	23828	ED FOUNDATIONS SUPPL	518	151.38	10-2310-411-6
	23828	HS MEDIA BOOKS	518	1.46	10-2220-411-2
	23828	ED FOUNDATIONS SUPPL	518	256.01	10-2310-411-6
	24543	HS MEDIA-AV	518	453.50	10-2220-430-2
	28075	EPIC SUPPLIES	518	835.20	10-2210-410-1
	33148	15/16 PCEF READING GRANT	518	55.48	10-2310-411-6
				<u>\$1,753.89</u>	
PERRY MEMORIAL HOSPITAL					
		STUDENT DRUG TESTING	518	1,591.00	10-2310-390-6
				<u>\$1,591.00</u>	
PRAIRIECAT					
		HS MEDIA SOFTWARE	518	43.75	10-2220-470-2
	28074	MEMBERSHIP FEES/CAP RESERVE CONTRIB	518	1,021.99	10-1113-470-1
				<u>\$1,065.74</u>	
PRIMARY IMPREST					
		PRIMARY OFFICE - SUPPLIES	518	56.85	10-2410-410-5
				<u>\$56.85</u>	
PUT CO PCEA/IEA DUES					
		NON-CERT DUES	98	0.38	40-481
		NON-CERT DUES	98	3.29	80-481
		IEA CERT DUES	98	2,109.23	10-481
		IEA CERT DUES	98	1.28	40-481
		NON-CERT DUES	98	613.21	10-481
		NON-CERT DUES	98	37.12	20-481
		IEA CERT DUES	98	2,110.51	10-481
		NON-CERT DUES	98	609.54	10-481
		NON-CERT DUES	98	37.12	20-481
				<u>\$5,521.68</u>	
PUT CO SCHOOL (FED TRS)					
		TITLE I FED TRS JOHNSON	991	1,813.10	10-1250-210-36
				<u>\$1,813.10</u>	
PUT CO SCHOOL (TRS HEALTH					

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		THIS ADMIN/10 MONTH	98	441.87	10-481
		THIS ADMIN/10 MONTH	98	6.66	40-481
		THIS P24/T20	98	3,154.97	10-481
		THIS P24/T20	98	1.59	40-481
		THIS ADMIN/10 MONTH	98	441.87	10-481
		THIS ADMIN/10 MONTH	98	6.66	40-481
		THIS P24/T20	98	3,056.85	10-481
		HENSON WALTER INS	95	653.44	10-1110-222-4
		PUETZ TAYLOR RINGENBERG INS	95	415.65	10-1111-222-5
		KASSABAUM SMITH INS	95	277.10	10-1112-222-3
		SCHMIDT KEENER INS	95	277.10	10-1113-222-2
		DED THIS	98	129.48	10-481
				<u>\$8,863.24</u>	
PUT CO SCHOOL (TRS)					
		TRS ADMI/10 MONTH	98	2,451.53	10-481
		TRS ADMI/10 MONTH	98	36.95	40-481
		TRS P24/T20	98	16,990.04	10-481
		TRS ADMI/10 MONTH	98	2,451.52	10-481
		TRS ADMI/10 MONTH	98	36.95	40-481
		DED TRS	98	688.68	10-481
		TRS P24/T20	98	17,535.30	10-481
		TRS P24/T20	98	8.86	40-481
				<u>\$40,199.83</u>	
PUT CO SCHOOLS					
		IM IMRF	98	30.50	10-481
		IM IMRF	98	30.36	10-481
		IM IMRF	98	1,666.59	10-481
		IM IMRF	98	719.69	20-481
		IM IMRF	98	10.73	80-481
		IMRFBRD SHARE	98	4,031.23	50-481
		IMRFBRD SHARE	98	1,709.69	50-481
		IMRFBRD SHARE	98	25.50	50-481
		IMRFBRD SHARE	98	4,603.27	50-481
		IMRFBRD SHARE	98	1,856.72	50-481
		IMRFBRD SHARE	98	200.02	50-481
		IMRFBRD SHARE	98	41.20	50-481
		IM IMRF	98	1,907.24	10-481
		IM IMRF	98	781.58	20-481
		IM IMRF	98	84.20	40-481
		IM IMRF	98	17.34	80-481
				<u>\$17,715.86</u>	
PUTNAM CO COMM UNIT (IL)					
		IL State Tax	99	6,774.88	10-481
		IL State Tax	99	528.71	20-481
		IL State Tax	99	13.33	40-481
		IL State Tax	99	7.07	80-481
		IL State Tax	99	7,824.47	10-481
		IL State Tax	99	577.97	20-481

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		IL State Tax	99	82.91	40-481
		IL State Tax	99	12.22	80-481
				<u>\$15,821.56</u>	
PUTNAM CO SD FIT					
		Federal Tax 2015	99	20,147.11	10-481
		Federal Tax 2015	99	1,747.81	20-481
		Federal Tax 2015	99	63.82	40-481
		Federal Tax 2015	99	14.45	80-481
		Federal Tax 2015	99	22,892.01	10-481
		Federal Tax 2015	99	1,944.84	20-481
		Federal Tax 2015	99	179.59	40-481
		Federal Tax 2015	99	29.12	80-481
				<u>\$47,018.75</u>	
PUTNAM CO SD MEDICARE					
		MEDICARE (CERT)	99	2,154.66	10-481
		MEDICARE (CERT)	99	5.16	40-481
		MEDICARE (BRD PD)	99	2,154.66	50-481
		MEDICARE (BRD PD)	99	5.16	50-481
		MEDICARE (CERT)	99	2,426.80	10-481
		MEDICARE (CERT)	99	6.18	40-481
		MEDICARE (BRD PD)	99	2,426.80	50-481
		MEDICARE (BRD PD)	99	6.18	50-481
				<u>\$9,185.60</u>	
PUTNAM COUNTY COLLECTOR					
		R/E TAXES FARM LAND	518	36.34	20-2543-690-1
				<u>\$36.34</u>	
PUTNAM COUNTY SD FICA					
		MATCHING FICA	99	2,796.16	50-481
		MATCHING FICA	99	1,194.74	50-481
		MATCHING FICA	99	17.99	50-481
		FICA 2015	99	2,796.16	10-481
		FICA 2015	99	1,194.74	20-481
		FICA 2015	99	17.99	80-481
		MATCHING FICA	99	3,714.54	50-481
		MATCHING FICA	99	1,299.96	50-481
		MATCHING FICA	99	143.14	50-481
		MATCHING FICA	99	29.01	50-481
		FICA 2015	99	3,714.54	10-481
		FICA 2015	99	1,299.96	20-481
		FICA 2015	99	143.14	40-481
		FICA 2015	99	29.01	80-481
				<u>\$18,391.08</u>	
QUESTIONS GALORE					
	33126	JH SCHOLASTIC BOWL	518	275.00	10-1540-410-3
				<u>\$275.00</u>	
R&R DISTRIBUTORS					
		HIGH SCHOOL-BLDG SUPPLIE	518	65.00	20-2542-410-2

Bills Payable List

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Expense on Date: 5/1/2015 to 5/31/2015

Vendor Name				
P.O. Number	Description	Batch #	Amount	State Account Number
64839	PRIMARY BLDG SUPPLY	518	1,000.00	20-2542-410-5
64839	ELEMENTARY-BLDG SUPP	518	1,000.00	20-2542-410-4
64839	JR HI-BUILDING SUPPL	518	1,000.00	20-2542-410-3
64839	HIGH SCHOOL-BLDG SUP	518	1,788.00	20-2542-410-2
			<u>\$4,853.00</u>	
RENAISSANCE LEARNING				
24482	ES AR/SR/HOSTING FEE	518	2,483.00	10-1113-470-1
24482	JH AR/SR/HOSTING FEE	518	2,366.00	10-1113-470-1
24482	HS AR/SR/HOSTING FEE	518	2,950.25	10-1113-470-1
			<u>\$7,799.25</u>	
REPUBLIC SERVICES #366				
	ALL SCHOOL SERVICES	518	807.69	20-2542-321-1
			<u>\$807.69</u>	
RIVER VALLEY MECHANICAL SERV				
	JR HI BLDG. REP/ MAINT	518	1,213.50	20-2542-323-3
	PRIMARY BLDG SUPPLY	518	648.51	20-2542-410-5
			<u>\$1,862.01</u>	
ROBBINS SCHWARTZ NICHOLAS				
	LEGAL FEES	518	217.50	80-2369-318-1
			<u>\$217.50</u>	
RODRIGUEZ, CARMELA				
	H S-ATHLETIC TRAVEL	518	51.52	10-1501-332-2
			<u>\$51.52</u>	
ROYAL PUBLISHING				
	INFO SERV-ADVERTISING	518	215.00	10-2630-350-1
			<u>\$215.00</u>	
SCHENNUM, JANET				
	CROSS CAT DIR TRAVEL	518	382.71	10-1220-333-1
			<u>\$382.71</u>	
SCHOOL COUNSELOR RESOURCES				
24506	GUIDANCE-SUPPLIES	518	89.60	10-2120-410-1
24506	GUIDANCE-SUPPLIES	518	249.47	10-2120-410-1
			<u>\$339.07</u>	
SCHOOL SPECIALTY				
50843	PRIMARY MEDIA SOFTWA	518	27.79	10-2220-470-5
50843	PRIMARY MEDIA-AV	518	32.58	10-2220-430-5
50843	PRIMARY MEDIA SUPP	518	29.79	10-2220-410-5
			<u>\$90.16</u>	
SHEET WISE PRINTING				
	H S ATHLETIC CAP OUTLAY	518	2,925.00	10-1501-540-2
			<u>\$2,925.00</u>	
SHERWIN-WILLIAMS				
	H S-BUILDING REPAIRS/MAI	518	23.00	20-2542-323-2
			<u>\$23.00</u>	
STANDARD STATIONARY SUP.O				
43386	HENN OFFICE - SUPPLI	518	191.40	10-2410-410-4

Bills Payable List

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 PUTNAM COUNTY CUSD #535
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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$191.40</u>	
STAPLES ADVANTAGE					
	43380	CROSS CAT SUPPLY - D	518	129.96	10-1220-410-1
				<u>\$129.96</u>	
STATE DISBURSEMENT UNIT					
		CHILD SUPPORT	982	451.83	10-481
		CHILD SUPPORT	982	451.83	10-481
				<u>\$903.66</u>	
STEWART, ALISA					
		H S TRAVEL	518	71.12	10-1113-332-2
				<u>\$71.12</u>	
SUPER DUPER PUBLICATIONS					
	33152	SW-SUPPLIES	518	197.75	10-2110-410-1
				<u>\$197.75</u>	
SUPERINTENDENT IMPREST					
		JR HI-GROUNDS REP/MAIN	518	330.00	20-2543-323-3
		SUPT OFFICE-POSTAGE	518	8.10	10-2320-341-1
				<u>\$338.10</u>	
SUPPLYWORKS					
		ELEMENTARY-BLDG SUPPLIES	518	300.00	20-2542-410-4
		PRIMARY BLDG SUPPLY	518	319.92	20-2542-410-5
		PRIMARY REPAIR/MAI	518	60.33	20-2542-323-5
		H S-BUILDING CAP OUTLAY	518	976.60	20-2542-540-2
				<u>\$1,656.85</u>	
SWINGEL, EDWARD					
		CO OP TRAVEL	518	103.60	10-1459-332-2
				<u>\$103.60</u>	
TEACHER DIRECT					
	50950	PRIMARY-TEXTBOOKS	518	400.44	10-1111-420-5
				<u>\$400.44</u>	
TEST					
		JR HI-GROUNDS REP/MAIN	518	25.00	20-2543-323-3
				<u>\$25.00</u>	
TOEDTER OIL COMPANY					
		DRIVERS ED SUPPLIES	518	207.95	10-1700-410-2
		TRUCK REPAIR/MAINT	518	338.60	20-2542-320-3
		TRANSP - YB SUPPLY	518	793.15	40-2550-411-1
		EX CURRICULAR VAN	518	419.57	40-2550-324-1
		H S-GROUNDS SUPPLIES	518	80.97	20-2543-410-2
				<u>\$1,840.24</u>	
TONIS FLOWER AND GIFT SHO					
		BOARD SUPPLIES	518	153.00	10-2310-410-6
				<u>\$153.00</u>	
VILLAGE OF GRANVILLE					
		HS- WATER	518	634.25	20-2542-322-2
		PRIMARY- WATER	518	282.25	20-2542-322-5

Bills Payable List

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$916.50</u>	
WASHINGTON NATIONAL INS CO					
		WASHINGTON NTNL INS.	98	578.63	10-481
		WASHINGTON NTNL INS.	98	72.75	20-481
		WASHINGTON NTNL INS.	98	620.90	10-481
		WASHINGTON NTNL INS.	98	72.75	20-481
		WASHINGTON NTNL INS.	98	0.64	40-481
		WASHINGTON NTNL INS.	98	2.89	80-481
				<u>\$1,348.56</u>	
			Report Total	<u><u>\$422,220.33</u></u>	

Revenue Report

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Education Fund 10							
Source of Revenue		1112	Bond and Interest Purposes Levy				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
10-111200-1	FIRST PRIOR YEAR LEVY	0.00	3,158,120.16	3,159,605.00	1,484.84	99.95	10-1112
1112	Bond and Interest Purposes Levy	0.00	3,158,120.16	3,159,605.00	1,484.84	99.95	* Source of Revenue
1St Prior Yr-Tort							
10-112200-1	TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00	10-1122
1122	1St Prior Yr-Tort	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Leasing Purposes Levy							
10-113000-1	FIRST PRIOR YR LEASE	0.00	58,051.44	58,081.00	29.56	99.95	10-1130
1130	Leasing Purposes Levy	0.00	58,051.44	58,081.00	29.56	99.95	* Source of Revenue
Curr Yr Levy-Special Ed							
10-114100-1	SP ED PRIOR YEAR LEVY	0.00	46,441.26	46,465.00	23.74	99.95	10-1141
1141	Curr Yr Levy-Special Ed	0.00	46,441.26	46,465.00	23.74	99.95	* Source of Revenue
Mobile Home Privilege Tax							
10-121000-1	MOBILE HOME PRIVILEGE TA	0.00	0.00	0.00	0.00	0.00	10-1210
1210	Mobile Home Privilege Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Corp Pers Prop Repl Tax							
10-123000-1	CORP PERS PROP REPLC TAX	695,852.38	2,053,552.08	2,597,268.00	543,715.92	79.07	10-1230
1230	Corp Pers Prop Repl Tax	695,852.38	2,053,552.08	2,597,268.00	543,715.92	79.07	* Source of Revenue
Source of Revenue 1290							
10-129000-1	WETLANDS	0.00	0.00	0.00	0.00	0.00	10-1290
1290	Source of Revenue 1290	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Reg Tuition from Other Districts (In-State)							
10-131200-1	PUPIL TUITION OTHER LEA	0.00	238,257.13	322,770.00	84,512.87	73.82	10-1312
1312	Reg Tuition from Other Districts (In-State)	0.00	238,257.13	322,770.00	84,512.87	73.82	* Source of Revenue
Regular Tuition from Other Sources (In-State)							
10-131300-1		0.00	0.00	0.00	0.00	0.00	10-1313
1313	Regular Tuition from Other Sources (In-State)	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Sp Ed Tuition-from Other Districts (In-State)							
10-134200-1	PUPIL TUI-SP ED OTHER LEA	0.00	32,383.00	32,383.00	0.00	100.00	10-1342
1342	Sp Ed Tuition-from Other Districts (In-State)	0.00	32,383.00	32,383.00	0.00	100.00	* Source of Revenue
Interest On Investments							
10-151000-1	TAX INTEREST	0.00	0.00	0.00	0.00	0.00	10-1510
1510	Interest On Investments	0.00	0.00	0.00	0.00	0.00	* Source of Revenue

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Education Fund 10							
Source of Revenue		Interest On Investments					
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Interest On Investments							
10-151100-1	ED-INT ON INVESTMENTS	1,185.65	13,830.77	16,000.00	2,169.23	86.44	10-1511
1511	Interest On Investments	1,185.65	13,830.77	16,000.00	2,169.23	86.44	* Source of Revenue
Interest-Swaney Bonds							
10-151200-1	INTEREST-SWANNEY BONDS	0.00	0.00	0.00	0.00	0.00	10-1512
1512	Interest-Swaney Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Interest-Farnsworth							
10-151300-1	INTEREST-FARNSWORTH	0.00	0.00	400.00	400.00	0.00	10-1513
1513	Interest-Farnsworth	0.00	0.00	400.00	400.00	0.00	* Source of Revenue
Sales To Pupils-Lunch							
10-161100-1	STUDENT LUNCH	4,180.45	81,492.85	100,000.00	18,507.15	81.49	10-1611
1611	Sales To Pupils-Lunch	4,180.45	81,492.85	100,000.00	18,507.15	81.49	* Source of Revenue
Sales To Pupils-BFast							
10-161200-1	STUDENT BREAKFAST	876.65	7,817.95	12,000.00	4,182.05	65.15	10-1612
1612	Sales To Pupils-BFast	876.65	7,817.95	12,000.00	4,182.05	65.15	* Source of Revenue
Sales To Pupils-Other							
10-161400-1	MILK SALES (OTHER)	660.55	7,549.05	10,000.00	2,450.95	75.49	10-1614
1614	Sales To Pupils-Other	660.55	7,549.05	10,000.00	2,450.95	75.49	* Source of Revenue
Sales To Adults							
10-162000-1	ADULT LUNCHESES/BREAKFAST	289.00	4,250.30	4,500.00	249.70	94.45	10-1620
1620	Sales To Adults	289.00	4,250.30	4,500.00	249.70	94.45	* Source of Revenue
Other Food Service							
10-169000-1	HEAD START LUNCHESES	0.00	0.00	0.00	0.00	0.00	10-1690
1690	Other Food Service	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Admissions-Athletic							
10-171102-2	H S ATHLETIC ADMISSIONS	0.00	10,548.00	17,000.00	6,452.00	62.05	10-1711-2
10-171104-3	JR HI-ATHLETIC ADMISSION	0.00	3,802.00	6,000.00	2,198.00	63.37	10-1711-4
1711	Admissions-Athletic	0.00	14,350.00	23,000.00	8,650.00	62.39	* Source of Revenue
HS/JR Tourney							
10-171400-1	H S / JR HI TOURNEY REV	0.00	1,250.00	3,000.00	1,750.00	41.67	10-1714
1714	HS/JR Tourney	0.00	1,250.00	3,000.00	1,750.00	41.67	* Source of Revenue
Admissions-Other							
10-171900-1	ADMISSION - OTHERS	0.00	10,222.00	6,000.00	(4,222.00)	170.37	10-1719

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Education Fund 10							
Source of Revenue		1719	Admissions-Other				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
1719	Admissions-Other	0.00	10,222.00	6,000.00	(4,222.00)	170.37	* Source of Revenue
Fees							
10-172000-1	VOCATIONAL FEE HS	0.00	3,170.00	3,700.00	530.00	85.68	10-1720
10-172000-2	ACTIVITY FEES HS	0.00	9,195.00	13,500.00	4,305.00	68.11	10-1720
10-172000-3	ACTIVITY FEES JR H	0.00	2,886.10	3,500.00	613.90	82.46	10-1720
1720	Fees	0.00	15,251.10	20,700.00	5,448.90	73.68	* Source of Revenue
Other Pupil Activity Rev							
10-179000-1	DRIVER ED FEE	150.00	2,800.00	3,000.00	200.00	93.33	10-1790
10-179000-8	H S PE RESALE	0.00	3,019.05	4,000.00	980.95	75.48	10-1790
10-179001-8	JH PE RESALE	0.00	2,174.00	3,000.00	826.00	72.47	10-1790-1
1790	Other Pupil Activity Rev	150.00	7,993.05	10,000.00	2,006.95	79.93	* Source of Revenue
Shop Resale							
10-179100-9		0.00	20.00	0.00	(20.00)	0.00	10-1791
1791	Shop Resale	0.00	20.00	0.00	(20.00)	0.00	* Source of Revenue
Music Resale							
10-179200-10	MUSIC RESALE	0.00	33.00	300.00	267.00	11.00	10-1792
1792	Music Resale	0.00	33.00	300.00	267.00	11.00	* Source of Revenue
Rentals-Regular Textbook							
10-181100-1	ELEM-TEXTBOOK RENTAL	5.00	10,449.00	12,000.00	1,551.00	87.08	10-1811
10-181100-2	H S- TEXTBOOK RENTAL	5.00	18,789.00	18,000.00	(789.00)	104.38	10-1811
10-181100-3	JR HI-TEXTBOOK RENTAL	0.00	7,185.00	8,500.00	1,315.00	84.53	10-1811
1811	Rentals-Regular Textbook	10.00	36,423.00	38,500.00	2,077.00	94.61	* Source of Revenue
Rentals - Other							
10-181900-1	INSTRUMENT RENTAL	0.00	0.00	400.00	400.00	0.00	10-1819
1819	Rentals - Other	0.00	0.00	400.00	400.00	0.00	* Source of Revenue
Donations-Private Sources							
10-192000-1	DONATIONS	0.00	12,253.06	20,000.00	7,746.94	61.27	10-1920
10-192001-1	DONATIONS-NCF	0.00	0.00	0.00	0.00	0.00	10-1920
1920	Donations-Private Sources	0.00	12,253.06	20,000.00	7,746.94	61.27	* Source of Revenue
Services Provided to Other Districts							
10-194000-1	PSY LEA ASSESSEMENT	0.00	0.00	0.00	0.00	0.00	10-1940
1940	Services Provided to Other Districts	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
SW LEA Assessment							
10-194100-1	SW LEA ASSESSMENT	0.00	0.00	0.00	0.00	0.00	10-1941

Revenue Report

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Education Fund 10							
Source of Revenue		1941	SW LEA Assessment				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
10-194110-1	HEARING IMP ASSESS.	0.00	0.00	0.00	0.00	0.00	10-1941
1941	SW LEA Assessment	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Lease Incentive Grant							
10-194200-1		0.00	0.00	0.00	0.00	0.00	10-1942
1942	Lease Incentive Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Refund-Prior Yr Expenditu							
10-195000-1	REFUND EXPENSES	0.00	18,723.48	13,500.00	(5,223.48)	138.69	10-1950
1950	Refund-Prior Yr Expenditu	0.00	18,723.48	13,500.00	(5,223.48)	138.69	* Source of Revenue
Drivers Education Fees							
10-197000-1	DRIVERS ED FEE	0.00	0.00	0.00	0.00	0.00	10-1970
1970	Drivers Education Fees	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Other Local Revenues							
10-199900-1	OTHER LOCAL REVENUE	2,726.13	28,474.69	15,000.00	(13,474.69)	189.83	10-1999
10-199900-3	INSURANCE/PLAY EQUIPMENT	0.00	0.00	0.00	0.00	0.00	10-1999
10-199901-1	INTERNET REVENUE	0.00	0.00	0.00	0.00	0.00	10-1999-1
1999	Other Local Revenues	2,726.13	28,474.69	15,000.00	(13,474.69)	189.83	* Source of Revenue
Source of Revenue 2200							
10-220000-1	POVERTY GRANT	0.00	0.00	0.00	0.00	0.00	10-2200
2200	Source of Revenue 2200	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Other Flow-Through							
10-223000-1	ROE FLOW THRU	0.00	0.00	0.00	0.00	0.00	10-2230
2230	Other Flow-Through	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
General State Aid							
10-300100-1	GENERAL STATE AID	45,183.86	406,635.82	501,668.00	95,032.18	81.06	10-3001
3001	General State Aid	45,183.86	406,635.82	501,668.00	95,032.18	81.06	* Source of Revenue
Hold Harmless							
10-300200-1	HOLD HARMLESS GSA	0.00	0.00	0.00	0.00	0.00	10-3002
3002	Hold Harmless	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Spec Ed-Priv Facility Tui							
10-310000-1	SP ED PRIV FAC TUITION	29,503.15	45,281.28	58,795.00	13,513.72	77.02	10-3100
3100	Spec Ed-Priv Facility Tui	29,503.15	45,281.28	58,795.00	13,513.72	77.02	* Source of Revenue
Spec Ed -Extraordinary							
10-310500-1	SP ED EXTRA ORDINARY	52,903.00	79,964.00	130,000.00	50,036.00	61.51	10-3105
3105	Spec Ed -Extraordinary	52,903.00	79,964.00	130,000.00	50,036.00	61.51	* Source of Revenue

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Education Fund 10							
Source of Revenue		3105	Spec Ed -Extraordinary				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Spec Ed -Personnel							
10-311000-1	SP ED PERSONNEL	52,235.51	166,453.57	218,121.00	51,667.43	76.31	10-3110
3110	Spec Ed -Personnel	52,235.51	166,453.57	218,121.00	51,667.43	76.31	* Source of Revenue
Spec Ed-Orphanage-Individ							
10-312000-1	SP ED ORPHANAGE	0.00	0.00	0.00	0.00	0.00	10-3120
3120	Spec Ed-Orphanage-Individ	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Spec Ed -Summer School							
10-314500-1	SP ED SUMMER SCHOOL	0.00	528.14	500.00	(28.14)	105.63	10-3145
3145	Spec Ed -Summer School	0.00	528.14	500.00	(28.14)	105.63	* Source of Revenue
Career and Technical Education CTE Tech Prep							
10-322000-40	CTEI GRANT-SRAVTE	0.00	17,171.00	18,307.00	1,136.00	93.79	10-3200
3200	Career and Technical Education CTE Tech Prep	0.00	17,171.00	18,307.00	1,136.00	93.79	* Source of Revenue
Voc Ed - Formula							
10-321500-18	VOC AG STATE GRTS	0.00	0.00	0.00	0.00	0.00	10-3215
3215	Voc Ed - Formula	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
CTE - Agriculture Education							
10-323500-19	VOC AG SUPPLEMENTAL	0.00	2,501.00	2,501.00	0.00	100.00	10-3235
3235	CTE - Agriculture Education	0.00	2,501.00	2,501.00	0.00	100.00	* Source of Revenue
CTE - Other							
10-329900-40	FCAE GRANT	0.00	0.00	0.00	0.00	0.00	10-3299
3299	CTE - Other	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Bilingual Ed-Downstate- TPI and TBE							
10-330500-20	TPI/TBE BILINGUAL ED	0.00	0.00	0.00	0.00	0.00	10-3305
3305	Bilingual Ed-Downstate- TPI and TBE	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
State Free Lunch/BFast							
10-336000-1	IL FREE LUNCH/BRKFST AIDE	371.72	2,183.76	3,500.00	1,316.24	62.39	10-3360
10-336500-1	IL BREAKFAST INITIATIVE	0.00	0.00	0.00	0.00	0.00	10-3360
3360	State Free Lunch/BFast	371.72	2,183.76	3,500.00	1,316.24	62.39	* Source of Revenue
Driver Education							
10-337000-1	DRIVERS ED REIMBURSEMENT	2,988.63	11,512.92	11,000.00	(512.92)	104.66	10-3370-1
3370	Driver Education	2,988.63	11,512.92	11,000.00	(512.92)	104.66	* Source of Revenue
Learning Improvement-Change Grants							
10-361002-1	SCHOOL IMP-HOP	0.00	0.00	0.00	0.00	0.00	10-3610

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Education Fund 10							
Source of Revenue		3610	Learning Improvement-Change Grants				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
3610	Learning Improvement-Change Grants	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
School Imp Grant							
10-364000-24	SCHOOL IMP BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	10-3640
3640	School Imp Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Quality Assurance Grant							
10-364100-31	LEARNING IMP GRANT	0.00	0.00	0.00	0.00	0.00	10-3641
3641	Quality Assurance Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
National Board Certification							
10-365100-1	NATL BOARD CERTIFIC	0.00	0.00	0.00	0.00	0.00	10-3651-1
3651	National Board Certification	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Truants Alt/Opt Education							
10-369500-1	SAFE TO LEARN GRANT	0.00	0.00	0.00	0.00	0.00	10-3695
3695	Truants Alt/Opt Education	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Early Childhood - Block Grant							
10-370500-26	EARLY CHILDHOOD GRT GRANT	55,176.00	147,136.00	132,204.00	(14,932.00)	111.29	10-3705
3705	Early Childhood - Block Grant	55,176.00	147,136.00	132,204.00	(14,932.00)	111.29	* Source of Revenue
Reading Improvement - Block Grant							
10-371500-27	READING IMPROVEMENT GRAN	0.00	0.00	0.00	0.00	0.00	10-3715
3715	Reading Improvement - Block Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Continued Reading Improvement Block Grant							
10-372500-28		0.00	0.00	0.00	0.00	0.00	10-3725
3725	Continued Reading Improvement Block Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Report Cards							
10-373500-1		0.00	0.00	0.00	0.00	0.00	10-3735
3735	Report Cards	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
School Safety & Educational Improv Block Grant							
10-377500-43	ADA BLOCK GRANT	0.00	0.00	1,000.00	1,000.00	0.00	10-3775
3775	School Safety & Educational Improv Block Grant	0.00	0.00	1,000.00	1,000.00	0.00	* Source of Revenue
Closing The Gap							
10-379200-1		0.00	0.00	0.00	0.00	0.00	10-3792
3792	Closing The Gap	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
TIP GRANT							
10-379400-1		0.00	0.00	0.00	0.00	0.00	10-3794

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Education Fund 10							
Source of Revenue		3794	TIP GRANT				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
3794	TIP GRANT	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
State Library Grant							
10-380000-32	STATE LIBRARY GRANT	0.00	0.00	675.00	675.00	0.00	10-3800
3800	State Library Grant	0.00	0.00	675.00	675.00	0.00	* Source of Revenue
Emer Fin Assist/Temp Reloc Grant/Other Restr Rev							
10-399900-1	OTHER STATE REVENUE	0.00	0.00	15,000.00	15,000.00	0.00	10-3999
10-399901-1	RESPRO GRANT	0.00	0.00	0.00	0.00	0.00	10-3999
3999	Emer Fin Assist/Temp Reloc Grant/Other Restr Rev	0.00	0.00	15,000.00	15,000.00	0.00	* Source of Revenue
Title V - Innovation and Flexibility Formula							
10-410000-37	TITLE V INVO(CHAR CTS	0.00	0.00	0.00	0.00	0.00	10-4100
4100	Title V - Innovation and Flexibility Formula	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Esea-Chap2-Comp-Urban Ed							
10-411000-46		0.00	0.00	0.00	0.00	0.00	10-4110
4110	Esea-Chap2-Comp-Urban Ed	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
NatL School Lunch Progr							
10-421000-1	FEDERAL LUNCH AID	20,304.10	133,203.19	140,000.00	6,796.81	95.15	10-4210
4210	NatL School Lunch Progr	20,304.10	133,203.19	140,000.00	6,796.81	95.15	* Source of Revenue
School Breakfast Program							
10-422000-1	FED BREAKFAST AID	4,832.75	33,005.22	36,000.00	2,994.78	91.68	10-4220
4220	School Breakfast Program	4,832.75	33,005.22	36,000.00	2,994.78	91.68	* Source of Revenue
Title I - Low Income							
10-430000-36	TITLE I GRANT	21,651.00	103,711.00	92,152.00	(11,559.00)	112.54	10-4300
4300	Title I - Low Income	21,651.00	103,711.00	92,152.00	(11,559.00)	112.54	* Source of Revenue
Esea-Drug Free-Formula							
10-440000-33	TITLE IV GRT DRUG FREE	0.00	0.00	0.00	0.00	0.00	10-4400
4400	Esea-Drug Free-Formula	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Fed-Sp Ed-Idea Flow-Thru							
10-462000-38	SP ED INCENTIVE GRT	0.00	0.00	0.00	0.00	0.00	10-4620
10-462001-38	DISCRETIONARY FUNDS	0.00	0.00	0.00	0.00	0.00	10-4620
10-462002-38	SP ED BLOCK GRT	0.00	21,103.00	21,103.00	0.00	100.00	10-4620
10-462003-38	DEMONSTR PROJ/LEASE	0.00	0.00	0.00	0.00	0.00	10-4620-1
4620	Fed-Sp Ed-Idea Flow-Thru	0.00	21,103.00	21,103.00	0.00	100.00	* Source of Revenue
Fed-Sp Ed-Idea Room&Board							
10-462500-1	EXCESS (ROOM/BOARD)	0.00	0.00	0.00	0.00	0.00	10-4625-1

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Education Fund 10							
Source of Revenue		4625	Fed-Sp Ed-Idea Room&Board				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
4625	Fed-Sp Ed-Idea Room&Board	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Source of Revenue 4770							
10-477000-40	CARL PERKINS	0.00	2,887.08	8,662.00	5,774.92	33.33	10-4770-1-40
4770	Source of Revenue 4770	0.00	2,887.08	8,662.00	5,774.92	33.33	* Source of Revenue
SFSF/GSA REVENUE							
10-485000-44	SFSF/GSA REVENUE	0.00	0.00	0.00	0.00	0.00	10-4850
4850	SFSF/GSA REVENUE	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Source of Revenue 4854							
10-485100-44	ARRA TITLE I	0.00	0.00	0.00	0.00	0.00	10-4854
4854	Source of Revenue 4854	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
ARRA IDEA PART B							
10-485700-44	ARRA IDEA PART B	0.00	0.00	0.00	0.00	0.00	10-4857-1
4857	ARRA IDEA PART B	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
GSA ARRA							
10-487000-44	ARRA GSA	0.00	0.00	0.00	0.00	0.00	10-4870-1
4870	GSA ARRA	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
ARRA ED JOBS							
10-488000-44	ARRA ED JOBS FUND	0.00	0.00	0.00	0.00	0.00	10-4880-1
4880	ARRA ED JOBS	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Medicaid Matching Fund							
10-490000-11		0.00	0.00	0.00	0.00	0.00	10-4900
4900	Medicaid Matching Fund	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Title II - Teacher Quality							
10-493200-42	TITLE II TEACHER QUALITY	3,755.00	13,605.00	13,662.00	57.00	99.58	10-4935
4935	Title II - Teacher Quality	3,755.00	13,605.00	13,662.00	57.00	99.58	* Source of Revenue
Goals 2000-School Improve							
10-494500-14		0.00	0.00	0.00	0.00	0.00	10-4945
4945	Goals 2000-School Improve	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Title II-Technology Enhancing Ed Formula Grant							
10-497100-1	TITLE IID-TECH ENHANC	0.00	0.00	0.00	0.00	0.00	10-4971
4971	Title II-Technology Enhancing Ed Formula Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Medicaid Admin							
10-499100-11	MEDICAID-ADMIN OUTREACH	0.00	16,087.61	25,000.00	8,912.39	64.35	10-4991-1

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Education Fund 10							
Source of Revenue		4991	Medicaid Admin				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
4991	Medicaid Admin	0.00	16,087.61	25,000.00	8,912.39	64.35	* Source of Revenue
Medicaid FFS							
10-499200-11	MEDICAID-FEE FOR SERV	3,833.89	25,186.18	67,000.00	41,813.82	37.59	10-4992-1-11
4992	Medicaid FFS	3,833.89	25,186.18	67,000.00	41,813.82	37.59	* Source of Revenue
Other Restricted Grants Recd Fed Gov thru State							
10-499800-1	OTHER FEDERAL(STEP)	0.00	5,190.00	12,180.00	6,990.00	42.61	10-4998-1
4998	Other Restricted Grants Recd Fed Gov thru State	0.00	5,190.00	12,180.00	6,990.00	42.61	* Source of Revenue
Abolishment or Abatement of Working Cash Fund							
10-711000-1	TRANS OF WC TECH THRUST	0.00	0.00	0.00	0.00	0.00	10-7110
10-711002-1	PERM TRANSFER WC	0.00	0.00	0.00	0.00	0.00	10-7110
10-711001-1	TRANSFER OF WC	0.00	0.00	0.00	0.00	0.00	10-7110-1
7110	Abolishment or Abatement of Working Cash Fund	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Permanent Transfer of Working Cash Fund Interest							
10-712000-1	TRANS WC INTEREST	0.00	0.00	0.00	0.00	0.00	10-7120
7120	Permanent Transfer of Working Cash Fund Interest	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Accured Int on Bonds							
10-723000-1	ACCURED INT B&I	0.00	0.00	0.00	0.00	0.00	10-7230
7230	Accured Int on Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
10	Education Fund	998,669.42	7,080,085.14	8,018,902.00	938,816.86	88.29	Fund

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Oper, Build, & Maint Fund 20

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

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
20-111200-1	FIRST PRIOR YEAR LEVY	0.00	580,533.20	580,810.00	276.80	99.95	20-1112
1112	Bond and Interest Purposes Levy	0.00	580,533.20	580,810.00	276.80	99.95	* Source of Revenue
1St Prior Yr-Tort							
20-112200-1	TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00	20-1122
1122	1St Prior Yr-Tort	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Corp Pers Prop Repl Tax							
20-123000-1	CORP PERS PROP REPL TAX	0.00	0.00	0.00	0.00	0.00	20-1230
1230	Corp Pers Prop Repl Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Interest On Investments							
20-151100-1	BLD-INT	347.83	4,027.05	8,000.00	3,972.95	50.34	20-1511
1511	Interest On Investments	347.83	4,027.05	8,000.00	3,972.95	50.34	* Source of Revenue
Interest-Tree Fund							
20-151500-1	INTEREST - TREE FUND	0.00	0.00	50.00	50.00	0.00	20-1515
1515	Interest-Tree Fund	0.00	0.00	50.00	50.00	0.00	* Source of Revenue
Rentals							
20-191000-1	HOUSE RENT	0.00	0.00	0.00	0.00	0.00	20-1910
1910	Rentals	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Facility/Grounds Rent							
20-191100-1	FACILITY/GROUND RENT	0.00	1,000.00	500.00	(500.00)	200.00	20-1911
1911	Facility/Grounds Rent	0.00	1,000.00	500.00	(500.00)	200.00	* Source of Revenue
Donations-Private Sources							
20-192000-1	DONATIONS	0.00	0.00	500.00	500.00	0.00	20-1920
1920	Donations-Private Sources	0.00	0.00	500.00	500.00	0.00	* Source of Revenue
Refund-Prior Yr Expenditu							
20-195000-1	REFUND PR YR EXP-BLDG	0.00	0.00	1,000.00	1,000.00	0.00	20-1950
20-195001-1	TORNADO INS/FEM/DON	0.00	0.00	0.00	0.00	0.00	20-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	1,000.00	1,000.00	0.00	* Source of Revenue
Other Local Revenues							
20-199900-1	OTHER LOCAL REVENUE	0.00	19,469.02	10,000.00	(9,469.02)	194.69	20-1999
1999	Other Local Revenues	0.00	19,469.02	10,000.00	(9,469.02)	194.69	* Source of Revenue
Flow-Thru Rev-State							
20-210000-1	OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	20-2100

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Oper, Build, & Maint Fund 20							
Source of Revenue		2100	Flow-Thru Rev-State				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
2100	Flow-Thru Rev-State	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Infrastructure Improv-Planning/Construction							
20-392000-1	INFRA IMPROVE-PLAN/CONST	0.00	0.00	0.00	0.00	0.00	20-3920-1
3920	Infrastructure Improv-Planning/Construction	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
SCHL INFRASTRUCT/MAINT PROJ							
20-392500-1	SCHL INFRASTRUCT/MAINT PROJ	0.00	0.00	50,000.00	50,000.00	0.00	20-3925-1-1
3925	SCHL INFRASTRUCT/MAINT PROJ	0.00	0.00	50,000.00	50,000.00	0.00	* Source of Revenue
Emer Fin Assist/Temp Reloc Grant/Other Restr Rev							
20-399900-1	OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	20-3999
3999	Emer Fin Assist/Temp Reloc Grant/Other Restr Rev	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Medicaid Matching Fund							
20-490000-11		0.00	0.00	0.00	0.00	0.00	20-4900
4900	Medicaid Matching Fund	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Renovation Grant							
20-498000-1		0.00	0.00	0.00	0.00	0.00	20-4980
4980	Renovation Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Abolishment or Abatement of Working Cash Fund							
20-711001-1	TRANSFER WC	0.00	0.00	0.00	0.00	0.00	20-7110
7110	Abolishment or Abatement of Working Cash Fund	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Permanent Transfer							
20-713000-1	PERM TRANSFER FROM C/P	0.00	0.00	0.00	0.00	0.00	20-7130-1
7130	Permanent Transfer	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Transfers from Other Funds Pay Princ Cap Leases							
20-740000-1	SALE/COMP FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	20-7400
7400	Transfers from Other Funds Pay Princ Cap Leases	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
20	Oper, Build, & Maint Fund	347.83	605,029.27	650,860.00	45,830.73	92.96	Fund

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Debt Service Fund or Fund Group 30

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

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
30-111200-1	FIRST PRIOR YEAR LEVY	0.00	0.00	0.00	0.00	0.00	30-1112
1112	Bond and Interest Purposes Levy	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Interest On Investments							
30-151100-1	B/I-INT INVESTMENTS	0.00	0.00	0.00	0.00	0.00	30-1511
1511	Interest On Investments	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Accrued Int on Bonds							
30-723000-1	ACCRUED INT ON BONDS SOL	0.00	0.00	0.00	0.00	0.00	30-7230
7230	Accrued Int on Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
30	Debt Service Fund or Fund Group	0.00	0.00	0.00	0.00	0.00	Fund

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Transportation Fund 40

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

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
40-111200-1	FIRST PRIOR YR LEVY TRAN	0.00	232,215.08	232,324.00	108.92	99.95	40-1112
1112	Bond and Interest Purposes Levy	0.00	232,215.08	232,324.00	108.92	99.95	* Source of Revenue
1St Prior Yr-Tort							
40-112200-1	1ST PRIOR YR LEVY-TORT	0.00	0.00	0.00	0.00	0.00	40-1122
1122	1St Prior Yr-Tort	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Corp Pers Prop Repl Tax							
40-123000-1	CORP REPLACEMNT PROP TAX	0.00	0.00	0.00	0.00	0.00	40-1230
1230	Corp Pers Prop Repl Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Spec Ed Trans-Pupils/Pare							
40-144100-1	ORPHANAGE TRANS REIMB	0.00	0.00	0.00	0.00	0.00	40-1441
1441	Spec Ed Trans-Pupils/Pare	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Interest On Investments							
40-151100-1	TRANSP-INT	60.03	773.83	2,000.00	1,226.17	38.69	40-1511
1511	Interest On Investments	60.03	773.83	2,000.00	1,226.17	38.69	* Source of Revenue
Refund-Prior Yr Expenditu							
40-195000-1	REFUND TRANSP	0.00	0.00	0.00	0.00	0.00	40-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Other Local Revenues							
40-199900-1	OTHER LOCAL REVENUE	1,635.72	8,018.68	7,000.00	(1,018.68)	114.55	40-1999
1999	Other Local Revenues	1,635.72	8,018.68	7,000.00	(1,018.68)	114.55	* Source of Revenue
Transportation Regular/Vocational							
40-350000-1	REG TRANSPORTATION AID	58,799.37	180,965.30	350,787.00	169,821.70	51.59	40-3500
3500	Transportation Regular/Vocational	58,799.37	180,965.30	350,787.00	169,821.70	51.59	* Source of Revenue
Transportation-Vocational							
40-350500-1	VOC TRANSPORTATION AID	0.00	0.00	13,614.00	13,614.00	0.00	40-3505
3505	Transportation-Vocational	0.00	0.00	13,614.00	13,614.00	0.00	* Source of Revenue
Transportation-Spec Ed							
40-351000-1	SP ED TRANSPORTATION AID	36,092.49	112,032.70	156,255.00	44,222.30	71.70	40-3510
3510	Transportation-Spec Ed	36,092.49	112,032.70	156,255.00	44,222.30	71.70	* Source of Revenue
Other State Revenue							
40-351100-1	OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	40-3511
3511	Other State Revenue	0.00	0.00	0.00	0.00	0.00	* Source of Revenue

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Transportation Fund 40							
Source of Revenue		3705	Early Childhood - Block Grant				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Early Childhood - Block Grant							
40-370500-26	ECE TRANSPORTATION	0.00	36,784.00	88,500.00	51,716.00	41.56	40-3705
3705	Early Childhood - Block Grant	0.00	36,784.00	88,500.00	51,716.00	41.56	* Source of Revenue
ARRA IDEA PART B							
40-485700-44	IDEA ARRA	0.00	0.00	0.00	0.00	0.00	40-4857
4857	ARRA IDEA PART B	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Permanent Transfer							
40-713000-1	PERMANENT TRANSFER	0.00	0.00	0.00	0.00	0.00	40-7130-1
7130	Permanent Transfer	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
40	Transportation Fund	96,587.61	570,789.59	850,480.00	279,690.41	67.11	Fund

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I.M.R.F./Soc. Sec. Fund 50							
Source of Revenue		1112	Bond and Interest Purposes Levy				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
50-111200-1	FIRST PRIOR YR LEVY-IMRF	0.00	137,105.27	137,327.00	221.73	99.84	50-1112
50-111201-1	FIRST PRIOR YR-SS	0.00	0.00	0.00	0.00	0.00	50-1112
1112 Bond and Interest Purposes Levy		<u>0.00</u>	<u>137,105.27</u>	<u>137,327.00</u>	<u>221.73</u>	<u>99.84</u>	* Source of Revenue
Working Cash Purposes Levy							
50-111500-1	MEDICARE-FIRST PRIOR YR	0.00	0.00	0.00	0.00	0.00	50-1115
1115 Working Cash Purposes Levy		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Source of Revenue
Soc.Sec./Med Only Levy							
50-115000-1	FIRST PRIOR YR-S S	0.00	0.00	0.00	0.00	0.00	50-1150
1150 Soc.Sec./Med Only Levy		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Source of Revenue
Corp Pers Prop Repl Tax							
50-123000-1	CORP PERS PROP REPL TAX	0.00	174,252.00	174,252.00	0.00	100.00	50-1230
1230 Corp Pers Prop Repl Tax		<u>0.00</u>	<u>174,252.00</u>	<u>174,252.00</u>	<u>0.00</u>	<u>100.00</u>	* Source of Revenue
Interest On Investments							
50-151100-1	IMRF-INT	81.95	851.53	1,000.00	148.47	85.15	50-1511
1511 Interest On Investments		<u>81.95</u>	<u>851.53</u>	<u>1,000.00</u>	<u>148.47</u>	<u>85.15</u>	* Source of Revenue
Other Local Revenues							
50-199900-1	OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00	50-1999
1999 Other Local Revenues		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Source of Revenue
50 I.M.R.F./Soc. Sec. Fund		<u>81.95</u>	<u>312,208.80</u>	<u>312,579.00</u>	<u>370.20</u>	<u>99.88</u>	Fund

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

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Working Cash Fund 70

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

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
70-111200-1	FIRST PRIOR YR WRKG CASH	0.00	57,855.93	58,081.00	225.07	99.61	70-1112
1112	Bond and Interest Purposes Levy	0.00	57,855.93	58,081.00	225.07	99.61	* Source of Revenue
Interest On Investments							
70-151100-1	WC-INT	541.38	7,142.76	13,000.00	5,857.24	54.94	70-1511
1511	Interest On Investments	541.38	7,142.76	13,000.00	5,857.24	54.94	* Source of Revenue
Sale Of Bonds							
70-721000-1	PRINCIPAL ON BONDS SOLD	0.00	0.00	0.00	0.00	0.00	70-7210
7210	Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
70	Working Cash Fund	541.38	64,998.69	71,081.00	6,082.31	91.44	Fund

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Tort Immunity and Judgment Fund 80

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

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
80-111200-1	FIRST PRIOR YEAR LEVY	0.00	254,601.33	255,010.00	408.67	99.84	80-1112
1112	Bond and Interest Purposes Levy	0.00	254,601.33	255,010.00	408.67	99.84	* Source of Revenue
Corp Pers Prop Repl Tax							
80-123000-1	CORP PERS PROP REPLCMT TAX	0.00	50,000.00	50,000.00	0.00	100.00	80-1230-1
1230	Corp Pers Prop Repl Tax	0.00	50,000.00	50,000.00	0.00	100.00	* Source of Revenue
Interest On Investments							
80-151100-1	TORT-INTEREST	40.97	372.80	1,000.00	627.20	37.28	80-1511
1511	Interest On Investments	40.97	372.80	1,000.00	627.20	37.28	* Source of Revenue
Refund-Prior Yr Expenditu							
80-195000-1	REFUND PRIOR YR EXP	0.00	0.00	0.00	0.00	0.00	80-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Other Local Revenues							
80-199900-1	OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00	80-1999
1999	Other Local Revenues	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
80	Tort Immunity and Judgment Fund	40.97	304,974.13	306,010.00	1,035.87	99.66	Fund

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Fire Prevention/Life Safety 90

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

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
90-111200-1	FIRST PRIOR YEAR LEVY L/	0.00	58,051.44	58,081.00	29.56	99.95	90-1112
1112	Bond and Interest Purposes Levy	0.00	58,051.44	58,081.00	29.56	99.95	* Source of Revenue
Corp Pers Prop Repl Tax							
90-123000-1	L/S CORP REPL TAX	0.00	0.00	0.00	0.00	0.00	90-1230
1230	Corp Pers Prop Repl Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Interest On Investments							
90-151100-1	LS-INT ON INVESTMENTS	120.07	1,422.63	2,000.00	577.37	71.13	90-1511
1511	Interest On Investments	120.07	1,422.63	2,000.00	577.37	71.13	* Source of Revenue
Other Local Revenues							
90-199900-1	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	90-1999
1999	Other Local Revenues	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Permanent Transfer of Working Cash Fund Interest							
90-712000-1	TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00	90-7120
7120	Permanent Transfer of Working Cash Fund Interest	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Sale Of Bonds							
90-721000-1	SALE OF BONDS	0.00	0.00	0.00	0.00	0.00	90-7210
7210	Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
90	Fire Prevention/Life Safety	120.07	59,474.07	60,081.00	606.93	98.99	Fund
Report Total:		<u>1,096,389.23</u>	<u>8,997,559.69</u>	<u>10,269,993.00</u>	<u>1,272,433.31</u>	<u>87.61</u>	

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Expenditure Report

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PUTNAM COUNTY CUSD #535

Education Fund 10

Function 1000 Instruction
Function 1110 Elementary
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget †	State Account Number
100	Salaries	38,796.08	370,333.93	0.00	482,726.00	112,392.07	76.72	
200	Employee Benefits	10,269.22	93,405.48	0.00	139,500.00	46,094.52	66.96	
300	Purchased Services	2,752.23	11,117.72	0.00	9,050.00	(2,067.72)	122.85	
400	Supplies And Materials	503.03	24,677.28	0.02	17,831.00	(6,846.30)	138.40	
500	Capital Outlay	699.00	25,959.56	1,999.00	33,500.00	5,541.44	83.46	
1110	Elementary	53,019.56	525,493.97	1,999.02	682,607.00	155,114.01	77.28	** Function
100	Salaries	37,794.69	412,499.94	0.00	519,000.00	106,500.06	79.48	
200	Employee Benefits	10,875.14	95,548.24	0.00	129,500.00	33,951.76	73.78	
300	Purchased Services	603.61	6,130.09	0.00	8,000.00	1,869.91	76.63	
400	Supplies And Materials	1,218.96	11,259.00	685.62	16,800.00	4,855.38	71.10	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
1111	Primary	50,492.40	525,437.27	685.62	674,800.00	148,677.11	77.97	** Function
100	Salaries	40,321.27	391,754.56	0.00	497,000.00	105,245.44	78.82	
200	Employee Benefits	10,116.30	89,679.85	0.00	126,000.00	36,320.15	71.17	
300	Purchased Services	587.84	7,661.37	0.00	9,000.00	1,338.63	85.13	
400	Supplies And Materials	5,898.19	190,460.08	21,902.65	235,100.00	22,737.27	90.33	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	75.00	0.00	1,000.00	925.00	7.50	
1112	Junior High	56,923.60	679,630.86	21,902.65	869,600.00	168,066.49	80.67	** Function
100	Salaries	61,637.45	609,094.53	0.00	776,842.00	167,747.47	78.41	
200	Employee Benefits	16,798.08	153,809.27	0.00	215,000.00	61,190.73	71.54	
300	Purchased Services	959.40	8,252.54	0.00	10,400.00	2,147.46	79.35	
400	Supplies And Materials	5,619.51	67,422.14	9,652.58	92,350.00	15,275.28	83.46	
500	Capital Outlay	0.00	1,437.18	0.00	1,500.00	62.82	95.81	
600	Other Objects	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
1113	High School	85,014.44	840,015.66	9,652.58	1,097,092.00	247,423.76	77.45	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1114	Reading Imp	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	10,510.48	105,450.48	0.00	128,000.00	22,549.52	82.38	
200	Employee Benefits	3,461.29	31,950.06	0.00	41,500.00	9,549.94	76.99	
300	Purchased Services	288.02	1,696.69	0.00	3,750.00	2,053.31	45.25	
400	Supplies And Materials	248.38	3,007.17	129.84	5,620.00	2,482.99	55.82	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	591.00	0.00	800.00	209.00	73.88	

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Education Fund 10

Function 1000 Instruction
Function 1115 MUSIC
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1115	MUSIC	14,508.17	142,695.40	129.84	181,170.00	38,344.76	78.83	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	6,000.00	6,000.00	0.00	
1116	Accel Reader	0.00	0.00	0.00	6,000.00	6,000.00	0.00	** Function
100	Salaries	10,764.83	112,642.49	0.00	135,400.00	22,757.51	83.19	
200	Employee Benefits	2,188.13	17,102.69	0.00	24,800.00	7,697.31	68.96	
300	Purchased Services	0.00	1,092.51	0.00	3,228.00	2,135.49	33.84	
400	Supplies And Materials	913.54	5,419.48	147.00	7,600.00	2,033.52	73.24	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1125	Pre-K Programs	13,866.50	136,257.17	147.00	171,028.00	34,623.83	79.76	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
1203	Emh Handicapped lighted way	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	320.00	1,650.00	0.00	2,500.00	850.00	66.00	
200	Employee Benefits	84.63	388.44	0.00	325.00	(63.44)	119.52	
300	Purchased Services	6,778.88	45,940.89	0.00	73,000.00	27,059.11	62.93	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1204	Physically Hndcap Homebound	7,183.51	47,979.33	0.00	75,825.00	27,845.67	63.28	** Function
300	Purchased Services	0.00	0.00	0.00	800.00	800.00	0.00	
1206	Visually Impaired (Vi)	0.00	0.00	0.00	800.00	800.00	0.00	** Function
300	Purchased Services	33.88	6,764.34	0.00	7,800.00	1,035.66	86.72	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	33.88	6,764.34	0.00	7,800.00	1,035.66	86.72	** Function
100	Salaries	3,993.49	41,922.26	0.00	52,000.00	10,077.74	80.62	
200	Employee Benefits	1,174.64	10,889.17	0.00	13,900.00	3,010.83	78.34	
300	Purchased Services	0.00	41,141.18	0.00	42,800.00	1,658.82	96.12	
400	Supplies And Materials	0.00	0.00	0.00	650.00	650.00	0.00	
1210	Speech & Lang.Impaired	5,168.13	93,952.61	0.00	109,350.00	15,397.39	85.92	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1214	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	

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Education Fund 10

Function 1000 Instruction
Function 1219 Pre Kind EARLY CHILDHOOD
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	74,144.29	700,262.46	0.00	887,000.00	186,737.54	78.95	
200	Employee Benefits	18,066.81	135,229.02	0.00	176,000.00	40,770.98	76.83	
300	Purchased Services	446.77	3,232.64	0.00	5,150.00	1,917.36	62.77	
400	Supplies And Materials	3,407.93	27,032.94	1,073.86	53,300.00	25,193.20	52.73	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	96,065.80	865,757.06	1,073.86	1,121,450.00	254,619.08	77.30	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	4,848.48	47,140.33	0.00	59,700.00	12,559.67	78.96	
200	Employee Benefits	1,049.86	9,597.44	0.00	15,700.00	6,102.56	61.13	
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	1,220.00	1,220.00	0.00	
1225	Special Education Programs Pre-K	5,898.34	56,737.77	0.00	76,620.00	19,882.23	74.05	** Function
100	Salaries	4,555.93	41,227.09	0.00	50,120.00	8,892.91	82.26	
200	Employee Benefits	2,945.08	23,008.63	0.00	29,400.00	6,391.37	78.26	
300	Purchased Services	1,794.12	16,960.03	407.00	13,848.00	(3,519.03)	125.41	
400	Supplies And Materials	1,581.02	3,028.44	931.19	3,900.00	(59.63)	101.53	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1250	Remedial and Supplemental Programs K-12	10,876.15	84,224.19	1,338.19	97,268.00	11,705.62	87.97	** Function
100	Salaries	3,288.75	31,342.56	0.00	42,500.00	11,157.44	73.75	
200	Employee Benefits	1,092.67	9,914.65	0.00	12,700.00	2,785.35	78.07	
300	Purchased Services	0.00	419.23	0.00	3,500.00	3,080.77	11.98	
400	Supplies And Materials	0.00	3,406.33	0.00	8,988.00	5,581.67	37.90	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	500.00	500.00	0.00	
1401	VOCATIONAL AG	4,381.42	45,082.77	0.00	68,188.00	23,105.23	66.12	** Function

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Expenditure Report

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PUTNAM COUNTY CUSD #535

Education Fund 10

Function 1000 Instruction
Function 1402 INDUSTRIAL ARTS
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget †	State Account Number
100	Salaries	2,916.67	31,663.34	0.00	42,580.00	10,916.66	74.36	
200	Employee Benefits	1,524.72	14,464.71	0.00	18,000.00	3,535.29	80.36	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	5,457.94	0.00	6,412.00	954.06	85.12	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	4,441.39	51,585.99	0.00	66,992.00	15,406.01	77.00	** Function
100	Salaries	4,771.80	38,495.70	0.00	48,400.00	9,904.30	79.54	
200	Employee Benefits	1,440.72	13,194.82	0.00	16,250.00	3,055.18	81.20	
300	Purchased Services	0.00	0.00	0.00	600.00	600.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1407	BUSINESS ED	6,212.52	51,690.52	0.00	65,250.00	13,559.48	79.22	** Function
100	Salaries	2,805.94	28,607.11	0.00	34,400.00	5,792.89	83.16	
200	Employee Benefits	677.93	5,985.54	0.00	7,700.00	1,714.46	77.73	
300	Purchased Services	86.80	540.40	0.00	1,000.00	459.60	54.04	
400	Supplies And Materials	0.00	0.00	0.00	300.00	300.00	0.00	
1459	CO-OP PROGRAM	3,570.67	35,133.05	0.00	43,400.00	8,266.95	80.95	** Function
100	Salaries	6,305.39	109,599.59	0.00	139,000.00	29,400.41	78.85	
200	Employee Benefits	102.52	3,397.37	0.00	11,200.00	7,802.63	30.33	
300	Purchased Services	451.98	18,998.07	0.00	36,000.00	17,001.93	52.77	
400	Supplies And Materials	1,801.32	12,377.62	3,034.88	17,700.00	2,287.50	87.08	
500	Capital Outlay	0.00	4,964.50	0.00	11,300.00	6,335.50	43.93	
600	Other Objects	905.00	9,421.50	0.00	11,500.00	2,078.50	81.93	
1501	ATHLETICS	9,566.21	158,758.65	3,034.88	226,700.00	64,906.47	71.37	** 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	20.00	0.00	0.00	(20.00)	0.00	
1502	Music	0.00	20.00	0.00	0.00	(20.00)	0.00	** Function
100	Salaries	1,768.74	17,829.95	0.00	28,000.00	10,170.05	63.68	
200	Employee Benefits	0.00	91.36	0.00	1,500.00	1,408.64	6.09	
300	Purchased Services	0.00	294.00	0.00	1,000.00	706.00	29.40	

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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	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
400	Supplies And Materials	0.00	5,504.98	275.00	6,300.00	520.02	91.75	
600	Other Objects	0.00	67.00	0.00	200.00	133.00	33.50	
1540	EXTRA CURRICULAR	1,768.74	23,787.29	275.00	37,000.00	12,937.71	65.03	** Function
100	Salaries	0.00	10,064.00	0.00	21,000.00	10,936.00	47.92	
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	37.44	0.00	250.00	212.56	14.98	
1600	Summer School	0.00	10,101.44	0.00	24,450.00	14,348.56	41.31	** Function
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	501.66	5,002.60	0.00	6,020.00	1,017.40	83.10	
200	Employee Benefits	206.76	1,650.55	0.00	800.00	(850.55)	206.32	
300	Purchased Services	0.00	4,879.25	0.00	12,100.00	7,220.75	40.32	
400	Supplies And Materials	0.00	332.89	0.00	2,000.00	1,667.11	16.64	
1700	Drivers Education Program	708.42	11,865.29	0.00	20,920.00	9,054.71	56.72	** Function
100	Salaries	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	
1800	Bilingual Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	11,585.00	115,655.95	0.00	125,000.00	9,344.05	92.52	
1912	Special Education Programs K-12 - Private Tuition	11,585.00	115,655.95	0.00	125,000.00	9,344.05	92.52	** Function
1000	Instruction	441,284.85	4,508,626.58	40,238.64	5,849,310.00	1,300,444.78	77.77	* Function
100	Salaries	10,587.19	104,915.45	0.00	129,000.00	24,084.55	81.33	
200	Employee Benefits	2,532.45	22,622.60	0.00	28,800.00	6,177.40	78.55	
300	Purchased Services	0.00	453.48	0.00	1,500.00	1,046.52	30.23	
400	Supplies And Materials	304.50	738.37	382.87	1,170.00	48.76	95.83	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	150.00	0.00	200.00	50.00	75.00	
2110	Attendance/Soc Wrk Serv	13,424.14	128,879.90	382.87	160,670.00	31,407.23	80.45	** Function
100	Salaries	5,219.55	52,089.94	0.00	62,700.00	10,610.06	83.08	
200	Employee Benefits	1,409.48	12,467.23	0.00	15,500.00	3,032.77	80.43	
300	Purchased Services	0.00	124.88	0.00	1,650.00	1,525.12	7.57	
400	Supplies And Materials	0.00	0.00	339.07	450.00	110.93	75.35	

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Education Fund 10

Function 2000 Support Services
Function 2120 Guidance Services
Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
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	
2120	Guidance Services	6,629.03	64,682.05	339.07	80,400.00	15,378.88	80.87	** Function
100	Salaries	2,564.01	25,747.75	0.00	30,600.00	4,852.25	84.14	
200	Employee Benefits	535.78	4,829.18	0.00	75.00	(4,754.18)	6,438.91	
300	Purchased Services	163.52	1,286.66	0.00	1,600.00	313.34	80.42	
400	Supplies And Materials	75.52	1,359.02	0.00	1,350.00	(9.02)	100.67	
2134	Nurse Services	3,338.83	33,222.61	0.00	33,625.00	402.39	98.80	** Function
100	Salaries	4,346.72	35,449.43	0.00	45,500.00	10,050.57	77.91	
200	Employee Benefits	237.18	2,725.58	0.00	3,400.00	674.42	80.16	
300	Purchased Services	176.96	1,196.87	0.00	2,650.00	1,453.13	45.16	
400	Supplies And Materials	1,100.00	1,849.17	0.00	1,800.00	(49.17)	102.73	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2140	Psychological Services	5,860.86	41,221.05	0.00	53,350.00	12,128.95	77.27	** Function
300	Purchased Services	704.30	7,531.98	0.00	8,700.00	1,168.02	86.57	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2190	Other Support Svs Pupils	704.30	7,531.98	0.00	8,700.00	1,168.02	86.57	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2191	OTHER SUPPORT	0.00	0.00	0.00	1,000.00	1,000.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2192	TITLE V CHART COUNTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2193	Title IV	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	2,241.42	26,501.36	0.00	51,000.00	24,498.64	51.96	
200	Employee Benefits	277.09	4,739.14	0.00	5,800.00	1,060.86	81.71	
300	Purchased Services	510.00	10,836.49	0.00	21,500.00	10,663.51	50.40	
400	Supplies And Materials	635.56	2,454.15	835.20	12,000.00	8,710.65	27.41	

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Education Fund 10								
Function	2000	Support Services						
Function	2210	EPIC						
Object	400	Supplies And Materials						
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number

2210	EPIC	3,664.07	44,531.14	835.20	90,300.00	44,933.66	50.24	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2218	Quality Assurance	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	11,054.22	110,159.43	0.00	139,500.00	29,340.57	78.97	
200	Employee Benefits	1,803.15	13,701.93	0.00	19,000.00	5,298.07	72.12	
300	Purchased Services	358.86	1,593.02	0.00	1,800.00	206.98	88.50	
400	Supplies And Materials	167.85	9,042.46	3,337.60	14,690.00	2,309.94	84.28	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2220	MEDIA PROGRAM	13,384.08	134,496.84	3,337.60	174,990.00	37,155.56	78.77	** Function
100	Salaries	3,655.56	42,505.58	0.00	52,000.00	9,494.42	81.74	
200	Employee Benefits	1,152.88	11,226.51	0.00	13,900.00	2,673.49	80.77	
300	Purchased Services	1,978.03	19,677.55	0.00	53,500.00	33,822.45	36.78	
400	Supplies And Materials	0.00	2,466.40	0.00	2,700.00	233.60	91.35	
2226	TECHNOLOGY	6,786.47	75,876.04	0.00	122,100.00	46,223.96	62.14	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2230	Assessment/Testing	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	242.21	5,109.36	0.00	5,750.00	640.64	88.86	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	1,332.00	36,558.14	0.00	51,100.00	14,541.86	71.54	
400	Supplies And Materials	1,913.77	26,671.00	800.37	37,300.00	9,828.63	73.65	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	105.72	13,934.24	0.00	25,000.00	11,065.76	55.74	

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Education Fund 10

Function 2000 Support Services
Function 2310 Brd Ed Services
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2310	Brd Ed Services	3,593.70	82,272.74	800.37	119,150.00	36,076.89	69.72	** Function
100	Salaries	8,505.03	85,050.34	0.00	98,864.00	13,813.66	86.03	
200	Employee Benefits	2,315.28	23,265.38	0.00	28,000.00	4,734.62	83.09	
300	Purchased Services	912.14	8,617.64	0.00	13,300.00	4,682.36	64.79	
400	Supplies And Materials	147.54	3,115.17	0.00	7,200.00	4,084.83	43.27	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	896.08	0.00	1,000.00	103.92	89.61	
2320	Executive Adm. Serv	11,879.99	120,944.61	0.00	149,864.00	28,919.39	80.70	** Function
100	Salaries	40,031.04	397,680.02	0.00	510,000.00	112,319.98	77.98	
200	Employee Benefits	13,191.99	131,416.30	0.00	155,000.00	23,583.70	84.78	
300	Purchased Services	421.17	6,875.42	0.00	9,200.00	2,324.58	74.73	
400	Supplies And Materials	819.71	8,682.12	673.73	12,420.00	3,064.15	75.33	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	350.00	622.41	0.00	4,000.00	3,377.59	15.56	
2410	Office Of Principal Serv	54,813.91	545,276.27	673.73	692,120.00	146,170.00	78.88	** 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	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2510	Dirctn Business Suppt Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	7,827.46	78,957.59	0.00	95,500.00	16,542.41	82.68	
200	Employee Benefits	561.30	5,644.72	0.00	14,000.00	8,355.28	40.32	
300	Purchased Services	0.00	120.81	0.00	2,700.00	2,579.19	4.47	
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	340.00	0.00	450.00	110.00	75.56	
2520	Fiscal Services	8,388.76	85,063.12	0.00	112,650.00	27,586.88	75.51	** Function
100	Salaries	12,263.09	121,892.88	0.00	148,851.00	26,958.12	81.89	
200	Employee Benefits	2,747.18	13,735.90	0.00	16,675.00	2,939.10	82.37	
300	Purchased Services	0.00	191.84	0.00	2,800.00	2,608.16	6.85	
400	Supplies And Materials	20,552.10	189,236.67	168.06	244,600.00	55,195.27	77.43	
500	Capital Outlay	0.00	0.00	0.00	8,000.00	8,000.00	0.00	

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Education Fund 10								
Function	2000	Support Services						
Function	2560	Food Services						
Object	600	Other Objects						
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
600	Other Objects	0.00	98.00	0.00	400.00	302.00	24.50	
2560	Food Services	35,562.37	325,155.29	168.06	421,326.00	96,002.65	77.21	** Function
300	Purchased Services	40.00	2,239.73	0.00	6,200.00	3,960.27	36.12	
2630	Information Services	40.00	2,239.73	0.00	6,200.00	3,960.27	36.12	** Function
300	Purchased Services	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
400	Supplies And Materials	0.00	1,223.52	0.00	14,600.00	13,376.48	8.38	
2660	DATA PROCESSING	0.00	1,223.52	0.00	19,600.00	18,376.48	6.24	** Function
2000	Support Services	168,070.51	1,692,616.89	6,536.90	2,246,045.00	546,891.21	75.65	* Function
600	Other Objects	0.00	7,175.88	0.00	9,500.00	2,324.12	75.54	
4120	Payments Sp Ed Programs	0.00	7,175.88	0.00	9,500.00	2,324.12	75.54	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
4140	Payments for CTE Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
4190	Other Pymnts Gov In State	0.00	0.00	0.00	5,000.00	5,000.00	0.00	** Function
600	Other Objects	0.00	450.00	0.00	6,000.00	5,550.00	7.50	
4210	Payments for Regular Programs - Tuition	0.00	450.00	0.00	6,000.00	5,550.00	7.50	** Function
600	Other Objects	0.00	74,706.46	0.00	140,000.00	65,293.54	53.36	
4220	Payments for Special Education Programs - Tuition	0.00	74,706.46	0.00	140,000.00	65,293.54	53.36	** Function
600	Other Objects	0.00	31,500.00	0.00	35,000.00	3,500.00	90.00	
4240	Payments for CTE Programs - Tuition	0.00	31,500.00	0.00	35,000.00	3,500.00	90.00	** Function
4000	Nonprogrammed Charges	0.00	113,832.34	0.00	195,500.00	81,667.66	58.23	* Function
600	Other Objects	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	10,000.00	10,000.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	10,000.00	10,000.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8130	Prmt Trns From Ed Fund	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
10	Education Fund	609,355.36	6,315,075.81	46,775.54	8,300,855.00	1,939,003.65	76.64	Fund

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Expenditure Report

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PUTNAM COUNTY CUSD #535

Oper, Build, & Maint Fund 20

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2530	Function 2530	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	27,490.57	271,599.21	0.00	353,600.00	82,000.79	76.81	
200	Employee Benefits	4,079.26	36,046.57	0.00	36,650.00	603.43	98.35	
300	Purchased Services	11,737.16	247,588.89	0.00	230,400.00	(17,188.89)	107.46	
400	Supplies And Materials	25,833.58	224,239.49	4,788.00	303,700.00	74,672.51	75.41	
500	Capital Outlay	1,395.00	52,893.86	0.00	80,000.00	27,106.14	66.12	
2542	Care & Upkeep Bldg Serv	70,535.57	832,368.02	4,788.00	1,004,350.00	167,193.98	83.35	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	25.00	38,589.51	0.00	47,700.00	9,110.49	80.90	
400	Supplies And Materials	1,623.29	4,480.55	0.00	10,000.00	5,519.45	44.81	
500	Capital Outlay	347.50	4,077.50	0.00	13,000.00	8,922.50	31.37	
600	Other Objects	0.00	0.00	0.00	50.00	50.00	0.00	
2543	Care Upkeep Grnds Serv	1,995.79	47,147.56	0.00	70,750.00	23,602.44	66.64	** Function
2000	Support Services	72,531.36	879,515.58	4,788.00	1,075,100.00	190,796.42	82.25	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	* Function
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
8800	Function 8800	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
20	Oper, Build, & Maint Fund	72,531.36	879,515.58	4,788.00	1,075,100.00	190,796.42	82.25	Fund

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PUTNAM COUNTY CUSD #535

Debt Service Fund or Fund Group 30

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

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

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PUTNAM COUNTY CUSD #535

Transportation Fund 40

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
100	Salaries	2,426.74	23,839.99	0.00	30,200.00	6,360.01	78.94	
200	Employee Benefits	221.45	2,220.93	0.00	2,750.00	529.07	80.76	
300	Purchased Services	188,596.76	688,881.16	0.00	843,234.00	154,352.84	81.70	
400	Supplies And Materials	0.00	4,908.49	0.00	6,500.00	1,591.51	75.52	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2550	Pupil Transportation Ser	191,244.95	719,850.57	0.00	882,684.00	162,833.43	81.55	** Function
2000	Support Services	191,244.95	719,850.57	0.00	882,684.00	162,833.43	81.55	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8140	Prmt Transf Of Interest	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
40	Transportation Fund	191,244.95	719,850.57	0.00	882,684.00	162,833.43	81.55	Fund

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PUTNAM COUNTY CUSD #535

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

Function 1000 Instruction
Function 1110 Elementary
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	702.51	6,437.28	0.00	10,910.00	4,472.72	59.00	
1110	Elementary	702.51	6,437.28	0.00	10,910.00	4,472.72	59.00	** Function
200	Employee Benefits	543.81	7,942.34	0.00	7,200.00	(742.34)	110.31	
1111	Primary	543.81	7,942.34	0.00	7,200.00	(742.34)	110.31	** Function
200	Employee Benefits	638.91	5,956.27	0.00	7,100.00	1,143.73	83.89	
1112	Junior High	638.91	5,956.27	0.00	7,100.00	1,143.73	83.89	** Function
200	Employee Benefits	798.20	8,304.03	0.00	12,850.00	4,545.97	64.62	
1113	High School	798.20	8,304.03	0.00	12,850.00	4,545.97	64.62	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1114	Reading Imp	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	149.32	1,487.41	0.00	2,000.00	512.59	74.37	
1115	MUSIC	149.32	1,487.41	0.00	2,000.00	512.59	74.37	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1120	Middle-Junior High	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	874.45	9,808.89	0.00	12,700.00	2,891.11	77.24	
1125	Pre-K Programs	874.45	9,808.89	0.00	12,700.00	2,891.11	77.24	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1130	High School	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	4.59	22.66	0.00	75.00	52.34	30.21	
1204	Physically Hndcap Homebound	4.59	22.66	0.00	75.00	52.34	30.21	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	57.31	601.24	0.00	900.00	298.76	66.80	
1210	Speech & Lang.Impaired	57.31	601.24	0.00	900.00	298.76	66.80	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1214	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	6,632.63	63,986.16	0.00	84,200.00	20,213.84	75.99	
1220	Cross-Categorical (Cc)	6,632.63	63,986.16	0.00	84,200.00	20,213.84	75.99	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	

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PUTNAM COUNTY CUSD #535

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

Function 1000 Instruction
Function 1222 MI
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	327.29	3,307.36	0.00	4,300.00	992.64	76.92	
1225	Special Education Programs Pre-K	327.29	3,307.36	0.00	4,300.00	992.64	76.92	** Function
200	Employee Benefits	66.73	599.93	0.00	700.00	100.07	85.70	
1250	Remedial and Supplemental Programs K-12	66.73	599.93	0.00	700.00	100.07	85.70	** Function
200	Employee Benefits	47.19	448.91	0.00	650.00	201.09	69.06	
1401	VOCATIONAL AG	47.19	448.91	0.00	650.00	201.09	69.06	** Function
200	Employee Benefits	31.45	350.68	0.00	700.00	349.32	50.10	
1402	INDUSTRIAL ARTS	31.45	350.68	0.00	700.00	349.32	50.10	** Function
200	Employee Benefits	62.82	509.51	0.00	750.00	240.49	67.93	
1407	BUSINESS ED	62.82	509.51	0.00	750.00	240.49	67.93	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1415	IVCC TECH PREP	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	17.82	242.37	0.00	275.00	32.63	88.13	
1459	CO-OP PROGRAM	17.82	242.37	0.00	275.00	32.63	88.13	** Function
200	Employee Benefits	104.68	3,794.67	0.00	6,950.00	3,155.33	54.60	
1501	ATHLETICS	104.68	3,794.67	0.00	6,950.00	3,155.33	54.60	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1502	Music	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	25.03	249.25	0.00	900.00	650.75	27.69	
1540	EXTRA CURRICULAR	25.03	249.25	0.00	900.00	650.75	27.69	** Function
200	Employee Benefits	0.00	165.01	0.00	600.00	434.99	27.50	
1600	Summer School	0.00	165.01	0.00	600.00	434.99	27.50	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	7.28	72.54	0.00	125.00	52.46	58.03	
1700	Drivers Education Program	7.28	72.54	0.00	125.00	52.46	58.03	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	11,092.02	114,286.51	0.00	153,885.00	39,598.49	74.27	* Function
200	Employee Benefits	341.08	3,443.93	0.00	4,950.00	1,506.07	69.57	

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PUTNAM COUNTY CUSD #535

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

Function 2000 Support Services
Function 2110 Attendance/Soc Wrk Serv
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2110	Attendance/Soc Wrk Serv	341.08	3,443.93	0.00	4,950.00	1,506.07	69.57	** Function
200	Employee Benefits	75.10	748.40	0.00	1,000.00	251.60	74.84	
2120	Guidance Services	75.10	748.40	0.00	1,000.00	251.60	74.84	** Function
200	Employee Benefits	536.94	5,467.29	0.00	7,400.00	1,932.71	73.88	
2134	Nurse Services	536.94	5,467.29	0.00	7,400.00	1,932.71	73.88	** Function
200	Employee Benefits	236.18	2,489.60	0.00	3,675.00	1,185.40	67.74	
2140	Psychological Services	236.18	2,489.60	0.00	3,675.00	1,185.40	67.74	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2192	TITLE V CHART COUNTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2193	Title IV	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2196	Comp Arts	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	79.40	660.15	0.00	2,050.00	1,389.85	32.20	
2210	EPIC	79.40	660.15	0.00	2,050.00	1,389.85	32.20	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2212	CURRICULUM DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2218	Quality Assurance	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,279.89	12,971.67	0.00	16,600.00	3,628.33	78.14	
2220	MEDIA PROGRAM	1,279.89	12,971.67	0.00	16,600.00	3,628.33	78.14	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2225	TECH THRUST	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	52.70	612.68	0.00	800.00	187.32	76.59	
2226	TECHNOLOGY	52.70	612.68	0.00	800.00	187.32	76.59	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2230	Assessment/Testing	0.00	0.00	0.00	0.00	0.00	0.00	** Function

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

Function 2000 Support Services
Function 2310 Brd Ed Services
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
200	Employee Benefits	17.62	381.64	0.00	875.00	493.36	43.62	
2310	Brd Ed Services	17.62	381.64	0.00	875.00	493.36	43.62	** Function
200	Employee Benefits	123.10	1,231.28	0.00	1,550.00	318.72	79.44	
2320	Executive Adm. Serv	123.10	1,231.28	0.00	1,550.00	318.72	79.44	** Function
200	Employee Benefits	658.58	6,256.63	0.00	10,000.00	3,743.37	62.57	
2365	Risk Management and Claims Services Payments	658.58	6,256.63	0.00	10,000.00	3,743.37	62.57	** Function
200	Employee Benefits	1,911.82	19,778.42	0.00	27,100.00	7,321.58	72.98	
2410	Office Of Principal Serv	1,911.82	19,778.42	0.00	27,100.00	7,321.58	72.98	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2510	Dirctn Business Suppt Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,470.58	14,993.10	0.00	18,500.00	3,506.90	81.04	
2520	Fiscal Services	1,470.58	14,993.10	0.00	18,500.00	3,506.90	81.04	** Function
200	Employee Benefits	5,512.51	53,244.22	0.00	66,595.00	13,350.78	79.95	
2542	Care & Upkeep Bldg Serv	5,512.51	53,244.22	0.00	66,595.00	13,350.78	79.95	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2543	Care Upkeep Grnds Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	310.51	3,083.25	0.00	3,800.00	716.75	81.14	
2550	Pupil Transportation Ser	310.51	3,083.25	0.00	3,800.00	716.75	81.14	** Function
200	Employee Benefits	2,171.84	22,178.87	0.00	29,975.00	7,796.13	73.99	
2560	Food Services	2,171.84	22,178.87	0.00	29,975.00	7,796.13	73.99	** Function
2000	Support Services	14,777.85	147,541.13	0.00	194,870.00	47,328.87	75.71	* Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
3696	Safe To Learn	0.00	0.00	0.00	0.00	0.00	0.00	** Function
3000	Community Services	0.00	0.00	0.00	0.00	0.00	0.00	* Function
50	I.M.R.F./Soc. Sec. Fund	25,869.87	261,827.64	0.00	348,755.00	86,927.36	75.07	Fund

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

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Working Cash Fund 70

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8110	Permnt Trns Wrk Csh Abol	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8111	Permnt Trns Wrk Csh	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8120	Prmnt Trnf Int From Wrkcs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
70	Working Cash Fund	0.00	0.00	0.00	0.00	0.00	0.00	Fund

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Tort Immunity and Judgment Fund 80

Function 1000 Instruction
Function 1110 Elementary
Object 100 Salaries

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

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Expenditure Report

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PUTNAM COUNTY CUSD #535

Tort Immunity and Judgment Fund 80

Function 1000 Instruction
Function 1700 Drivers Education Program
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1700	Drivers Education Program	0.00	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	0.00	0.00	0.00	0.00	0.00	0.00	* Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2134	Nurse Services	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2320	Executive Adm. Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	31,789.86	0.00	32,000.00	210.14	99.34	
2362	Workers Comp/Workers Occ Disease Acts Payments	0.00	31,789.86	0.00	32,000.00	210.14	99.34	** Function
200	Employee Benefits	0.00	4,716.00	0.00	14,000.00	9,284.00	33.69	
2363	Unemployment Insurance Act Payments	0.00	4,716.00	0.00	14,000.00	9,284.00	33.69	** Function
300	Purchased Services	0.00	58,567.00	0.00	68,700.00	10,133.00	85.25	
2364	Insurance Payments (regular or self-insurance)	0.00	58,567.00	0.00	68,700.00	10,133.00	85.25	** Function
100	Salaries	13,784.03	138,585.99	0.00	141,500.00	2,914.01	97.94	
200	Employee Benefits	152.92	788.11	0.00	0.00	(788.11)	0.00	
2365	Risk Management and Claims Services Payments	13,936.95	139,374.10	0.00	141,500.00	2,125.90	98.50	** Function
300	Purchased Services	740.00	10,817.26	0.00	20,000.00	9,182.74	54.09	
2369	Legal Services	740.00	10,817.26	0.00	20,000.00	9,182.74	54.09	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2410	Office Of Principal Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	10,931.32	0.00	10,000.00	(931.32)	109.31	
2540	Function 2540	0.00	10,931.32	0.00	10,000.00	(931.32)	109.31	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2542	Care & Upkeep Bldg Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2560	Food Services	0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services	14,676.95	256,195.54	0.00	286,200.00	30,004.46	89.52	* Function
80	Tort Immunity and Judgment Fund	14,676.95	256,195.54	0.00	286,200.00	30,004.46	89.52	Fund

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Expenditure Report

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PUTNAM COUNTY CUSD #535

Fire Prevention/Life Safety 90

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	3,181.16	7,617.48	0.00	4,436.00	(3,181.48)	171.72	
2548	L/S Capital Outlay	3,181.16	7,617.48	0.00	4,436.00	(3,181.48)	171.72	** Function
2000	Support Services	3,181.16	7,617.48	0.00	4,436.00	(3,181.48)	171.72	* Function
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
4190	Other Pymnts Gov In State	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4000	Nonprogrammed Charges	0.00	0.00	0.00	0.00	0.00	0.00	* Function
90	Fire Prevention/Life Safety	3,181.16	7,617.48	0.00	4,436.00	(3,181.48)	171.72	Fund
Report Total:		<u>916,859.65</u>	<u>8,440,082.62</u>	<u>51,563.54</u>	<u>10,898,030.00</u>	<u>2,406,383.84</u>	<u>77.92</u>	

Balance Sheet (by fund)

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 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 10				
AP-Accrual-10	AP-Accrual for Fund 10	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
10-111-1	IMPREST FUND	13,800.00	0.00	13,800.00
10-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
10-110-1	CASH IN BANKS	201,651.03	2,451.12	204,102.15
10-121-1	REGULAR INVESTMENT ED	4,322,105.36	386,262.95	4,708,368.31
10-131	PAYROLL CASH	0.00	0.00	0.00
10-199-1	EMPLOYEE COMPUTERS	0.00	0.00	0.00
10-122-1	FARNSWORTH INVESTMENT	0.00	0.00	0.00
	Total	\$4,537,556.39	\$388,714.07	\$4,926,270.46
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	(5,962.32)	600.00	(5,362.32)
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	238.84	0.00	238.84
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
	Total	(\$5,723.48)	\$600.00	(\$5,123.48)
10-706-1	NET PROFIT/LOSS	(375,695.27)	(389,314.07)	(765,009.34)
10-730-1	FUND BALANCE	(4,156,137.64)	0.00	(4,156,137.64)
	Total	(\$4,531,832.91)	(\$389,314.07)	(\$4,921,146.98)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 20				
AP-Accrual-20	AP-Accrual for Fund 20	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
20-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
20-184-1	LAND FUND INVESTMENT	0.00	0.00	0.00
20-183-1	TREE FUND INVESTMENTS	3,603.64	0.00	3,603.64
20-131	PAYROLL CASH	0.00	0.00	0.00
20-110-1	CASH IN BANKS	198,194.73	0.00	198,194.73
20-121-1	REGULAR INVESTMENT O/M	1,395,917.74	(72,606.13)	1,323,311.61
	Total	\$1,597,716.11	(\$72,606.13)	\$1,525,109.98
20-454-1	Delete This Account	0.00	0.00	0.00
20-456-1	Delete This Account	0.00	0.00	0.00
20-457-1	Delete This Account	0.00	0.00	0.00
20-458-1	Delete This Account	0.00	0.00	0.00
20-459-1	Delete This Account	0.00	0.00	0.00
20-497-1	SUPPORT PERS. DUES	0.00	0.00	0.00
20-453-1	Delete This Account	0.00	0.00	0.00
20-481-1	ANNUITIES PAYABLE	0.00	0.00	0.00
20-451	Delete This Account	0.00	0.00	0.00
20-431-1	ACCOUNTS PAYABLE	0.00	422.60	422.60
20-452-1	Delete This Account	0.00	0.00	0.00
	Total	\$0.00	\$422.60	\$422.60
20-730-1	FUND BALANCE	(1,800,018.89)	0.00	(1,800,018.89)
20-706-1	NET PROFIT/LOSS	202,302.78	72,183.53	274,486.31
	Total	(\$1,597,716.11)	\$72,183.53	(\$1,525,532.58)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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 PUTNAM COUNTY CUSD #535

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

Balance Sheet (by fund)

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 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 40				
AP-Accrual-40	AP-Accrual for Fund 40	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
40-110-1	CASH IN BANKS	(3,228.01)	312.01	(2,916.00)
40-121-1	REGULAR INVESTMENT TRANS	204,680.43	(94,969.35)	109,711.08
40-131	PAYROLL CASH	0.00	0.00	0.00
40-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
	Total	\$201,452.42	(\$94,657.34)	\$106,795.08
40-453-1	Delete This Account	0.00	0.00	0.00
40-411-1	LOANS FROM W/C	0.00	0.00	0.00
40-452-1	Delete This Account	0.00	0.00	0.00
40-454-1	Delete This Account	0.00	0.00	0.00
40-456-1	Delete This Account	0.00	0.00	0.00
40-457-1	Delete This Account	0.00	0.00	0.00
40-481-1	EMPLOYEE INCENTIVE	0.00	0.00	0.00
40-451-1	Delete This Account	0.00	0.00	0.00
40-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
40-706-1	NET PROFIT/LOSS	54,403.64	94,657.34	149,060.98
40-730-1	FUND BALANCE	(255,856.06)	0.00	(255,856.06)
	Total	(\$201,452.42)	\$94,657.34	(\$106,795.08)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 50				
AP-Accrual-50	AP-Accrual for Fund 50	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
50-110-1	CASH IN BANKS	100,059.71	0.00	100,059.71
50-121-1	REGULAR INVESTMENT IMRF	326,692.95	(25,787.92)	300,905.03
50-185-1	IMRF-LONG TERM INVESTMEN	0.00	0.00	0.00
	Total	\$426,752.66	(\$25,787.92)	\$400,964.74
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
	Total	\$0.00	\$0.00	\$0.00
50-730-1	FUND BALANCE	(350,583.58)	0.00	(350,583.58)
50-706-1	NET PROFIT/LOSS	(76,169.08)	25,787.92	(50,381.16)
	Total	(\$426,752.66)	\$25,787.92	(\$400,964.74)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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

Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 70				
AP-Accrual-70	AP-Accrual for Fund 70	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
70-121-1	REGULAR INVESTMENT WC	887,268.77	217.27	887,486.04
70-185-1	INVESTMENT LONG TERM WC	1,261,308.54	324.11	1,261,632.65
70-141-1	W/C INTERFUND LOANS	0.00	0.00	0.00
70-110-1	CASH IN BANKS	(17,097.86)	0.00	(17,097.86)
	Total	\$2,131,479.45	\$541.38	\$2,132,020.83
70-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
70-411-1	LOANS TO LIFE SAFETY	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
70-730-1	FUND BALANCE	(2,067,022.14)	0.00	(2,067,022.14)
70-706-1	NET PROFIT/LOSS	(64,457.31)	(541.38)	(64,998.69)
	Total	(\$2,131,479.45)	(\$541.38)	(\$2,132,020.83)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 80				
AP-Accrual-80	AP-Accrual for Fund 80	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
80-131	PAYROLL CASH	0.00	0.00	0.00
80-121-1	TORT-REG INVESTMENT	99,179.22	(14,635.98)	84,543.24
80-110-1	TORT-CASH IN BANKS	20,455.25	0.00	20,455.25
	Total	\$119,634.47	(\$14,635.98)	\$104,998.49
80-481	NON-CERT DUES	0.00	0.00	0.00
80-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
80-730-1	FUND BALANCE	(56,219.90)	0.00	(56,219.90)
80-706-1	NET PROFIT/LOSS	(63,414.57)	14,635.98	(48,778.59)
	Total	(\$119,634.47)	\$14,635.98	(\$104,998.49)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 90				
AP-Accrual-90	AP-Accrual for Fund 90	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
90-185-1	LONG TERM L/S	0.00	0.00	0.00
90-121-1	REGULAR INVESTMENT L/S	557,357.53	(3,061.09)	554,296.44
90-110-1	CASH IN BANK-LIFE SAFETY	(119,648.63)	0.00	(119,648.63)
	Total	\$437,708.90	(\$3,061.09)	\$434,647.81
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
	Total	\$0.00	\$0.00	\$0.00
90-706-1	NET PROFIT/LOSS	(54,917.68)	3,061.09	(51,856.59)
90-730-1	FUND BALANCE	(382,791.22)	0.00	(382,791.22)
	Total	(\$437,708.90)	\$3,061.09	(\$434,647.81)
	Total	\$0.00	\$0.00	\$0.00

Fund Balance Report

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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	609,355.36	998,669.42	6,315,075.81	7,080,085.14	765,009.33	4,156,137.65	4,921,146.98
20	Oper, Build, & Maint Fund	72,531.36	347.83	879,515.58	605,029.27	(274,486.31)	1,800,018.89	1,525,532.58
40	Transportation Fund	191,244.95	96,587.61	719,850.57	570,789.59	(149,060.98)	255,856.06	106,795.08
50	I.M.R.F./Soc. Sec. Fund	25,869.87	81.95	261,827.64	312,208.80	50,381.16	350,583.58	400,964.74
70	Working Cash Fund	0.00	541.38	0.00	64,998.69	64,998.69	2,067,022.14	2,132,020.83
80	Tort Immunity and Judgment Fund	14,676.95	40.97	256,195.54	304,974.13	48,778.59	56,219.90	104,998.49
90	Fire Prevention/Life Safety	3,181.16	120.07	7,617.48	59,474.07	51,856.59	382,791.22	434,647.81
		<u>\$916,859.65</u>	<u>\$1,096,389.23</u>	<u>\$8,440,082.62</u>	<u>\$8,997,559.69</u>	<u>\$557,477.07</u>	<u>\$9,068,629.44</u>	<u>\$9,626,106.51</u>

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PCPS Activity Fund April

Beginning Balance	\$8457.58
Deposits	\$353.28
Expenditures	\$2433.26
Ending Balance	\$6377.60

Deposits

4/20/15	Ryan's Well donations Soda & water	\$353.28
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Expenditures

CK#			
772	4/01/15	Hinckley Springs Water	\$55.46
773	4/01/15	Ellison Die Cut Set & Cutting Pads	\$177.00
774	4/14/15	Ellison Die Cut Set	\$45.50
775	4/15/15	Ryan's Well Foundation 2 nd Grade Donations	\$205.52
776	4/15/15	North Central Bank Hobby Lobby ribbon	\$16.69
-----	3/25/15	Harland Clark Checks	\$15.70
777	4/22/15	PCHS Filled Pepsi order	\$117.29
778	4/29/15	April Casey Yearbooks	\$1800.00

PCPS Imprest Fund April

Beginning Balance	\$965.40
Deposits	\$0
Expenditures	\$56.85
Ending Balance	\$908.55

Deposits

Expenditures

<u>CK#</u>	<u>ACCT#</u>			
629	10-2410-410-5	4/24/15	Kaddywampus -Interview lunches	\$41.15
----	10-2410-410-5	3/25/15	Harland Clark Checks -checks	\$15.70

Total request for reimbursement \$56.85

PCES Activity Fund April

Beginning Balance April 01, 2015	\$15148.68
Deposits April 2015	888.00
Expenditures April 2015	190.40
Ending Balance April 30, 2015	15846.28

Deposits

04/02/15 – Staff Shirts	\$348.00
04/24/15 – Roller Skating	\$540.00

Expenditures

04/01/15 - #1248 – Pepsi-Cola Soda	\$165.40
04/24/15 - #1249 – Cajun Connection. 3 rd Grade Presentation	\$25.00

Total Expenditures	\$190.40
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PCES Imprest Fund Report April 2015

Beginning Balance April 01, 2015	\$1470.60
Less April 2015 expenditures	33.48
Balance April 30, 2015	\$1466.52
Request for reimbursement	\$33.48
Attain Maximum Balance	\$1,500.00

Deposits

04/24/15 – Reimbursement from March	\$29.40
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Expenditures

04/22/15 – Check# 3184	Starved Rock Reading Council 10-1110-332-4	\$30.00
04/28/15 – Check# 3185	Hennepin Postmaster Postage – 10-2410-341-1	\$3.48
Total Expenditures		\$33.48
Request for reimbursement		\$33.48

Putnam County Junior High School
 Imprest Fund
 April, 2015
 Account #010-146

Beginning Balance	\$ 1,635.87
Replenishment Request	<u>1,164.13</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	<u>\$ 525.00</u>
Balance	\$ 2,275.00
Replenishment Request	<u>\$ 525.00</u>
Attain Maximum Balance	\$ 2,800.00

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Account #</u>	<u>Reason</u>	<u>Amount</u>
5494	04/02	Bill Twardowski	10-1501-319-3	track starter	85.00
5495	04/16	Rebecca Caudill YRBA		registration fee fee for Revecca Caudill	10.00
5496	04/20	Don Grubaugh	10-1501-319-3	track starter	100.00
5497	04/22	Bill Twardowski	10-1501-319-3	track starter	100.00
5498	04/24	WIU		Lombardo transcripts request	25.00
5499	04/24	IESA	10-1501-640-3	fees	55.00
5500	04/28	Don Grubaugh	10-1501-319-3	track starter	150.00

expenditures	525.00
Replenishment request	525.00

Carl Carlson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School
PCJH Cheerleading
April, 2015
Account #138-258

Beginning Balance	\$	154.52
Transfers In		<u>00.00</u>
Subtotal		154.52
Less Expenditures		<u>00.00</u>
Balance		154.52

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

Sandra A. Troglio, Secretary

Putnam County Junior High School
 PCJH Girls Athletic Fund
 April, 2015
 Account #010-707

Beginning Balance	\$ 10,883.31
Transfers In	<u>00.00</u>
Subtotal	10,883.31
Less Expenditures	<u>420.00</u>
Balance	10,463.31

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
651	4/24	Seneca H.S.	Shirts(HS softball)	\$ 140.00
652	4/24	Dave Lombardo	Scholastic bowl	80.00
653	4/24	Cortny Hannon	Scholastic Bowl	60.00
654	4/24	Kristen Erickson	Scholastic Bowl	60.00
655	4/24	Amy Carboni	Scholastic Bowl	60.00
656	4/24	Jen Ibarra	Scholastic Bowl	20.00

Carl Carlson, Principal

Sandra A. Troglia, Secretary

Putnam County Junior High School
Puma Crew
April, 2015
Account #010-561

Beginning Balance	\$1,395.54
Transfers In	<u>0.00</u>
Subtotal	1,395.54
Less Expenditures	<u>529.56</u>
Balance	\$865.98

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
732	4/16	PCCUSD #535	Bus - 3rd Quarter Incentive	\$325.00
733	4/21	Wal-Mart	Scholastic Bowl Tri-County Tournament Concessions	148.60
734	4/23	Wal-Mart	Scholastic Bowl Tri-County Tournament Concessions	7.96
735	4/25	Spring Valley Bakery	Scholastic Bowl Tri-County Tournament Concessions	48.00

Carl Carlson, Principal

Cortny Hannon, Advisor

Putnam County Junior High School
 PCJH Staff Soda
 April, 2015
 Account #010-650

Beginning Balance	\$ 5,788.96
Transfers In	<u>00.00</u>
Subtotal	5,788.96
Less Expenditures	<u>3,619.40</u>
Balance	2,169.56

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1361	04/15	Water Store	water	\$ 15.25
1362	04/16	PCCUSD #535	bus	306.20
1363	04/16	PCCUSD #535	bus	137.00
1364	VOID			
1365	04/24	Dave And Busters	8 th grade trip	2,461.95
1366	04/24	Pizza Peel	Fund Raiser	699.00

 Carl Carlson, Principal

 Sandra A. Troglgio, Secretary

Putnam County Junior High School
 Student Council
 April, 2015
 Account #138-096

Beginning Balance	\$1,257.76
Transfers In	<u>\$2,325.00</u>
Subtotal	\$3,582.76
Less Expenditures	<u>\$3,175.00</u>
Balance	\$407.76

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
962	4-16	April Casey	yearbooks 2014-2015	\$2850.00
963	4-16	PCCUSD #535	bus for Brookfield	\$325.00

Carl Carlson, Principal

Amy Carboni, Sponsor

Putnam County Junior High School
 PCJH Activity Fund
 April, 2015

<u>Account name & #</u>	<u>Beginning Bal</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Ending Bal.</u>
PCJH Cheerleading 138-258	\$ 154.52	00.00	00.00	\$ 154.52
PCJH Girls Athletic 010-707	10,883.31	00.00	420.00	10,463.31
PCJH Puma Crew 010-561	1,395.54	00.00	529.56	865.98
Staff Soda 010-650	5,788.96	00.00	3,619.40	2,169.56
PCJH Student Council 138-096	1,257.76	2,325.00	3,175.00	407.76

 Carl Carlson, Principal

 Sandra A. Troglia, Secretary

PAM

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

From Date:	4/1/2015
To Date:	4/30/2015

From Acct:	100
To Account:	595

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000100	Office	\$6,763.37	\$255.34	(\$1,070.89)	\$0.00	\$5,947.82	\$0.00	\$5,947.82
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	\$352.64	\$0.00	\$0.00	\$0.00	\$352.64	\$0.00	\$352.64
000120	Baseball	\$2,083.13	\$320.00	\$0.00	\$0.00	\$2,403.13	\$0.00	\$2,403.13
000125	Girl's Softball	\$475.23	\$0.00	(\$255.00)	\$0.00	\$220.23	\$0.00	\$220.23
000130	PC Enterprises	\$1,121.56	\$0.00	\$0.00	\$0.00	\$1,121.56	\$0.00	\$1,121.56
000135	Golf	\$1,471.82	\$0.00	\$0.00	\$0.00	\$1,471.82	\$0.00	\$1,471.82
000137	Girls Golf	\$1,138.64	\$0.00	\$0.00	\$0.00	\$1,138.64	\$0.00	\$1,138.64
000140	Scholastic Bowl	\$413.63	\$0.00	\$0.00	\$0.00	\$413.63	\$0.00	\$413.63
000150	Interact Club	\$2,502.24	\$0.00	\$0.00	\$0.00	\$2,502.24	\$0.00	\$2,502.24
000155	Art	\$633.39	\$0.00	\$0.00	\$0.00	\$633.39	\$0.00	\$633.39
000200	Athletic	\$954.23	\$0.00	\$0.00	\$0.00	\$954.23	\$0.00	\$954.23
000210	Cable Club	\$1,514.67	\$0.00	\$0.00	\$0.00	\$1,514.67	\$0.00	\$1,514.67
000220	Track	\$1,804.99	\$1,798.00	(\$2,388.90)	\$0.00	\$1,214.09	\$0.00	\$1,214.09
000300	Journalism	\$2,508.21	\$2,100.00	(\$1,645.48)	\$0.00	\$2,962.73	\$0.00	\$2,962.73
000310	Oldies Club	\$106.17	\$0.00	\$0.00	\$0.00	\$106.17	\$0.00	\$106.17
000320	Girl's Basketball	\$992.88	\$80.00	(\$261.22)	\$0.00	\$811.66	\$0.00	\$811.66
000325	Boy's Basketball	\$2,886.92	\$0.00	\$0.00	\$0.00	\$2,886.92	\$0.00	\$2,886.92
000330	Student Council	\$4,656.70	\$0.00	(\$571.29)	\$0.00	\$4,085.41	\$0.00	\$4,085.41
000340	N.H.S.	\$944.77	\$0.00	(\$126.86)	\$0.00	\$817.91	\$0.00	\$817.91
000345	Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000350	Landscaping	\$236.57	\$2.84	\$0.00	\$0.00	\$239.41	\$0.00	\$239.41
000360	FFA	\$1,324.18	\$0.00	(\$20.00)	\$0.00	\$1,304.18	\$0.00	\$1,304.18
000365	Greenhouse Project	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
000370	Cheerleading	\$2,645.95	\$160.00	\$0.00	\$0.00	\$2,805.95	\$0.00	\$2,805.95
000380	Panteras	\$1,150.94	\$0.00	\$0.00	\$0.00	\$1,150.94	\$0.00	\$1,150.94
000390	Media Club	\$1,436.89	\$0.00	\$0.00	\$0.00	\$1,436.89	\$0.00	\$1,436.89
000395	Computer Club	\$333.40	\$0.00	\$0.00	\$0.00	\$333.40	\$0.00	\$333.40
000400	Tournament Athletics	\$5,161.99	\$1,682.37	(\$955.87)	\$0.00	\$5,888.49	\$0.00	\$5,888.49
000410	Thespians	\$739.46	\$0.00	(\$178.79)	\$0.00	\$560.67	\$0.00	\$560.67
000420	Science Club	\$39.70	\$0.00	\$0.00	\$0.00	\$39.70	\$0.00	\$39.70
000425	Wrestling	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$5.00
000430	Music (Band)	\$362.71	\$275.65	(\$370.33)	\$0.00	\$268.03	\$0.00	\$268.03
000440	Music (Chorus)	\$22.19	\$0.00	\$0.00	\$0.00	\$22.19	\$0.00	\$22.19

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

From Date: 4/1/2015
To Date: 4/30/2015

From Acct: 100
To Account: 595

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	Work Bal.
000500	Class of 2015	\$174.91	\$0.00	\$0.00	\$0.00	\$174.91	\$0.00	\$174.91
000510	Message Board	\$55.84	\$0.00	\$0.00	\$0.00	\$55.84	\$0.00	\$55.84
000520	Class of 2014	\$1,488.44	\$0.00	\$0.00	\$0.00	\$1,488.44	\$0.00	\$1,488.44
000530	Class of 2016	\$5,475.36	\$0.00	(\$2,397.28)	\$0.00	\$3,078.08	\$0.00	\$3,078.08
000540	Volleyball	\$2,276.84	\$0.00	\$0.00	\$0.00	\$2,276.84	\$0.00	\$2,276.84
000545	Class of 2017	\$2,620.22	\$0.00	\$0.00	\$0.00	\$2,620.22	\$0.00	\$2,620.22
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	\$990.43	\$0.00	\$0.00	\$0.00	\$990.43	\$0.00	\$990.43
000580	Class of 2011	\$1,987.60	\$0.00	\$0.00	\$0.00	\$1,987.60	\$0.00	\$1,987.60
000590	Class of 2013	\$2,588.20	\$0.00	\$0.00	\$0.00	\$2,588.20	\$0.00	\$2,588.20
000595	Class of 2018	\$775.26	\$0.00	\$0.00	\$0.00	\$775.26	\$0.00	\$775.26
Group Total		\$65,999.93	\$6,674.20	(\$10,241.91)	\$0.00	\$62,432.22	\$0.00	\$62,432.22
Activity Accounts Grand Total		\$65,999.93	\$6,674.20	(\$10,241.91)	\$0.00	\$62,432.22	\$0.00	\$62,432.22

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

Bookkeeper: _____ Date: __/__/__
Principal: _____ Date: __/__/__

IMPREST REPORT
 PUTNAM COUNTY HIGH SCHOOL

April 2015

Bob Peterson, Principal

Balance March 31, 2015	\$4771.99
Replenishment Requested	\$1238.01
Maximum Balance	\$6010.00
April Expenditures	\$3537.63
Balance as of April 30 , 2015	\$2472.37
Replenishment Requested	\$3537.63

Expense Breakdown

Ed Derix	10-1501-319-2	JVSB Umpire	\$ 50.00
Keith Dickenson	10-1501-319-2	JVSB Umpire	\$ 50.00
Rollie Morris	10-1501-640-2	B & G Track Invite	\$200.00
John Dreisbeck	10-1501-319-2	JVBB Umpire	\$ 50.00
Joel Gerdovich	10-1501-319-2	JVBB Umpire	\$ 50.00
Ed Derix	10-1501-319-2	SB Umpire	\$ 50.00
Keith Dickenson	10-1501-319-2	SB Umpire	\$ 50.00
Robin Linton	10-1501-319-2	SB Umpire	\$ 50.00
Jim Heth	10-1501-319-2	SB Umpire	\$ 50.00
Ray Gerkitz	10-1501-319-2	VBB Umpire	\$ 50.00
John McCauley	10-1501-319-2	VBB Umpire	\$ 50.00
Jay Gerber	10-1501-319-2	VBB Umpire	\$ 50.00
Keith Dickenson	10-1501-319-2	VSB Umpire	\$ 50.00
Ed Derix	10-1501-319-2	VSB Umpire	\$ 50.00
Steve Cornman	10-1501-319-2	VBB Umpire	\$ 50.00
Thomas Leffelman	10-1501-319-2	VBB Umpire	\$ 50.00
Keith Dickenson	10-1501-319-2	VSB Umpire	\$ 50.00
Ed Derix	10-1501-319-2	VSB Umpire	\$ 50.00
Robin Linton	10-1501-319-2	JVSB Umpire	\$ 50.00
Jim Heth	10-1501-319-2	JVSB Umpire	\$ 50.00
Bill Twordowski	10-1501-319-2	Track Starter	\$ 85.00

Scott Schenum	10-1501-319-2	VBB Umpire	\$ 50.00
Wendy Louis	10-2410-341-1	IEP Postage	\$ 8.66
Bill Twordowski	10-1501-319-2	Track Starter	\$105.00
Wethersfield High	10-1501-640-2	Track Invite	\$150.00
Jay Gerber	10-1501-319-2	VBB Umpire	\$ 50.00
Rich Fulkerson	10-1501-319-2	VBB Umpire	\$50.00
Keith Dickenson	10-1501-319-2	VSB Umpire	\$ 50.00
Ed Derix	10-1501-319-2	VSB Umpire	\$ 50.00
IAVAT	10-1401-332-2	Conference	\$534.00
Ed Derix	10-1501-319-2	JVBB DH Umpire	\$110.00
Keith Dickenson	10-1501-319-2	JVBB DH Umpire	\$110.00
Tom Leffleman	10-1501-319-2	JVBB Umpire	\$ 50.00
Jay Gerber	10-1501-319-2	JVBB Umpire	\$ 50.00
USPO	10-2410-341-1	Stamps	\$147.00
Ed Swingel	10-1459-410-2	Co-Op Gifts	\$ 84.97
Ed Derix	10-1501-319-2	JVSB Umpire	\$ 50.00
Keith Dickenson	10-1501-319-2	JVSB Umpire	\$ 50.00
Robin Linton	10-1501-319-2	VSB Umpire	\$ 50.00
Bernie Moore	10-1501-319-2	VSB Umpire	\$ 50.00
Jeff Sonnenberg	10-1501-319-2	VBB Umpire	\$ 50.00
Jim Knauf	10-1501-319-2	VBB Umpire	\$ 50.00
John McCauley	10-1501-319-2	JVBB Umpire	\$ 50.00
Derek Kowalski	10-1501-319-2	JVBB Umpire	\$ 50.00
Joel Gerdovich	10-1501-319-2	VBB Umpire	\$ 50.00
John McCauley	10-1501-319-2	VBB Umpire	\$ 50.00
Prairie Cat	10-2220-332-1	Conference Lunch	\$ 13.00
WIU Music	10-1115-332-1	Conference	\$ 90.00
John Schultz	10-1501-319-2	JVBB Umpire	\$ 50.00
Jay Gerber	10-1501-319-2	JVBB Umpire	<u>\$ 50.00</u>
Total April Expenses			\$3537.63

SUPERINTENDENT IMPREST
April 2015

BANK BALANCE	1661.90
REPLENISHMENT REQUEST	<u>338.10</u>
BANK BALANCE	2000.00

2981	WQA – Water Training Course for C Uzella 20-2543-323-3	330.00
2982	VOID	
2983	Postmaster 10-2320-340-1	8.10
	 TOTAL	 338.10

Putnam County Comm. Unit School Dist. #535
Treasurers Report April 30, 2015

PAGE 1 OF 2	EDUCATION	O/M	TRANSPORT	IMRF	C/P	W/C	TORT	L/S	TOTALS
Cash/Invest. Begin Month	\$4,531,832.91	\$1,597,716.11	\$201,452.42	\$426,752.66	\$0.00	\$2,131,479.45	\$119,634.47	\$437,708.90	\$9,446,576.92
Receipts	\$998,669.42	\$347.83	\$96,587.61	\$81.95	\$0.00	\$541.38	\$40.97	\$120.07	\$1,096,389.23
Disbursements	\$609,355.35	\$72,531.36	\$191,244.95	\$25,869.87	\$0.00	\$0.00	\$14,676.95	\$3,181.16	\$916,859.64
Cash/Invest. End Month	\$4,921,146.98	\$1,525,532.58	\$106,795.08	\$400,964.74	\$0.00	\$2,132,020.83	\$104,998.49	\$434,647.81	\$9,626,106.51
CASH IN BANKS									
Granville National Bank	\$228,984.35	\$70,196.21	\$2,479.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$301,660.28
First State Bank	(\$24,882.20)	\$81,700.23	(\$5,395.72)	\$100,059.71	\$0.00	(\$17,097.86)	\$20,455.25	(\$119,648.63)	\$35,190.78
North Central Bank		\$46,298.29							\$46,298.29
Total Cash in Banks	\$204,102.15	\$198,194.73	(\$2,916.00)	\$100,059.71	\$0.00	(\$17,097.86)	\$20,455.25	(\$119,648.63)	\$383,149.35
MONEY MARKET ACCTS.									
Granville National Bank									\$0.00
Rate 0.00%									
First State Bank	\$48,193.88	\$158,598.69	\$1,139.12	\$57,247.02	\$0.00	\$136,496.53	\$18,353.09	\$269,621.64	\$689,649.97
Rate 0.30%									
North Central Bank	\$4,404,733.54	\$1,164,712.92	\$108,571.96	\$243,658.01	\$0.00	\$750,989.51	\$66,190.15	\$284,674.80	\$7,023,530.89
Rate 0.30%									
Eureka Savings	\$252,866.95								\$252,866.95
Rate 0.45%									
Peru Federal Savings	\$0.00								\$0.00
Rate 0.00%									
USBank	\$2,573.94								\$2,573.94
Total Money Market Accts.	\$4,708,368.31	\$1,323,311.61	\$109,711.08	\$300,905.03	\$0.00	\$887,486.04	\$84,543.24	\$554,296.44	\$7,968,621.75

Putnam County Comm. Unit School Dist. #535
Treasurers Report April 30, 2015

PAGE 2 OF 2	EDUCATION	O/M	TRANSPORT	IMRF	C/P	W/C	TORT	L/S	TOTALS
C/D INVESTMENTS									
Granville National Bank									
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
First State Bank									
32994 05/13/15 0.75%						\$717,167.56			\$717,167.56
33595 11/17/15 0.41%						\$208,719.89			\$208,719.89
									\$0.00
									\$0.00
									\$0.00
North Central Bank									
40413 03/05/16 0.35%						\$335,745.20			\$335,745.20
									\$0.00
									\$0.00
									\$0.00
									\$0.00
Auditor Adjustments									
Tree Fund		\$3,603.64							\$3,603.64
Assets	\$13,800.00								\$13,800.00
Adjustments									\$0.00
Liabilities	(\$5,123.48)	\$422.60							(\$4,700.88)
TOTAL CASH & INVESTMEN	\$4,921,146.98	\$1,525,532.58	\$106,795.08	\$400,964.74	\$0.00	\$2,132,020.83	\$104,998.49	\$434,647.81	\$9,626,106.51

CERTIFIED CORRECT

Alvin F. Rolando

04/30/15

MAY Principal's Report From the Desk of Mrs. Cross

Our enrollment numbers at PCPS are:

Pre-K	79
Kindergarten	47
1 st Grade	52
2 nd Grade	<u>66</u>
Total Enrollment:	244 (Last Month 245)

Response to Intervention – The Rtl leadership team had a meeting on Math Intervention samples. We reviewed 4 different series during the two meetings. The team will present information on two of the series to the Math EPIC committee and then to the whole EPIC committee for discussion and approval. This will fill the identified gap of a math intervention at the Primary building. Implementation would be for this fall.

ECERS Visit – We received our letter from the state. Our Overall Average Score was 5.26. We were given many suggestions for improving our Space & Furnishings and Activities, which have been addressed through the ECERS Improvement Plan process. The plan was submitted last Friday, per requirements of the process. Our next steps are to see if there are any revisions necessary for the plan to be approved, make revisions and finish planning of the implementation of the revisions to the program.

Handbook – The 2015-16 Primary School Handbook has been included for your review and approval. Members of the committee were: Anita Ladage, Brandy Sandberg, Adriane Shore, Katie Main, Angie Migliorini, Dianne Alleman (Absent), Katie Sobkowiak (Absent) and Ronda Cross.

PC Library Connection – PCPS has set the goal of making a closer connection to our PC library system. This is being done in a couple of ways. First, on May 13th and 15th Linda Garcia came to the Primary School to talk to students about what our PC libraries have to offer this summer. She brought forms for the students to complete with their parents so they could get a library card if they didn't already have one and brought information about the fun summer programs they will be having.

Secondly, we will be sending home a note with students this year explaining what level they are reading at independently and instructional. Students can show or tell this to the library staff to get assistance in picking out the best books for the child to read this summer. We will also be showing PC library staff how to level their books using the Scholastic website. This way students and parents can select "good fit books" this summer in the libraries and continue student progress/maintaining skills.

Honor Flight Honoree Presents – In April, Mr. Bill Ellena attended a special event. The Honor Flight. He flew out of the Quad Cities (with friends (Mr. McCracken included) and families lining their way to the plane) to Washington DC. He visited numerous sites like: Washington Monument, Korean Veteran Memorial, Arlington Cemetery, WWII Memorial, Air Force Monument, Pentagon and the Air and Space Center. On Wednesday, May 13th he came and presented on his trip with a short picture slide show and a thank you for the PreK-2nd grade pictures and cards that were made especially for him. He received these special pieces through mail call before the flight took off. He said that he had so much mail that it kept him busy all the way to DC and most of the way back!

Jump Start Teacher Recommendations for Hiring:

- Jennifer Smith – Reading Intervention
- Angie Serafini – Math Intervention
- Katie Sobkowiak – Reading for Information
- Monica McGill – Writing

RtI Coach Rehire:

- Ronda Vacca

Physical Education Teacher Recommendation for Hiring:

- Michelle Dellamaria

Handbook – Please see attached. There is not much for changes in the handbook this year as we have made most changes over the past three years.

Some Important May Dates –

May 22	2 nd Grade Field Trip to Niabi Zoo
May 26	Kindergarten Field Trip to Children’s Museum 2 nd Grade Participation in Walk-a-Thon
May 28	2 nd Grade Visits PCES for Transition
May 29	Pre-K Closing Day Program Kindergarten Field Day School Assembly with a Storyteller
June 1	Kindergarten’s Donuts with Daddy and Promotion 1 st & 2 nd Grade Field Day Report Cards Distributed Early Dismissal

Next Month - AIMSweb assessment results

PreK Aloha Day-They LOVED this day!!!





Putnam County Elementary School

**Putnam County Elementary School
Principal's Board Report
May 18, 2015**

Attendance	Change from April 20th
3rd Grade - 59	(+/- 0)
4th Grade - 67	(+/- 0))
5th Grade - 53	(+/-0)
Total=	179 (NC)

Student Activities

- **Trash-2- Treasure**
 - On Friday May 15th the 4th Grade is presenting their Trash-2- Treasure Projects. This is a great activity incorporating Science, Recycling, Re using, and creative thinking.
- **3rd Grade Field Trip**
 - On May 28th The 3rd Grade is going to the Riverfront Museum. This is a great trip.
- **5th Grade Shadow**
 - The week of May 10th Carl and I have coordinated the 5th Grade Shadow Days where the 5th Graders spend a day at the Jr. High and shadowing a 6th grader to help with the transition to the Jr. High.
- **Rotary Reader**
 - Ronda Cross is our May Rotary Reader! This is a great community-school program that encourages reading and education.
- **Outdoor Ed.**

- On Monday May 18th the 5th Grade is holding their Outdoor Ed. This is a Science based activity day with the help of the U of I Extension and parent volunteer with the hard work of the teachers planning.

Professional Development

- Our last 2:05 dismissal we met as a district and discussed the great programs we have here- Rising Star, EPIC, Teacher Mentoring and our tech pilots, and the success of the year.
- Our next one we will discuss our final Rti meeting and the strengths and areas of improvements. We will also discuss and determine final placements for our students.

PARCC Assessments

- We have completed our final assessments. The students performed very well during the assessments. The scores will be a baseline for examining our curriculum and how well we are preparing our students for success. We will wait and see how well the scores are presented and how useful they really are.
- Our technology was fully functional and really performed well. When an issue arrived Chris was able to fix it very promptly. Chris did an excellent job of preparing and improving our technology system and network to be able to be successful on the test with no issues.

MAP Assessments

- We are in the process of completing our Spring MAP Assessment Data. This data is very helpful in examining student growth, our curriculum goals, and how well we are meeting our standards in Math & Science. I will have all the data and summaries in June.

AIMSWEB

- We are also Benchmarking our students in Rti with AIMSWEB next week. This is another piece of data we can use to show student growth and how well our curriculum is meeting the needs of all our students.

Rti

- We have really make great strides with our Rti program. Our Rtu Handbook is near completion. We are waiting on a final district decision on our Progress Monitoring tool and when that is complete our book will be finalized and we will have a great guide for our program to help increase student achievement and growth.

Assessment

- While student assessments and data are important in the educational process- we(as in all stakeholders- teachers, administration, Board of Education, and the State and Federal Governments have to start examining what we are assessing,

why we are assessing, how we are assessing, and who- kids! I believe that assessments have to be done but that a local entity- District level or ROE should be the ones deciding. This way the assessments will be ones that are purposeful and directly tied to the needs of the students, teachers, schools etc. A balance needs to occur between teaching(which is the heart of education) and assessing students.

Technology

- Chrome Books
 - Our 5th Grade Science with Mrs. Hall is planning on a project that will allow the students to take the Chromebooks home for a project that will help continue the 1-to-1 pilot.
- Ipads
 - We are also continuing our Ipad pilot and are increasing their use in Math, and Rti tremendously. The 4th Graders also have been using them to publish their work in Language Arts.
- Key Boarding
 - I am researching programs to help improve our key boarding skills for our students. This will help keep our students current with the use of technology as an instructional tool.

Planning for 2015-2016

- Schedules
 - I have a schedule committee that is helping to plan the schedule for next year and our goal is to have a schedule that is focused on having the most instructional time in the day.
 - I am planning on shorting lunch from 30 to 20 minutes
 - Recess from 20 to 30 minutes
 - and block Rti the last 25
 - This block and shorting the lunch/recess will actually allow teachers to have ½ in the classroom more everyday.
- Special Education
 - I am meeting with Janet to go over the Special Ed. caseload at PCES to ensure we are meeting the needs of all our Spec. ed. students in the best possible manner.
- Rti

- I am meeting with my Rti Coach - Monica Frund to discuss what we can do to improve our Rti. We will then meet with our Rtu Leadership team and discuss the areas of improvements from scheduling, interventions and diagnosing the students.
- I am also researching Math Interventions to help increase our ability to provide targeted assistance for our struggling students.
- Curriculum
 - Now that our Curriculum Maps are complete, the next step is to start the process of analyzing our curriculum to make sure it aligns with the new standards and we are teaching them in a manner that flows and supports K-12 education.
- Instruction
 - We regularly meet at times throughout the year at our 2:05 dismissals to discuss instructional strategies that can lead to student growth- this is something that needs to be continued and built upon next year- especially in the areas of Differentiation.

Handbook

- I will have the Handbook recommendations ready and there are minor changes.

Evaluation

- Jay and I met and had my summative evaluation of the year- that process with Jay is an outstanding one that is focused on conversation to examine strengths and weaknesses as a leader, and person. The goals that are established through this process will help me become better in both with the aim of ultimately increasing student achievement at school for our students.

Summer School

- Curriculum
 - Ronda and I have discussed improving our Summer School Curriculum and really focusing on the needs of each student attending. I have met with my summer school staff and we believe that will help make a significant impact on the growth of those students.
- Placements/Rosters
 - I will be meeting with the staff to begin the process of identifying student needs and placing them in a summer school program that will be focused in their needs.

End of Year Summary

As we wrap up another fantastic year at PCES there were many challenges we(i) faced. The great thing about PC School is despite what challenges are presented by the state, school, education system in general- the teachers here all have one goal and that is to help students learn and grow. We continue to look for ways to constantly improve this and strive to have all students will learn and succeed and all means all!

To the Board of Education and Jay- Thank you so much for your support of education and PC Schools!

Putnam County Junior High School

School Board Report

May 15, 2015

Track

The junior high track season will conclude on Friday, May 15th and Saturday, May 16th at the IESA State Finals in East Peoria. We had 12 student-athletes qualify highlighted with the 7th and 8th Grade Girls' earning overall 3rd place plaques. The 8th grade boys' team brought home the runner up (2nd Place) plaque. We hosted the IESA Sectional for the sixth year and 12 schools participated. It was a great day with weather and terrific times turned in. Our PCJH communities have provided tremendous support in helping run the meets. It takes a ton of workers to make meets the size we are hosting run smoothly. I also want to thank both Coach McConnell and Coach Carlson for overseeing the JH program and having their teams help sell concessions, move starting blocks, measure field events, and even mentor the younger track members at the JH. It is truly a very enjoyable program to watch function. Most of this is repeated from last years' report. I wanted to make mention again for all the support for the meets. I received numerous comments and some emails providing positive comments and appreciation from the other schools.

5th Graders Shadow

Mr. Olson and I just completed our annual 5th grade shadow days. We had one 5th grade class come over each day this week. On Tuesday, Mrs. Boudreaux brought her group over, Wednesday we saw Mrs. Hall's group and on Thursday we hosted Mrs. Frund/Mr. Warren. The students really enjoy this event. We hand out surveys to see if the event helps meet our goals about helping overcome or reduce the stress or fears of changing buildings in the fall. It gives students a chance to see their teachers in action, learn where the rooms are located, and to get an overall feel for the expectations at the Junior High School. The group was very well behaved and attentive. The results of the survey did show students stating they found value in the visit. They also give us an idea of who will sign up for band, chorus, and all the other extra activities we have to offer.

Spring Screening Information – MAP Testing

We conducted our third and final bench mark screening this spring through MAP testing. We have only a handful of make-up tests to try and get scheduled during the crazy last few weeks of school. The results for the junior high will be entered and the results will be shared for the June school board report. As you all will recall, we have moved to MAP testing this year and this provides our foundational baseline data for comparative purposed in the future.

Chrome Book Initiative Update

The first year for the pilot program for our 1:1 Initiative has been a huge success overall. The most recent success came with all students taking the End of Year (EOY) test during two mornings and then taking their third and final MAP test also during a morning session. Overall, we were able to complete roughly 85 % of testing over three mornings. This is such a huge time saver versus having to try and schedule lab rotations for each section of classes.

End of Year Drawing Near

The weather has finally started to cooperate with the season. Our building is planning our big conclusion to service projects by hosting our THIRD annual PCJH Cares Walk-a-thon. The date has been moved back a week to Monday, May 26th starting at 9:00 and running until 11:00. I requested this information be published in The Record. There will be more information being published and sent out to the local business, support groups, and communities. We want to invite as many that would like to come and celebrate all the great service the students at PCJH have done throughout the year. We have invited the second grade students and staff from the Primary School to attend this year's event. We will have representation from WALLS 102.1 FM radio. They are sending us their remote station van and will play music and conduct a couple interviews and reports back to the station regarding our event. We will have concessions and maybe Grandma Rosie's available. The high school is sending some members of the Natural Helpers organization to help run games and activities for the second graders. Each group that we provided service for has been invited to attend. This event continues to grow each year and that is fantastic. My overall goal for this event would be to one day house the event at the high school and include all students and families and community groups for one celebration for the partnerships between school and communities and families. Thanks to everyone for all their support on this endeavor.

The students and staff are working toward managing the end of the year expectations. It is an extremely busy time with end of year awards ceremonies, banquets, and being able to manage the thoughts of the summer break coming up. This is usually a tough time as the eighth graders look to becoming high school students, seventh graders thinking about being the "big dogs" next year, and the sixth grade excited about not being in sixth grade. Overall, it has been a very good year. We have tackled some tough topics and will continue to do so as we work to make our schools better.

Putnam County High School
Principal Report
May, 18, 2015

Graduation

PCHS graduation will be Friday, May 29 at 7:00pm. Please let me know if you would like to help in passing out diplomas, or you would just like to be seated up front. Semester exams for the seniors will be May 21 and 22, the rest of the student body will be May 28 and 29.

Assessments

May 11 and 12 we did our English Parcc testing and May 13 and 14 were Math Parcc testing. May 15 will be used for make-ups. We are still working on finishing up our MAP testing. I hope to have results for you in next months report.

Athletics

Our boys baseball team is seeded second in the IHSA Putnam County Baseball Regional held on May 20, 21, and 23. Our girls softball team is seeded third in the IHSA Putnam County Softball Regional held on May 19, 20 and 23. Good luck teams!!

Student Handbook Corrections
2015-16

- PG 5 Fire Drill
Report to their 2nd hr teachers section at the back of the student parking lot.

- Pg 7 Fire Alarm Evacuation Plan
To the back of the student parking lot, find their 2nd hour teachers section.

- Pg 7 Procedure

- Pg 8 Evacuation Procedure

- Pg.40 h. yoga pants or look alike pants may be worn but their bottom must be covered.

- Pg 41 Passes
Their planner in order to be in the hall

- Pg 42 Alternative School
Students who have been assigned to the alternative school have permission to be on school grounds while waiting for transportation to alternative school (wait in the entrance to the school)When returning from the alternative school student should leave the school grounds immediately or go and wait in the main entrance for your transportation. Alternative school students should not be on school property (including any school activity or event) unless they are using school transportation.

- Pg 44 Technology Fee \$50.00 A fee each year starting with freshman who wish to have their chromebook at the end of their senior year.

- Pg 57 Change 2016 community service hours of 24 hours to 18 hours.

Summer School Recommendation

We are having summer school English from June 3rd to June 26th.

Carmela Rodriguez and Courtney Hannon are doing the first 9 days and Jared Moore and Corey Meyer are doing the last 9 days.

Bob Peterson

Principal

PCHS

Transportation Report

May 11, 2015

April 24, 2015 On the morning of April 24, the driver of the Red Bus called to report that a girl had given a “health pill” to another little boy on the bus. All necessary personnel went to the high school, the first stop after the incident, to investigate the matter. Our school nurse, Mrs. Cross, and I went immediately there, and first responders were called. There was a concern that the “pill” may have been very dangerous because the little girl has a brother who takes medication that could be very harmful. Fortunately, the little boy was doing fine, and both sets of parents were notified of the incident. We were very grateful that the “pill” was likely just an aspirin that she had found on the floor of their home.

April 28, 2015 In the afternoon on Bus #113 (Orange Bus) there was a report of a fight on the bus. The bus driver had reported that he was unable to control the students. After further investigation by the bus company and school personnel, Irene decided to remove the driver from this regular route. He will transport students on field trips in the future, rather than a regular route. On field trips, there are teachers and additional adult chaperones to monitor student behavior.

State Funding Update

May 11, 2015

Surprise!! As of this date, the State of Illinois is caught up with their payments to us. As you have read previously in my memos, the State has reduced our G.S.A. payments. The latest reduction was \$10,800. Even though we have received the noted reduction, at least the State is current in payments.

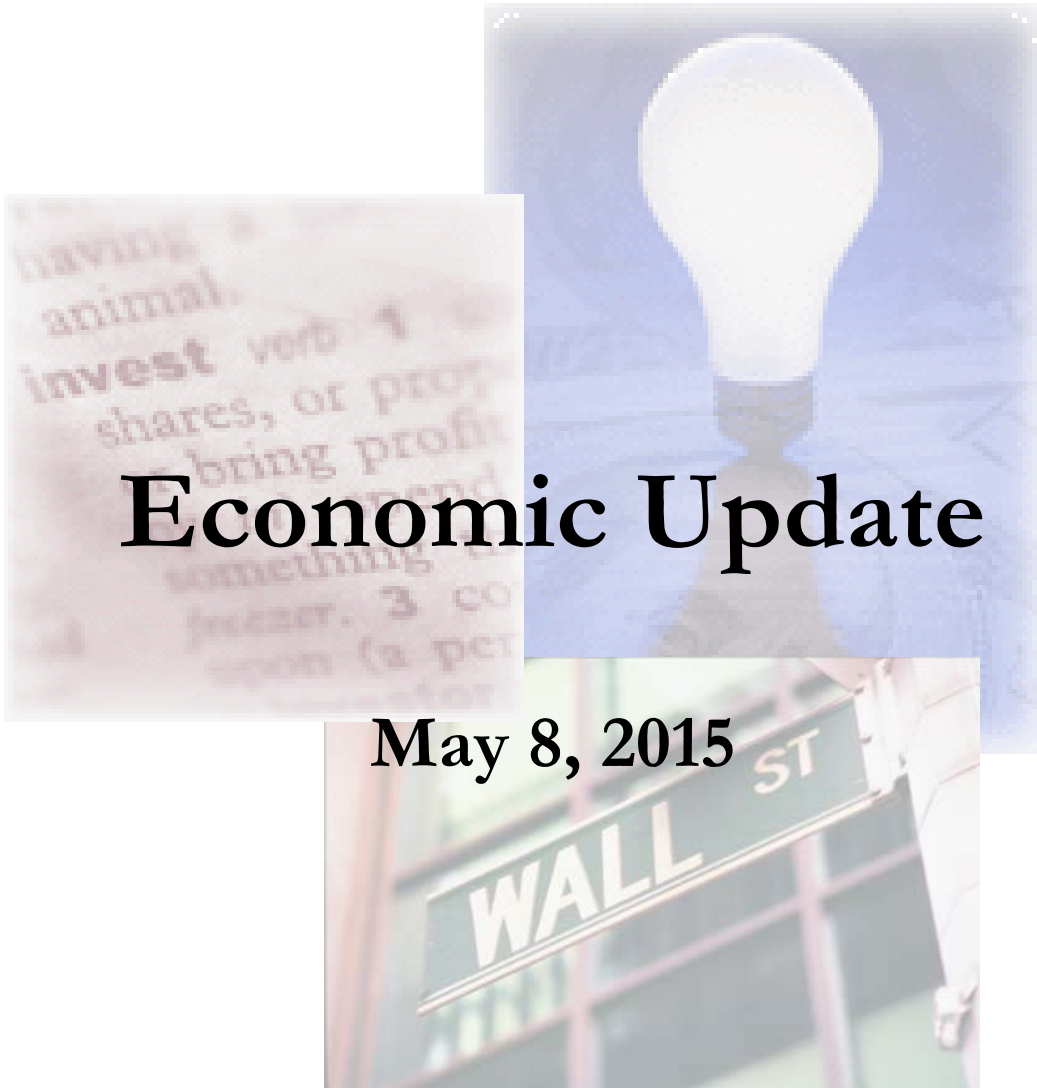
I am excited to report that we have received another large C.P.P.R.T. (Corporate Personal Property Replacement Tax) payment. The latest amount was \$573,327.55. Our total payments this year combine to exceed the amount we had budgeted for revenue in C.P.P.R.T. We had anticipated receiving \$2,821,250, and we have received a total of \$2,851,132. Finally we have some positive news from the State of Illinois!! 😊

Investment Update

May 11, 2015

First State Bank received the CD bid in the amount of \$717,730.99 with a term of twelve months. The interest rate is 0.37%. Please note the three bids on the attachment.

***As you recall, we had decided to investigate any opportunities for diversifying this investment, and our district office team met with Larry Priest. After our meeting, Larry examined our investment policy, and he believes that we will need to change our policy to allow us to diversify our investments. I can share additional information at the upcoming Board meeting.**



Economic Update

May 8, 2015

PFM Asset Management LLC
222 North LaSalle
Suite 910
Chicago, IL 60601

Sources: Bloomberg, Investor Guide, Vanguard, Financial Times

717-231-2723
717-233-6073 fax
www.pfm.com

Economic Update

Summary of Recent Economic Data

The Federal Reserve under Fed Chair Janet Yellen has been indicating that a rate hike is coming but it will not say exactly when. In the March meeting, the Fed stated that the coming hike would not be immediate or on the table for discussion at the April meeting. It seems that the FOMC is waiting for a positive alignment of GDP growth, manufacturing orders, housing starts, consumer confidence, and jobless claims to indicate that the economy is strong enough to handle a rise in interest rates. That being said, the latest FOMC rate decision on April 29th came in as expected with a unanimous vote to keep the upper and lower bands in place. Fed sentiment remained similar from that of the March meeting with an addition that the winter slowdown was partly due to “transitory forces.” Despite this, there is still optimism for an end-of-year rate hike.

According to reports, first quarter 2015 GDP was very slow and only grew at around 0.2% as heavy winter weather and the strong dollar took their toll on growth. This compares with an already soft fourth quarter which saw growth at only 2.2%. The preliminary estimate of GDP for the first quarter was weaker than expected as the domestic economy slowed to a near contraction. GDP stalled to start 2015 and the economy expanded by 0.2% versus an expected expansion of 1.0%. The slow growth was attributed to “transitory factors” such as bad weather, the port dispute on the west coast, and the drop in oil prices over the quarter. Growth was also driven by a slowdown in personal consumption and a decline in exports. Personal consumption increased by a mere 1.9% following a more than 4.0% rise in the fourth quarter of 2014. Fixed investments fell by 2.5% while exports declined by 7.2%; the decrease seen in exports was exacerbated by west coast port closings as well as dollar strength. However, now that the port dispute has been resolved and the weather around the country is getting warmer, a boost in consumer and business spending is expected to drive gains in second quarter GDP growth which will first be reported at the end of July.

The April employment report was mixed and probably will not be pulling forward any expectations for a Fed rate hike in June. Non-farm payroll growth came in about expected, at a soft 223,000 jobs for the month. However, there was a substantial downward revision to March’s figure as the gain in March was revised to the lowest increase since June of 2012. The good news though is that there was also another downtick in the unemployment rate to 5.4% in April from 5.5%, reflecting a favorable mix led by a rise in those finding jobs. The unemployment rate is now at its lowest level since May of 2008 while the labor force participation rate ticked up to 62.8% with more people finding work. Construction and health care were among the industries that accelerated the pace of hiring last month. Though April’s non-farm payrolls number indicated a rebound from March, it may not be enough to warrant a June rate hike. Overall this April report offered no initial signs of a considerable bounce back from the unusually slow first quarter as the second quarter has gotten off to no better than a moderate start.

Consumer confidence has fallen back considerably, down by more than six points to a much lower-than-expected level of 95.2 in April. This compares very poorly with the consensus expectation of a reading of 103.0 and is even far below the low estimate of a reading of 100.5. The weakness, worryingly, is the result of falling assessments of the labor market, both the current jobs market and expectations for the future employment market. As far as this report goes, the second quarter of the 2015 calendar year, which is expected to be much stronger than the weather-depressed first quarter, likely may not get off to a fast start.

The ISM manufacturing index came in at a level of 51.5 in April and remained unchanged from March, indicating a slowdown in manufacturing employment. Other components of the overall index were mixed as new orders were up. The ISM non-manufacturing index came in above expectations, marking its highest reading since November. The index extended its strong and unusually stable trend, coming in at a level of 57.8 in April versus a very solid 56.5 reading in March. Over a ten month stretch, this index has held between 58.8 on the high side to 56.5 on the low side (for the ISM manufacturing and non-manufacturing indexes, readings above 50.0 signal expansion). The services sector reading in April was a significant pickup from the first quarter as the services industry seems to have benefitted from low oil prices.

Month-over-month construction spending was released last week, falling well short of expectations while also failing to produce a positive reading for the third consecutive month. Construction spending dropped 0.6% in March versus an expected increase of 0.4%. There was weakness throughout the report with the exception of non-residential construction spending. Residential and public construction were both down and, while weather may have had some impact, reports point to a basic weakness in the sector. Non-residential construction of offices, manufacturing, and health care facilities was up by 1.0% and provided some positive news for the sector. Overall, construction spending is up by 2.0% on the year, down from February's annual increase of 2.7%.

March personal income numbers came in unchanged from the previous month and below expectations. This was the first month since December of 2013 in which income was flat. On the year, income was up by 3.8%. Despite the lack of income growth and considering that personal spending also came in below expectations, it should be noted that spending did actually see its highest increase since November. Consumer spending rose by 0.4% in March from a level of 0.2% that was seen in February. This data still suggests that many consumers still remain somewhat cautious in their spending despite months of cheaper gas prices and rising confidence.

The personal consumption expenditures price index undershot the Fed's 2.0% target, increasing by 0.3% in March from a year earlier, the same increase as in the prior month. Excluding the volatile energy and food categories, prices climbed up for the fourth straight month by 1.3% in March from exactly one year ago. Both month-over-month and year-over-year PCE core figures both came in below expectations despite reaching their highest marks since last June and November, respectively.

Factory orders figures for March were released last week, beating expectations. Boosted by aircraft and motor vehicle orders, factory orders increased 2.1% in March. With February's revision into the negative, this marked the first increase since the all-time high was hit last July. The seven consecutive monthly declines in the factory orders index were the most striking evidence of how hard the manufacturing sector has been hit by the strong dollar that has weakened exports and by trouble in the energy sector due to the downturn in oil prices. The biggest surprise in the March reading was durable orders, specifically the highly volatile number for aircraft and defense orders, which saw a large increase after posting a negative result in February. Consumer nondurables remained weak, signaling that this increase may just be temporary. The overall rise in factory orders in March ended the first quarter on a positive note, but early indications for the second quarter have been soft so far.

The trade deficit for March was released last week, coming in higher than expected while also posting its highest tally since October of 2008. The trade deficit came in higher-than expected at \$51.4 billion as the gap increased from the prior month at over a 40% clip, the biggest jump in eighteen years. This was fueled by record-level purchases of foreign-produced foods, capital goods, and consumer products while petroleum demand decreased. The unwinding of the port strike on the west coast, which was resolved in mid-March, played a significant role in the data. This was especially evident in imports which surged by \$17.1 billion in the month as backlogs at the ports were cleared. Exports also rose, but only at a clip of \$1.6 billion. The total goods gap in the month was \$70.6 billion, which is the highest since 2008. There are concerns amongst investors that a larger than expected trade deficit will lead to the slowing of growth in the U.S.

Data for housing prices have been firming up recently in what is the latest positive signal from a still struggling housing market. The S&P/Case-Shiller adjusted 20-city index beat expectations for the month of February and rose by 0.9% for the month. This was the index's best monthly performance since late 2013. The index is also picking up speed on a year-over-year basis, showing growth of 5.0% for a 0.5% gain from January and the best showing since last August. Higher real estate prices may help increase supply in the housing market which has previously held some buyers back. This increase in supply, combined with continued gains in the labor market and looser lending standards, will need to be established to help further grow the inconsistent housing market.

Fixed Income Market

The Federal Reserve's long-awaited liftoff on its benchmark interest rate won't happen until September, according to economists surveyed by Bloomberg, as officials try to spur inflation and hiring after the economy stumbled in the first quarter. The long end of the curve has had a rough go at it relative to the rest of the Treasury curve. The 10 – 30 year curve spread steepened from a mid-March low of 55 basis points (0.55%) to a high for the year of around 75 basis points (0.75%). The rest of the curve remains much more firmly anchored and near lows for the last month or more. It should be noted that the combination of falling oil prices, strong dollar, and modest employment gains mean that inflation pressures are unlikely to mount in the near term and the data dependent Federal Reserve is likely to wait for further confirmation of increasing price pressures before moving rates.

Economic weakness was the theme of the April FOMC statement, one that did not necessarily push back expectations for the Fed's first rate hike. Their statement stated that growth had "slowed" since the committee last met in March; this after the statement in March said that growth had "moderated" from January. Both underscore how slow the first quarter was, but the Fed did stop short of halting any possibility of a rate hike in June, as it had for April in the March meeting. In the March statement, the Fed specifically said a change in April would be unlikely, language here that has been dropped and suggesting that such a hike is still remotely possible.

In their most recent statement, the FOMC also acknowledged the recent slowing of U.S. economic growth, but rationalized it as "in part reflecting transitory factors," such as winter weather. The rest of the statement reaffirmed their prior stance: optimistic, but data dependent and ready to raise rates "when it has seen further improvement in the labor market and is reasonably confident that inflation will move back to its 2.0% objective over the medium term." A June rate hike is unlikely with a September rate hike being more probable.

Past Fed tightening cycles have resulted in a flattening yield curve since Fed policies act on short maturities while long maturities are more responsive to inflation expectations in the intermediate term. Most market participants believe that this cycle will follow that pattern, encouraged by the low level of inflation worldwide and the Fed's repeated outlook that at this time "normal" rates will likely be lower than in recent history. This scenario is positive for credit investments, as corporate issues should maintain capacity to service debt in a growing economy where long-term interest rates are moderated by reduced inflation expectations.

Key economic data on job growth, housing starts, and U.S. gross domestic product have failed to meet market expectations, which have further increased the probability that the Federal Reserve will hold off on raising interest rate until later this year. On a positive note, over the past two weeks, both the NASDAQ and S&P 500 indexes rose to new intra-day highs. However, it should be noted that Fed Chair Janet Yellen has recently warned that equity valuations are high and potential dangers exist in the domestic stock markets. On the negative side, the U.S. dollar, which had appreciated significantly against the euro, yen, and other foreign currencies, weakened modestly in April. Oil prices have also reversed their recent trend, with the price for WTI crude oil has continuing to climb in the past weeks, rising from \$48 per barrel at the end of March to nearly hitting \$62 per barrel currently.

Most investors in the market believe that the fixed-income markets will continue to see modest interest rate rises in the coming months as the U.S. economy recovers from a weak first quarter, the Fed moves closer to raising short-term rates and European growth improves. Yields on short-term U.S. Treasury securities have remained stable. In the money market area, supply has remained constrained, but high-quality commercial paper and certificates of deposit with maturities greater than six months have continued to be attractive options versus government security alternatives.

Money market securities (those with maturities of one year or less) will bear the full effect of Fed tightening if and when it comes. Changes in the market due to money-market reform and new bank regulations will continue to counteract upward pressure on rates for investments with the shortest maturities (less than 60 days) and highest quality (government securities), even as overall interest rates rise. It should be noted that the average overnight repurchase agreement rate has been around 0.07% while three-month LIBOR has remained at 0.28%.

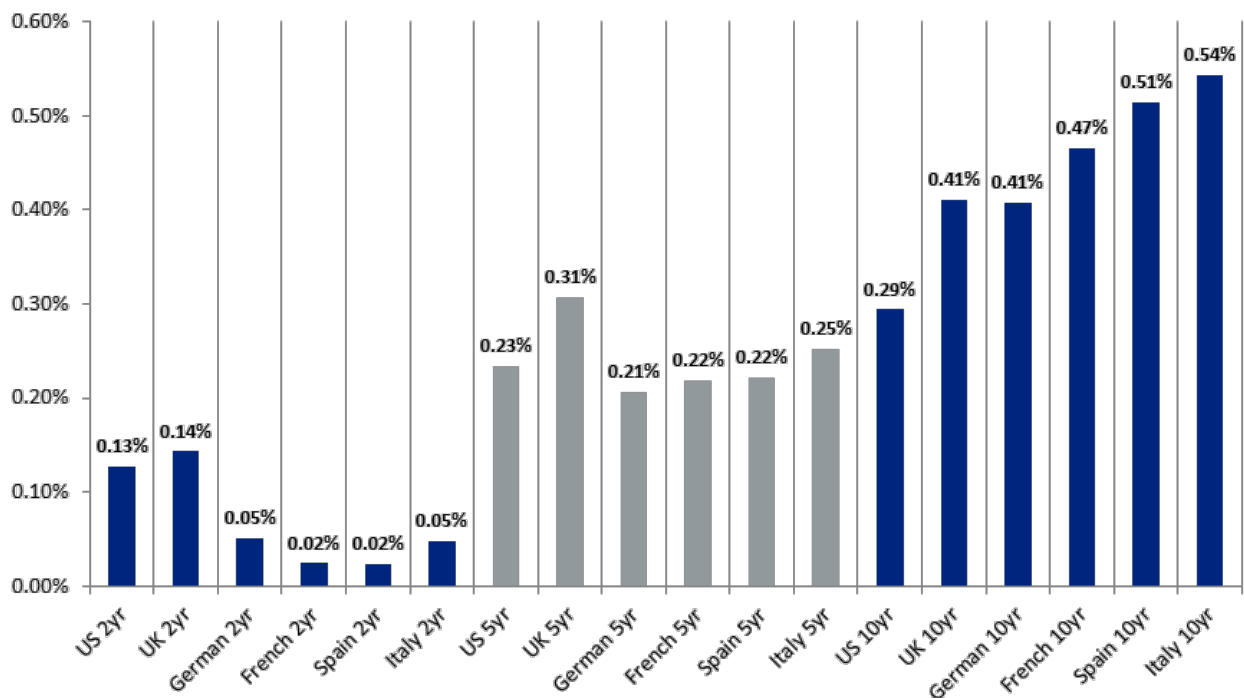
Despite the sharp move higher in longer term interest rates over the past two weeks, short-term (under 1 year) U.S. Treasury and Federal Agency rates have barely budged. For example, 1-year Agency bullets are currently 0.31% while comparable maturity Treasury Bills and Treasury Notes are 0.24% and 0.29%, respectively. Shorter term, 0 – 3 month Treasury Bills remain basically at 0.00% as a strong/supply demand imbalance exists for the highest quality short-term debt. For investors with very short-term liquidity needs, value can currently be found in 2 – 3 month Federal Home Loan Bank (FHLB) discount notes in the 0.08% – 0.10% range. These investments have cheapened by a few basis points in recent weeks on increased supply and currently offer up to a 10 basis point pickup over Treasury Bills and a 3 – 5 basis point pickup versus a repo market which continues to be limited by supply.

On May 6, 2015, as part of its quarterly refunding statement, the Treasury department announced a new cash management policy that will require it to “hold a level of cash generally sufficient to cover one week of outflows...subject to a minimum balance of roughly \$150 billion” with the additional funding sourced from increased bill issuance. This announcement came after an August 2014 recommendation from the Treasury Borrowing Advisory Committee (TBAC) that the department review its cash balance policy in light of major events that occurred over the past 15 years that disrupted the normal functioning of markets (i.e., September 11, 2001, super-storm Sandy, etc.). Treasury Bill supply outstanding as a percentage of total debt fell to about 12% at the end of 2014, down from a high of 34% during the financial crisis. This decrease in relative supply, coupled with stronger demand for Treasury Bills due to regulatory changes (both implemented and pending) have caused Treasury Bills to persistently trade at very low levels. The Treasury is clearly concerned about the current and, more importantly, future supply/demand equation as their release went on to say “this increase in issuance will help achieve our objective of lowest cost of funding over time and will enhance market functioning and liquidity.” Although this new policy will lead to higher Treasury Bill supply over time, it is not expected to materially change market rates in the near term as the Treasury’s cash balance is already at a high level (greater than \$200 billion). The reality remains that there are strong regulatory factors in play which may overwhelm the increased supply, causing continued downward pressure on Treasury Bill rates relative to other products. For example, money market fund reform may cause \$500 billion in assets to shift from prime funds into government funds over the next 18 months according to some Wall Street analysts. A shift of this magnitude would clearly lead to significant additional demand for Treasuries, repo, and discount notes. It is recommended that investors continue to closely follow the major regulatory changes that may affect them, both directly and indirectly, in the coming quarters.

Short-term commercial paper and negotiable certificates of deposit rates in the 6 – 12 month area have drifted higher over the past few weeks as many issuers compete to lock up longer term funding. Meanwhile, money market funds (the biggest buyer of these products) have generally aimed to keep most fixed rate maturities closer to home (i.e., under 6 months) in the face of a potential Fed hike in the second half of this year. This dynamic has caused most issuers to push yields higher by 4 – 8 basis points in maturities beyond 6 months in an attempt to entice investors. Floating rate CP/CD activity has also picked up on modest spread widening (i.e., 2 – 3 basis points cheaper in the 1 year area) as investors look to hedge the potential for higher rates with investments that contain interest rate resets. Currently, value can be found in a variety of different issuers and maturities, including 6-month fixed rate in the 0.30% – 0.35% area (a 15 – 20 basis point yield advantage over Agencies) as well as 1-year floating rates around 1-month LIBOR +14 to +20 basis points.

Interest rates have returned to the middle of the trading range across the curve as slow domestic economic growth and FOMC delay tactics have somewhat taken a backseat to growing irritability in Europe. The depth and breadth of negative yields in the Euro-zone reached a peak of frothiness in April from whom investors have taken a step back to survey the new risk/return landscape. Suggestions from Bill Gross that the German 10-year bunds were the “short of a lifetime” helped the European market rethink its quantitative easing induced buying frenzy. The re-pricing of risk toward higher interest rates was not contained to the Euro-zone as the spillover led U.S. rates back from the bottom of the recent trading range. This past Friday’s employment numbers, while improved from a very disappointing March, lacked any significant bounce-back the market has seen following prior downside surprises. With the downward revisions to prior periods, markets rallied on the news, proving the slow growth and FOMC lower for longer themes still exist in the U.S.

Change in Sovereign Yields: Specified (5/05/15 vs. 4/15/15)



With yields firmly back into the middle of the recent trading range and bouncing above their 200-day moving average, investors feel there is value adding duration to targets at these levels. With the slow growth and FOMC lower for longer themes still firmly in place, the benefits of the step yield curve remain a significant benefit for longer duration positions. It is recommended that fixed income investors maintain the portfolio duration at their targets with purchases focused in 2 to 3½ year maturities which represent the steepest part of the yield curve.

3-Year U.S. Treasury Yield



Federal Agency yield spreads offer value over matched maturity U.S. Treasuries in the 1½ to 2½ year area, having widened out in April. Individual issues in this area may offer yield spreads above +5 basis points and may be as wide as +7 basis points for FNMA 1.25 9/28/2016. Agency spreads beyond 2¾ year remain uncomfortably narrow, reaching only +8 basis points in November 2019 maturities. FHLMC 1.375 5/1/2020 offers only +5 basis points over Treasuries in May of 2020. Adding Agency bullets with maturities between 1½ and 2½ years with yield spreads of +5 basis points or more over comparable maturity Treasuries is recommended.

Callable Agencies in the 2-year maturity space continue to offer value relative to matched duration bullets. Two-year non-call 6-month, 1-time call structures at 0.85% relative to 12-month Agency bullets at 0.33% are favored. Also favored is 2-year non-call 1-year, 1-time call structures at 0.81% relative to 18 month bullets at 0.51%. The steep yield curve between 2 and 3 years continues to favor non-callable securities in that range. Adding 2-year callable structures is recommended, potentially swapping existing bullet holdings of 12 and 18 month maturities in order to capture value and boost portfolio yields. Diversifying the call date and call types to keep too many securities from being called in any one period is also recommended.

The market continues to find value in corporate notes across the yield curve, favoring high quality issuers with yield spreads over comparable maturity Treasuries of at least 30 basis points. The relative value is very issuer specific, with the highest quality names offering the narrowest spreads. New issue securities are favored as they offer additional yield spread from a selling concession over secondary offerings; however, the new issue market has been slow recently. This past week, Apple Inc. issued a variety of maturity structures, including 2 and 5 year notes which offered good value. The 2-year Apple Inc. 0.90 5/12/2017 was issued at a spread of +30 basis points and the 5-year Apple Inc. 2.00 5/6/2020 was issued at a spread of +45 basis points. The secondary market for corporate notes has considerably more availability and value in maturities from 3 to 5 years and could be your best bet for finding valuable pieces to add to one's portfolio. Corporate notes have outperformed Treasuries and Agencies significantly as spreads have narrowed since year-end. Below are the returns for various Bank of America/Merrill Lynch indexes highlighting the performance for May, the second quarter, and year-to-date. In the following table that shows return over various time periods, highlighted is the fact that the corporate indexes have had strong performance recently as their higher yields provided income that has been greater than that of comparable-maturity government securities. For example, the U.S. Corporate 1 – 3 Year index has returned 0.087% on a periodic basis quarter-to-date versus the U.S. Agency 1 – 3 Year and the U.S. Treasury 1 – 3 Year indexes that have returned -0.029% and -0.050% quarter-to-date, respectively (see highlighted total returns). For those public funds investors who are permitted to invest in corporate, adding corporate notes is recommended as the portfolio will benefit from the added spreads offered and continued slow growth of the U.S. economy going forward.

5/7/2015	Excess Return % MTD	Excess Return % QTD	Excess Return % YTD	Total Return % MTD LOC	Total Return % QTD LOC	Total Return % YTD LOC
G1O2-US Treasuries 1-3yr	0.001	-0.016	-0.030	-0.096	-0.050	0.471
G1P0-AAA US Agcy 1-3yr	0.001	0.004	-0.010	-0.089	-0.029	0.509
C1A0-US Corp 1-3yr	0.036	0.139	0.406	-0.079	0.087	0.921
GVQ0-US Treasuries 1-5yr	-0.009	-0.005	0.023	-0.218	-0.189	0.729
GVP0-AAA US Agcy 1-5yr	-0.001	-0.003	0.014	-0.152	-0.116	0.677
CVA0-US Corp 1-5yr	0.028	0.162	0.522	-0.202	-0.049	1.233

Source: Bank of America Merrill Lynch

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BUDGET UPDATE

REVENUE

<u>FUND</u>	<u>BUDGET AMOUNT</u>	<u>REVENUE YTD</u>	<u>BUDGET BALANCE</u>	
Education	\$8,018,902	\$7,080,085	\$938,817	88%
O/M	\$650,860	\$605,029	\$45,831	93%
Transportation	\$850,480	\$570,790	\$279,690	67%
IMRF	\$312,579	\$312,209	\$370	99%
Working Cash	\$71,081	\$64,999	\$6,082	91%
Tort Immunity	\$306,010	\$304,974	\$1,036	99%
Life Safety	\$60,081	\$59,474	\$607	99%
	<u>\$10,269,993</u>	<u>\$8,997,560</u>	<u>1,272,433</u>	<u>88%</u>

EXPENDITURES

<u>FUND</u>	<u>BUDGET AMOUNT</u>	<u>EXPENDITURES YTD</u>	<u>BUDGET BALANCE</u>	
Education	\$8,300,855	\$6,315,076	\$1,985,779	77%
O/M	\$1,075,100	\$879,516	\$195,584	82%
Transportation	\$882,684	\$719,851	\$162,833	82%
IMRF	\$348,755	\$261,828	\$86,927	75%
Working Cash	0	0	0	0
Tort Immunity	\$286,200	\$256,196	\$30,004	90%
Life Safety	\$4,436	\$7,617	-3181	172%
	<u>\$10,898,030</u>	<u>\$8,440,084</u>	<u>\$2,457,946</u>	<u>78%</u>

Psychologist Schedule for 2015-2016

This is a tentative schedule without looking at dates of when people are off, only days of the week. It could be subject to some change especially with Spring Breaks and such. She will need to be given a Spring Break or we can use part of her extra days in order to get that break in. Also, in the past with umbrellas, we've had the psych map out the specific days for days off to try and ensure everyone is getting needs met.

Putnam County	40%
Oglesby	30%
Lostant	15%
Tonica	15%

With one day needing to be shared between Lostant and Tonica, she will have to drive between the districts on that one day. I tried to keep it so that there is some stability in the days and not changing much. Of course, to get the odd numbers we have, we must have a two week rotation.

Week one:

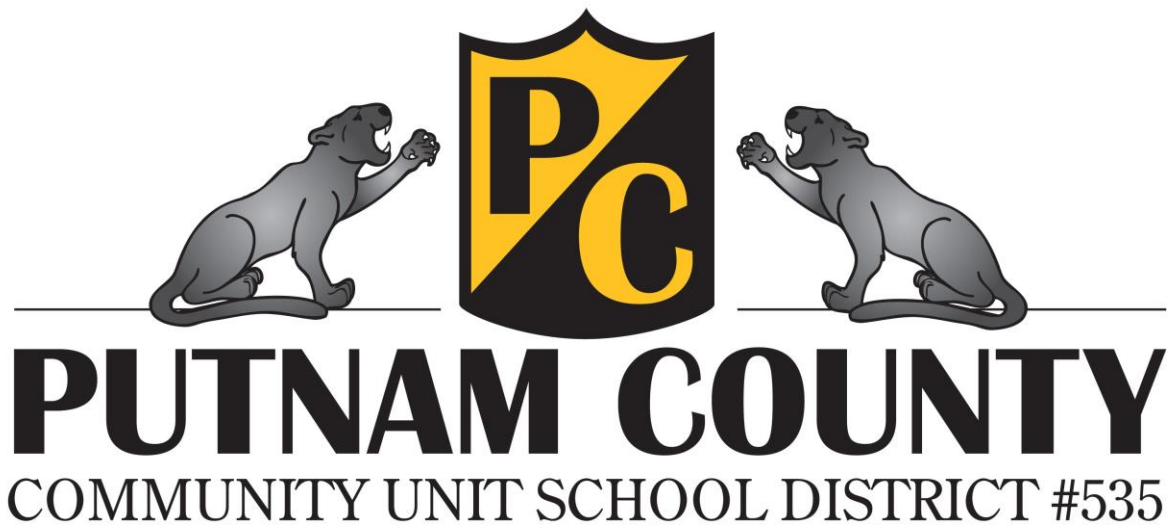
Monday	Tuesday	Wednesday	Thursday	Friday
Lostant/Tonica	Oglesby	Tonica	Putnam County	Putnam County

Week Two:

Monday	Tuesday	Wednesday	Thursday	Friday
Oglesby	Oglesby	Lostant	Putnam County	Putnam County

Then we will of course repeat from there.

*Putnam County
Primary Panthers*



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

Reviewed: June, 2015

**PARENT-STUDENT HANDBOOK
2015-2016**

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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.

Board of Education Mission Statement

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

Putnam County Primary School--Mission Statement

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

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

2015 Handbook Committee

Adriane Shore (School Board Member), Brandy Sandberg (Parent), Dianne Alleman (Teacher), Katie Sobkowiak (Teacher), Anita Ladage (Teacher), Katie Main (School Nurse), Angie Migliorini (Secretary), and Ronda Cross (Principal)

INTRODUCTION

Welcome to the 2015-2016 school year at Putnam County Primary School! We are very excited to have your child(ren) join our school community.

Putnam County Primary School (PCPS) offers a dedicated certified faculty, support staff and principal. These professionals offer a wide-range of services to all students that attend PCPS. Careful planning, preparation, and instructional practices are the main focus as we work toward identifying and providing the best possible education and interventions for our students. We will take great care to provide a positive school climate that is developmentally challenging, as well as academically stimulating for all students.

We encourage parents 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 in the family. 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. In order to maintain the safest environment possible, any person entering the building during the school day will need to stop in the office to sign-in before proceeding to a classroom or any other area of the building. Please remember that all classroom visits should be prearranged with the classroom teacher 24 hours in advance.

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 you have any questions or concerns, please do not hesitate to contact me or your child's teacher at any time.

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

Together in Education,

Mrs. Ronda Cross, 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

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. During the 2012-13 school year teachers worked to develop new curriculum, assessments and rubrics in order to align to the new state-adopted Common Core Standards. This curriculum was implemented in the fall of 2013.

In order to accurately reflect the new standards and methods in which students are assessed, a committee has worked on revisions to the new report card. The report cards will be issued every nine weeks (quarter) of the school-year in an effort to keep parents informed of the student's progress as well as Fall, Winter and Spring assessment results through the AIMSweb assessments conducted in K-2nd grade. These assessments are intended to be one more piece of evidence on how the child is performing and learning with the instructional strategies used in the classroom. Adjustments are made to student settings and interventions as needed to gain the highest impact on their learning.

The grading legend and report card were revised for the 2013-2014 school year to reflect the implementation of the Common Core Standards. This past summer the teachers and administration met again to discuss what worked well with the pilot and what needed to change to make the report card as user friendly for parents as possible. The final version of the report card has been simplified. Each parent will receive the modified scale and legend that coincides with the new Standards as well as a brochure that explains the different areas.

Report cards are distributed on the last school day of the week following the ending date of the grading period (quarter) or at parent/teacher conferences. During the 2nd and 3rd quarters signed report cards should be returned to the school on the next day of school.

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 concerns. If a parent/guardian wishes to have a conference with a teacher or teachers, the request should be made to the teacher directly. All teaching staff can be reached at: 815-882-2800 opt. 1 for an appointment.

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.

CONTROLLED SUBSTANCES AND 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 re-inspected 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 or are tardy develop insecurities about their place in the school environment; this insecurity often forms the basis for poor academic achievement and behavior problems.

In the event of illness or other excused absence, parents/guardians are to call the school absentee reporting line, 1-815-882-2800 (Opt. #6), 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 a student will be absent for more than one day, the parent/guardian should inform the school of this 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 Primary building. A student is considered tardy if they arrive after 8:15 am.

Excused Absences:

- 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

Unexcused Absences/Tardiness:

Oversleeping
Shopping

Missing the bus
Unexplained “personal reasons”

Hunting/Fishing
Multiple Vacations

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.

Illness/Fever:

Your child should not attend school if they have an illness that could potentially be contagious. This includes:

- any temperature at or above 100 degrees (**your child should not return to school until they are fever free for 24 hours without the help of fever reducing medication**)
- new or unusual wide-spread rash that could be contagious
- vomiting and/or diarrhea stools
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

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 9:00 am. 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 pm.

Pupil Absence for Vacation:

School-year vacations are strongly discouraged. 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 or the Primary office. Requests for homework in this situation will be honored whenever possible.

Excessive Absences:

To encourage students to attend school and class regularly, our attendance policy restricts students to a maximum of ten absences per year. All absences, excused and unexcused, will be included in the count. After ten absences, coding of unexcused will be used except when written doctor notes are turned in to the office or if a student is sent home from school.

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 (5) absences, excused or unexcused, a notice will be sent to the parents about the absences and potential issues.

Step 2: Upon the tenth (10th) day of absence, the principal will contact the parents and take appropriate steps to resolve the problem. These steps may include a family conference, referral to the county truancy officer, or a referral to community supportive services. In addition, students will be required to provide verification of further absences (ie., doctor’s note).

If these remediation conditions are not met, every absence after the 10th, that is not deemed excused by the administration, will be considered unexcused and the truancy officer will be contacted.

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. The school is not responsible for damaged or stolen bicycles.

Bicycles should be walked on and off the sidewalks and across intersections and 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, spaghetti strap tank tops, transparent clothing, bare midriffs and items with holes in inappropriate places are not allowed. Students that wear leggings or other form fitting pants must wear a shirt that completely covers their bottom.
- 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.** Sandals and flip-flops are discouraged due to the woodchips on the playground and injuries that occur from play and developing coordination of the young students.

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 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 distributing 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 (Fall Festival, Winter Holiday, Valentine's Day) to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

BUS CONDUCT

Students who do not live within walking distance of their school building are provided with bus transportation contracted with a 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 or drink 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
5. Keep the noise level down and remain seated facing forward
6. Keep the aisle clear
7. Do not litter, write on, or damage the bus

Bus Consequences:

- 1.) Verbal warning 2.) Reassign seat 3.) Written referral

Drivers or the administration may skip steps depending upon the severity, or repetition, of rules violated. Discipline will also be adapted for the appropriateness to student developmentally.

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:

1st offense – student is notified of the offense, counseled, and may miss recess(es). Warning is sent home for parent notification with response requested.

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

3rd 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.

4th 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.

5th 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.

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. Videotapes may also be viewed at random. Viewing of videotapes is limited to individuals such as the Superintendent, 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 is a \$1.90, breakfast is a \$1.05, milk only is \$0.35, and soy milk is \$0.85 which can be purchased by the day, week, or month. Students are not permitted to charge breakfast or lunch. Teachers will send breakfast, lunch money, and any of your instructions to the office every morning. 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.

Parents are welcome to join their child for lunch. The cost for an adult school lunch is \$2.40. If you plan on eating a hot lunch the office needs to be notified by 10:00 a.m.

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. Once a student's account balance reaches \$-20.00 the school will not be able to offer a full breakfast or lunch. Cereal along with milk will be given for breakfast and a peanut butter and jelly sandwich and milk will be given for lunch until the balance is paid in full. 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. During the first 10 minutes students eat (no talking to encourage eating at this age) and the second 10 minutes students can talk quietly.

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. Snack milk (0.35) and soy milk (0.85) is not included at snack time.

DISCIPLINE

This handbook identifies 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.

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. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the District 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.

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.

EMERGENCY PLANNING

1. **Emergency Management Plan:** The Putnam County School District's Emergency Management Plan is available in the district & Principal's 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.
4. **Tornado Drills/Warning:** Drills – A tornado drill is conducted annually at PCPS. Students practice several times where and what to do in the event that an announcement is given. These procedures are also taught for multiple different locations in the building depending on where the students are during the initial announcement.
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, the children will not be dismissed until the "all clear" signal is given. No student will be dismissed prior to the all-clear unless the parent/guardian signs the student out at the school's office. By signing the sheet, the parents/guardians are indicating to the school that they are taking child(ren) from the school premises and assume all responsibility for what may happen, regardless of the warning.
5. **Law Enforcement Drill:** A law enforcement drill is required annually with our local and/or county officials. This drill allows administration and law enforcement to cooperatively and safely practice procedures in case of a threat inside or outside of the school building. Students are present for the drill but know it is a drill through announcements and their teachers preparing them.

SCHOOL SAFETY

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 which clearly designates 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.

The signal for a fire drill is the fire alarm system. If needed, classes may also be notified by the intercom system. Classes are signaled to return to the building with a whistle blast or hand signal. If needed, classes may also be notified by the intercom system. Classes are signaled to return to normal location/activity with an announcement on the intercom system, administration, or other authorized personnel.

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

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 announcement, school will be in session. Please do NOT call the school office. School phone lines must remain open for instructions and staff communications. The school's ALERT NOW system will be used to contact parents. Please make sure the school has your contact number.

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
WBZG	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.

Conceal & Carry is not permitted on school property.

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 (Free & Reduced lunch form) 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.; (**snack milk not included**)

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 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. 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 15th 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 16th if requirements for health examinations & immunizations are not on file. Please check with the school nurse if you have questions regarding immunization and health requirements.

Immunizations must be obtained as required by the Illinois Department of Public Health Rules and Regulation (Title 77, Part 665, Section 665.240).

Pediculosis (Head Lice):

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. The student cannot ride the bus again until they are checked by the office. By Administrative Procedure, as determined by the Board of Education, a student must be determined to be nit free before reentering school.

Illness/Fever:

Your child should not attend school if they have an illness that could potentially be contagious. This includes:

- any temperature at or above 100 degrees (**your child should not return to school until they are fever free for 24 hours without the help of fever reducing medication**)
- new or unusual wide-spread rash that could be contagious
- vomiting and/or diarrhea stools
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

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 (ie, fever) 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.

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 Opt. #1.

An Illinois Food Allergy Emergency Action Plan should be completed by the physician and parent/guardian and a copy given to the school office to keep on file.

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.

In order to protect all students with food allergies all snacks and birthday treats must be pre-packaged by the manufacturer so that all nutritional information is available.

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.

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

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 physician and parent/guardian has completed and signed a School Medication Authorization Form and Asthma Inhaler or Epinephrine Auto-injector 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, and
- 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.

HOME-TO-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-2

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. In order to visit the classroom or a teacher you must first call the teacher and give at least 24 hours notice before a visit in order to prepare for the meeting and potentially rearrange the schedule.

HOMWORK POLICY

Each grade level will communicate procedures PreK-2nd grade. 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.

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 pests may be used. If such a control is used, parents and staff members can be informed of such prior to an application.

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

NO CHILD LEFT BEHIND ACT

The *No Child Left Behind Act of 2001 (NCLB)*, 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 NCLB guidelines. As well as its comprehensive provisions on school improvement, teacher quality and instructional programs, NCLB also has numerous other requirements. As required by NCLB, 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.

RESPONSE TO INTERVENTION

Response to Intervention (RtI) integrates assessment and intervention within a 3-tiered system to maximize student achievement. During the fall, winter, and spring universal screening of core content is done to help determine students’ strengths and weaknesses in the areas of reading and math.

All students receive Tier I RtI as part of the classroom curriculum. If universal screening, along with classroom data, indicates a student is significantly below grade level in reading or math, then they will receive Tier II RtI support. This support will consist of an additional thirty minutes of daily reading or math instruction. This instruction is a supplement, not a substitute for the reading or math instruction received from the classroom teacher. When students receive Tier II RtI support they will be progress monitored every two weeks and their progress will be reviewed by a team every six weeks. A student may receive Tier III RtI support if they have not made significant progress as determined by the team.

The focus of instruction during RtI will be comprehension, early writing strategies, fluency, phonemic awareness, phonics, math facts, and computation to name a few. Communication is very important, so parents will be kept well informed of their child's growth and progress through reports and/or graphs depending on the level of intervention received.

PARENT ADVISORY COMMITTEE

The District has a Parent Advisory Committee (PAC). This committee of parents meets 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 twice 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 if they have a question or concern.

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

PRESCHOOL SCREENINGS

Putnam County Primary School screens students entering preschool (3-5 years of age) to identify and serve the students with the most need. 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. Please contact the Primary School to get information on the next screening dates.

All potential incoming students' screening data cannot be older than six months prior to the preschool placement date.

MEDIA

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. This will include electronically, in the newspaper, and on the district website.

RECESS

Weather permitting, students have recess outside after lunch. When the weather is inclement, including a wind chill factor of 30 degrees or lower, recess is held in the school gym. Please be sure a coat, hat/scarf, boots, and mittens/gloves are used on any given day when weather is cold.

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 to be 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:

- 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

RESIDENCY

Proof of residency is required every year. Two forms of proof will need to be given at the time of registration. Examples of acceptable forms are: Driver's license, utility bill, phone bill, or a lease agreement.

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 has appointed Tricia Both, as 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 that includes while on school grounds.

Parent pick-up begins at 3:10 pm and crosswalk goes out at 3:15 pm on regular dismissal days.

PCPS begins dismissal at 1:55 pm on 2:05 pm early dismissal days. Bus students should arrive home one hour early on these days.

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

1. No one is at the school to supervise the children until 7:15 a.m.
2. Parents/Guardians need to be very careful when using the front of the school building to drop students off. This is a very busy time for the buses, and it is not the best place to drop-off and pick-up students.

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 7:45 am to 8:00 am 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. The crosswalk is not supervised November 1st through March 1st.

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. The back lot is used for drop-off and pick-up only, not parking.

3. All students arriving after 8:00 a.m. 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 3:10 pm 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.

The crosswalk is not supervised starting November 1st through March 1st.

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.

SCHOOL HOURS

The office is open from 7:30 am to 4:00 pm. Teachers are in the building from 7:45 am to 3:45 pm daily. **Lunch and recess are scheduled for 11:00 (Kindergarten), 11:30 (1st Grade), 12:00 (2nd Grade). A second recess is offered in the morning or afternoon.**

Students who are transported to school by bus arrive at various times, with the last bus arriving at approximately 8:00 am. Students who are walkers should not arrive until 8:00 am unless they are coming for breakfast. Classes begin promptly at 8:15 am. Students will be considered tardy after 8:15 am.

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 English Language Learners, Speech/Language, Hearing, Title I reading, Occupational Therapy, Physical Therapy 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 8th grade. The pupils shall not be required to take the class or course if the parents/guardian submits written objection.

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.

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.

TITLE I

Title I is a federally funded program that provides instructional support for students experiencing difficulties in reading. Putnam County Primary School provides a Title I program for students with an identified need in the area of reading. Students are screened with a multiple-step process to determine eligibility for Title I and must have parent permission to participate in the program. Once eligibility is established students of approximately 3-5 students go to the Title I classroom and work in a small group with a certified Reading Specialist. The Reading Specialist will work on reading skills such as: Phonemic Awareness, Phonics, Fluency, Comprehension and Writing. Each student is periodically assessed and progress information is sent home to the parents at least quarterly. Students remain in the program until meeting established exit level criteria. Each year the criteria has to be reestablished for the grant program.

ENGLISH LANGUAGE LEARNERS

English language learners (ELL) are students who demonstrate limited English proficiency. Those students are provided support services in the Transitional Program of Instruction. Students are tested to determine eligibility and services after the Home Language Survey form is completed at registration. If students qualify for language support services, these services are provided until the student demonstrates sufficient skill to exit the program based upon the State ACCESS test, or until a parent withdraws them from the program.

VISITORS

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.

Classroom visits should be pre-arranged at least 24 hours in advance with classroom teachers as to not interrupt teaching and allow time to prepare as necessary.

WELLNESS PLAN

Homemade treats are not allowed to be brought into school, even for birthdays and holiday parties. All snacks are to be prepackaged with all nutritional information available.

As a public school we are required to have a wellness policy, reviewable by the state. Snacks provided must meet the recommended guidelines from the Institute of Medicine's-Nutrition Standards for Foods in School. These are the nutritional standards for foods in school, per portion:

- ≤ 200 calories
- $\leq 35\%$ of total calories from fat

- < 10% of calories from saturated fats
- Zero trans fat
- ≤ 35% of calories from total sugars
- ≤ 200 mg sodium

Everything must be prepackaged by the manufacturer, so that nutritional information is provided for our students with food allergies.

We understand that children will still want a “special treat” for their birthdays and holiday parties. They will be allowed to have sweet treats during these occasions, but treats will still need to be prepackaged.

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, please notify the school office at least one day in advance. 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.

Upon receipt of a Release of Records form from the new school, which must be signed by the parent/guardian(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 (ie, lunch) must be paid in the school office.

School Calendar 2015-2016

July 30	Registration (9am to 7pm)
July 31	Registration (8am to 1pm)
August 13	No School - Institute Day
August 14	No School - Institute Day
August 17	First Day of School (2:05 Dismissal)
August 17-21	2:05 Dismissal
September 2	2:05 Dismissal
September 7	No School - Labor Day
September 16	2:05 Dismissal
October 7	2:05 Dismissal
October 9	Institute Day – No School
October 12	No School - Columbus Day
October 21	2:05 Dismissal
October 16	End of First Nine Weeks
October 22	Parent/Teacher Conferences (4 pm to 8 pm) pass out report cards
October 23	No School - Parent/Teacher Conferences (8am to Noon)
November 4	2:05 Dismissal
November 18	2:05 Dismissal
Nov 25-Nov 27	No School - Thanksgiving Break
December 2	2:05 Dismissal
December 16	2:05 Dismissal
December 18	End of 2 nd Nine Weeks-End of 1 st Semester(2:05 Dismiss)
Dec 21-Jan 3	Winter Break
January 4	School Resumes
January 6	2:05 Dismissal
January 18	No School - Martin Luther King Day
January 20	2:05 Dismissal
February 3	2:05 Dismissal
February 11	Parent/Teacher Conferences (4pm to 8pm)
February 12	No School-Parent/Teacher Conferences (8am to Noon)
February 15	No School-Presidents' Day
February 17	2:05 Dismissal

March 2	2:05 Dismissal
March 4	End of Third Nine Weeks
March 16	2:05 Dismissal
March 25 – April 1	Spring Break
April 4	School Resumes
April 6	2:05 Dismissal
April 20	2:05 Dismissal
May 4	2:05 Dismissal
May 18	2:05 Dismissal
May 20	Last Day – 2:05 Dismissal
May 23	No School - Institute Day

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

Summary

Student Attendance Days	174
Emergency Days	5
Approved Institutes	4
Approved P/T Conferences	2
Total	185

Recommendation to Approve Handbooks for Putnam County Schools

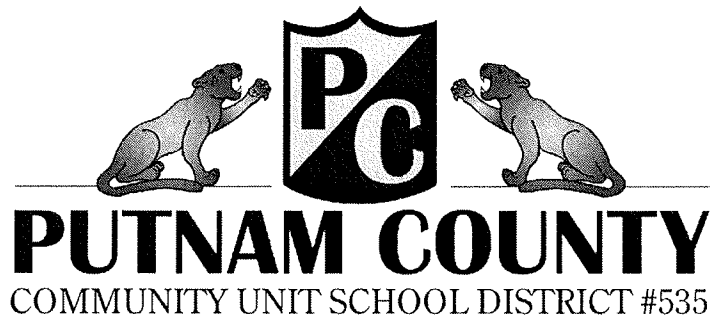
As superintendent, I recommend approval of all four handbooks that have been recommended by the handbook committees in all buildings. Please see the attached handbooks for review.

Rationale

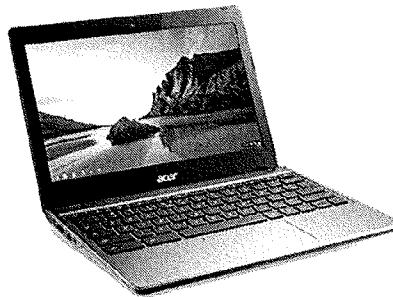
All principals have held handbook committee reviews, and the handbooks are ready for approval.

District Goal

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



Chromebook Take Home Policy Sign-Off and Student Pledge



- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will **never** leave my Chromebook unattended in an unsecured or unsupervised location.
- I will **never** loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will **not** disassemble any part of my Chromebook or attempt any repairs.
- I will, **AT ALL TIMES**, keep my chromebook in the case provided by Putnam County CUSD #535.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will **not** leave my Chromebook in a vehicle as the heat and cold can damage and/or ruin the device.
- I will use my Chromebook in ways that are appropriate for education.
- I will **not place decorations (stickers, markers, writing, etc.) on the Chromebook.**
- I understand that the Chromebook & case I am issued is subject to inspection at any time without notice and remains the property of Putnam County CUSD #535.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, case, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, and case in good working condition at the end of each school year.

Putnam County Community Unit School District #535

CHROMEBOOK HOME USE AGREEMENT

Student/Parent Chromebook Use Agreement 2015-2016

In this agreement, "Chromebook" means any model of chromebook that Putnam County CUSD #535 provides and all its components, software, battery, charger, & carrying case.

Parent and Student please initial each section:

<p>P: _____</p> <p>S: _____</p>	<p>TERMS:</p> <ul style="list-style-type: none"> You will comply at all times with the Putnam County CUSD's Chromebook Policy Handbook and its guidelines as well as the Putnam County CUSD Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.
<p>P: _____</p> <p>S: _____</p>	<p>TITLE:</p> <ul style="list-style-type: none"> Legal title to the Chromebook is in the School District and it shall remain in the School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.
<p>P: _____</p> <p>S: _____</p>	<p>LOSS OR DAMAGE:</p> <ul style="list-style-type: none"> If the property is accidentally damaged or incurs loss due to an act of nature, Putnam County CUSD will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the School District by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
<p>P: _____</p> <p>S: _____</p>	<p>REPOSSESSION:</p> <ul style="list-style-type: none"> Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.
<p>P: _____</p> <p>S: _____</p>	<p>TERM OF AGREEMENT:</p> <ul style="list-style-type: none"> Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from Putnam County CUSD #535 schools.
<p>P: _____</p> <p>S: _____</p>	<p>APPROPRIATION:</p> <ul style="list-style-type: none"> Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

Putnam County CUSD #535

STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE

In order to take a chromebook home, this must be signed by both student and legal guardian

Student Name (Please Print): _____

Student Signature: _____

Parent / Guardian (Please Print): _____

Parent / Guardian Signature: _____

Date: _____

Waiver to Decline Taking the Chromebook Home

I decline the option of allowing my student to take their assigned Chromebook off of school property. The Chromebook will be returned to the designated locations within each of the Putnam County CUSD #535 schools at the end of each school day. If the device is not returned the student will be subject to school discipline policies.

Parent Signature: _____ Date: _____

Recommendation to Approve ChromeBook Take Home Policy

As superintendent, I recommend approval of the Chromebook Take Home Policy. (See attached policy.)

Rationale

Chris Newsome presented this to the administrative team for review, and it is an appropriate document to ensure that the ChromeBooks can be taken home for specific projects, etc. It can also guide usage of the devices next year.

District Goal

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

Please distribute to Board members and appropriate staff

ISSUE 88, May 2015

Update Memo

PRESS

Policy Reference Education Subscription Service

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We think you'll like the updates and improvements to the **Online** component of your **PRESS** service. As before, follow the login instructions to get access to the latest **PRESS** issue and the comprehensive **Policy Reference Manual**. Please click on the question mark in the upper right corner of the page after login to review the quick help diagram that explains the changes. If you have any questions about how to navigate the new **PRESS Online**, please contact Brian Zumpf, IASB Policy Consultant, at 630/629-3776 ext. 1214 or bzumpf@iasb.com.

Instructions

You are encouraged to share this **PRESS** Update Memo with all board members and appropriate staff. It may be viewed and downloaded from **PRESS Online**: iasb.com/policy/login.cfm. Subscribers are mailed the current password with each **PRESS** issue.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online** – the committee worksheets and the updated **Policy Reference Manual** pages. The committee worksheets show suggested changes to **PRESS** material (including administrative procedures and exhibits) by striking out deleted words and underscoring new words. The updated **Policy Reference Manual** pages contain all of the material in this **PRESS** issue; you can use them to update your district manuals.

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

School Board

► **2:250, Access to District Public Records.** The policy and footnotes are updated in response to legislation and to utilize evolved thinking concerning best practices. A new sentence in the first paragraph is intended to help the board to monitor this policy and fulfill what FOIA calls a *fundamental obligation* of the board:

The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

The relevant footnote explains:

This sentence allows a board to monitor the district's compliance with FOIA. This is an important duty as illustrated by FOIA's provision stating: "It is a fundamental obligation of government to operate openly and provide public records as expeditiously and efficiently as possible." The School Code requires the FOIA report described in #2 (105 ILCS 5/10-16); it is optional, however, for districts governed by a board of school directors.



The list below highlights the changes to the policy and the footnotes. **Please review the committee worksheet to thoroughly assess the changes.**

1. In the section on **Requesting Records**, the sentence below is changed to help prevent inadvertent FOIA violations caused by staff members who informally respond to record requests:

~~All requests~~ The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and copying shall immediately be forwarded to of a public record to the District's Freedom of Information Officer or designee.

2. In the section on **Responding to a Request**, the sentence extending the time for responding to a request made for a *commercial purpose* or by a *recurrent requester* now includes *voluminous requests*. 5 ILCS 140/3.6, added by P.A. 98-1129.
3. The **Fee Schedule** section is amended to increase efficiency and avoid paraphrasing a complex law. The first paragraph authorizes the Freedom of Information Officer (FOIA Officer) to establish a fee schedule without needing the board's prior approval. It directs that the "fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a commercial purpose and fees, costs, and personnel hours in connection with responding to a voluminous request." The procedure implementing this policy contains a fee schedule identifying the maximum fees permitted. See 2:250-AP1, *Access to and Copying of District Public Records*.

A footnote explains: "Section 6(a) states: "If a request is not a request for a commercial purpose or a voluminous request, a public body may not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records." (Emphasis added.) This implies that a search and review fee may be charged when responding to a request for a commercial purpose or a voluminous request. However, Sec. 6(b) states that the search and review fee described in Sec. 6(f) may be charged only to someone making a commercial request. Sec. 6(f) contains the maximum amounts that may be charged for search and review but does not explain when they may be charged. The FOIA Officer will need to consult the board attorney concerning fees."

4. A new sentence in the second paragraph of the **Fee Schedule** section is intended to increase efficiency: "If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees."

5. In the section on **Provision of Copies and Access to Records**, the following sentence is added in response to legislation (5 ILCS 140/8.5, added by P.A. 98-1129): "The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy."

► **2:250-AP1, Administrative Procedure - Access to and Copying of District Public Records.** The procedure is **REWRITTEN** in response to legislation and to utilize evolved thinking concerning best practices. It now has the same format as 7:340-AP1, *School Student Records*. The 12 sections implementing FOIA and board policy 2:250, *Access to District Public Records* follow:

- A. Legal Citations and Definitions
- B. FOIA Compliance
- C. Availability and Posting Requirements
- D. Fee Schedule
- E. Response to FOIA Requests
- F. Extensions of Time to Respond
- G. Unduly Burdensome Requests
- H. Requests for Commercial Purposes
- I. Managing Requests from a Recurrent Requester
- J. Managing Voluminous Requests
- K. Denials
- L. Consultation with the Board Attorney

► **2:250-AP2, Administrative Procedure - Protocols for Record Preservation and Development of Retention Schedules.** The procedure is updated throughout in response to the following updated rules: *Digital Reproduction*, 44 Ill.Admin.Code 4000.70 and *Management of Electronic Records*, 44 Ill.Admin.Code §4000.80.

Administration

► **3:40, Superintendent.** The policy, Legal References, and footnotes are amended to accomplish each of the following:

1. Change ~~valid administrative certificate~~ to Professional Educator License.
2. Delete references to the repealed ~~105 ILCS 5/21-7.1~~ and cite 105 ILCS 5/21B-20 and 5/21B-25.
3. Cite relevant ISBE rules, that is, 23 Ill.Admin.Code §§25.355 (2019 [rule only states the year]), 25.360 (through 8-31-2019), 29.100 (*Ill. Professional School Leader Standards*), and 29.130 (*Superintendent Standards*).

A footnote is expanded to provide more information about superintendent contracts.

► **3:50, Administrative Personnel Other Than the Superintendent.** The policy, footnotes, and Legal References are updated. The following sentence is added to clarify that this policy applies to building principals: "This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals." The unique responsibilities of building principals are covered in 3:60, *Administrative Responsibility of the Building Principal*.

Other updates are made to accomplish each of the following:

1. Change ~~certified~~ to licensed.
2. Delete references to ~~105 ILCS 5/21-7.1~~ and replace them with 105 ILCS 5/21B-20 and 5/21B-25, governing Professional Educator Licenses and administrative, principal, and chief school business official endorsements.
3. Include references to additional ISBE rules, that is, 23 Ill.Admin.Code §1.705 (requirements for supervisory or administrative staff); 23 Ill.Admin.Code Part 25 (requirements for endorsements), and 23 Ill.Admin.Code Part 29 (Subpart E, *Standards for Administrative Endorsements*).
4. Add the following new paragraph to the section on **Compensation and Benefits**: "The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control." Its footnote provides information about administrator contracts.

► **3:60, Administrative Responsibility of the Building Principal.** The policy, footnotes, and Legal References are updated to accomplish each of the following:

1. Delete contract provisions concerning building principals and assistant principals because they are covered in 3:50, *Administrative Personnel Other Than the Superintendent*. A new section, titled

Qualifications and Other Terms and Conditions of Employment contains one sentence as follows: "Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*."

2. A new section heading, **Evaluation Plan**, is inserted to enhance readability.
3. Missing article numbers are added to the Legal References.

Operational Services

► **4:45, Insufficient Fund Checks and Debt Recovery.** The policy and the footnotes are updated. Under the **Insufficient Fund Checks** subhead in the first paragraph, we made the following change: "District's Board Attorney."

Under the **Delinquent Debt Recovery** subhead, the optional policy language is updated to reflect the current unavailability of an intergovernmental agreement with the Illinois Office of the Comptroller (IOC). It reads as follows:

To participate in the A Local Debt Recovery Program may be available through the Illinois Office of the Comptroller (IOC) in the future. To participate in it, an intergovernmental agreement (IGA) between the District and the IOC must be in existence. The IGA establishes the terms under which the District may refer a delinquent debt owed it over to the IOC for an offset (deduction). Then IOC may execute an offset of, in the amount of the delinquent debt owed to the District, from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.

Minor clean up edits were made to the footnotes.

► **4:175-API, Administrative Procedure - Criminal Offender Notification Laws; Screening.** The procedure text and footnotes are changed. Under the **Receipt of Information from Law Enforcement** subhead, we created two sections: "Offender Notification Laws" and "Juvenile Delinquency Adjudication Notifications." The latter includes the following new text:

The Superintendent or designee shall contact the Juvenile Division of the County State's Attorney Office(s) having jurisdiction over the District's school(s) to discuss how the State's Attorney shall inform the Superintendent or designee of any students adjudicated as delinquent minors for offenses that would be felonies and/or certain weapons offenses under the Criminal Code of 2012 (705 ILCS 405/5-9.01(8). The Superintendent and/or designee(s) shall ensure the dissemination of such information is limited to the Building Principal and any guidance counselor designated by the Building Principal (Id.)

The first sentence of footnote one is updated as follows, “The law is silent with regard to what, if anything, districts do with the information (except for records provided to a school district by a state’s attorney’s office under the Juvenile Court Act at 705 ILCS 405/5-9.01(8).”

Personnel

►5:40, Communicable and Chronic Infectious Disease.

The policy, footnotes and Legal References are updated. The first sentence of the policy now reads, “The Superintendent or designee shall develop” We added language to footnote three, which discusses the Communicable and Chronic Infectious Disease Review Team (CIDRT) as follows:

Whether the CIDRT is an administrative committee organized by the superintendent and/or administrators or a board committee subject to the Open Meetings Act must be discussed with the board attorney (see also 2:150-AP, Superintendent Committees). The CIDRT is guided by the board’s policies, Ill. Dept. of Public Health rules and regulations, and all other applicable State and federal laws. The CIDRT also consults the employee’s personal physician and local health department officials before making any recommendations.

Legal References are updated to read, “Americans With Disabilities Act, 42 U.S.C. §12101 et seq.; 29 C.F.R. §1630.1 et seq., amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325.”

►5:120, Ethics and Conduct. The policy, footnotes, and Legal References are updated. To enhance clarity, the following changes are made to one of the seven types of employees who must file a *Statement of Economic Interests*: “4. Any employee who, as the District’s agent, is responsible for negotiating one or more contracts including collective bargaining agreement(s), in the amount of \$1,000 or greater;...”

In the section **Prohibited Interests, Limitation of Authority, and Outside Employment** and **Conflict of Interest**, the following sentence is changed to quote the statute:

No District employee In accordance with Section 22-5 of the School Code, “no school officer or teacher shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale, proceeds, or profits of any article by book, apparatus, or furniture used or to the District, be used in any school with which such officer or teacher may be connected,” except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the School Board.

The sentence’s footnote explains the reason the policy quotes a statute:

This sentence quotes 105 ILCS 5/22-5 because the statute does not define important terms making it difficult to paraphrase. No appellate decision defines school officer or apparatus, or what is meant by connected. The statute was enacted in 1961 but earlier versions were in the School Code much longer. A violation of this prohibition is a Class A misdemeanor.

A repealed statute is deleted from the Legal References.

►5:120-AP1, Administrative Procedure - Statement of Economic Interests for Employees. The wording in this procedure is edited to more closely follow the statutory wording.

►5:120-E, Exhibit - Code of Ethics for Illinois Educators. The exhibit is updated to reflect changes to the Code in the ISBE rule.

►5:180, Temporary Illness or Temporary Incapacity. The policy is unchanged. In response to feedback about our February 2014, Issue 84 update, we have added an option for boards that applies the policy to both teachers and other licensed employees and educational support personnel. The addition to footnote three reads:

Despite the statute’s limitation to licensed employees, many boards apply this language to educational support personnel. Consult the board attorney about whether to apply this language to educational support personnel. For boards that wish to apply this language to both licensed and educational support personnel, strike teacher or other licensed from the text of the first two sentences of this paragraph and correct the grammar.

We also removed the optional sentence that we added in the February 2014, Issue 84 update. It is now a permanent part of the policy’s text. Boards that do not have this sentence should now add it to their policies. It reads, “This paragraph shall not be considered a limitation on the Board’s authority to take any action concerning an employee that is authorized by State and federal law.”

►5:220-AP, Administrative Procedure - Substitute Teachers. The procedure is updated to (1) change ~~certificate~~ to **license**, (2) reflect legislative changes, and (3) utilize feedback received from subscribers. **Please review the committee worksheet to thoroughly assess the changes.**

►5:270, Employment At-Will, Compensation, and Assignment. The policy, footnotes, and Legal References are updated to delete ~~certificated~~ and for efficiency reasons. This sentence, containing both an authorization and directive to the superintendent, is amended: “The Superintendent is authorized to make exceptions to employing ~~non-certificated~~ **nonlicensed**

employees at-will but shall maintain a record of positions or employees who are not at-will ~~and the reason for the exception.~~" A reference to an appellate decision that reinforced the existence of at-will employment is added to the footnotes and Legal References, i.e., Griggsville-Perry Community Unit School Dist. No. 4 v. Illinois Educ. Labor Relations Bd., 963 N.E.2d 332 (Ill.App.4, 2013).

► **5:290, Employment Termination and Suspensions.** The policy, footnotes, and Legal References are updated. The paragraphs paraphrasing the RIF statute (for non-licensed employees) is omitted because it is unnecessary in a governance policy and is frequently superseded by collectively bargained provisions. A reference to an appellate decision that reinforced the existence of at-will employment is added to the footnotes and Legal References, i.e., Griggsville-Perry Community Unit School Dist. No. 4 v. Illinois Educ. Labor Relations Bd., 963 N.E.2d 332 (Ill.App.4, 2013).

► **5:330, Sick Days, Vacation, Holidays, and Leaves.** The policy, Legal References, and footnotes are updated. Text updates include the following:

1. After receiving feedback, we changed our perspective on the change to this policy. Text in the **Sick and Bereavement Leave** subhead is reverted to read as it did prior to August 2014, Issue 86. It again reads as follows: "Part-time employees who work at least half time are entitled to will receive sick days on the same basis as full-time employees, but the leave pay will be based on the employee's average number of part-time hours per week equivalent to their regular workday."
2. We added the following text to the **Other Leaves** subhead pursuant to 105 ILCS 5/13-2.5, amended by P.A. 98-691, "4. Leave to serve as an election judge."

Legal References are updated with case law references, and the footnotes are updated to refresh a web link and add a footnote pursuant to P.A. 98-691.

Instruction

► **6:15, School Accountability.** The policy, footnotes, and Legal References are updated. The list below highlights the changes to the policy and the footnotes. **Please review the committee worksheet to thoroughly assess the changes.**

1. A new directive to the superintendent is added to the list of quality assurance components, that is: "In accordance with Sec. 2-3.153 of the School Code, administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 6 through 12 and teachers." Its footnote states: "Required by 105 ILCS 5/2-3.153. The State

Superintendent must publicly report on selected indicators of learning conditions resulting from the administration of the instrument at the individual school, district, and State levels."

2. In the section on **School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring**, the introductory sentence is amended as follows: "This section of the policy is effective only if the choice requirements in federal law are applicable to Illinois. When effective, this section applies to only those students enrolled in a school identified by the Board for school improvement, corrective action, or restructuring as defined by federal law."

Its footnote explains that "ISBE received a waiver for school year 2015; the future status of choice depends on federal action on any applicable request(s) by ISBE for a Title I waiver. ISBE's website contains information at www.isbe.net/grants/html/choice.htm."

3. In the same section as above, the provision on supplemental services is amended as follows: "When this section of the policy is effective, students from low-income families shall be provided supplemental educational services as provided in federal law if they attend any District school that: (1) failed to make adequate yearly progress for 3 consecutive years, or (2) is subject to corrective action or restructuring."

Its footnote explains that "ISBE received a waiver for school year 2015; the future status of supplemental educational services depends on federal action on any applicable request(s) by ISBE for a Title I waiver. ISBE's website contains information at www.isbe.net/ses/."

4. References in the footnotes and the Legal References to the repealed ~~105 ILCS 5/2-3.64~~ are replaced by 105 ILCS 5/2-3.64a-5, added by P.A. 98-972. In this statute, the General Assembly directed ISBE to establish academic standards and annually assess students in specified grades.

► **6:15-AP, Administrative Procedure – School Choice and Supplemental Educational Services. DELETED.** The procedure is no longer needed. ISBE's website is comprehensive. See www.isbe.net/grants/html/choice.htm and www.isbe.net/ses/.

► **6:40, Curriculum Development.** The policy is unchanged. The footnotes and cross references are updated. There is a new cross reference to 7:10, *Equal Educational Opportunities*. A new paragraph in footnote seven reads as follows:

Consult the board attorney about accommodation issues for transgender or gender non-conforming

students in single sex classes. State law prohibits gender-based discrimination, including transgender and gender non-conforming students (775 ILCS 5/5-101(11); 775 ILCS 5/1-103(O-1) and 23 Ill.Admin.Code §1.240). Federal law prohibits exclusion and discrimination on the basis of sex. 20 U.S.C. §1681(a), Title IX of the Education Amendments of 1972. According to the U.S. Department of Education’s Office for Civil Rights (OCR) and the U.S. Department of Justice, Title IX protects lesbian, gay, bisexual, and transgender students, from gender discrimination. See 7:10-AP, *Accommodating Transgender Students or Gender Non-Conforming Students*.

► **6:120-AP1, Administrative Procedure - Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities.** The procedure is updated to reflect the amendments made by the Illinois Council of School Attorneys Special Education Committee. The amend-

ments reflect several Public Acts and federal regulation updates. Please see a listing of the changes at www.iasb.com/law/icsaspeded.cfm. As of printing, the Ill. State Board of Education (ISBE) has not approved them. Once ISBE approves the language, we will so indicate on the IASB website www.iasb.com/law/ under the link where the procedures are published.

► **6:170-AP3, Administrative Procedure - No Child Left Behind Checklist. DELETED.** The procedure is no longer needed. ISBE’s website comprehensively covers assessments and accountability.

Progress Report

The contents of this table frequently change.

Topics	Our Response
<p>Wellness Policy; Smart Snacks Exempted Fundraising Days ISBE rules require schools that want to use exempted fundraising days to include the procedures to be used to request an exempted fundraising day, and the process and criteria to review and approve or deny a request within their wellness policies established in accordance with 42 USC 1758b and any federal regulations issued under that statute (see proposed rule at 79 Fed. Reg. 10693, February 26, 2014).</p>	<p>We anticipate that federal regulations will be final in the fall of 2015, and we will update policy 6:50, <i>School Wellness</i> at that time to reference 4:120-AP, <i>Food Services, Competitive Foods; Exemptions</i>, which is where the procedure required to request exempted fundraising days is located.</p>
<p>Physical Fitness Assessment (P.A. 98-859) The law requires a Taskforce to submit recommendations on physical fitness assessments on or before April 1, 2014. ISBE must then create rules for implementing physical fitness assessments by Dec. 31, 2015. Implementation of physical fitness assessments will occur during the school year 2016-2017.</p>	<p>We will amend PRESS materials when ISBE finishes its rules.</p>
<p>Online Concussion Certificates (P.A. 98-1011) Online concussion awareness training is mandatory for all high school coaching personnel, including the head and assistant coaches, and the athletic directors. Coaching personnel and athletic directors hired before the effective date of this law must be certified by Aug. 19, 2015. Coaching personnel and athletic directors hired on and after Aug. 19, 2014 must be certified before the starting date of their position. In addition, student athletes are required to view the Ill. High School Association’s video about concussions.</p>	<p>We will amend PRESS materials over the 2015 school year. Boards that have hired coaching personnel and athletic directors after Aug. 19, 2014 should view screencastomatic.com/watch/c2iZYZnJPl for more information about compliance with this law.</p>
<p>E-Rate Spending and Transparency The Federal Communications Commission (FCC) enacted changes last summer to the Universal Service Fund E-Rate program to provide \$2 billion in funding over the next two years for Wi-Fi connectivity to the nation’s schools and libraries. Wi-Fi connectivity, however, still requires a fixed wireline infrastructure. Other various E-Rate spending and transparency reforms were enacted.</p>	<p>We will monitor this development and amend PRESS as necessary in response to this change.</p>

Revisions to Policies, Administrative Procedures and Exhibits

Number and Title	Action The memo describes the revisions.
2:250, Access to District Public Records	Policy and footnotes are updated in response to legislation and to utilize evolved thinking concerning best practices.
2:250-AP1, Administrative Procedure – Access to and Copying of District Public Records	REWRITTEN in response to legislation, to utilize evolved thinking concerning best practices, and to use the same format as the procedure on school student records.
2:250-AP2, Administrative Procedure - Protocols for Record Preservation and Development of Retention Schedules	Procedure updated throughout in response to the following updated rules: Digital Reproduction, 44 Ill.Admin.Code 4000.70 and Management of Electronic Records, 44 Ill.Admin.Code §4000.80.
3:40, Superintendent	Policy, Legal References, and footnotes are updated to replace certified with <u>licensed</u> and to update statutory and rule references.
3:50, Administrative Personnel Other Than the Superintendent	Policy, Legal References, and footnotes are updated to clarify that the policy applies to building principals; to replace certified with <u>licensed</u> ; and to update statutory and rule references.
3:60, Administrative Responsibility of the Building Principal	Policy, Legal References, and footnotes are updated to clarify that the policy’s scope is limited to duties and to make other nonsubstantive updates.
4:45, Insufficient Fund Checks and Debt Recovery	The policy and the footnotes are updated to reflect the current unavailability of an intergovernmental agreement from the Office of the Illinois Comptroller.
4:175-AP1, Administrative Procedure - Criminal Offender Notification Laws; Screening	The procedure text and footnotes are changed to add how the State’s Attorney provides information about delinquent minors who are students in school (705 ILCS 405/5-9.01(8)).
5:40, Communicable and Chronic Infectious Disease	The policy, footnotes and Legal References are updated.
5:120, Ethics and Conduct	Policy, Legal References, and footnotes are updated to enhance clarity and remove references to a repealed statute.
5:120-AP1, Administrative Procedure - Statement of Economic Interests for Employees	Procedure is updated.
5:120-E, Exhibit - Code of Ethics for Illinois Educators	Exhibit is updated.
5:180, Temporary Illness or Temporary Incapacity	The policy is unchanged. In response to feedback, an option for boards that applies the policy to both teachers and other licensed employees and educational support personnel is added.
5:220-AP, Administrative Procedure - Substitute Teachers	Procedure is updated.
5:270, Employment At-Will, Compensation, and Assignment	Procedure is updated to delete certificated and for efficiency reasons.
5:290, Employment Termination and Suspensions	Policy, Legal References, and footnotes are updated to delete unnecessary paraphrasing of the law and to add a reference to an important Ill. appellate decision.
5:330, Sick Days, Vacation, Holidays, and Leaves	The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/13-2.5, amended by P.A. 98-691 and reverting text back to its pre-August 2014, PRESS Issue 86 version.
6:15, School Accountability	Policy, Legal References, and footnotes are updated in response to legislation and ISBE action.

Revisions to Policies, Administrative Procedures and Exhibits

continued

Number and Title	Action
6:15-AP, Administrative Procedure - School Choice and Supplemental Educational Services	DELETED
6:40, Curriculum Development	The policy is unchanged. The footnotes and cross references are updated to discuss accommodation issues for transgender or gender non-conforming students.
6:120-AP1, Administrative Procedure - Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities	The procedure is updated with amendments made by the Illinois Council of School Attorneys Special Education Committee. Amendments reflect several Public Acts and updated regulations.
6:170-AP3, Administrative Procedure - No Child Left Behind Checklist	DELETED

Acknowledgement to PRESS Advisory Board

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

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DRAFT UPDATE

General School Administration

Superintendent

Duties and Authority

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

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent ~~shall~~ **must** have **and maintain** a ~~valid administrative certificate~~ **Professional Educator License** with ~~the~~ superintendent endorsement issued by the **Illinois** State Educator Preparation and Licensure Board.

Evaluation

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

Compensation and Benefits

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

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8, ~~21-7-1~~, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
23 Ill.Admin.Code §§1.310, 1.705, and 29.130.

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

ADOPTED: ~~June 27, 2012~~

Commented [AP1]: Policy language was edited in response to amendments that the Ill. State Board of Education (ISBE) made to 23 Ill.Admin.Code Part 25. Part 25 continues to incorporate P.A. 97-607, which changed teacher certification to educator licensure as of July 1, 2013.

Issue 88, May 2015

DRAFT UPDATE

General School Administration

Administrative Personnel Other Than the Superintendent

Duties and Authority

The School Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Commented [AP1]: Sentence added for clarity.

Issue 88, May 2015

Qualifications

All administrative personnel shall be appropriately ~~certificated~~ licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education ~~rules~~ rules.

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewable issues.

Commented [AP2]: This paragraph is relocated from policy 3:60, *Administrative Responsibility of the Building Principal*. For more information regarding administrator contracts, see footnote 7 in the Policy Reference Manual Sample of policy 3:50.

Issue 88, May 2015

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

DRAFT UPDATE

LEGAL REF: 105 ILCS 5/10-21.4a, ~~21-7-15/10-23.8a, 24A-15/10-23.8b, 24A-3, 5/24A-45/21B,~~
and 5/24A. ~~20~~
23 Ill.Admin.Code §§1.310, 1.705, and ~~1-705~~50.300; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 5:30 (Hiring
Process and Criteria), 5:250 (Leaves of Absence)

ADOPTED: ~~April 25, 2011~~

DRAFT UPDATE

General School Administration

Administrative Responsibility of the Building Principal

Duties and Authority

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as agreed upon by the Building Principal and Superintendent.

~~The Board and each Building Principal and Assistant Principal shall enter into an employment agreement that conforms to Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.~~

Each Building Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee or, in the absence of the Superintendent or his or her designee, an individual appointed by the Board who holds a registered Type 75 State administrative certificate, shall evaluate each Building Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, Administrative Personnel Other Than the Superintendent.

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.
105 ILCS 127/.
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leave of Absence)

ADOPTED: January 21, 2014

Commented [AP1]: Subheads were added to enhance readability and to refer to policy 3:50, *Administrative Personnel Other Than the Superintendent*.

Issue 88, May 2015

Commented [AP2]: This paragraph was relocated to policy 3:50, *Administrative Personnel Other Than the Superintendent*.

Issue 88, May 2015

DRAFT UPDATE

Putnam County Community Unit School District 535

4:45

Operational Services

Insufficient Fund Checks and Debt Recovery

The Superintendent or designee is responsible for collecting the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the ~~District's Board~~ Attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

Delinquent Debt Recovery

The Superintendent is authorized to seek collection of delinquent debt owed the District to the fullest extent of the law.

LEGAL REF.: 15 ILCS 405/10.05 and 10.05d.
810 ILCS 5/3-806.

ADOPTED: ~~December 15, 2014~~

Commented [AP1]: Edited for clarity.

Issue 88, May 2015

4:45

Page 1 of 1

DRAFT UPDATE

Putnam County Community Unit School District 535

5:40

General Personnel

Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and School Board policies.

An employee with a communicable or chronic infectious disease is encouraged to inform the Superintendent immediately and grant consent to being monitored by the District's Communicable and Chronic Infectious Disease Review Team. The Review Team, if used, provides information and recommendations to the Superintendent concerning the employee's conditions of employment and necessary accommodations. The Review Team shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12101 et seq.; 29 C.F.R. §1630.1 et seq., amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325.
Rehabilitation Act of 1973, 29 U.S.C. §791; 34 C.F.R. §104.1 et seq.
Department of Public Health Act, 20 ILCS 2305/6.
105 ILCS 5/24-5.
Personnel Record Review Act, 820 ILCS 40/.
Control of Communicable Diseases, 77 Ill.Admin.Code Part 690.

CROSS REF.: 2:150 (Committees), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED: ~~April 25, 2011~~

Commented [AP1]: The policy and Legal References are updated.

Issue 88, May 2015

Commented [AP2]: New language in the footnote for this paragraph states: Whether the Communicable and Chronic Infectious Disease Review Team (CIDRT) is an administrative committee organized by the superintendent and/or administrators or a board committee subject to the Open Meetings Act must be discussed with the board attorney (see also 2:150-AP; *Superintendent Committees*). The CIDRT is guided by the Board's policies, Ill. Dept. of Public Health rules and regulations, and all other applicable State and federal laws. The CIDRT also consults the employee's personal physician and local health department officials before making any recommendations.

5:40

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DRAFT UPDATE

Instruction

School Accountability

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

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

Quality Assurance

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

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. If applicable, implement a No Child Left Behind Act plan, including the completion of the NCLB Consolidated Application, and seek Board approval where necessary or advisable.
3. Continuously assess whether the District and its schools are making adequate yearly progress as defined by State law.
4. If applicable, develop District and School Improvement Plans, present them for Board approval, submit them to the State Superintendent for verification, and supervise their implementation. If applicable, develop a restructuring plan for any school that remains on academic watch status after a fifth annual calculation.
5. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
6. In accordance with Sec. 2-3.153 of the School Code, administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 6 through 12 and teachers.

School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring

This section of the policy is effective only if the choice requirements in federal law are applicable to Illinois. When effective, this section applies to only those students enrolled in a school identified by the Board for school improvement, corrective action, or restructuring as defined by federal law. Those students may transfer to another public school within the District, if any, that has not been so identified. If there are no District schools available into which a student may transfer, the Superintendent or designee shall, to the extent practicable, establish a cooperative agreement with other districts in the area. A student who transfers to another school under this policy may remain at that school until the student completes the highest grade at that school. The District shall provide transportation only until the end of the school year in which the transferring school ceases to be identified for school improvement or subject to corrective action or restructuring. All transfers and notices provided to parents/guardians and transfer requests are governed by State and federal law.

Commented [AP1]: A new directive to the superintendent is required by 105 ILCS 5/2-3.153. The State Superintendent must publicly report on selected indicators of learning conditions resulting from the administration of the instrument at the individual school, district, and State levels.

Issue 88, May 2015

Commented [AP2]: ISBE received a waiver for school year 2015; the future status of choice depends on federal action on any applicable request(s) by ISBE for a Title I waiver. ISBE's website contains information at www.isbe.net/grants/html/choice.htm.

Issue 88, May 2015

DRAFT UPDATE

When this section of the policy is effective, students from low-income families shall be provided supplemental educational services as provided in federal law if they attend any District school that: (1) failed to make adequate yearly progress for 3 consecutive years, or (2) is subject to corrective action or restructuring.

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

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

ADOPTED: ~~December 21, 2009~~

Commented [AP3]: ISBE received a waiver for school year 2015; the future status of supplemental educational services depends on federal action on any applicable request(s) by ISBE for a Title I waiver. ISBE's website contains information at www.isbe.net/ses/.

Issue 88, May 2015

DRAFT UPDATE

Instruction

Curriculum Development

Adoption

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum District-wide and articulated across all grade levels,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The School Board will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Single-Gender Classes and Activities

The Superintendent may recommend a program of nonvocational single-gender classes and/or activities to provide diverse educational opportunities and/or meet students' identified educational needs. Participation in the classes or activities must be voluntary, both genders must be treated with substantial equality, and the program must otherwise comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*. The Superintendent must periodically evaluate any single-gender class or activity to ensure that: (1) it does not rely on overly broad generalizations about the different talents, capabilities, or preferences of either gender, and (2) it continues to comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*.

Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

Commented [AP1]: This policy is unchanged. A cross-reference is added.

Issue 88, May 2015

Commented [AP2]: Consult the board attorney about accommodation issues for transgender or gender non-conforming students in single sex classes. State law prohibits gender-based discrimination, including transgender and gender non-conforming students (775 ILCS 5/5-101(11); 775 ILCS 5/1-103(O-1) and 23 Ill.Admin.Code §1.240). Federal law prohibits exclusion and discrimination on the basis of sex. 20 U.S.C. §1681(a), Title IX of the Education Amendments of 1972. According to the U.S. Department of Education's Office for Civil Rights (OCR) and the U.S. Department of Justice, Title IX protects lesbian, gay, bisexual, and transgender students, from gender discrimination. See 7:10-AP, *Accommodating Transgender Students or Gender Non-Conforming Students*.

Issue 88, May 2015

DRAFT UPDATE

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

LEGAL REF.: 34 C.F.R. Part 106.
105 ILCS 5/10-20.8 and 5/10-19.

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Language Learners), 6:170 (Title I Programs), 7:[10 \(Equal Educational Opportunities\)](#), 7:15 (Student and Family Privacy Rights)

ADOPTED: ~~December 21, 2009~~

REWRITTEN

2:250

School Board

Access to District Public Records

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

Commented [AP1]: This sentence allows a board to monitor the district's compliance with FOIA, which FOIA calls a *fundamental obligation* of the board.

Issue 88, May 2015

Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated.

Commented [AP2]: OPTION 1: A board may alter this paragraph in one of three ways:

A. Insert another job title in place of Superintendent. If so, please indicate on your Response Form or include district edits.

B. Replace paragraph with: "The Board will appoint an employee to serve as the District's Freedom of Information Officer. That appointee assumes all the duties and powers of that office as provided in FOIA and this policy."

C. Replace paragraph with: "The Superintendent shall appoint an employee, who may be himself or herself, to serve as the District's Freedom of Information Officer. That appointee assumes all the duties and powers of that office as provided in FOIA and this policy."

Issue 88, May 2015

Definition

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

Commented [AP3]: OPTION 2: Districts may, but are not required to, accept oral requests. The response to an oral request should be documented.

Add this option after the first sentence if the district wants to accept oral requests: "Oral requests may be accepted provided personnel are available to handle them."

Issue 88, May 2015

Requesting Records

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

Commented [AP4]: This sentence is changed to help prevent inadvertent FOIA violations caused by staff members who informally respond to record requests.

Issue 88, May 2015

Responding to Requests

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

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

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

2:250

Page 1 of 3

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

Commented [AP5]: Time periods are now extended for *voluminous requests*.

Issue 88, May 2015

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

Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Commented [AP6]: This section is amended to increase efficiency and avoid paraphrasing a complex law. The first paragraph authorizes the FOIA Officer to establish a fee schedule without needing the board's prior approval. Section 6(a) states: "If a request is not a request for a commercial purpose or a voluminous request, a public body may not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records." This implies that a search and review fee may be charged when responding to a request for a *commercial purpose* or a *voluminous request*. However, Sec. 6(b) states that the search and review fee described in Sec. 6(f) may be charged *only to* someone making a *commercial request*. Sec. 6(f) contains the maximum amounts that may be charged for search and review but does not explain when they may be charged.

The FOIA Officer will need to consult the board attorney concerning fees.

Issue 88, May 2015

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

Commented [AP7]: This sentence is added to increase efficiency. To see the FOIA fee schedule, refer to 2:250-API, *Access to and Copying of District Public Records*.

Issue 88, May 2015

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.

Commented [AP8]: 5 ILCS 140/6(c) makes it mandatory to furnish records "without charge or at a reduced charge" if the request is in the *public interest* as defined by FOIA.

OPTION 3: If a board wants to indicate when a reduction is available by paraphrasing the statute, it may substitute the following alternative for the default paragraph:

"A fee reduction is available if the person requesting the record states a specific purpose for the request and indicates that a fee reduction is in the public interest by having as its principal purpose the preservation of the general public's health, safety, welfare, or legal rights and is not for the principal purpose of personal or commercial benefit. The Freedom of Information Officer shall set the amount of the reduction, taking into consideration the amount of material requested and the cost of copying it."

Issue 88, May 2015

Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the District’s administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District’s website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the District’s website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

Preserving Public Records

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

LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.
105 ILCS 5/10-16 and 5/24A-7.1.
820 ILCS 40/11.
820 ILCS 130/5.

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

ADOPTED:

Compare to current policy 2:250, or consider adding to your manual if not currently included.

Commented [AP9]: OPTION 4: Public bodies may adopt rules for the times and places where records will be made available (5 ILCS 140/3(h)). A board may amend this sentence to reflect other times and/or places where records will be made available. If so, please indicate on your Response Form or include district edits.

Issue 88, May 2015

Commented [AP10]: OPTION 5: A district may reduce FOIA requests by posting records on its website. Many records are required to be web-posted, see 2:250-E3, *Immediately Available District Public Records and Web-Posted Reports and Records*. If the district does not have a website, change this sentence as follows: “Some public records are available for immediate access including a description of the process for requesting a public record, and a list of all types or categories of records under its control.”

Issue 88, May 2015

Commented [AP11]: The last two sentences in this paragraph are added in response to 5 ILCS 140/8.5, added by P.A. 98-1129.

Issue 88, May 2015

DRAFT UPDATE

General Personnel

Ethics and Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

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

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

Commented [AP1]: Edited to enhance clarity.

Issue 88, May 2015

Ethics and Gift Ban

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

Prohibited Interests, Limitation of Authority, and Outside Employment and Conflict of Interest

~~No District employee~~ In accordance with Section 22-5 of the School Code, "no school officer or teacher shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale, proceeds, or profits of any article by book, apparatus, or furniture used or to the District, be used in any school with which such officer or teacher may be connected." except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the ~~School~~ Board. An employee having an interest in instructional materials must file an annual statement with the Board ~~Secretary~~.

Commented [AP2]: This section is changed to quote the statute because the statute does not define important terms, making it difficult to paraphrase. No appellate decision defines *school officer* or *apparatus*, or what is meant by *connected*. The statute was enacted in 1961, but earlier versions were in the School Code much longer. A violation of this prohibition is a Class A misdemeanor.

Issue 88, May 2015

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

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

DRAFT UPDATE

Incorporated
by reference: 5:120-E (Exhibit - Code of Ethics for Illinois Educators)

LEGAL REF.: U.S. Constitution, First Amendment.
5 ILCS 420/4A-101 and 430/
50 ILCS 135/
105 ILCS 5/10-22.39, ~~and 5/22-5,~~ ~~and 5/24-22.~~
775 ILCS 5/5A-102.
23 Ill. Admin. Code Part 22, Code of Ethics for Illinois Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

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

ADOPTED: ~~January 21, 2014~~

DRAFT UPDATE

General Personnel

Temporary Illness or Temporary Incapacity

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The School Board's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of their gross salary.

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes a ~~teacher or other licensed~~ employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the ~~teacher or other licensed~~ employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervisor to perform health examinations if the examination is job-related and consistent with business necessity.

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

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §12102.
105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.
Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).
School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: **April 28, 2014**

Commented [AP1]: Despite the statute's limitation to licensed employees, many boards apply this language to educational support personnel. Consult the board attorney about whether to apply this language to educational support personnel. This change may trigger a bargaining requirement with a bargaining unit for educational support personnel.

OPTION: To apply this language to both licensed and educational support personnel, strike ~~teacher or other licensed~~, replacing the first two sentences with: "If illness, incapacity, or any other condition causes an employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the employee returned to work intermittently in order to avoid this paragraph's application."

Issue 88, May 2015

Commented [AP2]: See option, above.

Issue 88, May 2015

DRAFT UPDATE

Educational Support Personnel

Employment At-Will, Compensation, and Assignment

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Please refer to the following current agreement:

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

For employees not covered by this agreement:

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-23.5.
Griggsville-Perry Community Unit School Dist. No. 4 v. Illinois Educ. Labor Relations Bd., 963 N.E.2d 332 (Ill.App.4, 2013).
Cook v. Eldorado Community Unit School District, No. 03-MR-32 (Ill.App.5, 2004).
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E. 2d 956 (Ill.App.1, 1985), aff'd in part and remanded, 505 N.E.2d 314 (Ill. 1987).
Kaiser v. Dixon, 468 N.E. 2d 822 (Ill.App.2, 1984).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Educational Support Personnel - Employment Termination and Suspensions), 5:310 (Educational Support Personnel - Compensatory Time-Off)

ADOPTED: ~~December 21, 2009~~

Commented [AP1]: This section is added in response to a 2013 appellate decision that reinforced the existence of at-will employment: Griggsville-Perry Community Unit School Dist. No. 4 v. Illinois Educ. Labor Relations Bd., 963 N.E.2d 332 (Ill.App.4, 2013) (arbitrator exceeded his authority by implying a dismissal standard in the parties' collective-bargaining agreement for an at-will employee.) Consult the board attorney for help determining whether an employee is employed at-will.

Issue 88, May 2015

DRAFT UPDATE

Educational Support Personnel

Employment Termination and Suspensions

Resignation and Retirement

Please refer to the following current agreement:

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

For employees not covered by this agreement:

An employee is requested to provide 2 weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

Non-RIF Dismissal

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff.

Reduction in Force and Recall

Please refer to the following current agreement:

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

For employees not covered by this agreement:

~~This section is applicable whenever~~The Board ~~decides~~may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, ~~an educational support employee is removed, dismissed, or his or her hours are reduced~~dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

~~The Board shall use a seniority list to determine the order of dismissal or removal. The seniority list, categorized by positions, shows the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.~~

~~Except as provided below, written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, or his or her hours are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. The~~

Commented [AKL1]: This section is updated, and the paragraphs paraphrasing the RIF statute (for nonlicensed employees) are omitted because it is unnecessary in a governance policy and is frequently superseded by collectively bargained provisions.
Issue 88, May 2015

DRAFT UPDATE

~~prior written notice will be extended to at least 90 days if the lay off is due to the District entering into a contract with a third party for non-instructional services. The prior written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.~~

~~Any vacancies for the following school term or within one calendar year from the beginning of the following school term, shall be offered to the employees so removed or dismissed from that category or any other category of position provided they are qualified to hold such positions.~~

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Please refer to the following current agreement:

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

For employees not covered by this agreement:

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees.

LEGAL REF.: 5 ILCS 430 et seq.
105 ILCS 5/10-22.34c and 5/10-23.5.
820 ILCS 105/4a.
[Griggsville-Perry Community Unit School Dist. No. 4 v. Illinois Educ. Labor Relations Bd., 963 N.E.2d 332 \(Ill.App.4, 2013\).](#)

CROSS REF.: 5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel - Employment At-Will, Compensation, and Assignment)

ADOPTED: ~~October 18, 2010~~

DRAFT UPDATE

Putnam County Community Unit School District 535

5:330

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

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

Sick and Bereavement Leave, Leave of Absence Without Pay, Holidays, Vacation, Personal Leave, Professional Leave, Association Leave, IMRF Service Credit Plan

Please refer to the following current agreement:

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

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

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

Other Leaves

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

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
4. Leave to serve as an election judge.

LEGAL REF.: 5 ILCS 430 et seq.
105 ILCS 5/10-22.34c and 5/10-23.5.
820 ILCS 105/4a.

Griggsville-Perry Community Unit School Dist. No. 4 v. Illinois Educ. Labor Relations Bd., 963 N.E.2d 332 (Ill.App.4, 2013).

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

ADOPTED: **November 17, 2014**

Commented [AP1]: A new type of leave is added pursuant to 105 ILCS 5/13-2.5, amended by P.A. 98-691.

Issue 88, May 2015

5:330

Page 1 of 1

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION EXECUTIVE SESSION AGENDA
May 18, 2015
6:30 P.M.

- I. Resignations – David Lombardo, RtI Coach
Jeff Harris, HS Industrial Technology Teacher
- II. Hires – Jared Sale, HS P.E. Teacher and Varsity Girls’ Basketball Coach
Michelle Dellamaria, Primary P.E. Teacher
Possible JH Math Teacher
RtI Coaches – Ronda Vacca, PS
Monica Frund, ES
Annette Davis, HS
Summer School Staff
Jennifer Smith – PS
Angie Serafini – PS
Katie Sobkowiak – PS
Monica McGill – PS
Chelsi Straughn – ES
Becky Boudreau – ES
Debbie Ward – ES
Rebecca Johnson – ES
Stacey Hamby – ES Parapro
Kristin Erickson – JH
Amy Carboni – JH
Carmela Rodriguez – HS
Courtney Hannon – HS
Jared Moore – HS
Corey Meyer - HS
Summer Maintenance Workers
Chris Walker – mowing
Lynnette Olson – mowing
Kayla Harris
Trey Schorn
Josh Tonozzi
Jared Sale
Jeff Baker
Conner Bean
Mike Miller
Dan Pavlovich
- III. Maintenance Supervisor Update

May 11, 2015

Mr. Carlson, Mr. McCracken and Mrs. Schennum,

This letter is to officially notify you of my resignation as Rtl Coach for Putnam County Jr. High effective at the end of school year 2014-2015. I wish to thank the three of you for your help and support throughout the year as you have given support, resources, and time.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'D. Lombardo', written in a cursive style.

David Lombardo

May 13, 2015

Mr. Peterson,

I regret to inform you that I am resigning from my position as the Industrial Technology teacher at Putnam County High School and will not be returning to teach this fall.

Thank you for the support and the opportunities that you have provided me during my years with this school.

While looking for ways to use my knowledge to better provide for my family, I found employment in another district. As it will be difficult to leave, I look forward to the new challenges.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Harris", with a long horizontal flourish extending to the right.

Jeff Harris

Recommendation to Accept Resignations

As superintendent, I recommend that we accept with regret the attached resignations.

Rationale

The employees have presented their letters of resignation, and we should honor their service by accepting their intent to resign from the noted positions.

District Goal

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

From: **Petersen, Bob** <petersonb@pcschoools535.org>
Date: Wed, May 6, 2015 at 1:31 PM
Subject: Recommendation
To: Jay McCracken <mccrackenj@pcschoools535.org>

Jay

I recommend Jared Sale as physical education teacher and head varsity girls basketball coach. He has worked in our district for 4 years, is currently coaching in 4 of our coaching positions. He has been a loyal employee and I feel that Jared will do a great job for the district!

Bob Peterson
Principal
PCHS

Jared Sale
2409 10th Street
Peru, IL 61354
(815) 303-4064
4/13/15

Mr. Bob Peterson
Putnam County High School
400 E. Silverspoon
Granville, IL

Dear Mr. Peterson

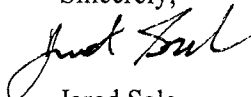
In my recent job search I came across the physical education posting for Putnam County High School on the Illinois State Board of Education's website. Please consider this my application for a position at Putnam County High School. I have one years' experience working in the education setting as a paraprofessional and one semester of experience student-teaching kindergarten through eighth grade Physical Education and Health. I also have six years of additional coaching experience in the IHSA and IESA at numerous age levels and in numerous extracurricular activities.

As a recent graduate of Eureka College I am a well-organized, highly motivated individual who enjoys the challenges of working with a variety of different ages and students. I have strong communication and organizational skills that are needed to manage a number of different classes and build positive relationships not only with students but with colleagues as well. My experience as a paraprofessional and a coach in the Putnam County School District has given me the opportunity to successfully handle a number of different situations in the educational field.

I am confident that the combination of my education and experience will enable me to make a valuable contribution to your school district, and to assist your students in preparing for their future. I would welcome the opportunity to meet with you and share more about my background.

Thank you for your consideration.

Sincerely,



Jared Sale

JARED M. SALE
2409 10th Street Peru, IL 61354
(815) 303-4064 jsale@eureka.edu

PROFESSIONAL OBJECTIVE

To obtain a physical education position with the intention of creating a positive, safe, and active learning environment for all students.

EDUCATION

- Eureka College Eureka, IL** December 2014
Bachelor of Science, Kinesiology with Physical Education Certification K-12
➤ Highly Qualified Teacher/Middle School Endorsement/Health Education Endorsement
- Illinois Valley Community College, Oglesby, IL** August 2009 to May 2010
➤ General Coursework
- Northern Illinois University, DeKalb, IL** August 2008 to May 2009
➤ General Coursework

TEACHING EXPERIENCE

- Long Term Substitute Teacher, Putnam County High School** Winter 2015
➤ Created daily lesson plans for 9th-12th grade Family and Consumer Science Courses
➤ Attended staff meetings and professional development opportunities
- Student Teaching Experience, John F. Kennedy Elementary & Junior High School, Spring Valley, IL** Fall 2014
➤ Created daily lesson plans for grades K-8th
➤ Collaborated with colleagues in the Physical Education Department
➤ Attended regular staff meetings and professional development opportunities
- Para-Professional (One-on-One), Putnam County High School** Fall 2013-Spring 2014
➤ Worked directly with one student to build a positive and successful learning environment
➤ Collaborated with colleagues in the Special Education department to meet IEP expectations
➤ Attended regular staff and department meetings
➤ Built positive working relationships with members of the faculty and staff

COACHING EXPERIENCE

- Men's Junior Varsity Baseball Head Coach, Putnam County High School** Spring 2014-Present
➤ Built positive relationships with coaches and players
➤ Assessed talent and individual skill sets
- Boy's Junior High Baseball Head Coach, Putnam County Junior High School** Fall 2013- Present
➤ Produced and planned daily practices plans
➤ Handled team accounts and budgeting
- Girl's Eighth Grade Basketball Head Coach, Putnam County Junior High School** Fall 2012-Present
➤ Organized practices and team meetings
➤ Communicated with coaches and players to maintain positive relationships
- Women's Junior Varsity Basketball Coach, Putnam County High School** November 2009-Present
➤ Organized practices and team meetings
➤ Communicated with coaches and players to maintain positive relationships
- Assistant Baseball Coach, Tonica Grade School** Fall 2009
➤ Assisted the head coach with field duties
➤ Organized practices and team meetings
➤ Communicated with coaches and players to maintain positive relationships

CERTIFICATIONS AND ACHIEVEMENTS

- American Sport Education Program certified (ASEP)
- American Heart Association First Aid and CPR certified
- Eureka College Dean's List Fall 2014



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

Carl B. Carlson - Principal
carlsonc@putnam.k12.il.us

Putnam County Junior High School
13183 North 350th Avenue
McNabb, Illinois 61335

"Where CHARACTER COUNTS!"
Phone (815) 882-2800 Ext. 3
Fax (815) 882-2299

February 9, 2015

To Whom It May Concern:

I would like to offer this letter of recommendation for Jared Sale for a teaching position in your educational setting. I have had the pleasure of working with Jared for the past several years. Jared has worked in various capacities within the Putnam County School District. Jared has served as a substitute teacher, worked full time as a paraprofessional, and continues to serve in numerous coaching roles. Jared does a fantastic job working with the students under his supervision.

Jared demonstrates the qualities and traits necessary to be successful in his own classroom. He is passionate about reaching out to students and challenging them academically and physically. He is extremely knowledgeable in his subject matter and is able to relate the importance of physical activity to everyday living. He takes pride in his work and is dedicated to helping students learn and succeed. He is always willing to go above and beyond the call of duty. He is well respected by both students and staff.

Jared Sale is an extremely strong candidate for the teaching position being sought. I believe his personality, skills, knowledge, and dedication are tremendous assets for any school district or educational environment. He is an energetic and valued team member on our staff at the junior high school. Jared is a talented and true individual that would be a great addition to any teaching staff.

If you have any other questions or would like to discuss this recommendation further, please don't hesitate to call or email. I want to thank you for taking the time to consider this letter of recommendation.

Yours in education,
Carl B. Carlson
Carl B. Carlson

March 10, 2015

To Whom It May Concern:

It is with utmost pleasure that I offer this letter of recommendation for Mr. Jared Sale. I have known Mr. Sale for the past seven years. I met him during his Senior year at Putnam County High School in Granville, Illinois. I was serving as the interim Superintendent of the District.

I was impressed by Mr. Sale from the moment we first met. He was an outgoing young man with apparent leadership skills. He was honest, sincere, friendly and demonstrated high moral character. He was a good student. He was a solid athlete who participated in baseball and basketball. He started on the baseball team that finished 3rd in the State. As a starter and 6th man, he contributed much during the basketball season on a team that went to the Sectional tournament.

Mr. Sale has recently graduated from Eureka College in Eureka, Illinois. He earned his degree in K-12 grade Physical Education and has a valuable Health Education endorsement. He was a Dean's List student. During his college experience, he successfully coached the Frosh-Soph girl's program at Putnam County. He played a major role in developing a girl's team that eventually earned a Sectional birth during their senior year. In addition to F-S experience, he has coached, girls Jr. High basketball, high school JV baseball and Jr. High baseball. After each season, he was recommended for rehire by his mentor building Principals. Educationally, he was hired by Putnam County High School as a Pera-Pro one-on-one teacher's aide. Mr. Sale has demonstrated the ability to successfully work with both students, staff and administration.

Mr. Sale aspires to become Jr./Sr. High Physical Education and Health teacher. In the future, he plans to earn his Driver's Education endorsement. After a few years of experience, he plans to pursue a Master's Degree.

In summary, I highly recommend Mr. Jared Sale as an entry level teacher.. He is a team player. I value his moral ethics and his personal drive to succeed. I highly recommend Mr. Jared Sale for any teaching position for which he is qualified.

Respectfully,

James W. Whitmore

2645 Ridgefield Road
Princeton, IL 61356
Cell Phone: 815-878-1969

April 2015

Dear Superintendent or Principal:

Jared Sale is a strong candidate to teach physical education in the K-12 grades. He will be graduating from Eureka College in December. Jared has shown a great ability to instruct, direct and relate well with a variety of students from various backgrounds and abilities. His preparation for each class has turned into a well-adjusted learning environment for students.

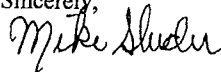
Two key skills that I believe that Jared has excelled are preparation and classroom management. His preparation is so thorough that there is no down time for students to get themselves into trouble. His lessons are planned out in detail that he transitions from one activity to another with little delay. Jared creates a routine in his P.E. classes that students know exactly what is expected of them when they come into the gym. Teaching elementary physical education is a challenge because of the short time that the instruction has to develop the activities. Jared has proven that he can tie in previous lessons to where one lesson builds upon another. He is direct and concise with his instruction to where students easily understand and there is little wasted time on repeating what they are to do.

Through Jared's coaching experience, he has shown his ability to work well with older students; however, he has proven that he can develop strong relationships with the K-3 level students. Students at this level are excited to learn from him and have a great deal of fun in his classroom. It is evident from observing Jared that he enjoys working with students at this level as well.

Another element to Jared's strong teaching abilities is his focus upon the one. Through his UDL lesson plans, he has developed lessons for those students with disabilities. He takes into account their challenges and prepares for their success in the classroom. Even though time is of the essence, Jared will take time to provide an alternative activity for challenged students.

Physical education demands that an instructor be organized and prepared when teaching. These are Jared's strengths and I believe that he would benefit any district that hires him. While he has coaching experience, Jared is truly a teacher first with coaching skills as a bonus. Please consider Jared Sale as a viable candidate for your physical education positions.

Sincerely,



Mike Sluder
Eureka College Supervisor
309-444-2069 or 397-2154

Eureka College

300 East College Avenue

Eureka, IL 61530

Sale, Jared Michael

2409 10th St
Peru, IL 61354

ID: SA3723398

Birthdate: 06/30

Soc. Sec.: *****7395

Graduated: 12/19/2014

Degree: B.S. Major: Physical Ed w/ Teacher License

Course	Grade	Hrs Ern	GPA Div	Qty Pnts	GPA
Institution		Credits	Date Processed		
Illinois Central College		8.00	12/15/2014		
Illinois Valley Community College		34.00	01/28/2011		
Northern Illinois University		25.00	12/15/2009		
Total Transfer Credits:		67.00			

2010/11 Fall

BIO264	HUMAN ANAT & PHY II	D	4.00	4.00	4.00	R
BIO264L	BIO 264 LAB	P	0.00	0.00	0.00	
EDU228L	ED PSYCH FLD EXP	W	0.00	0.00	0.00	
PED180W	INTRO TO PHYS ED	C	2.00	2.00	4.00	
PED300	TESTS & MEASUREMENTS	C	3.00	3.00	6.00	
PED385	ORG & ADM OF PE & SP	B	3.00	3.00	9.00	
PSC150	AMERICAN GOVERNMENT	C	3.00	3.00	6.00	
Semester Summary			15.00	15.00	29.00	3.93
Cumulative Summary			11.00	11.00	29.00	3.93

2010/11 Spring

EDU228L	ED PSYCH FLD EXP	P	1.00	0.00	0.00	
EDU380	MTHDS - MDL SCH	C	3.00	3.00	6.00	
IDS262	WESTERN CIV II	C	3.00	3.00	6.00	
PED257	MTHDS - IND & DUAL	A	3.00	3.00	12.00	
PED261	MTHDS ELEM RHY DANCE	A	3.00	3.00	12.00	
PED380W	KINESIOLOGY	W	0.00	0.00	0.00	
PED383	ADAPTED PE	A	3.00	3.00	12.00	
Semester Summary			16.00	15.00	48.00	3.20
Cumulative Summary			27.00	30.00	77.00	2.57

2011/12 Fall

EDU229	EXCEPTIONAL CHILD	B	3.00	3.00	9.00	
ENG301W	ADV ACAD WRITNG &	C	3.00	3.00	6.00	
IDS261W	WESTERN CIV I	B	3.00	3.00	9.00	
KIN260	MTHDS TEACH FIT ACT	B	3.00	3.00	9.00	
KIN382	EXERCISE PHYSIOLOGY I	D	3.00	3.00	3.00	R
KIN410	PROG & CURRIC ISSUES	B	3.00	3.00	9.00	
Semester Summary			18.00	18.00	45.00	2.50
Cumulative Summary			42.00	48.00	122.00	2.64

2011/12 Spring

BIO264	HUMAN ANAT & PHY II	D	4.00	4.00	4.00	R
BIO264L	BIO 264 LAB	P	0.00	0.00	0.00	
EDU390	EDU TECHNOLOGY	B	3.00	3.00	9.00	
IDS490W	SENIOR SEMINAR	B	3.00	3.00	9.00	
KIN255	PSY/SOC ASPECTS-KINES	B	3.00	3.00	9.00	
KIN380W	BIOMECHANICS	D	3.00	3.00	3.00	R
Semester Summary			19.00	18.00	34.00	2.13
Cumulative Summary			61.00	60.00	152.00	2.53

2012/13 Fall

BIO163	HUMAN ANAT & PHY I	C	4.00	4.00	8.00	
BIO163L	BIO 163 LAB	P	0.00	0.00	0.00	
HED254	COMMUNITY HEALTH	A	3.00	3.00	12.00	
KIN294	MOTOR LEARN & BEHAV	B	3.00	3.00	9.00	
KIN382	EXERCISE PHYSIOLOGY I	C	3.00	3.00	6.00	
KIN391	EXRCISE SCI PRACTICM	B	2.00	2.00	6.00	

Course	Grade	Hrs Ern	GPA Div	Qty Pnts	GPA
Semester Summary		15.00	15.00	41.00	2.73
Cumulative Summary		66.00	72.00	190.00	2.64

2012/13 Spring

BIO264	HUMAN ANAT & PHY II	C	4.00	4.00	8.00	
BIO264L	BIO 264 LAB	P	0.00	0.00	0.00	
HED274	DRUG EDUCATION	A	3.00	3.00	12.00	
HED284	NUTRITION	B	3.00	3.00	9.00	
KIN380W	BIOMECHANICS	C	3.00	3.00	6.00	
KIN386W	EXERCISE PHYS II	C	3.00	3.00	6.00	
Semester Summary		16.00	16.00	41.00	2.86	
Cumulative Summary		82.00	84.00	224.00	2.77	

2013/14 Spring

EDU305A	FLD EXP - INNR - PE	P	1.00	0.00	0.00	
Semester Summary		1.00	0.00	0.00	0.00	
Cumulative Summary		83.00	84.00	224.00	2.77	

2014/15 Fall

EDU350	LANG & LITERACY ADOL	B	1.00	1.00	3.00	
EDU435	FLD EXP - SEC ST TCH	P	1.00	0.00	0.00	
EDU467	ST TCH - PHYS EDU	A	14.00	14.00	56.00	
Semester Summary		16.00	15.00	59.00	3.93	
Cumulative Summary		99.00	96.00	283.00	2.95	

TOTAL CREDITS INCLUDING TRANSFERS: 166.00

PROFICIENCED EDU305B - LIKE/KIND EXPERIENCE

Signature: _____

Swignell
Registrar

Date Issued: _____

01/30/2015

COPY THIS PAGE ACROSS PAGE OF ENTIRE DOCUMENT WHEN PHOTOCOPIED TO AVOID BLEACH TURNS OFFICIAL PAPER BROWN



Illinois State Board of Education
 James T. Meeks, Chairman
 Christopher A. Koch, Ed.D., State Superintendent of Education

Educator Licensure Information System
 Welcome, Jared Sale - IEIN: 949366 - Sign Out

- Home
- My Credentials
- Educator
- Help

Welcome, Jared M. Sale!

Primary Information

Full Name: **Jared M. Sale**
 IEIN: **949366**
 DOB: **6/30/1990**
 Gender: **Male**
 Former Name: **SALE**

Contact Information

Address: **2409 10th Street**
 Address 2: **Box 134**
 City, State Zip: **Peru, IL 61354**
 Email: **jsale@eureka.edu**
 Primary Phone: **(815) 303-4064**
 Secondary Phone:

Profile

PD Status: **Active**

[Click Here to Edit Your Contact Information](#)

[Click Here to Update Your PD/Employment Status](#)

CREDENTIAL CENTER

License / Approval Type	Applied	Expires	Registered Thru	PD Hours	Status
Paraprofessional Educator Endorsement (ELS-PARA)	08/16/2013	06/30/2018	2018	n/a	Issued

Endorsements	Applied	Issue Date	Status
Paraprofessional Educator	08/16/2013	08/16/2013	Issued

License / Approval Type	Applied	Expires	Registered Thru	PD Hours	Status
Professional Educator License (PEL)	02/09/2015	06/30/2020	2020	0.00	Issued

Endorsements	Applied	Issue Date	Status
Health Education	02/09/2015	02/09/2015	Issued
Physical Education	02/09/2015	02/09/2015	Issued
Secondary Education	02/09/2015	02/09/2015	Issued

License / Approval Type	Applied	Expires	Registered Thru	PD Hours	Status
Substitute Teaching License (SUB)	12/22/2014	06/30/2020	2020	n/a	Issued

ACTION CENTER

New Documents on File	0
Deficiencies	1
Registrations	0
Renewals	0
Reinstatements	0

What do you want to do?

- [Enter Professional Development](#)
- [Apply for Educator License with Stipulations](#)
- [Apply for an Approval](#)
- [Apply for an Endorsement](#)

Michelle Dellamaria
2000 N. Linden St O205
Normal, IL 61761
(847)899-1426
michelle.dellamaria@yahoo.com

April 2nd, 2015

Dear Ms. Cross,

I am writing to apply for the elementary physical education position at Putnam County Primary School. I would like to thank you in advance for taking the time to review my resume and materials and to consider myself for the open position. I found this posting on the Illinois Education Job Bank website.

I am currently a first year physical education teacher at Evans Junior High School. This position has enabled me to provide students with various opportunities to learn about team and individual sports. It has also given me several opportunities to provide students with the experience of fitness in ways that are fun, engaging and that promote lifelong fitness. Working at Evans Junior High has also allowed me the opportunity to facilitate the learning of health and how it affects students in their daily physical lives. We have large class sizes at Evans. As a result, I am consistently working to engage maximum participation while managing student behaviors. Due to these experiences, I have become skilled in not only effective teaching, but also in manipulating my lessons to become student driven and student led. Through the use of assessments, I have been able to gauge current student knowledge, monitor student progress and evaluate my teaching in order to make improvements that will further enrich the development of students physically, cognitively and socially.

Prior to my time at Evans Junior High, I graduated from Illinois State University. During student teaching, I was lucky enough to spend time both in an elementary and secondary location. Both of these placements pushed me to develop as an educator and allowed me to work with a wide range of students ranging from small rural to small urban diverse schools. Through these experiences, I have learned how to adapt my lessons for students at all skill and cognitive levels both prior to and during teaching. One of my placements involved working with two other student teachers. That experience gave me direct experience with collaborating with others of similar goals to create lessons that were balanced, effective, and well managed.

I would like to thank you again for your time while you review my materials and resume and for considering me as a candidate for the physical education position at your school. I look forward to receiving a response and talking further in the future about the possibility of scheduling an interview.

Sincerely,


Michelle Dellamaria

Michelle N. Dellamaria

(847) 899-1426 • 2000 N Linden St. O205, Normal, IL 61761 • michelle.dellamaria@yahoo.com

Objective:

To obtain a full-time physical education teaching position in an elementary or secondary education school that will allow me to develop and instill a healthy lifestyle in students while utilizing my background knowledge and creativity.

Licensure:

Professional Educators License in K-12 Physical Education

May 2014

Education:

Illinois State University, Normal, IL
Bachelor of Science in Education
Minor in Business Administration

Graduation: May 2014
Major GPA: 3.51/4.0

Academic Honors:

Dean's List: Fall 2013, Spring 2014

Teaching Related Experience:

Professional Teaching:

Evans Junior High School, Bloomington, IL

Fall 2014- Present

- Instruct six classes on a daily basis of six through eight grade students in physical education
- Instruct and plan nine weeks of health education
- Maintain the goal of lifetime fitness by adding new curriculum, such as aerobic drumming, cardio kickboxing, and tabata.
- Balance activities between team and individual sports
- Integrated advanced technology(i.e. Bluetooth heart rate monitors)
- Aid in the application process of becoming a potential Blue Ribbon PE program.
- Applied and received a grant through the IEA

Student Teaching:

Parkside Junior High School, Normal, IL

Spring 2014

- Collaborated with a team of two other student teachers to implement creative fitness lessons for large class sizes of sixty plus students three days a week
- Designed assessments that were used to measure students' judgment in choosing between two skills and improving form of skills

Olympia West Elementary School, Minier, IL

Spring 2014

- Introduced fitness ideas to children grades K-5 using student-centered lessons and activities
- Encouraged fitness with original weekly fitness days
- Maintained open line of communication with parents by writing articles for the school website And sending letters home with students

Other Work Related Experience:

Lifeguard/Swim Instructor

YMCA, Bloomington-Normal, IL

Fall 2013-Present

Palatine Park District, Palatine, IL

Summers 2008-Present

- Enforce pool rules and respond in case of emergencies
- Create and implement original and program lesson plans for swim lessons
- Certifications in Lifeguarding, Lifeguard Instructor, CPR/AED, First Aid, Water Safety Instructor, Waterpark Safety, and Administering Emergency Oxygen.

Before/After School Care Support Staff

YMCA, Bloomington-Normal, IL

Fall 2010 – Present

- Supervision of large groups of children
- Assist students' with homework
- Lead group games and activities
- Enforce program rules
- Communicate with parents about child's time at the program

Activities/Organizations:

Illinois Association for Health, Physical Education, Recreation and Dance

Fall 2013 - Present

Illinois Education Association

Fall 2014 - Present

Kappa Delta Epsilon- Honorary Education Fraternity

Fall 2011-Spring 2014

Physical Education Teacher Education Club

Spring 2013- Fall 2013

References:

Trevor Chapman

Principal
Evans Junior High
(309) 557-4406
chapmant@unit5.org

Dana Curby

Physical Education Department
Evans Junior High
(309) 557-4406
curbyd@unit5.org

Lisa Kamps

Director of Youth Services
Bloomington-Normal YMCA
(309) 827-6233
lisak@bnymca.org

Peggy Braffet

Physical Education Department
Olympia West Elementary School
(309) 275-6809
peggy.braffet@olympia.org

Margo Coleman

Associate Professor for KNR
Illinois State University
(309) 438-8302
mmcolem@ilstu.edu

Stephanie Bishop

Physical Education Department
Parkside Junior High
(309) 241-0166
bishopsa@unit5.org



EVANS JUNIOR HIGH SCHOOL

2901 MORRISSEY DRIVE,
BLOOMINGTON, IL 61704

Phone: (309)557-4406
www.unit5.org/ejhs

Attendance Line: (309) 557-4455
Fax: (309) 557-4507

Mr. Trevor Chapman, Principal

Mr. Chris McGraw, Associate Principal

March 29, 2015

To Whom It May Concern,

I am honored to write this letter of recommendation for Michelle Dellamaria, currently a physical education teacher at Evans Jr. High School. This letter is in regards to her interest in obtaining employment in a school district as a certified teacher.

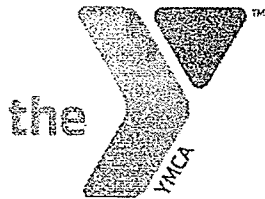
I first became acquainted with Michelle this year when she began her first year of teaching at Evans Jr. High as a 6th – 8th grade physical education teacher. This year, Michelle has done a fantastic job involving herself in not only classroom related responsibilities, but also extra-curricular activities. Most recently, she accepted the cheerleading position at Evans. She has also played an integral role in the application for her department to be designated as a Blue Ribbon PE Department! When I first met Michelle, I was immediately impressed with her unique blend of intelligence, work ethic, positive attitude, and fantastic sense of humor. I was able to see the passion that Michelle had for her students, and her fantastic personality that she exhibited to everyone in the school. These traits are not always readily identifiable for a teacher early in his or her career.

It is evident in working with Michelle that she plans and prepares engaging and student-centered lessons for her students. She uses her colleagues and other professionals in her content area to gather resources and to consult with as needed. Her lessons are organized, provide hands-on opportunities for the students, utilize technology appropriately and allow for student input on assessments. Michelle's classroom is inviting and provides a comfortable place for students to be self-reflective and engaged while keeping appropriate control. Michelle's eager and energetic personality, coupled with her sense of humor are sure to excite students about learning wherever her career leads her.

While I am confident that Michelle's hard and soft skills will speak for themselves, I can assure you that her personality and communication skills will prevail as two of the most important characteristics that she possesses. I highly recommend Michelle for any teaching opportunity that might be available. If you would like further information, please contact me by phone at 309-557-4575 or by email at: chapmant@unit5.org.

Sincerely,

Trevor M. Chapman
Principal
Evans Jr. High School



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

April 10, 2014

To whom it may concern:

I have been honored to supervise Michelle Dellamaria over the past three years while she has served as a before and after school support staff member here at the Bloomington-Normal YMCA. As a member of our team, Ms. Dellamaria has been responsible for planning, teaching, coordinating, and carrying out daily activities that promote social and emotional development for our program participants. She also exemplifies and fosters our core values of honesty, caring, respect, and responsibility to promote healthy child development by strengthening children's spirit, mind and body.

Visiting our different programs, I have been able to see that Michelle runs smooth learning centers, builds relationships with her program participants and their parents and collaborates well with other staff members. Ms. Dellamaria is respectful, cooperative and has shown herself to be a true team player. Michelle also does not shy away from difficult conversations with students and parents when students are not performing to their full potential. Her caring personality and patience shines through when communicating with parents and makes them feel comfortable and confident leaving their children in her care. No matter what happens throughout the day, Michelle always stays positive and strives to meet the needs of all children and parents. She truly leads by example while keeping the mission of the YMCA as her number one priority: To put Christian principals into practice through programs that build healthy sprit, mind and body for all.

Michelle stands out from the rest of our staff members in numerous ways. I have yet to meet a parent or school administrator that has not commented on her ability to do her job well and create trusting relationships with the adults and children she comes in contact with on a daily basis. Taking the initiative is also one her many valued attributes. Her easy going personality, attention to detail, strong work ethic and ability to stay calm and problem solve without assistance in any situation had made her one of the most reliable and trusted employees I have supervised in my three years here at the YMCA.

Ms. Dellamaria would be an asset to any organization/school and in any capacity she takes on. I highly recommend Michelle for any position for which she applies. If you have questions, please feel free to contact me.

Sincerely,

Lisa Kamps
Director of Youth Services
Bloomington-Normal YMCA
602 S. Main Street, Bloomington, IL 61701
P 309 827 6233 F 309 827 0807
WWW.BNYMCA.ORG



Illinois State Board of Education
 James E. Beuss, Chairman
 Christopher A. Pech, State Superintendent of Education

Educator Licensure Information
 Watson G. Michelle Dellamaria - IEIN: 956397

Home My Credentials Educator Help

Credentials

Primary Information

Full Name: MICHELLE N. DELLAMARIA
 IEIN: 956397
 DOB: 11/16/1990
 Gender: Female

Contact Information

Address: 48 N Rohlwing Rd
 City, State Zip: Palatine, IL 60074
 Email: michelle.dellamaria@yahoo.com
 Primary Phone: (847) 899-1426
 Secondary Phone:

Profile

PD Status: Active

[Click Here to Edit Your Contact Information](#)

[Click Here to Update Your PD/Employment](#)

Show All

Licenses

Select	License ID	License	Status Code	Status Desc	Entitlement	Application Date	Issued	Expires	ROE	Registered Thru	Register	Apply
Select	2291537	Substitute Teaching License	I	Issued		07/06/2014	08/14/2014	06/30/2020			Register in an Additional Region	Not Av.
Select	2284705	Professional Educator License	I	Issued	IL-ISU (04/29/2014)	05/19/2014	05/19/2014	06/30/2019	17	2019	Register in an Additional Region	Apply fr

Illinois Approved Program / Endorsements For Selected License

Description	Grade	Status Description	Issued	Entitlement	Application Date

Approvals

Approval Code	Approval	District Code	Application Received	Status	Approval Denied/Granted Date	E

Designations

Source	Status	Endorsement	Grade	Candidate Number	Issue Year	Expire

Registration

Fiscal Year	School Year	Region Code	Region	License Code	License	Certificate
2019	2018-2019	17	DE WITT/LIVINGSTON/MCLEAN ROE	PEL	Professional Educator License	
2018	2017-2018	17	DE WITT/LIVINGSTON/MCLEAN ROE	PEL	Professional Educator License	
2017	2016-2017	17	DE WITT/LIVINGSTON/MCLEAN ROE	PEL	Professional Educator License	
2016	2015-2016	17	DE WITT/LIVINGSTON/MCLEAN ROE	PEL	Professional Educator License	
2015	2014-2015	17	DE WITT/LIVINGSTON/MCLEAN ROE	PEL	Professional Educator License	

Previous Qualifications

Endorsement Code	Endorsement	Grade	Status Code	Status	Region Code	Region

Lapsed Licenses

License ID	License	Status Code	Lapsed Date	Reinstate Date	Reinstate Method
No Records Found					

ILLINOIS STATE UNIVERSITY

NORMAL, ILLINOIS 61790-2207
PHONE: (309) 438-2188

Name: DELLAMARIA MICHELLE NICOLE
Student ID Number: 820-81-7198

Birthdate: 11/16 Sex: FEMALE

Date of High School Graduation/Equivalent: MAY 2009

Date Issued: 04/08/2014 Page No. 1 of 2

High School Attended:
PALATINE HIGH SCHOOL
PALATINE, IL

DEPT	CRSE. NO.	COURSE TITLE	GR	SEM. HRS	GRADE PT
ADMITTED TO UNDERGRADUATE CURRICULUM-- MAJOR: ATHLETIC TRAINING					
FALL 2009					
COM	110	COMMUNICATION CRITIC	B	3.00	9.0
MAT	120	FINITE MATHEMATICS	B	4.00	12.0
PHY	108	COLLEGE PHYSICS I	C	5.00	10.0
PSY	110	FUNDAMENTALS PSYCHOL	C	3.00	6.0
				SEM GPA 2.47 & SEM ENROLL HRS	15.00
				ACCUM GPA 2.47 & TOTAL GPA HRS	37.0
				GRAND TOTAL EARNED HRS	15.0
SPRING 2010					
ENG	101	COMP AS CRITICAL INQ	B	3.00	9.0
MAT	121	APPLIED CALCULUS	A	4.00	16.0
PHY	109	COLLEGE PHYSICS II	D	5.00	5.0
PSY	213	LIFESPAN DEVELOPMENT	B	3.00	9.0
MUS	181.03	UNIVERSITY BAND	A	1.00	4.0
				SEM GPA 2.69 & SEM ENROLL HRS	16.00
				ACCUM GPA 2.58 & TOTAL GPA HRS	31.00
				GRAND TOTAL EARNED HRS	31.0
MAJOR CHANGED TO: PHYSICAL EDUCATION					
FALL 2010					
PHY	109	COLLEGE PHYSICS II	C	5.00	10.0
SOC	112	AMERICAN FAMILY	A	3.00	12.0
KNR	181	HUMAN ANAT & PHYS	B	3.00	9.0
MQM	100	STATISTICAL REASONIN	A	3.00	12.0
ART	275	WORLD ARTS:VISUAL	B	3.00	9.0
				SEM GPA 3.06 & SEM ENROLL HRS	17.00
				ACCUM GPA 2.95 & TOTAL GPA HRS	43.00
				GRAND TOTAL EARNED HRS	43.0
MAJOR CHANGED TO: PHYSICAL EDUCATION SEQUENCE: TEACHER ED K12					
SPRING 2011					
PHI	238	RIGHTS & WRONGS	A	3.00	12.0
KNR	156	INT PHY ED:TEACH ED	A	2.00	8.0
KNR	M254	SOC-PSY PERSP PHY AC	B	3.00	9.0
TCH	210	CHILD GROWTH & DEVL	B	3.00	9.0
IDS	121.19	T&C:LITERARY STUDIES	B	3.00	9.0
				SEM GPA 3.36 & SEM ENROLL HRS	14.00
				ACCUM GPA 3.05 & TOTAL GPA HRS	57.00
				GRAND TOTAL EARNED HRS	57.0
***** END OF COLUMN *****					

DEPT	CRSE. NO.	COURSE TITLE	GR	SEM. HRS	GRADE PT
SUMMER 2011					
KNR	257	MOTOR LRNG & PERFORM	A	3.00	12.0
				SEM GPA 4.00 & SEM ENROLL HRS	3.00
				ACCUM GPA 3.10 & TOTAL GPA HRS	60.00
				GRAND TOTAL EARNED HRS	60.0
FALL 2011					
BSC	101	CONCEPTS IN BIOLOGY	A	3.00	12.0
POL	101	CITIZENS & GOVERNANC	C	3.00	6.0
KNR	M158	INSTRUCT STRAT IN PE	A	3.00	12.0
KNR	M182	HUMAN ANAT & PHYS	C	3.00	6.0
TCH	M212	ISSUES SECONDARY ED	A	2.00	8.0
				SEM GPA 3.14 & SEM ENROLL HRS	14.00
				ACCUM GPA 3.11 & TOTAL GPA HRS	74.00
				GRAND TOTAL EARNED HRS	74.0
FULFILLED U S CONSTITUTION REQUIREMENT					
FULFILLED ILLINOIS CONSTITUTION REQUIREMENT					
SPRING 2012					
ECO	105	PRINCIPLES ECONOMICS	C	4.00	8.0
KNR	M225	MOTOR DEVELOPMENT	C	3.00	6.0
KNR	M240	PRINC & APP FITNESS	A	2.00	8.0
KNR	M244	TEACHING TEAM SPORTS	A	3.00	12.0
KNR	M280	EXERCISE PHYSIOLOGY	B	3.00	9.0
				SEM GPA 2.87 & SEM ENROLL HRS	15.00
				ACCUM GPA 3.07 & TOTAL GPA HRS	89.00
				GRAND TOTAL EARNED HRS	89.0
HM RAINEY HARPER C PALATINE, IL					
				4.00	PLACED
SUMMER 2012					
EAF	M228	SOC FOUNDATIONS	A	3.00	12.0
				SEM GPA 4.00 & SEM ENROLL HRS	3.00
				ACCUM GPA 3.10 & TOTAL GPA HRS	92.00
				GRAND TOTAL EARNED HRS	96.0
CUM TRANS HRS 4.00					
FALL 2012					
KNR	M221	TCHG ELEM PHYS EDUC	A	3.00	12.0
KNR	M245	TEACH IND/DUAL SPORT	A	3.00	12.0
KNR	M282	BIOMECHANICS HUMAN	B	3.00	9.0
ACC	132	MANAGERIAL ACCOUNTIN	B	3.00	9.0
MQM	220	BUS ORG & MNGMNT	B	3.00	9.0
				SEM GPA 3.40 & SEM ENROLL HRS	15.00
				ACCUM GPA 3.14 & TOTAL GPA HRS	107.00
				GRAND TOTAL EARNED HRS	111.0
CUM TRANS HRS 4.00					
***** END OF PAGE *****					

THIS TRANSCRIPT WAS PREPARED FOR:

Dellamaria, Michelle Nicole
48 N ROHLWING RD
PALATINE IL 60074-5443

REQUEST# :201409563

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Associate University
Registrar



ILLINOIS STATE UNIVERSITY

NORMAL, ILLINOIS 61790-2207
PHONE: (309) 438-2188

Name: DELLAMARIA MICHELLE NICOLE
Student ID Number: 820-81-7198

Birthdate: 11/16 Sex: FEMALE

Date of High School Graduation/Equivalent: MAY 2009

Date Issued: 04/08/2014 Page No. 2 of 2

High School Attended:
PALATINE HIGH SCHOOL
PALATINE, IL

DEPT	CRSE. NO.	COURSE TITLE	GR	SEM. HRS	GRADE PT
SPRING 2013					
KNR	M242	SEC METH & PRAC PE	B	3.00	9.0
KNR	M246	DANCE & TUMBL/GYMNAS	A	2.00	8.0
TCH	289.75	PRACT SECONDARY ED	A	6.00	24.0
FIL	185	LEGAL, ETH, SOC ENVIRO	B	3.00	9.0
				SEM GPA 3.57 & SEM ENROLL HRS	14.00 50.0
				ACCUM GPA 3.49 & TOTAL GPA HRS	121.00 386.0
				GRAND TOTAL EARNED HRS 125.0	CUM TRANS HRS 4.00

DEPT	CRSE. NO.	COURSE TITLE	GR	SEM. HRS	GRADE PT
SUMMER 2013					
MKT	230	INTRO MARKETING MGMT	A	3.00	12.0
				SEM GPA 4.00 & SEM ENROLL HRS	3.00 12.0
				ACCUM GPA 3.21 & TOTAL GPA HRS	124.00 398.0
				GRAND TOTAL EARNED HRS 128.0	CUM TRANS HRS 4.00

DEPT	CRSE. NO.	COURSE TITLE	GR	SEM. HRS	GRADE PT
FALL 2013					
KNR	M247	PROMOT PHYS ACT&FITN	A	3.00	12.0
KNR	M341	ASSESSMENT IN PHY ED	A	3.00	12.0
KNR	M364	SR SEM PE TEACHER ED	A	3.00	12.0
KNR	M383	ADAPTED P.E	A	3.00	12.0
FIL	240	BUS FINANCE	A	3.00	12.0
				SEM GPA 4.00 & SEM ENROLL HRS	15.00 60.0
				ACCUM GPA 3.29 & TOTAL GPA HRS	139.00 458.0
				GRAND TOTAL EARNED HRS 143.0	CUM TRANS HRS 4.00

***** END OF TRANSCRIPT *****

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Edward F. Meyer
Associate University
Registrar



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

Carl B. Carlson - Principal
carlsonc@pcschoos535.org

Putnam County Junior High School
13183 North 350th Avenue
McNabb, Illinois 61335

“Where CHARACTER COUNTS!”
Phone (815) 882-2800 Ext. 3
Fax (815) 882-2299

May 14, 2015

To Putnam County School Board Members:

I am planning to have a recommendation to hire a candidate for the 7th/8th Grade Math position for the 2015-2016 school year. We have second round interviews confirmed for Friday, May 15, 2015. We will look to make an offer to the best candidate and then be ready to proceed with that recommendation at the school board meeting on Monday, May 18, 2015. We are down to three very strong finalists.

Yours in education,

Carl B. Carlson
Principal
Putnam County Junior High School

Recommendation to Approve Hiring of Physical Education Teachers

As superintendent, I recommend approval of the recommendations of Mr. Peterson and Mrs. Cross for the two Physical Education teachers. (Please refer to the attached recommendations from them.)

Rationale

While I am not pleased with the interview process for the noted positions, I do not believe that it would serve our district well to impede the hiring process. I have shared some of my concerns in a prior Friday memo, but I can recap those concerns in executive session when we discuss the candidates for the positions. Mr. Peterson and Mrs. Cross feel strongly that they are recommending the best candidates for the positions, and I will support their recommendations.

District Goal

Demonstrate increased academic achievement for all students.



Putnam County Elementary School

Michael Olson, Principal
olsonm@pcschoools535.org
Phone-815-882-2800 opt. 2

326 South 5th Street
Hennepin, IL 61327
Fax-815-925-7435

Recommendations to Hire for PCES Re Hire Rti Coach

I recommend to re hire the following teacher for the Rti Coach at PCES:

Monica Frund- 5th Grade Teacher and Rti Coach

Submitted by Mike Olson, PCES Principal- 5/18/2015

Recommendation to Rehire RtI Coaches

As superintendent, I recommend rehiring the district RtI coaches, with the exception of Mr. Lombardo, who is resigning this stipend position.

Rationale

The district RtI program has improved in all buildings this year with the addition of the RtI coaches. This ultimately has led to improved targeted interventions for our students.

District Goal

Demonstrate increased academic achievement for all students.



Putnam County Elementary School

Michael Olson, Principal
olsonm@pcschoools535.org
Phone-815-882-2800 opt. 2

326 South 5th Street
Hennepin, IL 61327
Fax-815-925-7435

Recommendations to Hire for PCES Summer School Jump Start Program

I recommend to hire the following teachers for PCES Summer School Jump Start Program:

**Chelsi Straughn
Becky Boudreau
Debbie Ward
Rebecca Johnson**

I recommend to hire the following Para Professional for PCES Summer School Jump Start Program- Will work with 3rd-8th Graders:

Stacey Hamby

Submitted by Mike Olson, PCES Principal- 5/18/2015



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

Carl B. Carlson - Principal
carlsonc@pcschoools535.org

Putnam County Junior High School
13183 North 350th Avenue
McNabb, Illinois 61335

“Where CHARACTER COUNTS!”
Phone (815) 882-2800 Ext. 3
Fax (815) 882-2299

May 15, 2015

To Putnam County School Board Members:

It is the recommendation to hire for the following people for the Summer School Jump Start vacancies at Putnam County Junior High School.

Kristin Erickson Summer School Jump Start

Amy Carboni Summer School Jump Start

Yours in education,

Carl B. Carlson
Carl B. Carlson
Principal
Putnam County Junior High School

Recommendation to Approve Summer School Staff Positions

As superintendent, I recommend approval of the attached teaching/paraprofessional staff positions for the 2015 Summer School Program.

Rationale

These positions were posted in our schools as required by contract. The principals are recommending the listed individuals for these summer school positions.

District Goal

Demonstrate increased academic achievement for all students.

Recommendation to Hire Summer Workers

As superintendent, I recommend hiring the attached list of summer workers provided by Doug Smith, maintenance supervisor.

Rationale

Each year, we hire summer workers to help with the cleaning of our four schools. Hourly rates will range from \$8.25 to \$9.25 dollars an hour, based on their years of experience. (The only exceptions to this will be the adults who are mowing.)

District Goal

Maintain strong fiscal responsibility in the Putnam County School District.

Training for Maintenance Position

May 4-8

Monday Called in sick
Tuesday Worked at Sr. High, unloaded
New chairs (252) with Dave. Mowed
Wed. Weed eating.
Thurs Weed Eat, Replace Tire, Dave
with going over R All RTU, Elec, Fire lane
water shut, Main shut for gas.
Fri Push mow Ditch & Preschool Area,
pull weeds out of flower gardens at Primary Scho.
Setup for Prom After glow.

Dog Smith 5/11/2015

Christopher D. Taylor 5/11/15

Training for Maintenance Position

4/27 - 5/1

Finish Hanging banners, Mow & Trim grass
Training on All High School, Fire Alarm, R.T.U., Electrical
Panel, Gas shut off, Main Water Shut off. Repair Sweeps
on 3 gym doors. Work for Dave Unkus on Tuesday
Wed, TRAINED on all Alarms at High School

Fire alarm, Boiler, R.T.U., Electrical Panels,
Gas shut-off, Water Main, Water Heaters,
Remove old Bathing Cage & cleaned Area,

Thursday Worked in Kennepen. Jeff reviewed
Fire Alarms, Resets, Boilers, R.T.U.'s, Electrical
Panels, Water shut-off, Gas Shut off

Friday May 1 Change 2 Light Fixtures and light
bulb in Pole Lite, Clean windows. Reminded Chris
about 1 summer class he needs to take this
summer (online or at college).

Dan Smith 5/5/15

Christopher A. Miller 5/5/15

Training for Maintenance Position

WEEK APRIL 29-29

Discussed Arrival Times be at work
minimum of 5 min before start time

Ex. 5:55 AM or 6 AM Start

Resets in Boiler Rm, Fire alarm System
Water Heater, Boiler Feed System Pumps
R.T.U. CK swings & out equipment

Talk To Jay about class that school Board
Required Chris to take in Fall of 2015. Went

Hennepin Help Jeff in Yard. (mowing training)

Replace Wax Rings, Hang Banners in Gym.

4/24/15 Day meet

4/24/15 