

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION MEETING AGENDA
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER
December 19, 2016
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	
VI. CORRESPONDENCE	
VII. CONSENT AGENDA	
A. Approve November 21, 2016 Regular and Executive Session Minutes.	3
B. Approve District Bills	6
C. Approve Financial Reports	24
D. Approve Treasurer's Report	90
VIII. REPORTS, UPDATES AND INFORMATIONAL ITEMS	
A. Principals' Reports	92
B. Superintendent's Report	
1. Student liason	
2. State Funding	104
3. Investment report	105
4. Transportation report	106
5. Superintendent goals	
C. Committee Reports (none)	
IX. OLD BUSINESS	
A. Approve PRESS Plus Issue 93, October 2016 (Action)	107
B. Approve Disciplinary Re-Entry Policy (action)	236
C. Approve Tax Levy (Action)	239

X. NEW BUSINESS	
A. FOIA REQUESTS	242
B. Bond abatement resolution (action)	245
C. Resolution to transfer W/C funds to Transportation (action)	253
D. Review of District Contracts	254
XI. EXECUTIVE SESSION FOR THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DISTRICT.	255
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
6:00 p.m., November 21, 2016
Media Center Putnam County Primary School

President Mrs. Nauman called the meeting to order at 6:08 p.m.	CALL TO ORDER
The meeting continued with the Pledge of Allegiance.	PLEDGE OF ALLEGIANCE
The following members were present to answer roll call: Mr. Copeland, Mrs. Gilbert, Ms. Glenn, Mrs. Nauman, and Mrs. Shore. Mr. Gibson and Mrs. Popurella were absent.	ROLL CALL
Added Parent Advisory Committee and Joint Annual Conference to reports.	ADJUSTMENTS TO THE AGENDA
Tom Peffer of Gorenz & Associates presented the 2016 audit. Mrs. Nauman thanked Mr. Peffer for his presentation.	AUDIENCE PARTICIPATION/ HEARING OF DELEGATIONS
One item of correspondence was presented to the board.	CORRESPONDENCE
Ms. Glenn moved and Mr. Copeland seconded the motion to approve the Consent Agenda: Regular and Executive session minutes of October 17, 2016; Treasurer's Report for the month of October, Financial Reports for the month of October, and bills for November 2016. On roll call the members voted as follows: Mr. Copeland, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.	CONSENT AGENDA
The principals' reports are posted on BoardBook. Mrs. Cross reported that the primary students learned how to build a superhero (on this date); Mr. Carlson participated and was the superhero of the day.	PRINCIPALS' REPORTS
State funding: Total owed to district as of 10/31/16: \$214,142.79 Investment update: First State Bank won the latest CD bid in the amount of \$210,114.97 The CD has a 12 month term and the interest rate is 0.45%. Transportation update: Mr. Carlson reported that the administrative team has created a new behavior referral form; no parent calls during the past month until this date. 2015-2016 School report card: Mr. Carlson and Mr. Theisinger provided information to the board regarding various parts of the report.	SUPERINTENDENT REPORT
Parent Advisory Committee: Mrs. Shore reported that the PAC is in a reorganizational phase and the goal is to appoint one parent from each school and/or community. Upcoming events: tech event on January 19, 2017 at the HS with dinner being served. Snow day is 2/7/17. Joint Annual Conference: Each board member reported on the sessions attended.	BOARD REPORTS
Mrs. Shore moved and Mrs. Gilbert seconded the motion to approve a resolution to permanently transfer \$75,291 from debt service to working cash. On roll call the members voted as follows: Mr. Copeland, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.	RESOLUTION DS TO WC FUND

PUTNAM COUNTY BOARD OF EDUCATION

November 21, 2016

Page 2

First reading of PRESS Plus Issue 93. Mrs. Nauman requested that each board member provide suggestions/possible responses to the district office by December 9. Issue 93 will be discussed at the December 19, 2016 BOE meeting. The suggestions/possible responses are for the official response form which communicates to IASB the board's policy approval decisions on the current issue being discussed. The form will be mailed to IASB after approval of Issue 93 at December's meeting.

PRESS PLUS ISSUE
93

First reading of the Disciplinary Reentry Policy for the student handbook.

DISCIPLINARY
REENTRY POLICY

There were no FOIA requests.

FOIA REQUESTS

Mr. Carlson reported that our EAV is up with an approximate 2% increase over last year's EAV. The 2016 levy request is \$4,891,165. Mrs. Gilbert moved and Mr. Copeland seconded the motion to approve the 2016 tentative tax levy. On roll call the members voted as follows: Mr. Copeland, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.

APPROVE 2016
TENTATIVE TAX
LEVY

Mrs. Shore moved and Mr. Copeland seconded the motion to set the Truth in Taxation hearing for December 19, 2016 at 6 p.m. All ayes; motion carried.

SET TRUTH IN
TAXATION
HEARING DATE

At 7:22 p.m. Mrs. Gilbert moved and Ms. Glenn seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. All ayes, motion carried.

EXECUTIVE
SESSION

At 7:45 p.m. Ms. Glenn moved and Mrs. Shore seconded the motion to return to open session. All ayes; motion carried.

Mr. Copeland moved and Mrs. Gilbert seconded the motion to approve the hiring of Brad Passini as freshmen boys' basketball coach. On roll call the members voted as follows: Mr. Copeland, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.

PERSONNEL

At 7:53 p.m. Ms. Glenn moved and Mr. Copeland seconded the motion to adjourn. All ayes, motion carried.

ADJOURN

Respectfully submitted.
Ann Lambole, Board Secretary

APPROVED _____
BOARD PRESIDENT

DATE

BOARD SECRETARY

DATE

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
November 21, 2016

CALL TO
ORDER

President Mrs. Nauman called the meeting to order at 6:08 p.m.

ROLL CALL

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

EXECUTIVE
SESSION

At 7:22 p.m. Mrs. Gilbert moved and Ms. Glenn seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

I. Hires:

- a. Brad Passini, freshman boys' basketball coach

II. Maintenance update:

- a. Mr. Carlson reported that Tracy Reaska is doing a great job at keeping up with all of the maintenance issues going on as well as learning while he is dealing with these issues. General discussion of the ongoing issues.

III. Superintendent goals

- a. Goals will be discussed at December's meeting

At 7:45 p.m. Ms. Glenn moved and Mrs. Shore seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Respectfully submitted,

Ann Lamboley, Board secretary

BOARD PRESIDENT: _____

DATE: _____

BOARD SECRETARY: _____

DATE: _____

Bills Payable List

Printed: 12/15/2016 11:58 AM
PUTNAM COUNTY CUSD #535
Expense on Date: 12/1/2016 to 12/31/2199

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
AFLAC						
		AFLAC-AFTER		999	11.71	10-481
		AFLAC-PRE TAX		97	102.57	10-481
		AFLAC-PRE TAX		97	10.79	20-481
		AFLAC-AFTER		999	11.71	10-481
		AFLAC-PRE TAX		97	102.00	10-481
		AFLAC-PRE TAX		97	10.79	20-481
		AFLAC-PRE TAX		97	0.57	40-481
					<u>\$250.14</u>	
AMAZON						
		SUPT OFFICE-SUPPLIES		1,219	299.88	10-2320-410-1
		PRIMARY OFFICE - SUPPLIES		1,219	99.74	10-2410-410-5
					<u>\$399.62</u>	
AMEREN ILLINOIS						
		ELEMENTARY-ELECTRIC SERVI		1,219	1,191.04	20-2542-466-4
		ELEMENTARY-NATURAL GAS		1,219	124.38	20-2542-465-4
		PRIMARY-ELECTRIC SERVIC		1,219	3,915.29	20-2542-466-5
		PRIMARY NATURAL GAS		1,219	190.87	20-2542-465-5
		JR HI-NATURAL GAS		1,219	134.33	20-2542-465-3
		JR HI-ELECTRICAL SERVICE		1,219	123.79	20-2542-466-3
		JR HI-ELECTRICAL SERVICE		1,219	2,121.45	20-2542-466-3
		JR HI-NATURAL GAS		1,219	363.91	20-2542-465-3
		ELEMENTARY-NATURAL GAS		1,219	322.80	20-2542-465-4
		PRIMARY NATURAL GAS		1,219	419.07	20-2542-465-5
		ELEMENTARY-ELECTRIC SERVI		1,219	1,191.04	20-2542-466-4
		H S- ELECTRIC SERVICE		1,219	40.26	20-2542-466-2
		JR HI-ELECTRICAL SERVICE		1,219	46.35	20-2542-466-3
		H S- ELECTRIC SERVICE		1,219	4,970.36	20-2542-466-2
					<u>\$15,154.94</u>	
AMERICAN CENTRAL INSURANCE S						
		HEALTH CARE EXP FLEX PLAN		999	460.67	10-481
		DEP DAYCARE EXP FLEX PLAN		999	208.33	10-481
		NAVIGATOR PROGRAM FEES		1,219	2,400.00	10-2660-470-1
		HEALTH CARE EXP FLEX PLAN		999	560.67	10-481
		DEP DAYCARE EXP FLEX PLAN		999	208.33	10-481
					<u>\$3,838.00</u>	
ARAMARK						
		ALL SCHOOL SERVICES		1,219	119.08	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	168.53	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	119.08	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	168.53	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	81.69	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	119.08	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	40.30	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	40.30	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	39.83	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	39.83	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	190.53	20-2542-321-1

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		ALL SCHOOL SERVICES		1,219	190.53	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	190.53	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	139.23	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	139.23	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	139.23	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	119.08	20-2542-321-1
					\$2,044.61	

ASSURANT EMPLOYEE BENEFITS (I

DENTAL CERT S				98	153.30	10-481
DENTAL CERT S				98	0.06	80-481
DENTAL BP CRT S				98	285.55	10-481
DENTAL BP CRT S				98	0.11	80-481
DENTAL CRT F				98	336.95	10-481
DENTAL CRT F				98	0.19	80-481
DENTAL BP CRT F				98	625.87	10-481
DENTAL BP CRT F				98	0.35	80-481
DENTAL CERT S+				98	142.22	10-481
DENT BP CRT S+				98	264.16	10-481
DENT ADM BP F				98	160.56	10-481
DENT ADM BP S				98	16.26	10-481
DENT ADMIN E+S				98	31.26	10-481
DENT NC FAMILY				98	78.76	10-481
DENT NC BP FAM				98	79.74	10-481
DENT NC S+ 1				98	19.90	10-481
DENT NC S+ 1				98	10.94	20-481
DENT BP NC S+ 1				98	10.16	10-481
DENT BP NC S+ 1				98	20.32	20-481
DENT NC SINGLE				98	79.52	10-481
DENT NC SINGLE				98	28.40	20-481
DENT NC BP SIN				98	148.12	10-481
DENT NC BP SIN				98	52.90	20-481
DENTAL CERT S				98	152.73	10-481
DENTAL CERT S				98	0.57	40-481
DENTAL CERT S				98	0.06	80-481
DENTAL BP CRT S				98	284.50	10-481
DENTAL BP CRT S				98	1.05	40-481
DENTAL BP CRT S				98	0.11	80-481
DENTAL CRT F				98	336.70	10-481
DENTAL CRT F				98	0.25	40-481
DENTAL CRT F				98	0.19	80-481
DENTAL BP CRT F				98	625.41	10-481
DENTAL BP CRT F				98	0.46	40-481
DENTAL BP CRT F				98	0.35	80-481
DENTAL CERT S+				98	142.22	10-481
DENT BP CRT S+				98	264.16	10-481
DENT ADM BP F				98	160.56	10-481
DENT ADM BP S				98	16.26	10-481
DENT ADMIN E+S				98	31.26	10-481

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		DENT NC FAMILY		98	101.72	10-481
		DENT NC BP FAM		98	85.62	10-481
		DENT NC S+ 1		98	30.82	10-481
		DENT NC S+ 1		98	10.94	20-481
		DENT BP NC S+ 1		98	16.04	10-481
		DENT BP NC S+ 1		98	20.32	20-481
		DENT NC SINGLE		98	80.12	10-481
		DENT NC SINGLE		98	27.80	20-481
		DENT NC BP SIN		98	149.24	10-481
		DENT NC BP SIN		98	51.78	20-481
					\$5,136.84	
ASSURANT EMPLOYEE BENEFITS (I						
		LIFE ADM BP		98	21.00	10-481
		LIFE CERT		98	79.33	10-481
		LIFE CERT		98	0.02	80-481
		LIFE CERT BP		98	147.31	10-481
		LIFE CERT BP		98	0.06	80-481
		LIFE NC		98	20.36	10-481
		LIFE NC		98	4.20	20-481
		LIFE NC		98	0.28	80-481
		LIFE NC BP		98	37.81	10-481
		LIFE NC BP		98	7.80	20-481
		LIFE NC BP		98	0.52	80-481
		LIFE ADM BP		98	21.00	10-481
		LIFE CERT		98	79.13	10-481
		LIFE CERT		98	0.20	40-481
		LIFE CERT		98	0.02	80-481
		LIFE CERT BP		98	146.94	10-481
		LIFE CERT BP		98	0.37	40-481
		LIFE CERT BP		98	0.06	80-481
		LIFE NC		98	23.21	10-481
		LIFE NC		98	4.13	20-481
		LIFE NC		98	0.02	40-481
		LIFE NC		98	0.28	80-481
		LIFE NC BP		98	43.11	10-481
		LIFE NC BP		98	7.66	20-481
		LIFE NC BP		98	0.04	40-481
		LIFE NC BP		98	0.52	80-481
					\$645.38	
ASSURANT EMPLOYEE BENEFITS (I						
		VISION EMP		98	164.88	10-481
		VISION EMP		98	13.02	20-481
		VISION EMP		98	0.04	80-481
		VISION E+S		98	104.16	10-481
		VISION E+C		98	28.55	10-481
		VISION E+C		98	9.55	20-481
		VISION E+C		98	0.10	80-481
		VISION FAMILY		98	166.68	10-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		VISION EMP		98	165.25	10-481
		VISION EMP		98	12.56	20-481
		VISION EMP		98	0.09	40-481
		VISION EMP		98	0.04	80-481
		VISION E+S		98	104.16	10-481
		VISION E+C		98	28.55	10-481
		VISION E+C		98	9.55	20-481
		VISION E+C		98	0.10	80-481
		VISION FAMILY		98	166.68	10-481
					<u>\$973.96</u>	
ASSURANT EMPLOYEE BENEFITS (
		LIFE VOL		28	117.21	10-481
		LIFE VOL		12	181.66	10-481
		LIFE VOL		12	0.03	40-481
					<u>\$298.90</u>	
BE PUBLISHING						
		LEASE FD TECH SUPPLY		1,219	461.58	10-1112-410-1
					<u>\$461.58</u>	
BERNARDONI, PATRICIA						
		LEASE LIFE SKILLS		1,219	29.07	10-1113-332-2
					<u>\$29.07</u>	
BLUMHORST, BRIANNE						
		IAHPERD CONVENTION		1,219	435.00	10-1110-332-42
					<u>\$435.00</u>	
BOZARTH, ADAM						
		NOVEMBER TECH TRAVEL AND ISU MTG		1,219	196.08	10-2226-332-1
					<u>\$196.08</u>	
CARLSON, CARL						
		TRAVEL/MEETINGS/DISTRICT		1,219	1,034.35	10-2320-332-1
		ADMIN MTG/RISING STAR MTG		1,219	61.29	10-2320-410-1
					<u>\$1,095.64</u>	
CENTERPOINT ENERGY SERVICES I						
		H S-NATURAL GAS SERVICE		1,219	313.31	20-2542-465-2
		PRIMARY NATURAL GAS		1,219	361.76	20-2542-465-5
		ELEMENTARY-NATURAL GAS		1,219	87.21	20-2542-465-4
		JR HI-NATURAL GAS		1,219	125.97	20-2542-465-3
					<u>\$888.25</u>	
CENTRAL RESTAURANT PRODUCTS						
		PRIMARY MISC SUPPLY		1,219	36.00	10-2560-490-5
					<u>\$36.00</u>	
CHAPMAN'S MECHANICAL						
		WATER MAIN FINAL PAYMENT		1,219	7,216.20	20-2543-540-2
					<u>\$7,216.20</u>	
CHILDRENS HOME ASSOC OF ILLIN						
		LIGHTEDWAY/PEORIA JK		1,219	3,984.11	10-1912-670-1
		LIGHTEDWAY/PEORIA JK		1,219	3,774.42	10-1912-670-1

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$7,758.53</u>	
CIONI FORD, AL						
		TRUCK REPAIR/MAINT F250		1,219	38.00	20-2542-320-3
		DRIVERS ED R/M		1,219	32.00	10-1700-323-2
					<u>\$70.00</u>	
CLASSROOM DIRECT/SCHOOL SPE						
		JR HI SUPPLIES		1,219	50.63	10-1112-410-3
					<u>\$50.63</u>	
COMTECH HOLDINGS INC						
		LABOR/MOTOR/BELTS HENNEPIN		1,219	2,161.88	20-2542-323-4
		JR HIGH LABOR COMPUTER AND LIBRARY		1,219	230.60	20-2542-323-3
		B83 BELT PRIMARY SCHOOL		1,219	55.97	20-2542-410-5
		LABOR/MAT/INSTALL VALVES PUMP PRIMARY		1,219	3,829.55	20-2542-323-5
		2 BOILER PUMPS PRIMARY		1,219	4,889.00	20-2543-323-5
		FASCO MOTOR FREEZER HS		1,219	391.37	20-2542-410-2
					<u>\$11,558.37</u>	
CROSS, RONDA						
		III CONFERENCE NOVEMBER		1,219	117.56	10-2410-332-1
					<u>\$117.56</u>	
DAVIS, ANNETTE E						
		TRAVEL BETWEEN SCHOOLS MEDIA		1,219	48.68	10-2220-332-1
		FOR HEARING IMPAIRED		1,219	71.14	10-1207-332-1
					<u>\$119.82</u>	
DE LAGE LANDEN PUBLIC FINANCE						
		SUP COPY MACHINE		1,219	549.64	10-2320-323-1
		HEN R/M/COPIERS		1,219	549.64	10-1110-323-4
		PRIMARY R/M /COPIER		1,219	549.64	10-1111-323-5
		JH R/M/COPIER		1,219	549.64	10-1112-323-3
		HS R/M / COPIER		1,219	549.64	10-1113-323-2
					<u>\$2,748.20</u>	
DISCOUNT SCHOOL SUPPLY						
		ECE INST SUP 1-6		1,219	189.89	10-1125-410-1
		ECE COMM SUPP		1,219	113.84	10-1125-412-1
					<u>\$303.73</u>	
EBSCO ACCOUNTS RECEIVABLE SE						
		JR HI MEDIA-PERIODICALS		1,219	188.85	10-2220-440-3
					<u>\$188.85</u>	
EDENS, MICHELLE						
		ECE FOOD SUPP		1,219	131.14	10-1125-411-1
					<u>\$131.14</u>	
ENGLAND, KIMBERLY						
		TRAVEL FROM HS TO JR HIGH		1,219	102.60	10-1113-332-2
		JR HI-TRAVEL		1,219	102.60	10-1112-332-3
					<u>\$205.20</u>	
FAIRMONT CHICAGO						
		IASB ANNUAL CONVENTION FINAL BILL		1,219	1,357.25	10-2310-332-6

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$1,357.25</u>	
FAY, ANGELA		TRIPLE I CONFERENCE		1,219	101.91	10-2520-332-1
					<u>\$101.91</u>	
FICEK ELECTRIC & COMM		DISC FIRE ALARM LABOR TIL REPAIRED		1,219	117.50	20-2542-323-4
		LABOR/MAT REPLACE FIRE ALARM SYSTEM HEN		1,219	5,644.00	20-2542-540-4
					<u>\$5,761.50</u>	
FLINN SCIENTIFIC INC		JR HI SUPPLIES		1,219	133.95	10-1112-410-3
					<u>\$133.95</u>	
FRONTIER		H S - TELEPHONE SERVICE		1,219	192.12	20-2542-340-2
		H S - TELEPHONE SERVICE		1,219	109.75	20-2542-340-2
		ELEM-TELEPHONE		1,219	132.97	20-2542-340-4
					<u>\$434.84</u>	
GALLOPADE INTERNATIONAL		HENN ELEM-SUPPLIES		1,219	210.82	10-1110-410-4
					<u>\$210.82</u>	
GOETZ, JODIE L		PUSH BUTTON PADLOCKS		1,219	27.44	20-2542-410-2
					<u>\$27.44</u>	
GORENZ AND ASSOCIATES LTD.		AUDIT/FINANCIAL SERVICES		1,219	10,650.00	10-2310-317-6
					<u>\$10,650.00</u>	
GOSLIN, VANESSA		JH/HS TRAVEL		1,219	91.20	10-1112-332-3
		H S TRAVEL		1,219	91.20	10-1113-332-2
					<u>\$182.40</u>	
HARTMAN, CONNIE JO		HENN TO JUNIOR HIGH TRAVEL		1,219	207.48	10-1220-332-1
					<u>\$207.48</u>	
HEALTH CARE SERVICE CORPORAT		HLTH CRT S		98	1,170.36	10-481
		HLTH CRT S		98	0.32	80-481
		HLTH BP CRT S		98	9,813.45	10-481
		HLTH BP CRT S		98	2.65	80-481
		HLTH CRT F		98	2,897.64	10-481
		HLTH BP CRT F		98	2,841.78	10-481
		HLTH CRT E + S		98	1,643.52	10-481
		HLTH BP CRTE+S		98	2,341.80	10-481
		HLTH BP ADM S		98	296.93	10-481
		HLTH NC F		98	445.79	10-481
		HLTH BP NC F		98	473.63	10-481
		HLTH NC S		98	727.72	10-481
		HLTH NC S		98	158.20	20-481

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		HLTH BP NC S		98	6,101.90	10-481
		HLTH BP NC S		98	1,326.50	20-481
		HLTH BP EMP+C		98	278.90	10-481
		HLTH BP EMP+C		98	348.63	20-481
		HLTH BP EMP+C		98	69.73	80-481
		HLTH E + C		98	1,740.53	10-481
		HLTH E + C		98	2.04	80-481
		HLTH BP E + C		98	2,785.55	10-481
		HLTH BP E + C		98	3.49	80-481
		HLTH E + C		98	162.80	10-481
		HLTH E + C		98	203.50	20-481
		HLTH E + C		98	40.70	80-481
		HLTH ADM BP F		98	2,758.26	10-481
		HLTH ADMIN E+S		98	664.22	10-481
		HLTH CRT S		98	1,167.34	10-481
		HLTH CRT S		98	3.02	40-481
		HLTH CRT S		98	0.32	80-481
		HLTH BP CRT S		98	9,788.15	10-481
		HLTH BP CRT S		98	25.30	40-481
		HLTH BP CRT S		98	2.65	80-481
		HLTH CRT F		98	2,446.00	10-481
		HLTH CRT F		98	5.84	40-481
		HLTH BP CRT F		98	2,835.58	10-481
		HLTH BP CRT F		98	6.20	40-481
		HLTH CRT E + S		98	1,643.52	10-481
		HLTH BP CRTE+S		98	2,341.80	10-481
		HLTH BP ADM S		98	296.93	10-481
		HLTH NC F		98	445.79	10-481
		HLTH BP NC F		98	473.63	10-481
		HLTH NC S		98	731.08	10-481
		HLTH NC S		98	154.84	20-481
		HLTH BP NC S		98	6,130.05	10-481
		HLTH BP NC S		98	1,298.35	20-481
		HLTH BP EMP+C		98	278.90	10-481
		HLTH BP EMP+C		98	348.63	20-481
		HLTH BP EMP+C		98	69.73	80-481
		HLTH E + C		98	1,736.52	10-481
		HLTH E + C		98	4.01	40-481
		HLTH E + C		98	2.04	80-481
		HLTH BP E + C		98	2,781.16	10-481
		HLTH BP E + C		98	4.39	40-481
		HLTH BP E + C		98	3.49	80-481
		HLTH E + C		98	162.80	10-481
		HLTH E + C		98	203.50	20-481
		HLTH E + C		98	40.70	80-481
		HLTH ADM BP F		98	2,758.26	10-481
		HLTH ADMIN E+S		98	664.22	10-481
					\$78,155.28	

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HEALY, BENDER & ASSOCIATES, IN						
		ARCHITECT SERV ADMIN PHASE FINAL WATER		1,219	2,512.76	20-2542-320-1
					<u>\$2,512.76</u>	
HEISER, JOHN						
		Void VOC AG-FFA TRAVEL		9,336	(22.35)	10-1401-333-2
					<u>(\$22.35)</u>	
HENNEPIN BLDG IMPREST						
		TITLE 1 RSAC CONFERENCE		1,219	250.00	10-1250-122-36
		PRINC OFFICE-POSTAGE		1,219	16.99	10-2410-341-1
		TITLE 1 RSAC		1,219	300.00	10-1250-122-36
					<u>\$566.99</u>	
HENNEPIN BOAT STORE LLC.						
		TRI COUNTY CONF SIGN JR HIGH		1,219	45.00	10-1501-487-3
					<u>\$45.00</u>	
HENNEPIN FOOD MART						
		MEDICAID JH LIFE SKILLS		1,219	92.66	10-1220-411-11
		ATHLETIC BANQUET		1,219	126.64	10-1501-410-2
					<u>\$219.30</u>	
HENNEPIN WATER DISTRICT						
		ELEM-WATER		1,219	78.61	20-2542-322-4
		ELEM-WATER		1,219	178.61	20-2542-322-4
					<u>\$257.22</u>	
HF GROUP LLC						
		REBINDS		1,219	587.53	10-1112-420-3
					<u>\$587.53</u>	
HIGH SCHOOL IMPREST						
		PRINC OFFICE-POSTAGE		1,219	6.80	10-2410-341-1
		HS ATH DUES/FEES		1,219	995.00	10-1501-640-2
		HS ATHL OFFICIALS		1,219	794.00	10-1501-319-2
					<u>\$1,795.80</u>	
HILLMANN PEDIATRIC THERAPY						
		PHYS IMP-CONTRACT SERVIC		1,219	6,279.00	10-1204-319-1
					<u>\$6,279.00</u>	
HINCKLEY SPRING WATER CO						
		BOARD SUPPLIES		1,219	30.32	10-2310-410-6
					<u>\$30.32</u>	
HOH						
		MOLYBDATE TEST KIT REFRACTOMETER		1,219	421.10	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE		1,219	1,506.03	20-2542-410-2
					<u>\$1,927.13</u>	
HULSTROM, NATALIE						
		AUGUSTANA COLLEGE ROCK ISLAND		1,219	98.04	10-1115-332-1
					<u>\$98.04</u>	
IDEAL ENVIROMENTAL						
		INSPECTIONS		1,219	1,120.00	80-2367-319-7

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					<u>\$1,120.00</u>	
IL ASSO OF SCHOOL BOARDS						
		IASB CONFERENCE SAFETY SEMINAR		1,219	140.00	10-2310-332-6
					<u>\$140.00</u>	
IL OFFICE OF THE STATE FIRE MAR:						
		INSPECTION OF BOILERS		1,219	140.00	80-2367-319-7
					<u>\$140.00</u>	
IL STATE POLICE						
		BACKGROUND CHECKS BP/JD		1,219	54.00	10-2310-640-6
					<u>\$54.00</u>	
IL VALLEY CELLULAR						
		ALL SCHOOL SERVICES		1,219	328.18	20-2542-321-1
					<u>\$328.18</u>	
IMPACT NETWORKING, LLC						
		HEN R/M/COPIERS OVERAGE CHARGE		1,219	140.07	10-1110-323-4
		STAPLES - HS		1,219	480.00	10-1113-323-2
		PRIMARY R/M /COPIER STAPLES		1,219	240.00	10-1111-323-5
					<u>\$860.07</u>	
IX CONTROLS						
		CONTROL VALVES - LIGHT BOILERS/ FIXED PRES		1,219	1,598.00	20-2542-323-5
					<u>\$1,598.00</u>	
IXL LEARNING						
		KC FUND DONATION MATH SUBSCRIPTION		1,219	249.00	10-2310-412-6
					<u>\$249.00</u>	
JOHANNES BUS SERVICE INC.						
		CONTRACT REG		1,219	45,926.04	40-2550-325-1
		CONTRACT SERVICE-SP ED R		1,219	18,024.92	40-2550-326-1
		CONTRACT SERVICE-AV		1,219	4,427.76	40-2550-327-1
		CONTRACT-EX CURRIC		1,219	5,095.03	40-2550-328-1
		CONTRACT ECE ROUTES		1,219	11,170.48	40-2550-331-1
					<u>\$84,644.23</u>	
JUDD CONSTRUCTION INC						
		SNOW REMOVAL		1,219	150.00	20-2543-323-4
					<u>\$150.00</u>	
JUNIOR HIGH IMPREST						
		JH ATHL DUES/FEES		1,219	135.00	10-1501-640-3
		REFRESHMENTS		1,219	25.57	10-1112-410-3
		JH ATHL OFFICIALS		1,219	1,620.00	10-1501-319-3
					<u>\$1,780.57</u>	
KIDS						
		CROSS CAT-TRAVEL		1,219	85.00	10-1220-332-1
		CROSS CAT-TRAVEL		1,219	85.00	10-1220-332-1
					<u>\$170.00</u>	
KOHL WHOLESALE						
		ECE FOOD SUPP		1,219	204.68	10-1125-411-1
		PRIMARY CAFE FOOD		1,219	2,491.43	10-2560-410-5

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		PRIMARY BREAKFAST		1,219	494.37	10-2560-410-1-5
		PRIMARY MISC SUPPLY		1,219	219.31	10-2560-490-5
		HENN-CAFE FOOD		1,219	2,418.36	10-2560-410-4
		HEN BREAKFAST		1,219	658.59	10-2560-410-1-4
		JH BREAKFAST		1,219	891.96	10-2560-410
		JR HI-CAFE FOOD		1,219	2,055.37	10-2560-410-3
		HIGH SCHOOL- FOOD		1,219	3,261.47	10-2560-410-2
		HS BREAKFAST		1,219	374.14	10-2560-410-1-2
		H S-CAFE MISC SUPPLIES		1,219	215.00	10-2560-490-2
					<u>\$13,284.68</u>	
LADAGE, ANITA		GUIDED MATH SDE WORKSHOP		1,219	265.55	10-1250-332-36
					<u>\$265.55</u>	
LAKESHORE		ECE INST SUP 1-6		1,219	234.55	10-1125-410-1
					<u>\$234.55</u>	
LAMBOLEY, ANN P		TRIPLE I CONFERENCE		1,219	129.39	10-2310-332-6
					<u>\$129.39</u>	
LIGHTED WAY ASSOCIATION I		CG/ES		1,219	7,563.60	10-1912-670-1
					<u>\$7,563.60</u>	
LOCKER ROOM		HS ATH UNIFORMS - G		1,219	1,751.03	10-1501-543-2
		BASKETBALLS GBB BBB AND SCOREBOOKS		1,219	109.80	10-1501-410-2
		SCHOLASTIC BOWL SHIRTS		1,219	532.00	10-1540-410-2
					<u>\$2,392.83</u>	
LOUIS, WENDY		GIFT CARDS RECOGNITION		1,219	120.00	10-2320-410-1
		EDUCATIONAL LIGHT FILTERS		1,219	61.59	10-1113-410-2
					<u>\$181.59</u>	
LUND, JANET		NOVEMBER MIL BETWEEN BLDGS/MTGS		1,219	323.76	10-1220-333-1
					<u>\$323.76</u>	
MARCO INC.		SUP COPY MACHINE		1,219	414.92	10-2320-323-1
		HEN R/M/COPIERS		1,219	414.92	10-1110-323-4
		JH R/M/COPIER		1,219	414.93	10-1112-323-3
		HS R/M / COPIER		1,219	414.93	10-1113-323-2
		PRIMARY R/M /COPIER		1,219	414.93	10-1111-323-5
					<u>\$2,074.63</u>	
MARK KARLOSKY CONSULTING		UPDATED SOFTWARE		1,219	315.00	10-2226-323-1
		MILEAGE/CONTRACT		1,219	242.50	10-2226-323-1
		CONTRACT		1,219	220.00	10-2226-323-1
					<u>\$777.50</u>	

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MCNABB TELEPHONE COMPANY						
		H S - TELEPHONE SERVICE		1,219	294.94	20-2542-340-2
		JR HI-TELEPHONE SERVICE		1,219	294.94	20-2542-340-3
		ELEM-TELEPHONE		1,219	294.94	20-2542-340-4
		PRIMARY-TELEPHONE SERV		1,219	294.94	20-2542-340-5
		SUPT-TELEPHONE		1,219	294.93	20-2542-340-1
					<u>\$1,474.69</u>	
MEDIACOM						
		LEASE FD-NBS/MEDIACOM		1,219	313.87	10-2190-323-1
		LEASE FD-NBS/MEDIACOM		1,219	213.87	10-2190-323-1
					<u>\$527.74</u>	
MENARDS PERU						
		STORAGE RACK		1,219	139.00	20-2542-410-5
		MP STARTER		1,219	31.90	10-2410-410-2
		HIGH SCHOOL-BLDG SUPPLIE		1,219	7.47	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1,219	7.47	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		1,219	7.47	20-2542-410-4
		PRIMARY BLDG SUPPLY		1,219	7.47	20-2542-410-5
		ADJ TESTER		1,219	29.31	10-1112-410-1
		CASTERS MASONRY SUPPLIES		1,219	76.04	20-2542-410-2
		BOARDS/WASHERS NAILS		1,219	588.92	10-1402-410-2
					<u>\$895.05</u>	
MEYER, COREY						
		RESEARCH PAPER US HISTORY/ENGLISH 3		1,219	47.95	10-1113-410-2
					<u>\$47.95</u>	
MTI PRODUCTION						
		SPRING PLAY		1,219	1,860.00	10-1540-410-1
					<u>\$1,860.00</u>	
N C I M D						
		PRIMARY CAFE FOOD MILK		1,219	1,049.25	10-2560-410-5
		HENN-CAFE FOOD MILK		1,219	1,063.75	10-2560-410-4
		JR HI-CAFE FOOD MILK		1,219	947.75	10-2560-410-3
		HIGH SCHOOL- FOOD		1,219	1,170.50	10-2560-410-2
					<u>\$4,231.25</u>	
NCPERS GROUP LIFE INS.						
		NCPERS INSURANCE		999	48.00	10-481
		NCPERS INSURANCE		999	8.00	20-481
		NCPERS INSURANCE		999	64.00	10-481
		NCPERS INSURANCE		999	8.00	20-481
					<u>\$128.00</u>	
NETWORK BUSINESS SYSTEMS INC						
		LEASE FD-NBS/MEDIACOM		1,219	200.00	10-2190-323-1
					<u>\$200.00</u>	
NEWS TRIBUNE						
		INFO SERV-ADVERTISING		1,219	90.00	10-2630-350-1
					<u>\$90.00</u>	

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NORTH CENTRAL BANK						
		GOLF AWARDS TEAM		1,219	498.17	10-2320-410-1
		PRIMARY-SUPPLIES		1,219	200.83	10-1111-410-5
		MUSIC SUPPLY-HS		1,219	93.52	10-1115-410-2
		TRIPLE I CONFERENCE		1,219	1,149.33	10-2310-332-6
		SUPT OFFICE-SUPPLIES		1,219	104.25	10-2320-410-1
		JR HI-ATHLETIC SUPPLIES		1,219	34.00	10-1501-410-3
		JR HI SUPPLIES		1,219	31.98	10-1112-410-3
		MEDICAID JH LIFE SKILLS		1,219	214.51	10-1220-411-11
		LAPTOP MIKE OLSON		1,219	424.99	10-1112-410-1
		MEDICAID JH LIFE SKILLS		1,219	118.92	10-1220-411-11
		AMAZON MEMBERSHIP		1,219	10.99	10-2226-410-1
		TECH-SUPPLIES CABLES		1,219	53.45	10-2226-410-1
		TECH-SUPPLIES REPLACEMENT BULBS		1,219	34.19	10-2226-410-1
		TECH-SUPPLIES REPLACEMENT LAMPS		1,219	139.51	10-2226-410-1
		TECH-SUPPLIES LABELS SECURITY		1,219	14.99	10-2226-410-1
		HIGH SCHOOL-BLDG SUPPLIE MT BRACKETS		1,219	12.56	20-2542-410-2
		TECH-SUPPLIES		1,219	229.61	10-2226-410-1
		PE CONFERENCE TRAVEL		1,219	137.64	10-1112-332-3
		PAPER PROJECT		1,219	25.44	10-1112-410-3
					<u>\$3,528.88</u>	
NORTHERN ILLINOIS ACADEMY						
		CC - NOVEMBER		1,219	14,193.98	10-1912-670-1
					<u>\$14,193.98</u>	
OLSON, LYNETTE						
		STATE CONVENTION		1,219	151.77	10-1110-332-42
		JR HI-TRAVEL		1,219	123.12	10-1112-332-3
					<u>\$274.89</u>	
ORIENTAL TRADING CO						
		HENN OFFICE - SUPPLIES		1,219	212.28	10-2410-410-4
					<u>\$212.28</u>	
ORKIN EXTERMINATING CO IN						
		151189906/144674759/151189114/134572236/14467		1,219	440.40	20-2542-321-1
		151206012		1,219	116.60	20-2542-321-1
					<u>\$557.00</u>	
PC EMS						
		RECERTIFY TEACHERS CPR BOOKLETS		1,219	147.00	10-2310-411-6
					<u>\$147.00</u>	
PC FOODS, INC.						
		MEDICAID JH LIFE SKILLS		1,219	41.23	10-1220-411-11
		MEDICAID JH LIFE SKILLS		1,219	16.55	10-1220-411-11
		MEDICAID JH LIFE SKILLS		1,219	16.14	10-1220-411-11
		SADLER/CONS SCIENCE SUPPLIES		1,219	686.63	10-1113-412-2
					<u>\$760.55</u>	
PCCU (NEC)						
		NEC-ADMIN/10 MONTH		98	188.54	10-481
		NEC 24/20		98	1,116.98	10-481

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		NEC 24/20		98	0.30	80-481
		DED NEC		98	28.59	10-481
		NEC-ADMIN/10 MONTH		98	170.89	10-481
		NEC 24/20		98	1,108.34	10-481
		NEC 24/20		98	2.17	40-481
		NEC 24/20		98	0.30	80-481
					<u>\$2,616.11</u>	
PENSERV PLAN SERVICES INC						
		PENSERV PLAN SERVICES		999	3,863.45	10-481
		PENSERV PLAN SERVICES		999	50.00	20-481
		PENSERV PLAN SERVICES		999	4,009.57	10-481
		PENSERV PLAN SERVICES		999	50.00	20-481
		PENSERV PLAN SERVICES		999	3.88	40-481
					<u>\$7,976.90</u>	
PERMA- BOUND						
		ACCEL READ-TXTBKS		1,219	503.70	10-1116-420-1
					<u>\$503.70</u>	
PERRY MEMORIAL HOSPITAL						
		STUDENT MEDICAL TESTING		1,219	925.00	10-2310-390-6
		STUDENT MEDICAL TESTING		1,219	37.00	10-2310-390-6
					<u>\$962.00</u>	
PETERSON, VALERIE						
		Void VAL - MSE5CI213		9,341	(510.00)	10-2210-320-1
		VAL - MSE5CI213		8,341	510.00	10-2210-320-1
					<u>\$0.00</u>	
PUT CO PCEA/IEA DUES						
		NON-CERT DUES		98	564.98	10-481
		NON-CERT DUES		98	37.82	20-481
		NON-CERT DUES		98	3.78	80-481
		IEA CERT DUES		98	2,309.40	10-481
		IEA CERT DUES		98	0.68	80-481
		NON-CERT DUES		98	564.38	10-481
		NON-CERT DUES		98	37.82	20-481
		NON-CERT DUES		98	0.60	40-481
		NON-CERT DUES		98	3.78	80-481
		IEA CERT DUES		98	2,304.21	10-481
		IEA CERT DUES		98	5.19	40-481
		IEA CERT DUES		98	0.68	80-481
					<u>\$5,833.32</u>	
PUT CO SCHOOL (FED TRS)						
		TITLE I FED TRS		1,219	1,910.06	10-1250-210-36
					<u>\$1,910.06</u>	
PUT CO SCHOOL (TRS HEALTH)						
		THIS ADMIN/10 MONTH		98	577.40	10-481
		THIS P24/T20		98	3,774.52	10-481
		THIS P24/T20		98	1.03	80-481
		DED THIS		98	96.61	10-481

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 PUTNAM COUNTY CUSD #535
 Expense on Date: 12/1/2016 to 12/31/2199

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		THIS ADMIN/10 MONTH		98	577.40	10-481
		THIS P24/T20		98	3,744.32	10-481
		THIS P24/T20		98	7.33	40-481
		THIS P24/T20		98	1.03	80-481
		PRIMARY-MED INS		1,219	305.50	10-1111-222-5
		H S-MEDICAL INSURANCE		1,219	305.50	10-1113-222-2
		HENN ELEM-MED INSURANCE		1,219	360.20	10-1110-222-4
					<u>\$9,750.84</u>	
PUT CO SCHOOL (TRS)						
		TRS ADMI/10 MONTH		98	2,913.53	10-481
		TRS P24/T20		98	17,331.94	10-481
		TRS P24/T20		98	4.72	80-481
		TRS ADMI/10 MONTH		98	2,913.53	10-481
		DED TRS		98	487.53	10-481
		TRS P24/T20		98	17,192.81	10-481
		TRS P24/T20		98	33.58	40-481
		TRS P24/T20		98	4.72	80-481
					<u>\$40,882.36</u>	
PUT CO SCHOOLS						
		IM IMRF		98	33.57	10-481
		IM IMRF		98	1,738.80	10-481
		IM IMRF		98	523.21	20-481
		IM IMRF		98	15.03	80-481
		IMRFBRD SHARE		98	4,218.22	50-481
		IMRFBRD SHARE		98	1,245.23	50-481
		IMRFBRD SHARE		98	35.77	50-481
		IMRF VOL CONTRIBUTIONS		98	299.48	20-481
		IM IMRF		98	33.57	10-481
		IM IMRF		98	2,062.27	10-481
		IM IMRF		98	552.77	20-481
		IM IMRF		98	84.61	40-481
		IM IMRF		98	15.03	80-481
		IMRFBRD SHARE		98	4,988.11	50-481
		IMRFBRD SHARE		98	1,315.57	50-481
		IMRFBRD SHARE		98	201.39	50-481
		IMRFBRD SHARE		98	35.77	50-481
					<u>\$17,398.40</u>	
PUTNAM CO COMM UNIT (IL)						
		IL State Tax		99	7,259.78	10-481
		IL State Tax		99	454.15	20-481
		IL State Tax		99	11.15	80-481
		IL State Tax		99	8,011.61	10-481
		IL State Tax		99	455.03	20-481
		IL State Tax		99	77.14	40-481
		IL State Tax		99	11.15	80-481
					<u>\$16,280.01</u>	
PUTNAM CO SD FIT						
		Federal Tax 2016		99	22,027.34	10-481

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		Federal Tax 2016		99	1,482.41	20-481
		Federal Tax 2016		99	22.57	80-481
		Federal Tax 2016		99	23,530.59	10-481
		Federal Tax 2016		99	1,605.98	20-481
		Federal Tax 2016		99	140.05	40-481
		Federal Tax 2016		99	22.57	80-481
					<u>\$48,831.51</u>	
PUTNAM CO SD MEDICARE						
		MEDICARE (CERT)		99	2,411.85	10-481
		MEDICARE (CERT)		99	0.54	80-481
		MEDICARE (BRD PD)		99	2,411.85	50-481
		MEDICARE (BRD PD)		99	0.54	50-481
		MEDICARE EMPLOYEE (10)		99	9.52	50-481
		ADJUSTMENT INVOICE MEDICARE		99	9.52	10-481
		MEDICARE (CERT)		99	2,555.96	10-481
		MEDICARE (CERT)		99	3.90	40-481
		MEDICARE (CERT)		99	0.54	80-481
		MEDICARE (BRD PD)		99	2,555.96	50-481
		MEDICARE (BRD PD)		99	3.90	50-481
		MEDICARE (BRD PD)		99	0.54	50-481
					<u>\$9,964.62</u>	
PUTNAM CO. COMMUNITY UNIT						
		DIST PAYMENT		98	67.39	20-481
		DIST PAYMENT		98	222.90	10-481
		DIST PAYMENT		98	67.39	20-481
					<u>\$357.68</u>	
PUTNAM COUNTY SD FICA						
		MATCHING FICA		99	2,895.15	50-481
		MATCHING FICA		99	990.85	50-481
		MATCHING FICA		99	22.43	50-481
		FICA 2016		99	2,895.15	10-481
		FICA 2016		99	990.85	20-481
		FICA 2016		99	22.43	80-481
		4TH QTR ADJUSTMENT - G WALTON		99	16.26	50-481
		4TH QTR ADJUSTMENT G WALTON		99	16.26	10-481
		MATCHING FICA		99	3,707.59	50-481
		MATCHING FICA		99	994.93	50-481
		MATCHING FICA		99	143.85	50-481
		MATCHING FICA		99	22.43	50-481
		FICA 2016		99	3,707.59	10-481
		FICA 2016		99	994.93	20-481
		FICA 2016		99	143.85	40-481
		FICA 2016		99	22.43	80-481
					<u>\$17,586.98</u>	
QUILL						
		SUPT OFFICE-SUPPLIES		1,219	50.70	10-2320-410-1
		SUPT OFFICE-SUPPLIES		1,219	6.36	10-2320-410-1

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$57.06</u>	
REASKA, TRACY		UST TRAINING		1,219	135.00	20-2542-332-2
		H S-BUILDING REPAIRS/MAI		1,219	13.98	20-2542-323-2
					<u>\$148.98</u>	
ROBBINS SCHWARTZ		LEGAL FEES		1,219	210.00	80-2369-318-1
					<u>\$210.00</u>	
SALE, JARED		H S-ATHLETIC TRAVEL		1,219	38.76	10-1501-332-2
		H S-ATHLETIC TRAVEL		1,219	64.98	10-1501-332-2
					<u>\$103.74</u>	
SCHERF, KYLIE		IAHPERD CONVENTION		1,219	297.48	10-1110-332-42
					<u>\$297.48</u>	
SCHLATWEILER, ASHLIE		TRAVEL FROM JH TO HS		1,219	155.04	10-1112-332-3
					<u>\$155.04</u>	
SCHOOL LIFE		PRIMARY OFFICE - SUPPLIES		1,219	128.06	10-2410-410-5
					<u>\$128.06</u>	
SCHOOL SPECIALTY		JR HI SUPPLIES		1,219	30.42	10-1112-410-3
					<u>\$30.42</u>	
SECURITY FINANCE CORP		GARNISHMENT		98	52.50	10-481
		GARNISHMENT		98	52.50	10-481
					<u>\$105.00</u>	
SPECIALIZED DATA SYSTEMS		DATA PROCESSING SERVICE		1,219	95.00	10-2660-316-1
					<u>\$95.00</u>	
STAPLES CREDIT PLAN		SUPT OFFICE-SUPPLIES		1,219	82.22	10-2320-410-1
					<u>\$82.22</u>	
STATE DISBURSEMENT UNIT		CHILD SUPPORT		982	451.83	10-481
		CHILD SUPPORT		982	451.83	10-481
					<u>\$903.66</u>	
STEWART, ALISA		HS-SUPPLIES		1,219	38.13	10-1113-410-2
					<u>\$38.13</u>	
SUMMIT FINANCIAL RESOURCES		HENN-CAFE FOOD		1,219	45.00	10-2560-410-4
		JR HI-CAFE FOOD		1,219	45.00	10-2560-410-3
		HIGH SCHOOL- FOOD		1,219	88.78	10-2560-410-2

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$178.78</u>	
SUPERINTENDENT IMPREST						
		BOARD SUPPLIES		1,219	14.90	10-2310-410-6
		OTHER LOCAL REVENUE L OLSON		1,219	222.90	10-1999
		SUPT OFFICE-POSTAGE		1,219	94.00	10-2320-341-1
					<u>\$331.80</u>	
SUPPLYWORKS						
		MOPS		1,219	31.56	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1,219	31.56	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		1,219	31.56	20-2542-410-4
		PRIMARY BLDG SUPPLY		1,219	31.56	20-2542-410-5
		WHITE TOWELS		1,219	139.20	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1,219	139.20	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		1,219	139.20	20-2542-410-4
		PRIMARY BLDG SUPPLY		1,219	139.20	20-2542-410-5
		WALLPACK BATTERIES LED		1,219	436.39	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		1,219	26.26	20-2542-410-2
		AERO REFILLS		1,219	43.68	20-2542-410-3
		175 HALIDE LAMP		1,219	81.03	20-2542-410-2
					<u>\$1,270.40</u>	
TALX UC EXPRESS						
		UNEMPLOYMENT CLAIMS		1,219	131.25	80-2363-380-7
					<u>\$131.25</u>	
TEEN INK						
		TEEN INK MAGAZINE SUBSCRIPTION		1,219	99.00	10-1112-410-3
					<u>\$99.00</u>	
THOMPSON, DEBBIE						
		JR HI-TRAVEL		1,219	128.87	10-1112-332-3
					<u>\$128.87</u>	
TOEDTER OIL COMPANY						
		TRANSP - YB SUPPLY		1,219	630.04	40-2550-411-1
		EX CURRICULAR VAN		1,219	193.60	40-2550-324-1
		TRUCK REPAIR/MAINT		1,219	71.62	20-2542-320-3
		DRIVERS ED SUPPLIES		1,219	223.81	10-1700-410-2
					<u>\$1,119.07</u>	
TONIS FLOWER AND GIFT SHOP						
		CODE/PETERSON		1,219	55.00	10-2310-410-6
		BOARD SUPPLIES		1,219	25.00	10-2310-410-6
					<u>\$80.00</u>	
UNITED REFRIGERATION INC						
		HIGH SCHOOL-BLDG SUPPLIE		1,219	33.25	20-2542-410-2
					<u>\$33.25</u>	
UNIVERSAL ASPHALT AND EXCAVA						
		JR HI-BUILDING CAP OUT		1,219	9,000.00	20-2542-540-3
		PARKING LOT PAVING AND COATING		1,219	45,237.80	20-2542-540-2
		PRIMARY BLDG CAP OUT		1,219	13,000.00	20-2542-540-5

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$67,237.80</u>	
UPS		LEASE FD TECH SUPPLY		1,219	10.06	10-1112-410-1
					<u>\$10.06</u>	
USI EDUCATION AND GOVERNMENT		JR HI SUPPLIES LAMINATING		1,219	94.28	10-1112-410-3
		JR HI SUPPLIES		1,219	94.27	10-1112-410-3
					<u>\$188.55</u>	
VERNIER		VOC AG SUPPLEMENTAL		1,219	240.22	10-1401-410-19
					<u>\$240.22</u>	
VILLAGE OF GRANVILLE		PRIMARY- WATER		1,219	369.00	20-2542-322-5
		HS- WATER		1,219	477.75	20-2542-322-2
					<u>\$846.75</u>	
VIPOND, JIM		H S-ATHLETIC TRAVEL		1,219	133.38	10-1501-332-2
					<u>\$133.38</u>	
VISUALEDTECH, LLC		SPECIALIZED SEATING		1,219	450.67	10-2320-410-1
					<u>\$450.67</u>	
WASHINGTON NATIONAL INS CO		WASHINGTON NTNL INS.		98	486.77	10-481
		WASHINGTON NTNL INS.		98	72.75	20-481
		WASHINGTON NTNL INS.		98	0.31	80-481
		WASHINGTON NTNL INS.		98	534.89	10-481
		WASHINGTON NTNL INS.		98	69.44	20-481
		WASHINGTON NTNL INS.		98	0.99	40-481
		WASHINGTON NTNL INS.		98	0.31	80-481
					<u>\$1,165.46</u>	
WASTE MANAGEMENT		ALL SCHOOL SERVICES		1,219	436.83	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	247.48	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	266.05	20-2542-321-1
		ALL SCHOOL SERVICES		1,219	214.36	20-2542-321-1
					<u>\$1,164.72</u>	
ZIELINSKI, KEARSTEN		MEDICAID JH LIFE SKILLS		1,219	22.50	10-1220-411-11
					<u>\$22.50</u>	
Report Total					<u><u>\$579,505.05</u></u>	

Revenue Report

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PUTNAM COUNTY CUSD #535

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	671.77	2,949,663.42	3,214,158.00	264,494.58	91.77	10-1112
1112	Bond and Interest Purposes Levy	671.77	2,949,663.42	3,214,158.00	264,494.58	91.77	* 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	12.35	54,221.22	59,084.00	4,862.78	91.77	10-1130
1130	Leasing Purposes Levy	12.35	54,221.22	59,084.00	4,862.78	91.77	* Source of Revenue
Curr Yr Levy-Special Ed							
10-114100-1	SP ED PRIOR YEAR LEVY	9.88	43,376.99	47,267.00	3,890.01	91.77	10-1141
1141	Curr Yr Levy-Special Ed	9.88	43,376.99	47,267.00	3,890.01	91.77	* 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	0.00	1,157,756.31	2,171,354.00	1,013,597.69	53.32	10-1230
1230	Corp Pers Prop Repl Tax	0.00	1,157,756.31	2,171,354.00	1,013,597.69	53.32	* 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	0.00	287,000.00	287,000.00	0.00	10-1312
1312	Reg Tuition from Other Districts (In-State)	0.00	0.00	287,000.00	287,000.00	0.00	* 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	0.00	8,000.00	8,000.00	0.00	10-1342
1342	Sp Ed Tuition-from Other Districts (In-State)	0.00	0.00	8,000.00	8,000.00	0.00	* 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

Revenue Report

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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	1,475.26	6,998.40	17,500.00	10,501.60	39.99	10-1511
1511	Interest On Investments	1,475.26	6,998.40	17,500.00	10,501.60	39.99	* 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	100.00	100.00	0.00	10-1513
1513	Interest-Farnsworth	0.00	0.00	100.00	100.00	0.00	* Source of Revenue
Sales To Pupils-Lunch							
10-161100-1	STUDENT LUNCH	10,610.33	43,542.57	115,000.00	71,457.43	37.86	10-1611
1611	Sales To Pupils-Lunch	10,610.33	43,542.57	115,000.00	71,457.43	37.86	* Source of Revenue
Sales To Pupils-BFast							
10-161200-1	STUDENT BREAKFAST	2,067.05	6,836.75	16,000.00	9,163.25	42.73	10-1612
1612	Sales To Pupils-BFast	2,067.05	6,836.75	16,000.00	9,163.25	42.73	* Source of Revenue
Sales To Pupils-Other							
10-161400-1	MILK SALES (OTHER)	470.40	984.20	9,500.00	8,515.80	10.36	10-1614
1614	Sales To Pupils-Other	470.40	984.20	9,500.00	8,515.80	10.36	* Source of Revenue
Sales To Adults							
10-162000-1	ADULT LUNCHES/BREAKFAST	480.25	1,768.85	5,000.00	3,231.15	35.38	10-1620
1620	Sales To Adults	480.25	1,768.85	5,000.00	3,231.15	35.38	* Source of Revenue
Other Food Service							
10-169000-1	HEAD START LUNCHES	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	117.00	3,439.00	12,000.00	8,561.00	28.66	10-1711-2
10-171104-3	JR HI-ATHLETIC ADMISSION	2,325.00	2,697.00	5,000.00	2,303.00	53.94	10-1711-4
1711	Admissions-Athletic	2,442.00	6,136.00	17,000.00	10,864.00	36.09	* Source of Revenue
HS/JR Tourney							
10-171400-1	H S / JR HI TOURNEY REV	0.00	0.00	3,000.00	3,000.00	0.00	10-1714
1714	HS/JR Tourney	0.00	0.00	3,000.00	3,000.00	0.00	* Source of Revenue
Admissions-Other							
10-171900-1	ADMISSION - OTHERS	2,130.00	2,130.00	11,000.00	8,870.00	19.36	10-1719

Revenue Report

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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	2,130.00	2,130.00	11,000.00	8,870.00	19.36	* Source of Revenue
Fees							
10-172000-1	VOCATIONAL FEE HS	0.00	2,140.00	3,700.00	1,560.00	57.84	10-1720
10-172000-2	ACTIVITY FEES HS	120.00	6,510.00	13,500.00	6,990.00	48.22	10-1720
10-172000-3	ACTIVITY FEES JR H	100.00	2,275.00	3,500.00	1,225.00	65.00	10-1720
1720	Fees	220.00	10,925.00	20,700.00	9,775.00	52.78	* Source of Revenue
Other Pupil Activity Rev							
10-179000-1	OTHER DISTRICT REVENUE	0.00	1,840.00	1,000.00	(840.00)	184.00	10-1790
10-179000-8	H S PE RESALE	60.00	2,834.00	4,000.00	1,166.00	70.85	10-1790
10-179001-8	JH PE RESALE	8.00	1,228.00	3,000.00	1,772.00	40.93	10-1790-1
1790	Other Pupil Activity Rev	68.00	5,902.00	8,000.00	2,098.00	73.78	* Source of Revenue
Shop Resale							
10-179100-9		0.00	0.00	0.00	0.00	0.00	10-1791
1791	Shop Resale	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Music Resale							
10-179200-10	MUSIC RESALE	0.00	0.00	200.00	200.00	0.00	10-1792
1792	Music Resale	0.00	0.00	200.00	200.00	0.00	* Source of Revenue
Rentals-Regular Textbook							
10-181100-1	ELEM-TEXTBOOK RENTAL	0.00	10,890.00	12,500.00	1,610.00	87.12	10-1811
10-181100-2	H S- TEXTBOOK RENTAL	100.00	19,565.00	22,500.00	2,935.00	86.96	10-1811
10-181100-3	JR HI-TEXTBOOK RENTAL	0.00	7,275.00	8,500.00	1,225.00	85.59	10-1811
1811	Rentals-Regular Textbook	100.00	37,730.00	43,500.00	5,770.00	86.74	* 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	2,668.16	5,264.94	20,000.00	14,735.06	26.32	10-1920
10-192001-1	DONATIONS-NCF	0.00	0.00	0.00	0.00	0.00	10-1920
1920	Donations-Private Sources	2,668.16	5,264.94	20,000.00	14,735.06	26.32	* 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

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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	0.00	13,500.00	13,500.00	0.00	10-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	13,500.00	13,500.00	0.00	* Source of Revenue
Drivers Education Fees							
10-197000-1	DRIVERS ED FEE	0.00	0.00	3,000.00	3,000.00	0.00	10-1970
1970	Drivers Education Fees	0.00	0.00	3,000.00	3,000.00	0.00	* Source of Revenue
Other Local Revenues							
10-199900-1	OTHER LOCAL REVENUE	1,419.51	81,625.74	90,000.00	8,374.26	90.70	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	1,419.51	81,625.74	90,000.00	8,374.26	90.70	* 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	47,045.60	186,122.75	560,500.00	374,377.25	33.21	10-3001
3001	General State Aid	47,045.60	186,122.75	560,500.00	374,377.25	33.21	* 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	0.00	0.00	70,000.00	70,000.00	0.00	10-3100
3100	Spec Ed-Priv Facility Tui	0.00	0.00	70,000.00	70,000.00	0.00	* Source of Revenue
Spec Ed -Extraordinary							
10-310500-1	SP ED EXTRA ORDINARY	0.00	0.00	130,000.00	130,000.00	0.00	10-3105
3105	Spec Ed -Extraordinary	0.00	0.00	130,000.00	130,000.00	0.00	* 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							
	3110 Spec Ed -Personnel	0.00	0.00	240,000.00	240,000.00	0.00	10-3110
		0.00	0.00	240,000.00	240,000.00	0.00	* Source of Revenue
Spec Ed-Orphanage-Individ							
10-312000-1							
	3120 Spec Ed-Orphanage-Individ	0.00	0.00	0.00	0.00	0.00	10-3120
		0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Spec Ed -Summer School							
10-314500-1							
	3145 Spec Ed -Summer School	0.00	0.00	500.00	500.00	0.00	10-3145
		0.00	0.00	500.00	500.00	0.00	* Source of Revenue
Career and Technical Education CTE Tech Prep							
10-322000-40							
	3200 Career and Technical Education CTE Tech Prep	0.00	0.00	18,693.00	18,693.00	0.00	10-3200
		0.00	0.00	18,693.00	18,693.00	0.00	* Source of Revenue
Voc Ed - Formula							
10-321500-18							
	3215 Voc Ed - Formula	0.00	0.00	0.00	0.00	0.00	10-3215
		0.00	0.00	0.00	0.00	0.00	* Source of Revenue
CTE - Agriculture Education							
10-323500-19							
	3235 CTE - Agriculture Education	0.00	0.00	2,489.00	2,489.00	0.00	10-3235
		0.00	0.00	2,489.00	2,489.00	0.00	* Source of Revenue
CTE - Other							
10-329900-40							
	3299 CTE - Other	0.00	0.00	0.00	0.00	0.00	10-3299
		0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Bilingual Ed-Downstate- TPI and TBE							
10-330500-20							
	3305 Bilingual Ed-Downstate- TPI and TBE	0.00	0.00	0.00	0.00	0.00	10-3305
		0.00	0.00	0.00	0.00	0.00	* Source of Revenue
State Free Lunch/BFfast							
10-336000-1							
	3360 State Free Lunch/BFfast	0.00	222.12	3,500.00	3,277.88	6.35	10-3360
		0.00	0.00	0.00	0.00	0.00	10-3360
		0.00	222.12	3,500.00	3,277.88	6.35	* Source of Revenue
Driver Education							
10-337000-1							
	3370 Driver Education	0.00	3,509.30	15,000.00	11,490.70	23.40	10-3370-1
		0.00	3,509.30	15,000.00	11,490.70	23.40	* 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				
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	0.00	38,800.00	137,800.00	99,000.00	28.16	10-3705
3705	Early Childhood - Block Grant	0.00	38,800.00	137,800.00	99,000.00	28.16	* 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	0.00	0.00	0.00	10-3775
3775	School Safety & Educational Improv Block Grant	0.00	0.00	0.00	0.00	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		0.00	0.00	0.00	0.00	0.00	10-3800
3800	State Library Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Emer Fin Assist/Temp Reloc Grant/Other Restr Rev							
10-399900-1	LIBRARY GRNT/OTHER STATE REV	0.00	0.00	5,000.00	5,000.00	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	5,000.00	5,000.00	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	13,399.21	37,853.35	175,000.00	137,146.65	21.63	10-4210
4210	NatL School Lunch Progr	13,399.21	37,853.35	175,000.00	137,146.65	21.63	* Source of Revenue
School Breakfast Program							
10-422000-1	FED BREAKFAST AID	3,883.61	10,297.14	36,000.00	25,702.86	28.60	10-4220
4220	School Breakfast Program	3,883.61	10,297.14	36,000.00	25,702.86	28.60	* Source of Revenue
Title I - Low Income							
10-430000-36	TITLE I GRANT	0.00	34,052.00	96,550.00	62,498.00	35.27	10-4300
4300	Title I - Low Income	0.00	34,052.00	96,550.00	62,498.00	35.27	* 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	0.00	93,735.00	93,735.00	0.00	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	0.00	93,735.00	93,735.00	0.00	* Source of Revenue
Fed-Sp Ed-Idea Room&Board							
10-462500-1	EXCESS (ROOM/BOARD)	0.00	43,277.34	18,652.00	(24,625.34)	232.03	10-4625-1

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Education Fund 10							
Source of Revenue							
4625 Fed-Sp Ed-Idea Room&Board							
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	43,277.34	18,652.00	(24,625.34)	232.03	* Source of Revenue
Source of Revenue 4770							
10-477000-1	STEP PROGRAM	671.00	671.00	12,505.00	11,834.00	5.37	10-4770-1
10-477000-40	CARL PERKINS	0.00	2,212.96	8,584.00	6,371.04	25.78	10-4770-1-40
4770	Source of Revenue 4770	671.00	2,883.96	21,089.00	18,205.04	13.68	* 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	0.00	5,745.00	16,770.00	11,025.00	34.26	10-4935
4935	Title II - Teacher Quality	0.00	5,745.00	16,770.00	11,025.00	34.26	* 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							

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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
10-499100-11		11,875.19	11,875.19	20,000.00	8,124.81	59.38	10-4991-1
4991	Medicaid Admin	11,875.19	11,875.19	20,000.00	8,124.81	59.38	* Source of Revenue
Medicaid FFS							
10-499200-11		0.00	0.00	35,000.00	35,000.00	0.00	10-4992-1-11
4992	Medicaid FFS	0.00	0.00	35,000.00	35,000.00	0.00	* Source of Revenue
Other Restricted Grants Recd Fed Gov thru State							
10-499800-1		0.00	0.00	0.00	0.00	0.00	10-4998-1
4998	Other Restricted Grants Recd Fed Gov thru State	0.00	0.00	0.00	0.00	0.00	* 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	101,719.57	4,789,500.54	7,876,541.00	3,087,040.46	60.81	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	123.49	542,216.27	590,838.00	48,621.73	91.77	20-1112
1112	Bond and Interest Purposes Levy	123.49	542,216.27	590,838.00	48,621.73	91.77	* 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	123.73	809.75	5,000.00	4,190.25	16.20	20-1511
1511	Interest On Investments	123.73	809.75	5,000.00	4,190.25	16.20	* 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	0.00	1,000.00	1,000.00	0.00	20-1911
1911	Facility/Grounds Rent	0.00	0.00	1,000.00	1,000.00	0.00	* 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	1,426.93	18,000.00	16,573.07	7.93	20-1999
1999	Other Local Revenues	0.00	1,426.93	18,000.00	16,573.07	7.93	* 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	0.00	0.00	0.00	20-3925-1-1
3925	SCHL INFRASTRUCT/MAINT PROJ	0.00	0.00	0.00	0.00	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	200,000.00	200,000.00	0.00	100.00	20-7110
7110	Abolishment or Abatement of Working Cash Fund	0.00	200,000.00	200,000.00	0.00	100.00	* Source of Revenue
Permanent Transfer							
20-713000-1	PERM TRANSFER FROM W/C	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'l 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'l Cap Leases	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
20	Oper, Build, & Maint Fund	247.22	744,452.95	816,388.00	71,935.05	91.19	Fund

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Debt Service Fund or Fund Group 30							
Source of Revenue							
1112	Bond and Interest Purposes Levy						
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	20.96	404,798.39	450,006.00	45,207.61	89.95	30-1112
1112	Bond and Interest Purposes Levy	20.96	404,798.39	450,006.00	45,207.61	89.95	* Source of Revenue
Interest On Investments							
30-151100-1	B/I-INT INVESTMENTS	81.25	295.33	500.00	204.67	59.07	30-1511
1511	Interest On Investments	81.25	295.33	500.00	204.67	59.07	* Source of Revenue
Abolishment or Abatement of Working Cash Fund							
30-711000-1	PERM TRANSFER FROM W/C	(75,291.00)	0.00	49,994.00	49,994.00	0.00	30-7110-1
7110	Abolishment or Abatement of Working Cash Fund	(75,291.00)	0.00	49,994.00	49,994.00	0.00	* Source of Revenue
Accured Int on Bonds							
30-723000-1	ACCRUED INT ON BONDS SOL	0.00	0.00	0.00	0.00	0.00	30-7230
7230	Accured Int on Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
30	Debt Service Fund or Fund Group	(75,188.79)	405,093.72	500,500.00	95,406.28	80.94	Fund

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Transportation Fund 40							
Source of Revenue							
1112 Bond and Interest Purposes Levy							
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	49.39	216,889.29	236,335.00	19,445.71	91.77	40-1112
1112	Bond and Interest Purposes Levy	49.39	216,889.29	236,335.00	19,445.71	91.77	* 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	50,000.00	50,000.00	0.00	40-1230
1230	Corp Pers Prop Repl Tax	0.00	0.00	50,000.00	50,000.00	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	38.66	230.33	1,000.00	769.67	23.03	40-1511
1511	Interest On Investments	38.66	230.33	1,000.00	769.67	23.03	* 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	0.00	1,016.33	11,000.00	9,983.67	9.24	40-1999
1999	Other Local Revenues	0.00	1,016.33	11,000.00	9,983.67	9.24	* Source of Revenue
Transportation Regular/Vocational							
40-350000-1	REG TRANSPORTATION AID	0.00	0.00	365,500.00	365,500.00	0.00	40-3500
3500	Transportation Regular/Vocational	0.00	0.00	365,500.00	365,500.00	0.00	* Source of Revenue
Transportation-Vocational							
40-350500-1	VOC TRANSPORTATION AID	0.00	0.00	13,170.00	13,170.00	0.00	40-3505
3505	Transportation-Vocational	0.00	0.00	13,170.00	13,170.00	0.00	* Source of Revenue
Transportation-Spec Ed							
40-351000-1	SP ED TRANSPORTATION AID	0.00	0.00	205,251.00	205,251.00	0.00	40-3510
3510	Transportation-Spec Ed	0.00	0.00	205,251.00	205,251.00	0.00	* 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	0.00	95,000.00	95,000.00	0.00	40-3705
3705	Early Childhood - Block Grant	0.00	0.00	95,000.00	95,000.00	0.00	* 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	88.05	218,135.95	977,256.00	759,120.05	22.32	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	23.79	115,286.65	125,801.00	10,514.35	91.64	50-1112
50-111201-1	FIRST PRIOR YR-SS	14.33	69,571.97	75,805.00	6,233.03	91.78	50-1112
1112 Bond and Interest Purposes Levy		38.12	184,858.62	201,606.00	16,747.38	91.69	* 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		0.00	0.00	0.00	0.00	0.00	* 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		0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Corp Pers Prop Repl Tax							
50-123000-1	CORP PERS PROP REPL TAX	0.00	0.00	174,252.00	174,252.00	0.00	50-1230
1230 Corp Pers Prop Repl Tax		0.00	0.00	174,252.00	174,252.00	0.00	* Source of Revenue
Interest On Investments							
50-151100-1	IMRF-INT	73.49	461.11	1,000.00	538.89	46.11	50-1511
1511 Interest On Investments		73.49	461.11	1,000.00	538.89	46.11	* 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		0.00	0.00	0.00	0.00	0.00	* Source of Revenue
50 I.M.R.F./Soc. Sec. Fund		111.61	185,319.73	376,858.00	191,538.27	49.17	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	12.35	54,221.22	59,084.00	4,862.78	91.77	70-1112
	1112 Bond and Interest Purposes Levy	<u>12.35</u>	<u>54,221.22</u>	<u>59,084.00</u>	<u>4,862.78</u>	<u>91.77</u>	* Source of Revenue
Interest On Investments							
70-151100-1	WC-INT	727.70	3,224.36	9,200.00	5,975.64	35.05	70-1511
	1511 Interest On Investments	<u>727.70</u>	<u>3,224.36</u>	<u>9,200.00</u>	<u>5,975.64</u>	<u>35.05</u>	* 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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Source of Revenue
	70 Working Cash Fund	<u><u>740.05</u></u>	<u><u>57,445.58</u></u>	<u><u>68,284.00</u></u>	<u><u>10,838.42</u></u>	<u><u>84.13</u></u>	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	70.78	343,253.42	374,355.00	31,101.58	91.69	80-1112
1112	Bond and Interest Purposes Levy	70.78	343,253.42	374,355.00	31,101.58	91.69	* Source of Revenue
Corp Pers Prop Repl Tax							
80-123000-1	CORP PERS PROP REPLCMNT TAX	0.00	0.00	0.00	0.00	0.00	80-1230-1
1230	Corp Pers Prop Repl Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Interest On Investments							
80-151100-1	TORT-INTEREST	52.23	285.33	800.00	514.67	35.67	80-1511
1511	Interest On Investments	52.23	285.33	800.00	514.67	35.67	* 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	123.01	343,538.75	375,155.00	31,616.25	91.57	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/	12.35	54,221.22	59,084.00	4,862.78	91.77	90-1112
1112	Bond and Interest Purposes Levy	12.35	54,221.22	59,084.00	4,862.78	91.77	* 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	42.59	247.46	2,000.00	1,752.54	12.37	90-1511
1511	Interest On Investments	42.59	247.46	2,000.00	1,752.54	12.37	* 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	54.94	54,468.68	61,084.00	6,615.32	89.17	Fund
Report Total:		<u>27,895.66</u>	<u>6,797,955.90</u>	<u>11,052,066.00</u>	<u>4,254,110.10</u>	<u>61.51</u>	

Expenditure Report

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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	48,112.86	235,383.79	0.00	665,595.00	430,211.21	35.36	
200	Employee Benefits	11,315.34	48,442.08	0.00	131,000.00	82,557.92	36.98	
300	Purchased Services	2,584.10	10,014.82	0.00	29,760.00	19,745.18	33.65	
400	Supplies And Materials	204.00	7,446.30	0.00	9,500.00	2,053.70	78.38	
500	Capital Outlay	8,971.00	18,180.30	0.00	49,500.00	31,319.70	36.73	
1110	Elementary	71,187.30	319,467.29	0.00	885,355.00	565,887.71	36.08	** Function
100	Salaries	31,972.32	166,703.05	0.00	455,000.00	288,296.95	36.64	
200	Employee Benefits	9,119.90	40,147.91	0.00	121,000.00	80,852.09	33.18	
300	Purchased Services	949.57	5,451.39	0.00	11,000.00	5,548.61	49.56	
400	Supplies And Materials	546.34	5,883.39	0.00	15,800.00	9,916.61	37.24	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
1111	Primary	42,588.13	218,185.74	0.00	604,300.00	386,114.26	36.11	** Function
100	Salaries	45,067.75	196,742.00	0.00	576,000.00	379,258.00	34.16	
200	Employee Benefits	12,592.53	50,517.79	0.00	141,000.00	90,482.21	35.83	
300	Purchased Services	1,423.12	7,624.99	0.00	12,000.00	4,375.01	63.54	
400	Supplies And Materials	1,119.93	32,788.54	0.00	202,600.00	169,811.46	16.18	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	60.00	280.00	0.00	1,000.00	720.00	28.00	
1112	Junior High	60,263.33	287,953.32	0.00	934,100.00	646,146.68	30.83	** Function
100	Salaries	66,779.15	313,768.17	0.00	805,988.00	492,219.83	38.93	
200	Employee Benefits	21,328.78	89,036.67	0.00	225,000.00	135,963.33	39.57	
300	Purchased Services	1,532.03	7,359.02	0.00	13,000.00	5,640.98	56.61	
400	Supplies And Materials	7,172.01	31,069.59	0.00	98,350.00	67,280.41	31.59	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	40.00	0.00	1,000.00	960.00	4.00	
1113	High School	96,811.97	441,273.45	0.00	1,144,838.00	703,564.55	38.54	** 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	6,955.04	33,399.96	0.00	83,000.00	49,600.04	40.24	
200	Employee Benefits	2,221.98	9,238.07	0.00	25,600.00	16,361.93	36.09	
300	Purchased Services	58.00	293.17	0.00	3,750.00	3,456.83	7.82	
400	Supplies And Materials	0.00	1,587.33	0.00	5,620.00	4,032.67	28.24	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	40.00	166.00	0.00	800.00	634.00	20.75	

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Education Fund 10

Function	1000	Instruction
Function	1115	MUSIC
Object	600	Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1115	MUSIC	9,275.02	44,684.53	0.00	118,770.00	74,085.47	37.62	** 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	10,957.24	55,300.82	0.00	129,288.00	73,987.18	42.77	
200	Employee Benefits	2,215.30	9,432.40	0.00	26,800.00	17,367.60	35.20	
300	Purchased Services	57.57	361.95	0.00	1,200.00	838.05	30.16	
400	Supplies And Materials	962.42	1,590.01	0.00	9,050.00	7,459.99	17.57	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1125	Pre-K Programs	14,192.53	66,685.18	0.00	166,338.00	99,652.82	40.09	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
1203	Emh Handicapped lighted way	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	2,500.00	2,500.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	500.00	500.00	0.00	
300	Purchased Services	8,118.54	19,914.00	0.00	73,000.00	53,086.00	27.28	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1204	Physically Hndcap Homebound	8,118.54	19,914.00	0.00	76,000.00	56,086.00	26.20	** 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	72.79	8,689.76	0.00	13,300.00	4,610.24	65.34	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	72.79	8,689.76	0.00	13,300.00	4,610.24	65.34	** Function
100	Salaries	4,236.29	20,937.90	0.00	53,000.00	32,062.10	39.51	
200	Employee Benefits	1,208.12	5,051.34	0.00	14,000.00	8,948.66	36.08	
300	Purchased Services	0.00	24,757.59	0.00	49,500.00	24,742.41	50.02	
400	Supplies And Materials	0.00	0.00	0.00	650.00	650.00	0.00	
1210	Speech & Lang.Impaired	5,444.41	50,746.83	0.00	117,150.00	66,403.17	43.32	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1214	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	

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Education Fund 10

Function 1000 Instruction
 Function 1219 Pre Kind EARLY CHILDHOOD
 Object 300 Purchased Services

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	74,385.43	357,215.24	0.00	1,003,500.00	646,284.76	35.60	
200	Employee Benefits	19,281.54	83,581.22	0.00	200,000.00	116,418.78	41.79	
300	Purchased Services	74.96	691.65	0.00	6,800.00	6,108.35	10.17	
400	Supplies And Materials	1,341.27	7,704.42	0.00	46,900.00	39,195.58	16.43	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	95,083.20	449,192.53	0.00	1,257,200.00	808,007.47	35.73	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	5,221.64	25,214.34	0.00	66,500.00	41,285.66	37.92	
200	Employee Benefits	1,622.76	7,293.98	0.00	18,830.00	11,536.02	38.74	
300	Purchased Services	0.00	42.75	0.00	500.00	457.25	8.55	
400	Supplies And Materials	0.00	0.00	0.00	1,700.00	1,700.00	0.00	
1225	Special Education Programs Pre-K	6,844.40	32,551.07	0.00	87,530.00	54,978.93	37.19	** Function
100	Salaries	4,450.82	21,609.12	0.00	51,900.00	30,290.88	41.64	
200	Employee Benefits	3,090.12	9,479.39	0.00	32,600.00	23,120.61	29.08	
300	Purchased Services	517.65	3,153.05	0.00	6,100.00	2,946.95	51.69	
400	Supplies And Materials	386.00	3,083.46	0.00	13,213.00	10,129.54	23.34	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1250	Remedial and Supplemental Programs K-12	8,444.59	37,325.02	0.00	103,813.00	66,487.98	35.95	** Function
100	Salaries	7,039.52	25,911.04	0.00	78,500.00	52,588.96	33.01	
200	Employee Benefits	1,599.20	6,175.33	0.00	16,800.00	10,624.67	36.76	
300	Purchased Services	302.27	942.27	0.00	3,500.00	2,557.73	26.92	
400	Supplies And Materials	83.57	4,762.30	0.00	8,889.00	4,126.70	53.58	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	163.00	0.00	500.00	337.00	32.60	
1401	VOCATIONAL AG	9,024.56	37,953.94	0.00	108,189.00	70,235.06	35.08	** Function
100	Salaries	0.00	7,320.01	0.00	7,500.00	179.99	97.60	

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Education Fund 10

Function 1000 Instruction
 Function 1402 INDUSTRIAL ARTS
 Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	0.00	(576.43)	0.00	0.00	576.43	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	16.56	957.46	0.00	0.00	(957.46)	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	16.56	7,701.04	0.00	7,500.00	(201.04)	102.68	** Function
100	Salaries	2,996.00	9,039.30	0.00	31,170.00	22,130.70	29.00	
200	Employee Benefits	1,489.46	4,468.38	0.00	14,500.00	10,031.62	30.82	
300	Purchased Services	0.00	0.00	0.00	600.00	600.00	0.00	
400	Supplies And Materials	0.00	5,407.00	0.00	5,400.00	(7.00)	100.13	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1407	BUSINESS ED	4,485.46	18,914.68	0.00	51,670.00	32,755.32	36.61	** Function
100	Salaries	3,110.84	14,523.78	0.00	26,430.00	11,906.22	54.95	
200	Employee Benefits	0.00	278.48	0.00	6,500.00	6,221.52	4.28	
300	Purchased Services	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	300.00	300.00	0.00	
1459	CO-OP PROGRAM	3,110.84	14,802.26	0.00	34,230.00	19,427.74	43.24	** Function
100	Salaries	9,767.06	41,173.30	0.00	125,000.00	83,826.70	32.94	
200	Employee Benefits	509.52	1,041.53	0.00	5,450.00	4,408.47	19.11	
300	Purchased Services	1,801.21	5,463.45	0.00	31,500.00	26,036.55	17.34	
400	Supplies And Materials	1,020.86	6,569.70	0.00	17,700.00	11,130.30	37.12	
500	Capital Outlay	2,400.00	6,542.75	0.00	15,300.00	8,757.25	42.76	
600	Other Objects	1,685.00	4,406.25	0.00	11,500.00	7,093.75	38.32	
1501	ATHLETICS	17,183.65	65,196.98	0.00	206,450.00	141,253.02	31.58	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
1502	Music	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	1,970.59	10,564.21	0.00	25,000.00	14,435.79	42.26	
200	Employee Benefits	0.00	122.91	0.00	3,000.00	2,877.09	4.10	
300	Purchased Services	0.00	0.00	0.00	500.00	500.00	0.00	
400	Supplies And Materials	1,960.10	2,383.79	0.00	6,300.00	3,916.21	37.84	
600	Other Objects	0.00	0.00	0.00	200.00	200.00	0.00	

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Education Fund 10

Function 1000 Instruction
Function 1540 EXTRA CURRICULAR
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1540	EXTRA CURRICULAR	3,930.69	13,070.91	0.00	35,000.00	21,929.09	37.35	** Function
100	Salaries	0.00	8,505.00	0.00	18,000.00	9,495.00	47.25	
200	Employee Benefits	0.00	1,929.92	0.00	3,200.00	1,270.08	60.31	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	213.02	0.00	250.00	36.98	85.21	
1600	Summer School	0.00	10,647.94	0.00	21,450.00	10,802.06	49.64	** Function
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	1,610.00	6,642.32	0.00	22,000.00	15,357.68	30.19	
200	Employee Benefits	0.00	331.42	0.00	2,500.00	2,168.58	13.26	
300	Purchased Services	0.00	3,730.46	0.00	8,300.00	4,569.54	44.95	
400	Supplies And Materials	230.00	880.00	0.00	2,000.00	1,120.00	44.00	
1700	Drivers Education Program	1,840.00	11,584.20	0.00	34,800.00	23,215.80	33.29	** Function
100	Salaries	125.00	375.00	0.00	1,500.00	1,125.00	25.00	
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	125.00	375.00	0.00	1,500.00	1,125.00	25.00	** Function
600	Other Objects	27,393.81	139,733.77	0.00	365,000.00	225,266.23	38.28	
1912	Special Education Programs K-12 - Private Tuition	27,393.81	139,733.77	0.00	365,000.00	225,266.23	38.28	** Function
1000	Instruction	485,436.78	2,296,649.44	0.00	6,381,283.00	4,084,633.56	35.99	* Function
100	Salaries	11,497.80	56,496.83	0.00	139,500.00	83,003.17	40.50	
200	Employee Benefits	3,393.36	14,586.23	0.00	38,100.00	23,513.77	38.28	
300	Purchased Services	466.26	1,325.10	0.00	1,500.00	174.90	88.34	
400	Supplies And Materials	0.00	903.38	0.00	1,170.00	266.62	77.21	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	200.00	200.00	0.00	
2110	Attendance/Soc Wrk Serv	15,357.42	73,311.54	0.00	180,470.00	107,158.46	40.62	** Function
100	Salaries	5,754.56	28,773.64	0.00	70,000.00	41,226.36	41.11	
200	Employee Benefits	1,435.45	6,166.69	0.00	16,000.00	9,833.31	38.54	
300	Purchased Services	0.00	0.00	0.00	1,650.00	1,650.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	450.00	450.00	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	100.00	100.00	0.00	

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Education Fund 10

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2120	Guidance Services	7,190.01	34,940.33	0.00	88,200.00	53,259.67	39.61	** Function
100	Salaries	3,568.04	16,639.48	0.00	54,000.00	37,360.52	30.81	
200	Employee Benefits	562.92	2,833.43	0.00	6,500.00	3,666.57	43.59	
300	Purchased Services	448.94	593.94	0.00	1,700.00	1,106.06	34.94	
400	Supplies And Materials	0.00	15.88	0.00	1,350.00	1,334.12	1.18	
2134	Nurse Services	4,579.90	20,082.73	0.00	63,550.00	43,467.27	31.60	** Function
100	Salaries	2,814.48	8,032.20	0.00	16,500.00	8,467.80	48.68	
200	Employee Benefits	277.18	1,366.31	0.00	3,400.00	2,033.69	40.19	
300	Purchased Services	0.00	138.92	0.00	11,150.00	11,011.08	1.25	
400	Supplies And Materials	96.84	1,768.66	0.00	1,800.00	31.34	98.26	
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	3,188.50	11,306.09	0.00	32,850.00	21,543.91	34.42	** Function
300	Purchased Services	711.80	3,582.91	0.00	9,300.00	5,717.09	38.53	
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	711.80	3,582.91	0.00	9,300.00	5,717.09	38.53	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2191	OTHER SUPPORT	0.00	0.00	0.00	1,000.00	1,000.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2192	TITLE V CHART COUNTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2193	Title IV	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	1,085.00	13,871.74	0.00	51,000.00	37,128.26	27.20	
200	Employee Benefits	176.98	2,321.95	0.00	5,800.00	3,478.05	40.03	
300	Purchased Services	510.00	7,035.76	0.00	21,500.00	14,464.24	32.72	
400	Supplies And Materials	215.00	15,542.91	0.00	28,000.00	12,457.09	55.51	
2210	EPIC	1,986.98	38,772.36	0.00	106,300.00	67,527.64	36.47	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	

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Education Fund 10									
Function	2000	Support Services							
Function	2215	TITLE II CLASS REDUCTION							
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		
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	10,283.69	54,141.76	0.00	127,300.00	73,158.24	42.53		
200	Employee Benefits	1,852.30	7,932.78	0.00	21,500.00	13,567.22	36.90		
300	Purchased Services	72.79	522.33	0.00	2,400.00	1,877.67	21.76		
400	Supplies And Materials	733.41	3,820.14	0.00	14,765.00	10,944.86	25.87		
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00		
2220	MEDIA PROGRAM	12,942.19	66,417.01	0.00	165,965.00	99,547.99	40.02	**	Function
100	Salaries	6,225.58	26,598.13	0.00	76,000.00	49,401.87	35.00		
200	Employee Benefits	603.00	4,419.94	0.00	7,500.00	3,080.06	58.93		
300	Purchased Services	1,751.20	3,622.16	0.00	23,500.00	19,877.84	15.41		
400	Supplies And Materials	0.00	1,490.14	0.00	2,700.00	1,209.86	55.19		
2226	TECHNOLOGY	8,579.78	36,130.37	0.00	109,700.00	73,569.63	32.94	**	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	299.76	3,779.73	0.00	6,100.00	2,320.27	61.96		
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		
300	Purchased Services	1,718.00	17,162.04	0.00	58,400.00	41,237.96	29.39		
400	Supplies And Materials	3,661.48	12,299.19	0.00	42,000.00	29,700.81	29.28		
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00		
600	Other Objects	3,986.76	5,014.65	0.00	32,000.00	26,985.35	15.67		
2310	Brd Ed Services	9,666.00	38,255.61	0.00	138,500.00	100,244.39	27.62	**	Function
100	Salaries	7,087.50	50,804.80	0.00	85,000.00	34,195.20	59.77		

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Education Fund 10

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	3,047.16	15,222.67	0.00	34,500.00	19,277.33	44.12	
300	Purchased Services	1,346.89	9,274.98	0.00	17,300.00	8,025.02	53.61	
400	Supplies And Materials	4,216.43	8,506.28	0.00	10,000.00	1,493.72	85.06	
500	Capital Outlay	0.00	0.00	0.00	7,000.00	7,000.00	0.00	
600	Other Objects	135.00	1,665.26	0.00	3,000.00	1,334.74	55.51	
2320	Executive Adm. Serv	15,832.98	85,473.99	0.00	156,800.00	71,326.01	54.51	** Function
100	Salaries	42,574.96	203,516.60	0.00	519,000.00	315,483.40	39.21	
200	Employee Benefits	12,422.39	58,335.68	0.00	156,000.00	97,664.32	37.39	
300	Purchased Services	1,056.30	3,463.75	0.00	8,000.00	4,536.25	43.30	
400	Supplies And Materials	879.12	9,063.63	0.00	12,420.00	3,356.37	72.98	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	174.80	2,090.48	0.00	4,000.00	1,909.52	52.26	
2410	Office Of Principal Serv	57,107.57	276,470.14	0.00	700,920.00	424,449.86	39.44	** 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	7,820.96	38,738.19	0.00	100,000.00	61,261.81	38.74	
200	Employee Benefits	10.40	52.00	0.00	150.00	98.00	34.67	
300	Purchased Services	803.77	952.77	0.00	1,700.00	747.23	56.05	
400	Supplies And Materials	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	20.00	20.00	0.00	450.00	430.00	4.44	
2520	Fiscal Services	8,655.13	39,762.96	0.00	103,300.00	63,537.04	38.49	** Function
100	Salaries	14,312.06	67,306.59	0.00	168,300.00	100,993.41	39.99	
200	Employee Benefits	2,753.66	13,766.65	0.00	34,375.00	20,608.35	40.05	
300	Purchased Services	166.04	217.34	0.00	2,800.00	2,582.66	7.76	
400	Supplies And Materials	20,431.93	69,533.86	0.00	245,300.00	175,766.14	28.35	
500	Capital Outlay	0.00	0.00	0.00	4,000.00	4,000.00	0.00	
600	Other Objects	125.00	175.00	0.00	400.00	225.00	43.75	
2560	Food Services	37,788.69	150,999.44	0.00	455,175.00	304,175.56	33.17	** Function
300	Purchased Services	634.00	1,728.05	0.00	6,200.00	4,471.95	27.87	

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Education Fund 10

Function 2000 Support Services
 Function 2630 Information Services
 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
2630	Information Services	634.00	1,728.05	0.00	6,200.00	4,471.95	27.87	** Function
100	Salaries	2,625.34	7,876.02	0.00	34,000.00	26,123.98	23.16	
200	Employee Benefits	2.60	7.68	0.00	75.00	67.32	10.24	
2640	Function 2640	2,627.94	7,883.70	0.00	34,075.00	26,191.30	23.14	** Function
300	Purchased Services	0.00	427.50	0.00	5,000.00	4,572.50	8.55	
400	Supplies And Materials	0.00	0.00	0.00	14,600.00	14,600.00	0.00	
2660	DATA PROCESSING	0.00	427.50	0.00	19,600.00	19,172.50	2.18	** Function
2000	Support Services	186,848.89	885,544.73	0.00	2,371,905.00	1,486,360.27	37.33	* Function
600	Other Objects	0.00	51,625.38	0.00	52,000.00	374.62	99.28	
4120	Payments Sp Ed Programs	0.00	51,625.38	0.00	52,000.00	374.62	99.28	** 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	350.00	350.00	0.00	6,000.00	5,650.00	5.83	
4210	Payments for Regular Programs - Tuition	350.00	350.00	0.00	6,000.00	5,650.00	5.83	** Function
600	Other Objects	0.00	45,029.04	0.00	120,000.00	74,970.96	37.52	
4220	Payments for Special Education Programs - Tuition	0.00	45,029.04	0.00	120,000.00	74,970.96	37.52	** Function
600	Other Objects	0.00	18,000.00	0.00	36,000.00	18,000.00	50.00	
4240	Payments for CTE Programs - Tuition	0.00	18,000.00	0.00	36,000.00	18,000.00	50.00	** Function
4000	Nonprogrammed Charges	350.00	115,004.42	0.00	219,000.00	103,995.58	52.51	* 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	672,635.67	3,297,198.59	0.00	8,982,188.00	5,684,989.41	36.71	Fund

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PUTNAM COUNTY CUSD #535

Oper, Build, & Maint Fund 20

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2530	Function 2530	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	21,889.93	140,502.86	0.00	401,200.00	260,697.14	35.02	
200	Employee Benefits	3,491.97	21,788.68	0.00	51,600.00	29,811.32	42.23	
300	Purchased Services	12,005.08	118,027.83	0.00	304,200.00	186,172.17	38.80	
400	Supplies And Materials	22,331.15	114,176.49	0.00	346,700.00	232,523.51	32.93	
500	Capital Outlay	0.00	59,197.85	0.00	188,900.00	129,702.15	31.34	
2542	Care & Upkeep Bldg Serv	59,718.13	453,693.71	0.00	1,292,600.00	838,906.29	35.10	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	4,545.00	29,677.83	0.00	49,200.00	19,522.17	60.32	
400	Supplies And Materials	495.77	1,853.02	0.00	12,500.00	10,646.98	14.82	
500	Capital Outlay	0.00	79,962.29	0.00	140,000.00	60,037.71	57.12	
600	Other Objects	0.00	0.00	0.00	50.00	50.00	0.00	
2543	Care Upkeep Grnds Serv	5,040.77	111,493.14	0.00	201,750.00	90,256.86	55.26	** Function
2000	Support Services	64,758.90	565,186.85	0.00	1,494,350.00	929,163.15	37.82	* 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	64,758.90	565,186.85	0.00	1,494,350.00	929,163.15	37.82	Fund

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Expenditure Report

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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	16,546.67	0.00	24,797.00	8,250.33	66.73	
5200	Debt Service - Interest on Long-Term Debt	0.00	16,546.67	0.00	24,797.00	8,250.33	66.73	** Function
600	Other Objects	0.00	85,000.00	0.00	500,000.00	415,000.00	17.00	
5320	General Obligation Bonds	0.00	85,000.00	0.00	500,000.00	415,000.00	17.00	** Function
600	Other Objects	0.00	500.00	0.00	1,000.00	500.00	50.00	
5400	Debt Service Other - Short Term Debt Principal	0.00	500.00	0.00	1,000.00	500.00	50.00	** Function
5000	Debt Services	0.00	102,046.67	0.00	525,797.00	423,750.33	19.41	* 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	102,046.67	0.00	525,797.00	423,750.33	19.41	Fund

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Expenditure Report

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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 Budget	State Account Number
100	Salaries	3,304.76	14,499.11	0.00	39,200.00	24,700.89	36.99	
200	Employee Benefits	69.93	249.02	0.00	1,300.00	1,050.98	19.16	
300	Purchased Services	82,299.98	256,810.47	0.00	927,989.00	671,178.53	27.67	
400	Supplies And Materials	315.35	1,088.09	0.00	6,500.00	5,411.91	16.74	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2550	Pupil Transportation Ser	85,990.02	272,646.69	0.00	974,989.00	702,342.31	27.96	** Function
2000	Support Services	85,990.02	272,646.69	0.00	974,989.00	702,342.31	27.96	* 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	85,990.02	272,646.69	0.00	974,989.00	702,342.31	27.96	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	1,063.82	4,800.99	0.00	25,390.00	20,589.01	18.91	
1110	Elementary	1,063.82	4,800.99	0.00	25,390.00	20,589.01	18.91	** Function
200	Employee Benefits	446.01	2,339.82	0.00	7,300.00	4,960.18	32.05	
1111	Primary	446.01	2,339.82	0.00	7,300.00	4,960.18	32.05	** Function
200	Employee Benefits	687.54	2,904.36	0.00	8,900.00	5,995.64	32.63	
1112	Junior High	687.54	2,904.36	0.00	8,900.00	5,995.64	32.63	** Function
200	Employee Benefits	1,085.04	4,977.46	0.00	13,450.00	8,472.54	37.01	
1113	High School	1,085.04	4,977.46	0.00	13,450.00	8,472.54	37.01	** 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	107.10	513.17	0.00	1,400.00	886.83	36.66	
1115	MUSIC	107.10	513.17	0.00	1,400.00	886.83	36.66	** 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	681.09	4,027.75	0.00	9,100.00	5,072.25	44.26	
1125	Pre-K Programs	681.09	4,027.75	0.00	9,100.00	5,072.25	44.26	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1130	High School	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	75.00	75.00	0.00	
1204	Physically Hndcap Homebound	0.00	0.00	0.00	75.00	75.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	60.84	299.44	0.00	950.00	650.56	31.52	
1210	Speech & Lang.Impaired	60.84	299.44	0.00	950.00	650.56	31.52	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1214	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	5,774.30	28,025.70	0.00	84,800.00	56,774.30	33.05	
1220	Cross-Categorical (Cc)	5,774.30	28,025.70	0.00	84,800.00	56,774.30	33.05	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function

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

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	367.22	1,764.00	0.00	4,950.00	3,186.00	35.64	
1225	Special Education Programs Pre-K	367.22	1,764.00	0.00	4,950.00	3,186.00	35.64	** Function
200	Employee Benefits	77.06	377.77	0.00	2,200.00	1,822.23	17.17	
1250	Remedial and Supplemental Programs K-12	77.06	377.77	0.00	2,200.00	1,822.23	17.17	** Function
200	Employee Benefits	108.74	410.20	0.00	1,200.00	789.80	34.18	
1401	VOCATIONAL AG	108.74	410.20	0.00	1,200.00	789.80	34.18	** Function
200	Employee Benefits	0.00	119.42	0.00	0.00	(119.42)	0.00	
1402	INDUSTRIAL ARTS	0.00	119.42	0.00	0.00	(119.42)	0.00	** Function
200	Employee Benefits	69.06	207.92	0.00	500.00	292.08	41.58	
1407	BUSINESS ED	69.06	207.92	0.00	500.00	292.08	41.58	** 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	16.60	29.64	0.00	650.00	620.36	4.56	
1459	CO-OP PROGRAM	16.60	29.64	0.00	650.00	620.36	4.56	** Function
200	Employee Benefits	362.42	876.75	0.00	5,350.00	4,473.25	16.39	
1501	ATHLETICS	362.42	876.75	0.00	5,350.00	4,473.25	16.39	** 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	0.00	125.63	0.00	900.00	774.37	13.96	
1540	EXTRA CURRICULAR	0.00	125.63	0.00	900.00	774.37	13.96	** Function
200	Employee Benefits	0.00	124.59	0.00	600.00	475.41	20.77	
1600	Summer School	0.00	124.59	0.00	600.00	475.41	20.77	** 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	0.00	60.61	0.00	325.00	264.39	18.65	
1700	Drivers Education Program	0.00	60.61	0.00	325.00	264.39	18.65	** 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	10,906.84	51,985.22	0.00	168,040.00	116,054.78	30.94	* Function
200	Employee Benefits	366.79	1,801.75	0.00	5,300.00	3,498.25	34.00	
2110	Attendance/Soc Wrk Serv	366.79	1,801.75	0.00	5,300.00	3,498.25	34.00	** Function
200	Employee Benefits	82.69	418.38	0.00	1,200.00	781.62	34.87	

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

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2120	Guidance Services	82.69	418.38	0.00	1,200.00	781.62	34.87	** Function
200	Employee Benefits	650.43	3,119.14	0.00	10,300.00	7,180.86	30.28	
2134	Nurse Services	650.43	3,119.14	0.00	10,300.00	7,180.86	30.28	** Function
200	Employee Benefits	257.27	1,192.40	0.00	3,500.00	2,307.60	34.07	
2140	Psychological Services	257.27	1,192.40	0.00	3,500.00	2,307.60	34.07	** 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	8.28	407.94	0.00	1,900.00	1,492.06	21.47	
2210	EPIC	8.28	407.94	0.00	1,900.00	1,492.06	21.47	** 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	1,074.53	5,949.59	0.00	18,225.00	12,275.41	32.65	
2220	MEDIA PROGRAM	1,074.53	5,949.59	0.00	18,225.00	12,275.41	32.65	** 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	431.60	1,413.62	0.00	850.00	(563.62)	166.31	
2226	TECHNOLOGY	431.60	1,413.62	0.00	850.00	(563.62)	166.31	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2230	Assessment/Testing	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	22.49	287.64	0.00	850.00	562.36	33.84	
2310	Brd Ed Services	22.49	287.64	0.00	850.00	562.36	33.84	** Function
200	Employee Benefits	126.48	855.23	0.00	1,600.00	744.77	53.45	

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

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2320	Executive Adm. Serv	126.48	855.23	0.00	1,600.00	744.77	53.45	** Function
200	Employee Benefits	343.74	1,952.75	0.00	10,000.00	8,047.25	19.53	
2365	Risk Management and Claims Services Payments	343.74	1,952.75	0.00	10,000.00	8,047.25	19.53	** Function
200	Employee Benefits	2,276.81	11,753.47	0.00	40,900.00	29,146.53	28.74	
2410	Office Of Principal Serv	2,276.81	11,753.47	0.00	40,900.00	29,146.53	28.74	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2510	Dirctn Business Supt Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,513.06	7,404.82	0.00	19,000.00	11,595.18	38.97	
2520	Fiscal Services	1,513.06	7,404.82	0.00	19,000.00	11,595.18	38.97	** Function
200	Employee Benefits	4,172.82	24,116.48	0.00	64,550.00	40,433.52	37.36	
2542	Care & Upkeep Bldg Serv	4,172.82	24,116.48	0.00	64,550.00	40,433.52	37.36	** 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	349.65	1,419.53	0.00	4,600.00	3,180.47	30.86	
2550	Pupil Transportation Ser	349.65	1,419.53	0.00	4,600.00	3,180.47	30.86	** Function
200	Employee Benefits	2,538.53	12,055.57	0.00	32,100.00	20,044.43	37.56	
2560	Food Services	2,538.53	12,055.57	0.00	32,100.00	20,044.43	37.56	** Function
200	Employee Benefits	482.02	1,446.07	0.00	6,500.00	5,053.93	22.25	
2640	Function 2640	482.02	1,446.07	0.00	6,500.00	5,053.93	22.25	** Function
2000	Support Services	14,697.19	75,594.38	0.00	221,375.00	145,780.62	34.15	* 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	25,604.03	127,579.60	0.00	389,415.00	261,835.40	32.76	Fund

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Expenditure Report

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PUTNAM COUNTY CUSD #535

Capital Projects Fund or Fund Group 60

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

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

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Expenditure Report

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PUTNAM COUNTY CUSD #535

Working Cash Fund 70

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
600	Other Objects	(75,291.00)	200,000.00	0.00	266,041.00	66,041.00	75.18	
8110	Permnt Trns Wrk Csh Abol	(75,291.00)	200,000.00	0.00	266,041.00	66,041.00	75.18	** 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	(75,291.00)	200,000.00	0.00	266,041.00	66,041.00	75.18	* Function
70	Working Cash Fund	(75,291.00)	200,000.00	0.00	266,041.00	66,041.00	75.18	Fund

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Expenditure Report

Printed: 12/15/2016 9:55 AM
PUTNAM COUNTY CUSD #535

Tort Immunity and Judgment Fund 80

Function 1000 Instruction
Function 1110 Elementary
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1110	Elementary	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1111	Primary	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1112	Junior High	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1113	High School	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1115	MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1210	Speech & Lang.Impaired	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1225	Special Education Programs Pre-K	0.00	0.00	0.00	0.00	0.00	0.00	** Function
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	667.92	2,003.76	0.00	0.00	(2,003.76)	0.00	
200	Employee Benefits	139.54	413.58	0.00	0.00	(413.58)	0.00	
2134	Nurse Services	807.46	2,417.34	0.00	0.00	(2,417.34)	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2320	Executive Adm. Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	28,176.00	0.00	29,000.00	824.00	97.16	
2362	Workers Comp/Workers Occ Disease Acts Payments	0.00	28,176.00	0.00	29,000.00	824.00	97.16	** Function
200	Employee Benefits	2,939.50	2,939.50	0.00	0.00	(2,939.50)	0.00	
300	Purchased Services	4,910.50	7,649.83	0.00	12,000.00	4,350.17	63.75	
2363	Unemployment Insurance Act Payments	7,850.00	10,589.33	0.00	12,000.00	1,410.67	88.24	** Function
300	Purchased Services	120.00	45,769.82	0.00	44,000.00	(1,769.82)	104.02	
2364	Insurance Payments (regular or self-insurance)	120.00	45,769.82	0.00	44,000.00	(1,769.82)	104.02	** Function
100	Salaries	9,498.02	54,544.59	0.00	185,177.00	130,632.41	29.46	
200	Employee Benefits	25.36	74.70	0.00	0.00	(74.70)	0.00	
2365	Risk Management and Claims Services Payments	9,523.38	54,619.29	0.00	185,177.00	130,557.71	29.50	** Function
300	Purchased Services	0.00	7,104.02	0.00	12,000.00	4,895.98	59.20	
2367	Educational, Inspectional, Sup Serv due to loss	0.00	7,104.02	0.00	12,000.00	4,895.98	59.20	** Function
300	Purchased Services	925.00	11,615.24	0.00	20,000.00	8,384.76	58.08	
2369	Legal Services	925.00	11,615.24	0.00	20,000.00	8,384.76	58.08	** 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	680.00	680.00	0.00	0.00	(680.00)	0.00	
2540	Function 2540	680.00	680.00	0.00	0.00	(680.00)	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2542	Care & Upkeep Bldg Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
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	19,905.84	160,971.04	0.00	302,177.00	141,205.96	53.27	* Function

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Expenditure Report

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Tort Immunity and Judgment Fund 80									
Function	2000	Support Services							
Function	2560	Food Services							
Object	100	Salaries							
Account	Description		M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
80	Tort Immunity and Judgment Fund		19,905.84	160,971.04	0.00	302,177.00	141,205.96	53.27	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	0.00	63,384.84	0.00	63,385.00	0.16	100.00	
2548	L/S Capital Outlay	0.00	63,384.84	0.00	63,385.00	0.16	100.00	** Function
2000	Support Services	0.00	63,384.84	0.00	63,385.00	0.16	100.00	* Function
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
4190	Other Pymnts Gov In State	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4000	Nonprogrammed Charges	0.00	0.00	0.00	0.00	0.00	0.00	* Function
90	Fire Prevention/Life Safety	0.00	63,384.84	0.00	63,385.00	0.16	100.00	Fund
Report Total:		793,603.46	4,789,014.28	0.00	12,998,342.00	8,209,327.72	36.84	

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
10-110-1	CASH IN BANKS	334,654.04	31,569.78	366,223.82
10-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
10-111-1	IMPREST FUND	13,800.00	0.00	13,800.00
10-121-1	REGULAR INVESTMENT ED	5,996,517.06	(602,485.88)	5,394,031.18
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	\$6,344,971.10	(\$570,916.10)	\$5,774,055.00
10-457-1	Delete This Account	0.00	0.00	0.00
10-498-1	TEACHER RET 2.2	0.00	0.00	0.00
10-497-1	SUPPORT PERS. DUES	0.00	0.00	0.00
10-496-1	LOHMANS CAFE. PLAN	0.00	0.00	0.00
10-495-1	LIFE INS PAYABLE	0.00	0.00	0.00
10-493-1	MEDICARE INS. PAYABLE	0.00	0.00	0.00
10-490-1	Delete This Account	0.00	0.00	0.00
10-481-1	TEACHER RET. PAYABLE	(137,633.08)	0.00	(137,633.08)
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	63,632.53	0.00	63,632.53
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	(\$74,000.55)	\$0.00	(\$74,000.55)
10-706-1	NET PROFIT/LOSS	(2,063,218.05)	570,916.10	(1,492,301.95)
10-730-1	FUND BALANCE	(4,207,752.50)	0.00	(4,207,752.50)
	Total	(\$6,270,970.55)	\$570,916.10	(\$5,700,054.45)
	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	3,612.66	0.00	3,612.66
20-131	PAYROLL CASH	0.00	0.00	0.00
20-110-1	CASH IN BANKS	144,288.91	0.00	144,288.91
20-121-1	REGULAR INVESTMENT O/M	779,816.25	(64,511.68)	715,304.57
	Total	\$927,717.82	(\$64,511.68)	\$863,206.14
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	51,930.32	0.00	51,930.32
20-452-1	Delete This Account	0.00	0.00	0.00
	Total	\$51,930.32	\$0.00	\$51,930.32
20-730-1	FUND BALANCE	(735,870.36)	0.00	(735,870.36)
20-706-1	NET PROFIT/LOSS	(243,777.78)	64,511.68	(179,266.10)
	Total	(\$979,648.14)	\$64,511.68	(\$915,136.46)
	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: 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	378,235.84	(75,188.79)	303,047.05
	Total	\$378,235.84	(\$75,188.79)	\$303,047.05
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	(378,235.84)	75,188.79	(303,047.05)
	Total	(\$378,235.84)	\$75,188.79	(\$303,047.05)
	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: 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	66,995.71	0.00	66,995.71
40-121-1	REGULAR INVESTMENT TRANS	79,000.58	(85,901.97)	(6,901.39)
40-131	PAYROLL CASH	0.00	0.00	0.00
40-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
	Total	\$145,996.29	(\$85,901.97)	\$60,094.32
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	(31,391.23)	85,901.97	54,510.74
40-730-1	FUND BALANCE	(114,605.06)	0.00	(114,605.06)
	Total	(\$145,996.29)	\$85,901.97	(\$60,094.32)
	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: 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	103,449.64	0.00	103,449.64
50-121-1	REGULAR INVESTMENT IMRF	373,069.04	(25,492.42)	347,576.62
50-185-1	IMRF-LONG TERM INVESTMEN	0.00	0.00	0.00
	Total	\$476,518.68	(\$25,492.42)	\$451,026.26
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	(393,286.13)	0.00	(393,286.13)
50-706-1	NET PROFIT/LOSS	(83,232.55)	25,492.42	(57,740.13)
	Total	(\$476,518.68)	\$25,492.42	(\$451,026.26)
	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)

Printed: 12/2/2016 1:52 PM
 PUTNAM COUNTY CUSD #535

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	1,211,870.83	75,662.94	1,287,533.77
70-185-1	INVESTMENT LONG TERM WC	1,268,546.04	368.11	1,268,914.15
70-141-1	W/C INTERFUND LOANS	0.00	0.00	0.00
70-110-1	CASH IN BANKS	0.00	0.00	0.00
	Total	\$2,480,416.87	\$76,031.05	\$2,556,447.92
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	(2,699,002.34)	0.00	(2,699,002.34)
70-706-1	NET PROFIT/LOSS	218,585.47	(76,031.05)	142,554.42
	Total	(\$2,480,416.87)	(\$76,031.05)	(\$2,556,447.92)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 12/2/2016 1:52 PM
 PUTNAM COUNTY CUSD #535

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	279,142.04	(19,782.83)	259,359.21
80-110-1	TORT-CASH IN BANKS	36,622.34	0.00	36,622.34
	Total	\$315,764.38	(\$19,782.83)	\$295,981.55
80-481	NON-CERT DUES	(59.40)	0.00	(59.40)
80-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	(\$59.40)	\$0.00	(\$59.40)
80-730-1	FUND BALANCE	(113,354.44)	0.00	(113,354.44)
80-706-1	NET PROFIT/LOSS	(202,350.54)	19,782.83	(182,567.71)
	Total	(\$315,704.98)	\$19,782.83	(\$295,922.15)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 12/2/2016 1:52 PM
PUTNAM COUNTY CUSD #535

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	156,451.81	54.94	156,506.75
90-110-1	CASH IN BANK-LIFE SAFETY	(106,467.15)	0.00	(106,467.15)
	Total	\$49,984.66	\$54.94	\$50,039.60
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	8,971.10	(54.94)	8,916.16
90-730-1	FUND BALANCE	(58,955.76)	0.00	(58,955.76)
	Total	(\$49,984.66)	(\$54.94)	(\$50,039.60)
	Total	\$0.00	\$0.00	\$0.00

Fund Balance Report

Printed: 12/2/2016 1:53 PM

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	672,635.67	101,719.57	3,297,198.59	4,789,500.54	1,492,301.95	4,207,752.50	5,700,054.45
20	Oper, Build, & Maint Fund	64,758.90	247.22	565,186.85	744,452.95	179,266.10	735,870.36	915,136.46
30	Debt Service Fund or Fund Group	0.00	(75,188.79)	102,046.67	405,093.72	303,047.05	0.00	303,047.05
40	Transportation Fund	85,990.02	88.05	272,646.69	218,135.95	(54,510.74)	114,605.06	60,094.32
50	I.M.R.F./Soc. Sec. Fund	25,604.03	111.61	127,579.60	185,319.73	57,740.13	393,286.13	451,026.26
70	Working Cash Fund	(75,291.00)	740.05	200,000.00	57,445.58	(142,554.42)	2,699,002.34	2,556,447.92
80	Tort Immunity and Judgment Fund	19,905.84	123.01	160,971.04	343,538.75	182,567.71	113,354.44	295,922.15
90	Fire Prevention/Life Safety	0.00	54.94	63,384.84	54,468.68	(8,916.16)	58,955.76	50,039.60
		<u>\$793,603.46</u>	<u>\$27,895.66</u>	<u>\$4,789,014.28</u>	<u>\$6,797,955.90</u>	<u>\$2,008,941.62</u>	<u>\$8,322,826.59</u>	<u>\$10,331,768.21</u>

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Putnam County Junior High School
Imprest Fund
November, 2016
Account #010-146

Beginning Balance	\$ 2,500.00
Replenishment Request	<u>300.00</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	<u>\$ 1,780.57</u>
Balance	\$ 719.43
Replenishment Request	<u>\$ 1,780.57</u>
Attain Maximum Balance	\$ 2,800.00

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Account #</u>	<u>Reason</u>	<u>Amount</u>
5726	11/03	Dana Eaves	10-1501-319-3	official	60.00
5727	11/03	John McCauley	10-1501-319-3	official	60.00
5728	11/03	Edmond Ryan	10-1501-319-3	official	60.00
5729	11/04	Joe Burgoni	10-1501-319-3	official	60.00
5730	11/04	Larry Laio	10-1501-319-3	official	60.00
5731	VOID				
5732	VOID				
5733	11/07	PCJH Staff Soda	10-1501-640-3	reimburse reg fee	60.00
5734	11/07	Hobby Lobby		Veterans day refreshments	25.57
5735	11/10	PCJH Athletic Fund	10-1501-319-3	reimburse official	120.00
5736	11/10	Mike Urnikis	10-1501-319-3	official	60.00
5737	11/14	Pete Heiden	10-1501-319-3	official	60.00
5738	11/14	Rick Michael	10-1501-319-3	official	60.00
5739	11/15	Derek Nouhrig	10-1501-319-3	official	60.00
5740	11/15	Cheryl Knirlberger	10-1501-319-3	official	60.00
5741	11/17	John Deisbeck	10-1501-319-3	official	60.00
5742	11/17	Bill Andreoni	10-1501-319-3	official	60.00
5743	11/17	Dana Eaves	10-1501-319-3	official	60.00
5744	11/18	Peru Parkside	10-1501-640-3	tournament 6 th grade	75.00
5745	11/19	Pete Heiden	10-1501-319-3	official	45.00
5746	11/19	Rick Michael	10-1501-319-3	official	45.00
5747	11/21	Dana Eaves	10-1501-319-3	official	60.00
5748	11/21	Doug Philips	10-1501-319-3	official	60.00
5749	11/21	John McCauley	10-1501-319-3	official	90.00
5750	11/21	Rick Michael	10-1501-319-3	official	90.00
5751	11/22	Cheryl Knirlberger	10-1501-319-3	official	45.00
5752	11/22	Robin Linton	10-1501-319-3	official	45.00
5753	11/22	David Nearhing	10-1501-319-3	official	60.00
5754	11/28	Pat Berlin	10-1501-319-3	official	45.00
5755	11/28	Ryan Craig	10-1501-319-3	official	45.00
5756	11/29	John McCauley	10-1501-319-3	official	90.00

expenditures	1,780.57
Replenishment request	1,780.57

Michael Olson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School
 PCJH Cheerleading
 November, 2016
 Account #138-258

Beginning Balance	\$	678.71
Transfers In		1,182.70
Subtotal		1,861.41
Less Expenditures		1,182.70
Balance		678.71

<u>Check#</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
320	11/28	Varsity	uniforms	1,182.70

Michael Olson, Principal

Sandra A. Troglia, Secretary

Putnam County Junior High School
 PCJH Girls Athletic Fund
 November, 2016
 Account #010-707

Beginning Balance	\$ 10,119.54
Transfers In	<u>1,334.75</u>
Subtotal	11,454.29
Less Expenditures	<u>1,033.88</u>
Balance	10,420.41

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
686	11/02	Trophy Depot	softball trophy	214.88
687	11/07	Pete Heiden	official	97.50
688	11/07	Rick Michael	official	97.50
689	11/19	Doug Rose	official	65.00
690	11/19	Steve Mozina	official	65.00
691	11/28	Locker Room	shirts	494.00

Michael Olson, Principal

Sandra A. Troglgio, Secretary

Putnam County Junior High School
Puma Crew
November, 2016
Account #010-561

Beginning Balance	\$719.78
Transfers In	<u>2,116.00</u>
Subtotal	2,835.78
Less Expenditures	<u>426.73</u>
Balance	\$2,409.05

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
633	11/1	SV Supermarket	Concessions	\$38.56
634	11/2	Wal-Mart	Concessions	\$87.38
635	11/10	PC Foods	Concessions	\$67.33
636	11/13	Wal-Mart	Concessions	\$84.61
637	11/19	Wal-Mart	Concessions	\$19.94
638	12/5	Cosgroves	Concessions	\$128.91

Mike Olson, Principal

Cortny Hannon, Advisor

Putnam County Junior High School
 PCJH Staff Soda
 November, 2016
 Account #010-650

Beginning Balance	\$ 5,922.33
Transfers In	<u>1,670.50</u>
Subtotal	7,592.83
Less Expenditures	<u>1,096.70</u>
Balance	6,496.13

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1456	11/01	Toys in the Pantry	donation	200.00
1457	11/01	Relay for Life	donation	200.00
1458	11/08	Water Store	water	17.78
1459	11/22	Peoria Riverfront	7 th class trip	525.00
1460	11/28	Water Store	water	16.98
1461	11/28	Toni's	dance	21.00
1462	11/28	Cosgroves	dance	115.94

Michael Olson, Principal

Sandra A. Troglia, Secretary

Putnam County Junior High School
 Student Council
 November, 2016
 Account #138-096

Beginning Balance	\$ 968.88
Transfers In	<u>\$ 00.00</u>
Subtotal	\$ 968.88
Less Expenditures	<u>\$ 303.49</u>
Balance	\$ 665.39

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
996	11/10	Positive Promotions	red ribbon	\$ 303.49

Mike Olson, Principal

Kristin Erickson, Sponsor

Putnam County Junior High School
 PCJH Activity Fund
 November, 2016

<u>Account name & #</u>	<u>Beginning Bal</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Ending Bal.</u>
PCJH Cheerleading 138-258	\$ 678.71	1,825.70	1,182.70	\$ 678.71
PCJH Girls Athletic 010-707	10,119.54	1,334.75	1,033.88	10,420.41
PCJH Puma Crew 010-561	719.78	2,116.00	426.73	2,409.05
Staff Soda 010-650	5,922.33	1,670.50	1,096.70	6,496.13
PCJH Student Council 138-096	968.88	00.00	303.49	665.39

 Michael Olson, Principal

 Sandra A. Troglia, Secretary

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

From Date:	11/1/2016
To Date:	11/30/2016

From Acct:	100
To Account:	602

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000100	Office	\$12,147.49	\$574.35	(\$494.31)	\$0.00	\$12,227.53	\$0.00	\$12,227.53
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	\$848.64	\$0.00	\$0.00	\$0.00	\$848.64	\$0.00	\$848.64
000120	Baseball	\$2,159.71	\$0.00	\$0.00	\$0.00	\$2,159.71	\$0.00	\$2,159.71
000125	Girl's Softball	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000130	PC Enterprises	\$968.24	\$0.00	\$0.00	\$0.00	\$968.24	\$0.00	\$968.24
000135	Golf	\$293.62	\$240.00	\$0.00	\$0.00	\$533.62	\$0.00	\$533.62
000137	Girls Golf	\$153.69	\$0.00	\$0.00	\$0.00	\$153.69	\$0.00	\$153.69
000140	Scholastic Bowl	\$413.63	\$0.00	\$0.00	\$0.00	\$413.63	\$0.00	\$413.63
000150	Interact Club	\$3,358.52	\$0.00	(\$18.65)	\$0.00	\$3,339.87	\$0.00	\$3,339.87
000155	Art	\$834.27	\$0.00	\$0.00	\$0.00	\$834.27	\$0.00	\$834.27
000200	Athletic	\$32.48	\$0.00	\$0.00	\$0.00	\$32.48	\$0.00	\$32.48
000210	Cable Club	\$1,514.67	\$0.00	\$0.00	\$0.00	\$1,514.67	\$0.00	\$1,514.67
000220	Track	\$4,723.15	\$0.00	\$0.00	\$0.00	\$4,723.15	\$0.00	\$4,723.15
000300	Journalism	\$857.75	\$799.00	\$0.00	\$0.00	\$1,656.75	\$0.00	\$1,656.75
000310	Oldies Club	\$106.17	\$0.00	\$0.00	\$0.00	\$106.17	\$0.00	\$106.17
000320	Girl's Basketball	\$3,419.86	\$8,462.00	(\$1,820.99)	\$0.00	\$10,060.87	\$0.00	\$10,060.87
000325	Boy's Basketball	\$3,080.65	\$2,058.00	(\$2,139.76)	\$0.00	\$2,998.89	\$0.00	\$2,998.89
000330	Student Council	\$4,070.29	\$181.00	(\$604.36)	\$0.00	\$3,646.93	\$0.00	\$3,646.93
000340	N.H.S.	\$117.87	\$479.40	(\$186.22)	\$0.00	\$411.05	\$0.00	\$411.05
000345	Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000350	Landscaping	\$280.83	\$3.26	\$0.00	\$0.00	\$284.09	\$0.00	\$284.09
000360	FFA	\$737.55	\$0.00	\$0.00	\$0.00	\$737.55	\$0.00	\$737.55
000365	Greenhouse Project	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
000370	Cheerleading	\$3,081.06	\$1,815.00	(\$1,288.85)	\$0.00	\$3,607.21	\$0.00	\$3,607.21
000380	Panteras	\$2,277.75	\$0.00	(\$576.58)	\$0.00	\$1,701.17	\$0.00	\$1,701.17
000390	Media Club	\$1,201.72	\$0.00	\$0.00	\$0.00	\$1,201.72	\$0.00	\$1,201.72
000395	Computer Club	\$333.40	\$0.00	\$0.00	\$0.00	\$333.40	\$0.00	\$333.40
000400	Tournament Athletics	\$9,141.36	\$1,580.00	(\$1,737.59)	\$0.00	\$8,983.77	\$0.00	\$8,983.77
000405	PC Alumni Educational Fu	\$3,934.12	\$0.00	\$0.00	\$0.00	\$3,934.12	\$0.00	\$3,934.12
000410	Thespians	\$1,025.50	\$278.75	(\$788.50)	\$0.00	\$515.75	\$0.00	\$515.75
000420	Science Club	\$263.20	\$0.00	\$0.00	\$0.00	\$263.20	\$0.00	\$263.20
000425	Wrestling	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$5.00
000430	Music (Band)	\$477.66	\$1,459.00	(\$482.60)	\$0.00	\$1,454.06	\$0.00	\$1,454.06

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

From Date: 11/1/2016
To Date: 11/30/2016

From Acct: 100
To Account: 602

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	Work Bal.
000440	Music (Chorus)	\$22.19	\$0.00	\$0.00	\$0.00	\$22.19	\$0.00	\$22.19
000500	Class of 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000510	Message Board	\$55.84	\$0.00	\$0.00	\$0.00	\$55.84	\$0.00	\$55.84
000515	ITP Class	\$27.81	\$0.00	\$0.00	\$0.00	\$27.81	\$0.00	\$27.81
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000540	Volleyball	\$3,147.83	\$0.00	(\$649.00)	\$0.00	\$2,498.83	\$0.00	\$2,498.83
000545	Class of 2017	\$3,875.58	\$0.00	(\$56.86)	\$0.00	\$3,818.72	\$0.00	\$3,818.72
000550	Class of 2009	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000560	Class of 2010	(\$0.03)	\$0.00	\$0.00	\$0.00	(\$0.03)	\$0.00	(\$0.03)
000570	Class of 2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000580	Class of 2011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000590	Class of 2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000595	Class of 2018	\$627.60	\$383.00	\$0.00	\$0.00	\$1,010.60	\$0.00	\$1,010.60
000600	Class of 2019	\$870.85	\$247.00	(\$140.12)	\$0.00	\$977.73	\$0.00	\$977.73
000602	Class of 2020	\$298.21	\$130.50	(\$73.98)	\$0.00	\$354.73	\$0.00	\$354.73
Group Total		\$72,611.68	\$18,690.26	(\$11,058.37)	\$0.00	\$80,243.57	\$0.00	\$80,243.57
Activity Accounts Grand Total		\$72,611.68	\$18,690.26	(\$11,058.37)	\$0.00	\$80,243.57	\$0.00	\$80,243.57

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

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

IMPREST REPORT
PUTNAM COUNTY HIGH SCHOOL
Nov-16
Clayton Theisinger, Principal

Balance October 31, 2016	\$ 2,725.16
Replenishment Requested	\$ 3,274.84
Maximun Balance	\$ 6,000.00
Balance as of November 30, 2016	\$ 4,204.20
Replenishment Total for November	\$ 1,795.80

Expense Breakdown

USPO	10-2410-341-1	Postage for Transcripts	\$6.80
Princeton High School	10-1501-640-2	Girls Basketball Tourn Fee	\$150.00
Wethersfield High School	10-1501-640-2	Boys Basketball Tourn Fee	\$130.00
Metamora High School	10-1501-640-2	Wrestling Tourn Fee	\$250.00
Newman Central Catholic HS	10-1501-640-2	JV Wrestling Tourn Fee	\$150.00
Dave Baima	10-1501-319-2	JVGBB official	\$90.00
Ryan Edmond	10-1501-319-2	JBGBB official	\$90.00
Bernie Moore	10-1501-319-2	GBB Official	\$55.00
Paul Zoran	10-1501-319-2	GBB Official	\$55.00
Ryan Craig	10-1501-319-2	GBB Official	\$55.00
IDTA	10-1501-640-2	Pantera Membership	\$100.00
Ryan Edmond	10-1501-319-2	JVBB Official	\$55.00
Jim Knauf	10-1501-319-2	JV & V BB Official	\$123.00
Bob Schiffbauer	10-1501-319-2	VBB Official	\$68.00
Jeff Sonnenberg	10-1501-319-2	VBB Official	\$68.00
Eureka High School	10-1501-640-2	Freshman Boys Basketball Tourn	\$165.00
Roy Snyder	10-1501-319-2	Wrestling Official	\$135.00
Peoria High School	10-1501-640-2	ICCA Fee	\$50.00

PCES Activity Fund November 2016

Beginning Balance November 01, 2016	\$18034.10
Deposits November 2016	3306.29
Expenditures November 2016	197.92
Ending Balance November 30, 2016	\$21142.47

Deposits

11/22/16	Concession (760.00), Book Fair (2546.29)	\$3306.29
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Expenditures

11/16/16 - #1310	Pepsi Soda for Lounge	\$197.92
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Total Expenditures	\$197.92
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PCES Imprest Fund Report November 2016

Beginning Balance November 01, 2016	\$1500.00
Balance November 30, 2016	\$908.00
Request for reimbursement	\$592.00
Attain Maximum Balance	\$1,500.00

Deposits

Expenditures

11/1/16 - #3213 – RSAC - Debbie Ward Title 1	\$250.00
11/18/16 - #3214 – Granville Post Office Sp. Ed Postage 10-2410-341-1	\$42.00
11/14/16 - #3215 – RSAC – Becky Boudreau Title 1	\$300.00

Total Expenditures	\$592.00
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Request for reimbursement	\$592.00
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PCPS Activity Fund November

Beginning Balance	\$9530.09
Deposits	\$4972.98
Expenditures	\$5337.82
Ending Balance	\$9165.25

Deposits

11/09/16	Spirit Gear, Water, Soda	\$2146.45
11/18	Book Fair & Spirit Gear	\$2826.53

Expenditures

CK#			
852	11/01/16	Northwind Threads	\$681.63
		½ Spirit Gear Order	
853	11/02/16	Pepsi	\$104.36
		Soda	
854	11/03/16	Oriental Trading	\$26.95
		FRN Supplies	
855	11/09/16	Locker Room	\$1288.00
		Spirit Gear	
856	11/15/16	Kylie Scherf	\$38.97
		FRN Supplies	
857	11/15/16	Ronda Cross	\$8.00
		FRN Supplies	
858	11/15/16	Northwind Threads	\$681.62
		Spirit Gear Order	
859	11/18/16	Pepsi	\$72.87
		Soda	
860	11/18/16	Scholastic Book Fairs	\$2374.86
		Book Fair Sales	
861	11/29/16	Hinckley Springs	\$60.56
		Water	

PCPS Imprest Fund November

Beginning Balance	\$962.90
Deposits	\$295.00
Expenditures	\$0
Ending Balance	\$1257.90

Deposits

11/09/16	\$295.00
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Expenditures

CK#

ACCT#

<i>Total request for reimbursement</i>	\$0
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Putnam County Comm. Unit School Dist. #535
Treasurers Report November 30, 2016

PAGE 1 OF 2	EDUCATION	O/M	TRANSPORT	IMRF	B/I	W/C	TORT	L/S	TOTALS
Cash/Invest. Begin Month	\$6,270,970.55	\$979,648.14	\$145,996.29	\$476,518.68	\$378,235.84	\$2,480,416.87	\$315,704.98	\$49,984.66	\$11,097,476.01
Receipts	\$101,719.57	\$247.22	\$88.05	\$111.61	(\$75,188.79)	\$740.05	\$123.01	\$54.94	\$27,895.66
Disbursements	\$672,635.67	\$64,758.90	\$85,990.02	\$25,604.03	\$0.00	(\$75,291.00)	\$19,905.84	\$0.00	\$793,603.46
Cash/Invest. End Month	\$5,700,054.45	\$915,136.46	\$60,094.32	\$451,026.26	\$303,047.05	\$2,556,447.92	\$295,922.15	\$50,039.60	\$10,331,768.21
CASH IN BANKS									
Granville National Bank	\$317,691.13	\$36,785.94	\$5,388.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$359,865.12
First State Bank	\$48,532.69	\$61,131.06	\$61,607.66	\$103,449.64	\$0.00	\$0.00	\$36,622.34	(\$106,467.15)	\$204,876.24
North Central Bank		\$46,371.91							\$46,371.91
Total Cash in Banks	\$366,223.82	\$144,288.91	\$66,995.71	\$103,449.64	\$0.00	\$0.00	\$36,622.34	(\$106,467.15)	\$611,113.27
MONEY MARKET ACCTS.									
Granville National Bank									\$0.00
Rate 0.00%									
First State Bank	\$57,395.51	(\$8,137.64)	(\$85,990.02)	\$69,691.56	\$139,814.45	\$55,935.83	\$70,519.04	\$15,079.91	\$314,308.64
Rate 0.30%									
North Central Bank	\$5,077,921.30	\$723,442.21	\$79,088.63	\$277,885.06	\$163,232.60	\$1,231,597.94	\$188,840.17	\$141,426.84	\$7,883,434.75
Rate 0.30%									
Eureka Savings	\$254,296.58								\$254,296.58
Rate 0.35%									
INB	\$3,613.76								\$3,613.76
Rate 0.00%									
USBank	\$804.03								\$804.03
Total Money Market Accts.	\$5,394,031.18	\$715,304.57	(\$6,901.39)	\$347,576.62	\$303,047.05	\$1,287,533.77	\$259,359.21	\$156,506.75	\$8,456,457.76
PAGE 2 OF 2	EDUCATION	O/M	TRANSPORT	IMRF	B/I	W/C	TORT	L/S	TOTALS

Putnam County Comm. Unit School Dist. #535
Treasurers Report November 30, 2016

C/D INVESTMENTS									
Granville National Bank									
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
First State Bank									
36340 11/17/17 0.45%						\$210,114.97			\$210,114.97
35651 05/13/17 0.39%						\$721,576.87			\$721,576.87
									\$0.00
									\$0.00
									\$0.00
North Central Bank									
40685 03/05/17 0.35%						\$337,222.31			\$337,222.31
16									\$0.00
									\$0.00
									\$0.00
									\$0.00
Auditor Adjustments									
Tree Fund		\$3,612.66							\$3,612.66
Assets	\$13,800.00								\$13,800.00
Adjustments									\$0.00
Liabilities	(\$74,000.55)	\$51,930.32					(\$59.40)		(\$22,129.63)
TOTAL CASH & INVESTMENTS	\$5,700,054.45	\$915,136.46	\$60,094.32	\$451,026.26	\$303,047.05	\$2,556,447.92	\$295,922.15	\$50,039.60	\$10,331,768.21

CERTIFIED CORRECT

Alex J. Rolando

11/30/16

Putnam County High School
Mr. Clayton J. Theisinger
Principal

BOARD REPORT: December 2016

ACADEMICS

Student Highlight

Ray Casford, a junior from Granville, has continuously upheld the ideals of Putnam County High School throughout the school year. Though not receiving any awards, Ray simply goes above and beyond every day to help others around him and demonstrate kindness. An example of this positive behavior was his respect towards our visiting veterans on November 11, 2016. After the presentation, Ray shook the hands of every veteran and thanked them for their service and for sharing their stories. Moments like this example are not uncommon for Ray. In fact, he serves as a volunteer student in the kitchen and works alongside peers every day to wash trays and keep our Commons tidy.

Classroom Highlight

Though not necessarily in the classroom, Miss Hulstrom's band and chorus put all of their continued hard work on display during the annual PCHS Winter Concert. The chorus sang a selection of 5 holiday songs with the band performing 4 arrangements afterwards. Though their performance was held in the evening hours, all band and chorus students work hard on a daily basis to prep for these moments. The performance serves as the culminating performance assessment to weeks of dedication and practice. In addition, the band was able to use their new chairs allowing for better posture and positioning during practice and performance.



MAP

The Winter MAP assessment was administered to all students during the first full week of December 2016. All students completed the MAP Reading assessment on December 6 and the MAP Math assessment on December 8. Final comprehensive data for this term of assessments is not available yet due to some students still completing makeup tests. However, several reports of students' individual successes were shared throughout the building. Through a collective emphasis on the seriousness of test-taking and the establishment of individual goals in some classes, some students demonstrated a 20- to 50-point difference from Fall 2016 or Spring 2016 scores. To put this change in perspective, the average growth from one test term to another is usually around 2 or 3 points.

The outstanding change from some students reinforces previous board reports indicating that many students do not take the standardized assessments with integrity, resulting in poor scores. Efforts will continue to be made to improve the test-taking culture at the high school and emphasize the importance of performing with fidelity.

Response to Intervention (RtI)

Throughout the past semester, the RtI initiative at the high school has taken new shape in its makeup as well as its focus. Initial efforts were made to include a representative from every subject area within the high school, expanding the team to account for all interests and academics.

With the new structure, the team then re-envisioned the RtI processes at the high school to make interventions and strategies more relatable to classroom-based instruction. A new manual has been drafted with a pilot run of the program to begin during Spring 2017. The new goal of the program is to provide supplemental assistance to freshmen and sophomores in the subjects of mathematics and English-language arts based on classroom assessments. In addition, the process is now more fluid with students entering and exiting the program based on their skill deficits and growth. These initiatives are changes from previous programming where students were identified based on MAP scores and received interventions for a blanket amount of time. All of these changes of the program are more aligned with the purposes of RtI and provide more focus on our freshmen students.

PROFESSIONAL DEVELOPMENT

Early Dismissal Time

During our early dismissal on December 7, 2016, Mrs. Wendy Louis and Mrs. Patty Bernardoni shared a strategy for technology integration and Chromebook use through a platform called Kahoot. This platform allows teachers to develop content-based questions for review purposes. While viewing questions on a larger screen, students' devices are turned into answer panels. Students are then scored based on their correct or incorrect responses as well as timing.

In addition, Mr. Theisinger led a brief presentation on how teachers can leverage the SLO process during evaluations. Focus was put on how the data can be used in the short-term to make decisions in regards to immediate teaching and learning. After some examples of how to view data were shared, long-term use of SLO's was then shared with the staff. They were encouraged to begin developing a bank of SLO's for repeated use and continuous refinement of teaching and learning practices.

PD Committee

A Professional Development Committee was established to determine greater focus for early dismissal time during Spring 2017. The committee is comprised of members from each subject within the high school as well as Mr. Theisinger. Using the district's assessment focus, the committee further identified needs of assessment as topics for next semester. In addition, they determined a schedule for Professional Learning Communities (PLC's).

A PLC is a team of professionals oriented around a common, defined goal. These teams will meet on a regular basis to analyze data, share teaching strategies, develop assessments, and revise curriculum using collaboration and positive discussion. The purpose of PLC's within in a school setting is to increase collaboration and teamwork in order to orient towards the vision and mission of the school and district. A roll-out of the processes and expectations associated with these teams will be shared at the first early dismissal day in January 2017.

ENROLLMENT

(as of 12/13/2016)

Freshmen – 70

Sophomores – 70

Juniors – 80

Seniors – 61

Total - 281



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

Putnam County Junior High School

Michael Olson, Principal
olsonm@pcschoools535.org

13183 N 350th Avenue
McNabb, IL 61335

Phone-815-882-2800 opt. 3

Fax-815-882-2299

Putnam County Junior High Board Report December, 19, 2016

Enrollment:

6th Grade: 62 (-4)

7th Grade: 53 (-1)

8th Grade: 58 (+/-0)

Total Enrollment: 173 (-5 from November 17th)

Student Activities

Girls Basketball

- **Our Girls basketball team won the 8th Grade Regional** and lost a close one in the Sectional Championship.

Boys Basketball

- Our 6th, 7th & 8th Grade teams have all started their seasons and are playing well, representing PC and improving. **6th Grade placed 3rd in the Parkside Tournament.**

Special Ed. News

- Our Special Ed. Department took our students to the PC Food Pantry where they helped bag food for distribution.

Writing Club

- Mrs. Hannon is creating a Writing Club that will meet during student's lunch/recess time. The club will offer students the chance to continue to discuss writing, practice writing, and have many more experiences in writing that will provide them another opportunity to express themselves, and become better writers.

Book Club

- Mrs. Ibarra is also starting a Book Club in which she will lead book discussions as they read a book together. What a great way to continue to encourage reading and discussion on good books.

Interact Club

- Mr. Carboni is leading the Interact Club and they are planning a drive for IVAR of needed items.

After School Activities

- Our ASA made ornaments and distributed them to the Senior Center.

Kindness Club

- On Dec 19th our Kindness Club is going to IVAR to take brochures they made to help encourage pet adoption.

Student Newspaper

- Mrs. Carboni and the **PUMA News** have published their 2nd issue of the newspaper with the highlights being what PCJH is thankful for.

Students of the Month

November- 6th Grade- Madelyn Torrance, 7th Grade- Lena Barr
& 8th Grade- Luke Pederson

Professional Development

- Kearsten Zielinski and Kristin Erickson have attended the last of 3 workshops on Autism at the LEASE office and are planning a presentation to share with our staff.

Winter Bench Marking

- We will be doing our Winter MAP Assessments December 14 & 15. I will share those with you and the comparison from the Fall.
- We are AIMSWEB Plus benchmarking and Progress Monitoring in January and will share those results as well.

Evaluations

- I have completed all the first round on observations for all non tenured teachers and are in the process of meeting with each teacher to discuss their evaluations and find ways to support them in their efforts to become better teachers.

Winter Concert

- Our Winter Concert was a huge success. Ms. Schlatweiler and the Band/Chorus performed extremely well and did a great job entertaining our parents.

Curriculum

- Our Life skills class has been working on preparing and cooking nutritional meals and being in public places. They went to Clover Club for lunch and each one ordered their own meal.

- **PARCC**
 - I have really been researching and examining ways to help improve our PARCC scores.
 - The best way to prepare for any assessment is to teach a strong curriculum that is aligned to the standards, teaches critical thinking skills, and challenges students to apply their knowledge. We will continue to do that and look for ways to improve. The staff at PC works extremely hard at this.
 - I have developed a plan to help prepare our students for the exam.
 - We have looked at PARCC data, MAP data, and summative assessments in our curriculum and identified areas of weaknesses in terms of skills or content areas and find ways to increase the teaching of this in our curriculum.
 - Keep teaching a curriculum that is highly engaging, thought provoking, and strongly aligned to the Standards- Common Core, and New Science Standards.
 - Starting in January, we will set aside some time each week- Studyhall period to have our students take PARCC practice exams.
 - At the end of each classroom assessments- Math & ELA, we will add PARCC like questions. Research shows that just being exposed to the type of questions on assessments can help.
- We will continue to teach a strong curriculum and prepare for , not teach to , the state assessments.

Current Number of Students with Fs

6th= 5 7th=5 8th=3

I will have end of quarter data in January.

PCJH Pictures:

PCJH 8th Grade Girls Regional Championship



**November Students of the Month: 8th Grade- Luke Pederson, 7th Grade- Lena Barr
6th Grade- Madelyn Torrence**

Current Enrollment

3rd Grade = 54 students, with class sizes of 18, 18, and 18 students.

4th Grade = 69 students, with class sizes of 23, 23, and 23 students.

5th Grade = 59 students, with class sizes of 19, 20, and 20 students.

Evaluations

Currently, I have completed the first round of formal observations. This include the first of two formal observations for non-tenured teachers and the formal observations for tenured teachers. When we return after Christmas break, I will complete the second formal observations of all non-tenured teachers which will be a total of 12 formal observations for the 2016-17 school year.

Professional Development

Two teachers from PCES recently attend the 2-day Raising Student Achievement Conference. Mrs. Boudreau and Mrs. Ward have brought back valuable information and are looking forward to sharing with the staff. Mrs. Boudreau and Mrs. Ward will utilize an early release day to share and/or train colleagues on the information they obtained at the conference.

Putnam County Picasso's

The first session of the Putnam County Picasso's has been a huge success. Due to high interest, the PCEF will be implementing another sessions starting in January to accommodate those students who were not able to attend the first session. Enrollment of this class is limited to 25 students per session. Depending on the interest level, there could potentially be a third session offered in the spring. Students have been learning about creativity and creating their own masterpieces!

English Learners (EL)

I have been in contact with our EL representative at ISBE for assistance in preparing the testing for our EL students. Currently, we have 24 students in the district that are identified at English Learners. Grade level break down: Pre-K = 3, K = 1, 2nd = 1, 5th = 2, 6th = 3, 7th = 2, 8th = 2, 9th = 3, 10th = 1, 11th = 5, 12th = 1. ACCESS testing will be administered during the month of January to the K-12 EL students. Results of this testing will identify the english proficiency level of these students, and dictate EL status for the 2017-18 school year.

December Board Report

PRINCIPAL: RONDA CROSS

PCPS Enrollment:

PreK - 79 (Early Intervention Student: Jan.) K - 44 1st- 58 2nd- 48

CALENDAR EVENTS:

- Dec. 21st Donuts and Milk with Staff/Students, Santa (AKA Mr. Carlson) Reads to Grade Levels, Programs/Parties, Etc.
- Jan. 3rd Teacher Institute Day
- Jan. 13th Trimester Progress Reports Distributed
- Jan. 16th No School (MLK Day)
- Jan. 19th District Technology Night
- Jan. 23rd-27th “Day of Play with Parent/Family” (PreK)

Preschool for All Additional Grant Application:

This past week I received an email that there would be additional funds available through the application process for the Preschool for All grant. The grant’s intent is to provide for something that the original application does not encompass. I will be writing and submitting a supplemental plan to the state for the full amount of preschool transportation. This amount will be an additional \$19,600. I will keep you informed whether or not the additional request is granted.

School Visits:

We have had two different types of school visits in the past month. First, Ms. McGill, Ms. Mignone and Mrs. Lund visited the Streator preschool program. The purpose of the visit was to observe other best practices within another preschool program. The team returned enthusiastic about what they saw and planned out several things to try here in our program. They presented to the team sharing an emphasis of implementing more speech time in the classroom environment, enriching vocabulary, and discussing future goals of improving the outdoor space to name a few.

The second visit was a team coming to observe us; actually, more like Mrs. Schorn and her media centers. A team of two teachers and the library specialist from Oglesby observed one class and asked questions before and after the observation. As usual, Carey did a phenomenal job explaining and sharing information. I received feedback from the team in the form of a thank you card and a contact from the assistant principal stating that of all of the visits they had made that day, the teachers said this location was incredibly helpful to pointing them in the right direction they wanted to go.

Triple I Conference Overview:

During my attendance at the conference I attended the following sessions:

- Involve Peer Assistance and Review in Teacher Evaluation (Peer Consulting teacher assisting teachers in the classroom to be the best teachers possible.)
- Keynote: Mawi Asgedom (Take Away: Don't doubt the power of influence that every staff member has on a student.)
- Keynote: Joan Lunden (Take Away: Say yes to everything. Take a chance and see where change can lead you.)
- Ed Tech Student Success Stories in TED Talks (This was my hands-down favorite session. The presenters were extremely knowledgeable about technology and how to get students truly transforming their education no matter what age they are. Jenni Magiera would be a fantastic professional development person for the district. Mike Belcaster would be a very good presenter to the physical education department and Superintendent Goins shared an excellent overview of where his district is and where they are going with technology.)
- Keynote: Michael Dorn (Take Away: Use research to determine what your biggest threats are to your school and plan/practice for that. Using the media to decide what you should practice and plan for could lead you to not being truly prepared for your biggest threat.)
- Carousel of Panels:
 - Journey Towards Trauma-Informed Schools
 - Transforming Learning Centers into STEM Learning Hubs
 - Building a Gold Circle for Early Childhood Programming

Update on Evaluations:

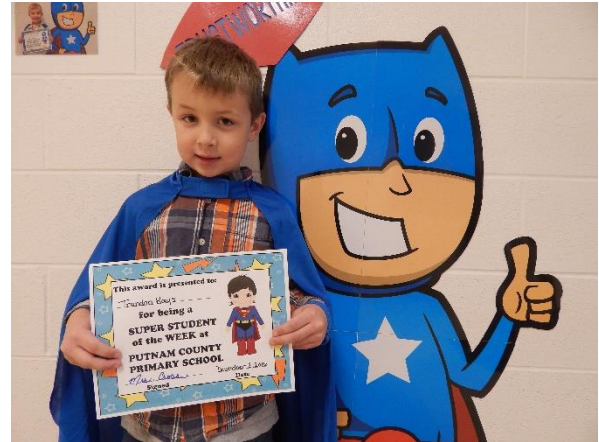
Just a quick update on the new evaluation process. I have completed all first-round non-tenured staff evaluations. I will be starting the second round of evaluations as soon as we return from Winter Break. I have also completed tenured staff evaluations. Based on this point of the year and the number left to be completed, I am projecting that evaluations will be completed by mid-February and meet the compliance of evaluation law.

“Superhero” of the Week at PCPS!



Ofelia Sis-Pompa, 2nd Grade (Respect)

Nominated by Mrs. Smith



Trandon Kays, 1st Grade (Responsibility)

Nominated by Ms. Code



Itaty Castro, 2nd Grade (Kindness)

Nominated by Mrs. Ladage

State Funding Update 12/19/16

The state still owes in the following categories

Special Education	\$105,541.24
Transportation	\$108,397.08
Early Childhood	Have not received any funding for this year
<u>Illinois Free Lunch</u>	<u>\$ 320.26</u>
	\$214,258.58

- It was indicated at a superintendent's meeting in November to expect a mandated categorical payment from the state in December. As of this date, there is still no indication if and when the mandated categorical payments will be made.
- We will be having to approve a transfer of funds from working cash to transportation to have enough funds to cover the monthly bill.
- Hopefully, good news for the early childhood funding. I just received an email from ISBE for us to fill out the form for the budget request for additional funds. It states that there may be additional one-time funds for FY 17 for programs in good standing. We will see how this application process goes. The due date for the application is the middle of January 2017.

Investment Report
December 19, 2016

At this time, there is no investment updates as we recently approved the bid for the recent CD that came due. Our next CD comes due in March.

Transportation Report December 15, 2016

I conducted our monthly administrative team meeting on Wednesday, December 14, 2016. Irene Parola was in attendance. She also brought each member of our administrative team a little holiday gift which was much appreciated.

- As superintendent of schools, we discussed the communication piece we have been continuing to work on. This component has improved since our meeting a month ago.
- Irene reported that the drivers like the new bus referral forms our administrative team designed. There has been a reduction in the number of issues from earlier this year. Our hope is to continue to reiterate expected behaviors and the importance of student safety while on the bus.
- Irene reported she has received calls regarding students getting off at their bus stop and then trampling through a person's yard/bushes. Our building administrators are going to determine for sure who is doing this and address the situation. At this point, we don't want to move the stop farther away than it needs to be. The bushes are quite a distance from the stop and students are making the choice to act this way.
- Our administrative team will be visiting the Johannes Dispatch (new location) on Wednesday, January 11, 2017 at 10:00. We are going to tour the facility and meet with the driver's to discuss concerns and ideas to promote uniform communication. Also, our administrative team will provide some problem-solving skills drivers could use to help deter students misbehaving.
- The only complaints I have fielded for transportation came on Thursday morning as some parents called to complain about why we are school today with it being so cold.
- Our administrative team and Johannes Bus Company will continue to monitor student behavior on the buses. It is agreed that open and constant communication is key.
- I will keep the board members updated as we move forward.

Please distribute to Board members and appropriate staff

ISSUE 93, October 2016

Update Memo

PRESS

Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1226, or Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219.

Instructions

You are encouraged to share this **PRESS** Update Memo with all board members and appropriate staff.

Please follow these three easy steps to log in to **PRESS**:

1. Go to www.iasb.com and click on **MY ACCOUNT**.
2. Log in using your email address and password:
 - If you do not know your password, or do not have a password, do not create a new account; use the *forgot password* link.
 - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
 - If you continue to have difficulty, please contact lcala@iasb.com.
3. Under **My Account Links**, click on **PRESS Login**.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online** — Committee Worksheets and the updated **Policy Reference Manual** pages. The Committee Worksheets show suggested changes to **PRESS** material 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. See the description in **PRESS Issue 93 Bundles (topic descriptions)** for a new, alternate way of reviewing this issue by major categories of revision.



Contents

- Instructions, p. 1
- PRESS Terminology**, p. 1
- PRESS Issue 93 Bundles (topic descriptions)**, p. 2
- Progress Report, p. 7
- Revisions to Policies, Administrative Procedures, and Exhibits, (numerical table), p. 9
- Next Issue: Veto-Session Update

PRESS Terminology

What are the meanings of the “AP” and “E” after certain policy numbers?

The **PRESS Policy Reference Manual (PRM)** is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedures manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work and staff work.

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

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

Administrative Procedures. Administrative procedures developed by the Superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the Board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.

Exhibits. Both Board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative

procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

Board exhibits, always labeled with an “E” only, are those that provide guidance for board work and should be dated for implementation by the Board.

Administrative procedures exhibits, always labeled with the “AP, E” format, do not require formal board adoption.

PRESS Issue 93 Bundles

The Illinois General Assembly, Congress, and regulatory agencies created a perfect storm of necessary updates to the IASB Policy Reference Manual (PRM). The amount of material in **PRESS** Issue 93 is unprecedented topping out at 142. The largest issue we authored until Issue 93 included 80 materials. To make the information more manageable for our subscribers, we have put materials into 13 **Bundles**.

Each bundle summarizes the global reasons for changes to all materials that are listed. Specific details about how each piece of material changed, including changes for other reasons, e.g., **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc. are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 9.

Please spend time reviewing the online Committee Worksheets, available behind the **PRESS** Login under a link titled: **PRESS** Committee Worksheets. They provide comment boxes further describing some of the changes, detailed explanations in the footnotes, and other added explanations by the **PRESS** Editors. We hope you find these Committee Worksheets easier to use. Please let us know what you think.

Every Student Succeeds Act (ESSA)

On December 10, 2015, President Obama signed the 440 page long Every Student Succeeds Act (ESSA), repealing the No Child Left Behind Act of 2001 (NCLB). ESSA, like NCLB, is an amendatory act that does not stand alone but is under the umbrella of the Elementary and Secondary Education Act of 1965 (ESEA). ESSA reauthorizes its umbrella statute ESEA and amends other related federal statutes, e.g., the McKinney-Vento Homeless Assistance Act, Protection of Pupil Rights Act, and the Boy Scouts of America Act, etc.

For greater accuracy, instead of citing only the underlying statute with text that says “ESSA requires ...,” we updated **PRESS** materials by citing the umbrella ESEA followed by the appropriate underlying statute stating, “ESEA, as amended by ESSA, requires ...”.

The NCLB to ESSA transition will take time and patience as **PRESS** materials move through required updates. While ESSA was effective 12-10-15, the 2016-17 school year is really a year of transition from NCLB to ESSA. The transitional year is necessary not only to allow states to shift gears, but also for states to meet the new requirements. For example, the new ESEA §6311 (20 U.S.C. §6311) requires states to submit plans to the U.S. Dept. of Education (DOE) by March 2017. Corresponding federal and State regulations will need to be updated. Guidance from the DOE and Ill. State Board of Education (ISBE) will need to be issued, along with many other implementation pieces. We are

now often in a situation where NCLB federal regulations still exist and have not been updated to align with ESEA as amended by ESSA with no *notice of proposed rulemakings (NPRM) pending yet*. **PRESS** Editors will continue to cite NCLB federal regulations, if appropriate, and note the discrepancy in a f/n, e.g. “NCLB underlying these regulations has been repealed; amendments to regulations are highly likely within the next year.”

At this time, the DOE has released NPRMs to update federal regulations in the following areas:

1. Title I — Accountability, State Plans, and Data Reporting (34 C.F.R. Parts 200, 299);
2. Title I, Part A — Improving the Academic Achievement of the Disadvantaged — Academic Assessments (34 C.F.R. Part 200); and
3. Title I, Part B — Innovative Assessment Demonstration Authority (34 C.F.R. Part 200).

Updates for many other corresponding federal regulations have not yet been proposed, and no updates of any corresponding State regulations have been proposed at the time of this publication.

ESSA amendments and implementation will be a long process and **PRESS** materials will likely need to be updated multiple times; however, we will do our best to minimize the need for continual policy updates by making general references whenever possible.

The following **PRESS** materials are updated:

- 1:20-AP, Checklist for Handling Intergovernmental Agreement Requests
- 4:110, Transportation
- 4:170, Safety
- 4:170-AP5, Unsafe School Choice Option
- 5:190, Teacher Qualifications
- 5:190-AP, ~~Plan to Ensure That All Teachers Who Teach Core Academic Subjects Are *Highly Qualified*~~ **DELETED**
- 5:190-E1, Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications
- 5:190-E2, Notice to Parents When their Child Is Assigned To or Has Been Taught for a Least Four Straight Weeks By a Teacher Who is ~~Not *Highly Qualified*~~ Does Not Meet Applicable State Certification/Licensure Requirements **RENAMED**
- 5:190-E3, Letter to Teacher Who is ~~Not *Highly Qualified*~~ Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment **RENAMED**
- 5:280, Educational Support Personnel — Duties and Qualifications
- 6:15, School Accountability
- 6:140, Education of Homeless Children
- 6:140-AP, Education of Homeless Children
- 6:145, Migrant Students
- 6:160, English Learners
- 6:170, Title I Programs

- 6:170-AP1, Checklist for Development, Implementation, and Maintenance of Parental and Family Engagement Involvement Compacts for Title I Programs **RENAMED**
- 6:170-AP1, E1, District-Level Parental and Family Engagement Involvement Compact **RENAMED**
- 6:170-AP1, E2, School-Level Parental and Family Engagement Involvement Compact **RENAMED**
- 6:170-AP2, Notice to Parents Required by ~~No Child Left Behind Act of 2001~~ Elementary and Secondary Education Act, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act **RENAMED**
- 6:170-AP2, E1, District Annual Report Card Required by Every Student Succeeds Act (ESSA) **NEW**
- 7:15, Student and Family Privacy Rights
- 7:30, Student Assignment and Intra-District Transfer
- 7:50, School Admissions and Student Transfers To and From Non-District Schools
- 7:340-AP1, School Student Records
- 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records
- 7:340-AP1, E3, Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information **RENAMED**
- 7:340-AP1, E4, Frequently Asked Questions Regarding Military Recruiters Access to Students and Student Information
- 8:95-AP, Parental Involvement

Expenses

The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, prohibits expense reimbursements for entertainment expenses. It also requires school boards to regulate expenses for travel, meal, and lodging expenses for their officers and employees by:

1. Adopting a resolution or an ordinance to regulate expenses;
2. Listing the types of official business that are permitted for expense reimbursements;
3. Requiring the use of a standardized form for expense reimbursements; and
4. Setting a maximum allowable expense reimbursement amount.

The new law does not recognize that the School Code already prohibited board member compensation (105 ILCS 5/10-14) and controlled expense advancements (105 ILCS 5/10-22.32). This was a challenge to create policy language that logistically works with both the new law and the existing School Code provisions. Please spend time in the footnotes and online **PRESS** Committee Worksheets to digest how these laws operate together. Also note that while

many materials in this bundle are **REWRITTEN**, much of the text from the former versions of these materials is still present, it was just rearranged or relocated.

The following **PRESS** materials are updated:

- 2:125, Board Member Compensation; Expenses **RENAMED and REWRITTEN**
- 2:125-E1, Board Member Travel Expense Reimbursement Form Voucher **RENAMED and REWRITTEN**
- 2:125-E2, Board Member Estimated Expense Approval Form **RENAMED and REWRITTEN**
- 2:125-E3, Resolution to Regulate Expense Reimbursements **NEW**
- 2:220-E4, Open Meeting Minutes
- 4:55, Use of Credit and Procurement Cards
- 4:80-AP, Checklist for Internal Controls
- 5:60, Expenses **REWRITTEN**
- 5:60-AP, Expenses **DELETED**
- 5:60-E1, Employee Expense Reimbursement Form Voucher **RENAMED and REWRITTEN**
- 5:60-E2, Employee Estimated Expense Approval Form **NEW**

Open Meetings Act (OMA)

Two public acts affect OMA are:

1. 5 ILCS 120/2.06(c)(1), amended by P.A. 99-646, carved out a requirement that certain *disclosable* payments to Ill. Municipal Retirement Fund (IMRF) employees be discussed during open session.
2. 5 ILCS 120/2.06(e), amended by P.A. 99-515, added a new purpose for releasing verbatim recordings. Materials discuss (a) the concerns about what *in the presence of* means, and (b) other good governance implementation considerations. Recall the story behind *LeFever v. Marshall* as you review these materials. Mr. LeFever traveled to Springfield to give oral testimony at the Illinois House of Representatives' Judicial-Civil Committee as this bill traveled through the General Assembly. While many legislators questioned why OMA needed these amendments (it already provided rights to public officials to listen to verbatim recordings) legislators found LeFever's situation proof that not all

public bodies in Illinois were conducting themselves as they should. Now these rights are clarified with more regulation and less local control.

Other various citation changes and other continuous improvement amendments were made. The following **PRESS** materials are updated:

- 2:200, Types of School Board Meetings
- 2:200-AP, Types of School Board Meetings
- 2:220, School Board Meeting Procedure
- 2:220-E1, Board Treatment of Closed Meeting Verbatim Recordings and Minutes **RENAMED**
- 2:220-E2 Motion to Adjourn to Closed Meeting
- 2:220-E5, Semi-Annual Review of Closed Meeting Minutes
- 2:220-E6, Log of Closed Meeting Minutes
- 2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings
- 2:220-E8, School Board Records Maintenance Requirements and FAQs **NEW**

Freedom of Information Act (FOIA) | Personal Information Protection Act (PIPA)

Four public acts affect FOIA and PIPA are:

1. 5 ILCS 140/, amended by P.A. 99-147, revised the definition of *public record* under the Local Records Act;
2. 815 ILCS 530/, amended by P.A. 99-503, eff. 1-1-17, amended portions of the Personal Information Protection Act;
3. 5 ILCS 140/11, amended by P.A. 99-586, eff. 1-1-17, addresses FOIA penalties; and
4. 105 ILCS 5/22-82, added by P.A. 99-590, requires certain assessment information to be made publicly available.

One public act that did not affect **PRESS** materials directly was P.A. 99-478. It amended FOIA, clarifying that all *severance agreements* should be available for public inspection.

Previously, FOIA only referred to *settlement agreements*. This does not affect any **PRESS** materials, so discuss the implications of this new amendment with your board attorney.

The following **PRESS** materials are updated:

- 2:250, Access to District Public Records
- 2:250-AP1, Access to and Copying of District Public Records
- 2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules
- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 6:340, Student Testing and Assessment Program

Residency

These materials are updated to align with amendments to residency challenge policy and procedures under 105 ILCS 5/10-20.12b, amended by P.A. 99-670, eff. 1-1-17. The bulk of these updates landed in 7:60-AP1, *Challenging a Student's Residence Status*, and they included the following changes:

1. A district's notice of nonresidency must detail the specific reasons why the school board believes that the student is a nonresident.
2. A district's notice of residency hearing must notify the person requesting the hearing that any written evidence and testimony or witnesses not disclosed at least three calendar days prior to the hearing are barred at the hearing, unless the district consents.
3. Requirements that a district must, at least three calendar days prior to the hearing, disclose to the person requesting the hearing:
 - a. All written evidence and testimony that it may submit during the hearing, and
 - b. A list of witnesses the district may call to testify during the hearing.
4. Within five calendar days of its decision, a board must send a copy of its decision by certified mail, return receipt requested, to the person who enrolled the student.
5. A board's decision must inform the person who enrolled the student that:
 - a. Within five calendar days after receipt of the board's decision, he or she may petition the regional superintendent of schools to review it; and
 - b. The student may continue attending the district's schools pending the regional superintendent's review of the board's decision, if requested.
6. The person challenging the board's decision must include the basis for the request and send it via certified mail, return receipt requested, to the regional superintendent and the school district's superintendent.

7. Within five calendar days after receiving a petition challenging the board's decision, a board must deliver any written evidence and testimony submitted by the parties during the hearing to the regional superintendent, along with any minutes, transcript, or verbatim record of the hearing.
8. Within ten calendar days after receiving residency hearing materials from the district, regional superintendents must issue written decisions determining if clear and convincing evidence exists showing that the student is a resident of the district and eligible to attend the district's schools on a tuition-free basis.

In this bundle, non-resident is changed to nonresident for consistency with the School Code. The following **PRESS** materials are updated:

- 7:60, Residence
- 7:60-AP1, Challenging a Student's Residence Status
- 7:60-AP2, Establishing Student Residency
- 7:60-AP2, E1, Letter of Residence from Landlord in Lieu of Lease
- 7:60-AP2, E2, Letter of Residence to be Used When the Person Seeking to Enroll a Student Is Living with a District Resident
- 7:60-AP2, E3, Evidence of Non-Parent's Custody, Control, and Responsibility of a Student

Speech Rights of Student Journalists Act

This Act, 105 ILCS 80/1, added by P.A. 99-678, significantly watered down school officials' rights to exercise *Hazelwood restrictions* with high school students in Illinois. The new law does not authorize or protect expression by a student journalist that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law; or
4. So incites students as to create a clear and present danger of the commission of an unlawful act, the

violation of policies of the school district, or material and substantial disruption of the orderly operation of the school.

The following **PRESS** materials are updated:

- 7:310, Restrictions on Publications; Elementary Schools **RENAMED**
- 7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications
- 7:315, Restrictions on Publications; High Schools **NEW**

Employment and Licensure Disqualifications

P.A. 99-667 amended criminal history records check requirements under 105 ILCS 5/10-21.9, 5/21B-5, and 5/21B-80. Conviction of certain drug offenses no longer permanently disqualifies a contractor's employee from having direct, daily contact with students, disqualifies an individual for educator licensure, or results in permanent license suspension/revocation. Instead, conviction of certain drug offenses will only disqualify an individual until seven years following the end of the individual's sentence for the criminal offense. See 5:30-AP2, *Investigations*, for a list of these offenses.

The following **PRESS** materials are updated:

- 4:60, Purchases and Contracts
- 4:60-AP1, Purchases
- 4:60-AP3, Criminal History Records Check of Contractor Employees
- 4:175, Convicted Child Sex Offender; ~~Criminal Background Check and/or Screening~~; Notifications **RENAMED**
- 4:175-AP1, Criminal Offender Notification Laws; Screening
- 5:30, Hiring Process and Criteria
- 5:30-AP2, Investigations
- 5:260, Student Teachers

Employee Leaves

Multiple State legislative amendments and federal regulatory amendments changed laws that apply to leave for employees.

1. The Child Bereavement Leave Act, 820 ILCS 154/, added by P.A. 99-703, requires employers to grant unpaid child bereavement leave. The law's applicability depends upon whether the district is an employer as defined under the federal Family Medical Leave Act (FMLA).
2. The Employee Sick Leave Act, 820 ILCS 1919/, added by P.A. 99-841, eff. 1-1-17, allows employees to take sick leave to care for certain defined family members.

3. The Victims' Economic Security and Safety Act, 820 ILCS 180/, amended by P.A. 99-765, eff. 1-1-17, changed the number of employees required to trigger the law from 15 to one. It also graduates the amount of leave available during any 12-month period based upon the number of employees working for an employer.

The following **PRESS** materials are updated:

- 5:185, Family and Medical Leave
- 5:250, Leaves of Absence
- 5:250-AP, School Visitation Leave
- 5:330, Sick Days, Vacation, Holidays, and Leaves

Right to Privacy in the Workplace Act

This law has been amended again. 820 ILCS 55/10(b), amended by P.A. 99-610, eff. 1-1-17, clarifies that employers may not ask employees or applicants for employment for their social media passwords.

The following **PRESS** materials are updated:

- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:125, Personal Technology and Social Media; Usage and Conduct

Final *Smart Snacks* Rules | Wellness | School Lunch & *Breakfast After the Bell* Programs

Updates to these materials are in response to the issuance of the final *Smart Snacks* regulations and 105 ILCS 126/16, added by P.A. 99-850, eff. 1-1-17, which created *Breakfast After the Bell*. Please spend time in the footnotes and Committee Worksheets to further digest the changes to this bundle.

The following **PRESS** materials are updated:

- 4:130, Free and Reduced-Price Food Services
- 6:50, School Wellness

Concussion Oversight Team and Protocols Materials

This bundle addresses:

1. Full implementation of the Youth Sports Concussion Safety Act, which had its compliance deadline delayed until the 2016-2017 school year by P.A. 99-486; and
2. Incorporation of 105 ILCS 25/1.20, added by P.A. 99-831, which requires all Illinois High School Association (IHSA) member districts that have

certified athletic trainers to require these individuals to complete and submit a monthly report on student-athletes who have sustained a concussion.

The following **PRESS** materials are updated:

- 7:305, Student Athlete Concussions and Head Injuries
- 7:305-AP, Student Athlete Concussions and Head Injuries

SB 100 Clean-up

The following **PRESS** materials are updated in response to the September 15, 2016 effective date of SB 100:

1. 2:120, Board Member Development
2. 7:190, Student Behavior – *remember to remove previous policy 7:190*

Numerical Ordered Miscellaneous Legislative Changes | Other Necessary Changes

The following **PRESS** materials are updated due to miscellaneous legislative and/or clean-up changes, which are detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 9.

Please spend time reviewing the Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors.

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

- 2:30, School District Elections
- 3:40, Superintendent
- 3:50, Administrative Personnel Other Than the Superintendent
- 4:10, Fiscal and Business Management

- 4:80, Accounting and Audits
- 4:150, Facility Management and Building Programs
- 5:100, Staff Development Program
- 6:60, Curriculum Content
- 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students
- 7:70, Attendance and Truancy
- 7:250, Student Support Services
- 7:260, Exemption from Physical Activity Education **RENAMED**
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:340, Student Records
- 8:30, Visitors to and Conduct on School Property
- 8:70, Accommodating Individuals with Disabilities
- 8:100, Relations with Other Organizations and Agencies

Progress Report – The contents of this table frequently change.

Topics	Our Response
<p>P.A. 99-503 Personal Information Protection Act; Data Security PA 99-503, eff. 1-1-17 imposes new requirements upon government agencies and local government regarding identity protection.</p>	<p>We will assess the law and if necessary, update 4:15, <i>Identity Protection</i> in the next PRESS Issue 94.</p>
<p>Postsecondary and Workforce Readiness Act This law requires state agencies to adopt and publicize model postsecondary and career expectations for students in grades 8-12 that specify knowledge that students should have by the end of each grade level. It requires the model expectations to address certain areas listed in the law. It also creates a high school graduation pilot program.</p>	<p>We will respond after these agencies publicize a model expectations plan and the pilot programs are completed, with likely updates to policy 6:300, <i>Graduation Requirements</i> and its corresponding materials.</p>
<p>HB 6299 – School Code, Educational Support Personnel – Amendatory Veto 8-19-16</p>	<p>If the Ill. General Assembly overrides the veto, we will amend PRESS issues accordingly.</p>
<p>Fair Labor Standards Act (FLSA) Rules The effective date of the final rule is 12-1-16. The initial increases to the standard salary level (from \$455 to \$913 per week) and highly compensated employees total annual compensation requirement (from \$100,000 to \$134,004 per year) will be effective on that date. Future automatic updates to those thresholds will occur every three years, beginning on 1-1-20.</p>	<p>No PRESS materials are directly affected by this rule. Many attorneys recommend reviewing salaries for exempt and non-exempt employees now. Consult your board attorney about this issue. Other helpful information is available at: www.dol.gov/WHD/overtime/final2016/.</p>
<p>Grant Accountability and Transparency Act (GATA)(30 ILCS 708/) GATA, enacted 7-16-14, is “intended to increase the accountability and transparency in the use of grant funds, from whatever source, and to reduce administrative burdens on both State agencies and grantees by adopting federal guidance and regulations applicable to such grant funds; specifically, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) codified at 2 CFR 200.” 30 ILCS 708/5(b). GATA is administered by the Governor’s Office of Management and Budget (GOMB) via its Grant Accountability and Transparency Unit (GATU), which worked with the Illinois Single Audit Commission and volunteers from state agencies and grantees to develop administrative rules. GATA administrative rules at 44 Ill.Admin.Code Part 7000 became effective 7-24-15. State agencies, including ISBE, are now implementing GATA requirements for the fiscal year 2017 grant cycle. See isbe.net/gata/. To prequalify for ISBE grants, grantees must access the GATA website at www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx and complete four pre-award requirements:</p> <ol style="list-style-type: none"> 1. Grantee Registration 2. Grantee Pre-qualification 3. Fiscal and Administrative Risk Assessment (Internal Controls Questionnaire) 4. Programmatic Risk Assessment <p>The <i>Fiscal and Administrative Risk Assessment</i> inquires whether grantees have written policies and procedures that guide program delivery on various topics, including but not limited to: quality assurance; staff performance management; conflict of interest statements; safeguarding funds, property, and other assets; and management of grant term extensions.</p>	<p>We posted at www.iasb.com a list of PRESS materials responsive to the policy and procedure inquiries of the <i>Fiscal and Administrative Risk Assessment</i>, and we notified members via email of its posting.</p>

Progress Report – *continued*

Topics	Our Response
<p>Website Accessibility Complaints and Lawsuits</p> <p>Because school districts are subject to Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Sec. 794, and its implementing regulations, they have obligations to make their websites accessible. Rulemaking processes have been moving slowly since 2010. However, the Dept. of Justice (DOJ) issued a <i>Statement Regarding Rulemaking on Accessibility of Web Information and Services of State and Local Government Entities</i> on 4-29-16 (see www.ada.gov/regs2016/sanprm_statement.html). In addition, the DOJ issued a Supplemental Advance Notice of Proposed Rulemaking (SANPRM) titled <i>Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities</i> (see www.gpo.gov/fdsys/pkg/FR-2016-05-09/pdf/2016-10464.pdf). In it, 123 questions are posed and public comment period ended on 8-8-16.</p> <p>The SANPRM discusses the likelihood that <i>Web Content Accessibility Guidelines (WCAG) 2.0 Level AA Standards</i> (www.w3.org/TR/WCAG20/) will be the standard for web content and that school districts will have two years after final adoption to comply.</p> <p>Despite the lack of final regulations on the matter, the U.S. Dept. of Education’s Office for Civil Rights (OCR) has reportedly opened over 300 recent nationwide complaint investigations into whether educational agencies’ websites are accessible to individuals with disabilities. In addition, there appears to be an uptick of complaints filed with OCR (and federal courts) by disability advocates that allege educational agencies are discriminating against people with visual impairments by failing to take active steps to make websites, cloud-based applications, documents, and printed materials accessible to people with disabilities.</p>	<p>If your district receives a complaint, contact your board attorney.</p> <p>We will monitor the current rulemaking efforts and will provide necessary updates to PRESS materials.</p> <p>To prepare for the likelihood of future regulations, and to avoid complaints of violations, your district may wish to consult with appropriate experts to begin evaluating the accessibility of its web content and improving it as appropriate. A great place to start is here: https://www.w3.org/WAI/WCAG20/quickref/.</p>

Revisions to Policies, Administrative Procedures and Exhibits

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
1:20-AP, Checklist for Handling Intergovernmental Agreement Requests	The procedure is unchanged. A footnote is updated to delete reference to NCLB, repealed by passage of ESSA.	<input type="checkbox"/>
2:30, School District Elections	The policy is unchanged. Footnotes are updated to delete reference to past public acts and add reference to P.A. 99-522, eff. 1-1-17, which included several minor Election Code updates.	<input type="checkbox"/>
2:120, Board Member Development	The policy and footnotes are updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 99-456 (SB 100), with a new optional subhead, Professional Development; Adverse Consequences of School Exclusion; Student Behavior . Footnotes are updated to delete references to past dates.	<input type="checkbox"/>
2:125, Board Member <u>Compensation</u> ; Expenses	RENAMED and REWRITTEN. The policy implements the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. The new law prohibits reimbursements for entertainment expenses and requires school districts to regulate expenses and pass a resolution regulating how travel, meal, and lodging expenses are reimbursed for officers and employees. Policy text is amended to inform the general public that school board members are volunteers and serve without compensation to help remedy a common misconception that school board members are paid. The rest of the policy outlines the logistics of implementing the new law. For example, the board regulates expenses through policy and adopts a resolution as required by the law to set a <i>maximum allowable amount</i> (MARA).	<input type="checkbox"/>
2:125-E1, Board Member Travel Expense <u>Reimbursement Form</u> Voucher	RENAMED and REWRITTEN. The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, requires a standardized form for expense reimbursements.	<input type="checkbox"/>
2:125-E2, Board Member Travel <u>Estimated Expense Approval</u> Form <u>Purchase Order</u>	RENAMED and REWRITTEN. The exhibit is reworked with the goal to make the School Code's long-standing allowance of expense advancements (105 ILCS 5/10-22.32) play nicely, so to speak, with the new requirements for estimated expenses in the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. As discussed directly above, a standardized form is required.	<input type="checkbox"/>
2:125-E3, Resolution to Regulate Expense Reimbursements	NEW. A resolution is required by The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.	<input type="checkbox"/>
2:200, Types of School Board Meetings	The policy is updated to reflect new language in the Open Meetings Act (OMA) removing <i>disclosable payments</i> to Ill. Municipal Retirement Fund (IMRF) employees from the exception in 5 ILCS 120/2(c)(1), amended by P.A. 99-646. Footnotes are updated with relevant Attorney General's Public Access Counselor Binding Opinions (PAOs).	<input type="checkbox"/>
2:200-AP, Types of School Board Meetings	The procedure is updated to delete dated information and update the correct number of days within which a board must post its regular meeting minutes. A few years ago, the law changed twice from seven (7) days to ten in a short amount of time.	<input type="checkbox"/>
2:220, School Board Meeting Procedure	The policy and footnotes are updated. We amended the text in the Minutes and Verbatim Record of Closed Meetings subheads to reflect 5 ILCS 120/2.06(e), amended by P.A. 99-515. Corresponding footnotes discuss: (a) concerns about the law's language <i>in the presence of</i> , and (b) other good governance implementation considerations.	<input type="checkbox"/>
2:220-E1, Board Treatment of Closed Meeting Verbatim Recordings and Minutes	RENAMED. The exhibit and its footnotes are updated to reflect 5 ILCS 120/2.06(e), amended by P.A. 99-515. Footnotes address the logistics of implementing this law.	<input type="checkbox"/>

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

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
2:220-E2, Motion to Adjourn to Closed Meeting	The exhibit is updated to reflect new language regarding the Ill. Municipal Retirement Fund (IMRF) <i>disclosable payments</i> carve-out from the Open Meetings Act exception at 5 ILCS 120/2(c)(1), amended by P.A. 99-646.	<input type="checkbox"/>
2:220-E4, Open Meeting Minutes	The exhibit is updated in response to the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. The Approval of Items on Consent Agenda includes an explanation that board member and employee expenses may be included in a consent agenda.	<input type="checkbox"/>
2:220-E5, Semi-Annual Review of Closed Meeting Minutes	The exhibit is updated for logistical purposes in response to 5 ILCS 120/2.06(e), amended by P.A. 99-515. A fourth task for the board or recording secretary is added to address the implementation logistics of logging board members' access to closed meeting minutes discussed in 2:220-E3, <i>Closed Meeting Minutes</i> , above.	<input type="checkbox"/>
2:220-E6, Log of Closed Meeting Minutes	The exhibit is updated to reflect new language regarding the Ill. Municipal Retirement Fund (IMRF) <i>disclosable payments</i> carve-out from the Open Meetings Act exception at 5 ILCS 120/2(c)(1), amended by P.A. 99-646.	<input type="checkbox"/>
2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings	NEW. The exhibit provides sample implementation logistics for 5 ILCS 120/2.06(e), amended by P.A. 99-515.	<input type="checkbox"/>
2:220-E8, School Board Records Maintenance Requirements and FAQs	NEW. The new exhibit summarizes school board records maintenance requirements under OMA and the Local Records Act. It also contains a chart depicting answers to frequently asked questions regarding the approval, review, public release and destruction of minutes and verbatim recordings of both open and closed board meetings.	<input type="checkbox"/>
2:250, Access to District Public Records	The policy is unchanged. Footnotes are updated to reflect: <ol style="list-style-type: none"> 1. Freedom of Information Act (FOIA) penalties in 5 ILCS 140/11(i) and (j), amended by P.A. 99-586, eff. 1-1-17, and 2. Relevant Attorney General's Public Access Counselor Binding Opinions (PAOs). 	<input type="checkbox"/>
2:250-AP1, Access to and Copying of District Public Records	The procedure is unchanged. Non-substantive updates to fix legal citations and reflect P.A. 99-586, eff. 1-1-17 (FOIA penalties).	<input type="checkbox"/>
2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules	The administrative procedure is updated to incorporate: <ol style="list-style-type: none"> 1. A revised definition of <i>public record</i> under the Local Records Act, as amended by P.A. 99-147, 2. Amendments to the Personal Information Protection Act made by P.A. 99-503, eff. 1-1-17, and 3. Deleted links to two statutes that were repealed by P.A. 99-147 in the Links to Web-based Records Management Resources subhead. 	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	The exhibit is updated to add a row addressing assessment information that must be made available to parents and/or guardians through school districts' websites or handouts pursuant to 105 ILCS 5/22-82(b), added by P.A. 99-590. Several citations are also amended.	<input type="checkbox"/>
3:40, Superintendent	The policy is unchanged. Footnotes reflect 105 ILCS 5/10-21.4, amended by P.A. 99-846, which was amended to allow certain qualifying districts to appoint a chief executive officer to serve as their superintendent. Web links and other legal citations in the footnotes are amended.	<input type="checkbox"/>
3:50, Administrative Personnel Other Than the Superintendent	The policy is unchanged. A footnote is updated to reflect 105 ILCS 5/21B-45, amended by P.A. 99-591, eff. 1-1-17, which addresses carryover of professional development hours.	<input type="checkbox"/>
4:10, Fiscal and Business Management	The policy is unchanged. A footnote is updated due to P.A. 99-713, which extended the time period in 105 ILCS 5/17-2A during which a district may make interfund transfers from 7-1-16 to 7-1-19.	<input type="checkbox"/>

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

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
4:55, Use of Credit and Procurement Cards	The policy is unchanged. A Cross Reference and footnote are updated to implement and reference the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 and to remind school boards to consult the board attorney regarding how the Act affects the use of credit and procurement cards.	<input type="checkbox"/>
4:60, Purchases and Contracts	The policy is updated to incorporate amendments to criminal history records check requirements under 105 ILCS 5/10-21.9 and 5/21B-80, amended by P.A. 99-667. It also incorporates 105 ILCS 5/10-20.21(b-10), added by P.A. 99-552, which prohibits school districts from entering contracts to purchase food with a bidder or offeror if the bidder or offeror's contract terms prohibit the district from donating food to food banks.	<input type="checkbox"/>
4:60-AP1, Purchases	The procedure is updated. See 4:60, <i>Purchases and Contracts</i> , above.	<input type="checkbox"/>
4:60-AP3, Criminal History Records Check of Contractor Employees	The procedure is updated. See 4:60, <i>Purchases and Contracts</i> , above.	<input type="checkbox"/>
4:80, Accounting and Audits	The policy is unchanged. Footnotes are updated to reflect 105 ILCS 5/5-22, amended by P.A. 99-974, eff. 1-1-17, which allows property constructed or renovated by students as part of a curricular program to be sold through the services of a licensed real estate broker subject to certain requirements.	<input type="checkbox"/>
4:80-AP, Checklist for Internal Controls	The procedure is updated to discuss standardized expense request forms as required by the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.	<input type="checkbox"/>
4:110, Transportation	The policy is updated to reflect new foster care student transportation requirements under ESEA, as amended by ESSA, for all districts receiving Title I funds. A footnote reminds districts that by 12-10-16, they must collaborate with the Ill. Dept. of Children and Family Services to develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care. Other updates were made throughout.	<input type="checkbox"/>
4:130, Free and Reduced-Price Food Services	The policy is unchanged, but it has two minor stylistic updates. Footnotes are amended to: <ol style="list-style-type: none"> 1. Add information about the new <i>Breakfast After the Bell</i> program (105 ILCS 126/16, added by P.A. 99-850, eff. 1-1-17, and 2. Update acronyms and terminology regarding the Community Eligibility Provision. <p>We also reviewed it for compliance with the now final <i>Smart Snacks</i> rules.</p>	<input type="checkbox"/>
4:150, Facility Management and Building Programs	The policy is unchanged. Footnotes are updated to incorporate: (1) amendments to the Environmental Barriers Act by P.A. 99-582, eff. 1-1-17; (2) extended time period for interfund transfers made by P.A. 99-713; and (3) amendments to the Health/Life and Safety Code for Public Schools at 23 Ill.Admin.Code Part 180, amended at 40 Ill. Reg. 3059.	<input type="checkbox"/>
4:170, Safety	The policy is unchanged. Footnotes are updated.	<input type="checkbox"/>
4:170-AP5, Unsafe School Choice Option	The procedure is updated because NCLB was repealed. A new law took its place called the Every Student Succeeds Act (ESSA), which amended ESEA on 12-10-15. ESEA, as amended by ESSA, still requires states to implement an unsafe school choice option; however the DOE has not updated its guidance to be consistent with this new law. The procedure incorporates DOE guidance to the extent that it is consistent with the new law.	<input type="checkbox"/>

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

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
4:175, Convicted Child Sex Offender; Criminal Background Check and/or Screening ; Notifications	RENAMED. The policy, Cross References, and footnotes are updated to: <ol style="list-style-type: none"> Align with 5:260, <i>Student Teachers</i>, which is updated in response to 105 ILCS 5/10-21.9, 5/21B-5, and 5/21B-80, amended by P.A. 99-667; Clarify School Code requirements for student teacher <i>fingerprint-based criminal history records checks</i>; and Incorporate continuous improvement. PRESS subscriber feedback overwhelmingly prefers that “students doing field or clinical experience other than student teaching” <i>not</i> be in the sample default policy language. State law does not require these individuals, along with resource persons and volunteers, to have fingerprint-based criminal history records checks. 	<input type="checkbox"/>
4:175-AP1, Criminal Offender Notification Laws; Screening	The procedure is updated to incorporate amendments to criminal history records check requirements under 105 ILCS 5/10-21.9, 5/21B-5, and 5/21B-80, amended by P.A. 99-667.	<input type="checkbox"/>
5:10, Equal Employment Opportunity and Minority Recruitment	The policy is unchanged. Legal References and footnotes are updated in response to: <ol style="list-style-type: none"> Privacy in the Workplace Act, 820 ILCS 55/10(b), amended by P.A. 99-610, eff. 1-1-17, and Continuous improvement for legal citation review and updates. 	<input type="checkbox"/>
5:30, Hiring Process and Criteria	The policy and footnotes are updated. See 4:175-AP1, <i>Criminal Offender Notification Laws; Screening</i> , above. Footnotes are updated to reflect the Right to Privacy in the Workplace Act, 820 ILCS 55/10, amended by P.A. 99-610, eff. 1-1-17.	<input type="checkbox"/>
5:30-AP2, Investigations	The procedure is updated. See 4:175-AP1, <i>Criminal Offender Notification Laws; Screening</i> , above.	<input type="checkbox"/>
5:60, Expenses	REWRITTEN. The policy is rewritten in response to the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. See the explanation for policy 2:125, <i>Board Member Compensation; Expenses</i> , above.	<input type="checkbox"/>
5:60-AP, Expenses	DELETED. The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, required the contents of this procedure to be moved into policy 5:60, <i>Expenses</i> , discussed immediately above.	<input type="checkbox"/>
5:60-E1, Employee Travel Expense <u>Reimbursement Form</u> Voucher	RENAMED and REWRITTEN. The exhibit is a sample of the required standardized form required by the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.	<input type="checkbox"/>
5:60-E2, Employee Estimated Expense Approval Form	NEW. The exhibit is a sample written with a goal to make the School Code’s long-standing allowance of expense advancements, 105 ILCS 5/10-22.32, <i>play nicely</i> , so to speak, with the new requirements for estimated expenses in the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. As discussed directly above, a standardized form is required for estimated expenses and advancements.	<input type="checkbox"/>
5:100, Staff Development Program	The policy is updated with nonsubstantive quality assurance changes. Content is not changed. We added a Cross Reference. Footnotes are updated to reflect: (1) asthma action plan staff development requirements (105 ILCS 5/22-30(j-15), amended by P.A. 99-843), and (2) Americans with Disabilities Act (ADA) training requirement (105 ILCS 5/3-11, amended by P.A. 99-616).	<input type="checkbox"/>
5:125, Personal Technology and Social Media; Usage and Conduct	The policy, Cross References, and footnotes are updated. The policy is updated in response to ongoing PRESS Advisory Board feedback that the policy should cite 5:100, <i>Staff Development</i> , in addition to the currently listed 5:120, <i>Ethics and Conduct</i> . This is because of 105 ILCS 5/10-22.39(f) in-service requirements (teacher-student conduct, and school employee-student conduct). Footnote additions discuss this change, along with the Right to Privacy in the Workplace Act, 820 ILCS 55/10, amended by P.A. 99-610, eff. 1-1-17.	<input type="checkbox"/>

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

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
5:185, Family and Medical Leave	The policy is updated for non-substantive quality assurance purposes and also in response to some terminology changes in the regulations. Footnotes are updated to match new FMLA regulatory language, e.g. definition of <i>spouse</i> .	<input type="checkbox"/>
5:190, Teacher Qualifications	The policy, Legal References, and footnotes are updated to align with current teacher qualification requirements under ESEA, as amended by ESSA, and to delete former NCLB references that teachers be <i>highly qualified</i> . This update is consistent with ISBE guidance, in <i>Every Student Succeeds Act (ESSA) Frequently Asked Questions</i> (www.isbe.net/ESSA/pdf/ESSA-faq.pdf), stating that school districts need not comply with the <i>highly qualified</i> teacher requirement during the 2016-17 school year. There is no penalty for continuing to send this information during the 2016-17 school year.	<input type="checkbox"/>
5:190-AP, Plan to Ensure That All Teachers Who Teach Core Academic Subjects Are Highly Qualified	DELETED. See 5:190, <i>Teacher Qualifications</i> , above.	<input type="checkbox"/>
5:190-E1, Notice to Parents of Their Right to Request Their Child’s Classroom Teachers’ Qualifications	The exhibit is updated to align with current ESEA requirements, as amended by ESSA. See 5:190, <i>Teacher Qualifications</i> , above.	<input type="checkbox"/>
5:190-E2, Notice to Parents When Their Child Is Assigned To or Has Been Taught for a Least Four Straight Weeks By a Teacher Who is Not <u>Highly Qualified Does Not Meet Applicable State Certification/Licensure Requirements</u>	RENAMED. The exhibit is updated to align with the current ESEA requirement that districts provide timely notice to parent(s)/guardian(s) that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.	<input type="checkbox"/>
5:190-E3, Letter to Teacher Who is Not <u>Highly Qualified Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment</u>	RENAMED. See 5:190-E1, <i>Notice to Parents of Their Right to Request Their Child’s Classroom Teachers’ Qualifications</i> , above. ESEA does not require school districts to notify teachers that they do not meet applicable state certification/licensure requirements, and ISBE regulations have not been updated to impose any such requirement. However, it is best practice to address with a teacher the fact that he/she does not meet applicable State certification/licensure requirements, especially when parents have been so notified.	<input type="checkbox"/>
5:250, Leaves of Absence	The policy, Legal References, and footnotes are updated. We added a Child Bereavement Leave subhead to reflect the Child Bereavement Leave Act, 820 ILCS 154/, added by P.A. 99-703. It requires employers to grant unpaid child bereavement leave. The law’s applicability depends upon whether the district is an employer as defined under the federal Family Medical Leave Act (FMLA). Footnotes are added to discuss the Employee Sick Leave Act, 820 ILCS 191/, added by P.A. 99-841, eff. 1-1-17, which allows employees to take sick leave to care for certain defined family members. Additional footnotes explain amendments to the Victims’ Economic Security and Safety Act, 820 ILCS 180/, amended by P.A. 99-765, eff. 1-1-17, which changed the number of employees required to trigger the law from 15 to one. It also graduates the amount of leave available during any 12-month period based upon the number of employees.	<input type="checkbox"/>
5:250-AP, School Visitation Leave	The procedure is updated to keep it in the same update cycle as its policy above, update the Compensation subhead, fix a legal reference typo in a subhead, and fix other nonsubstantive text for quality assurance purposes.	<input type="checkbox"/>

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

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
5:260, Student Teachers	The policy, Legal References, and footnotes are updated. See discussions in 4:175, <i>Convicted Child Sex Offender</i> ; <i>Criminal Background Check and/or Screening</i> ; <i>Notifications</i> and 4:175-AP1, <i>Criminal Offender Notification Laws</i> ; <i>Screening</i> , above. The last sentence under Assignments is deleted due to the repeal of 105 ILCS 5/21-14 and 23 Ill.Admin.Code §25.875.	<input type="checkbox"/>
5:280, Duties and Qualifications	The policy is unchanged. Legal References and footnotes are updated to delete reference to Section 6319(c) of NCLB, which was repealed in its entirety by ESSA. Note: Corresponding federal regulations are still cited within the Legal References, as they have not yet been amended or repealed, however regulatory amendments are highly likely within the next year.	<input type="checkbox"/>
5:330, Sick Days, Vacation, Holidays, and Leaves	See 5:250, <i>Leaves of Absence</i> , above. The policy, Legal References, and footnotes are updated. The subhead Other Leaves is updated to include child bereavement leave, as allowed under the Child Bereavement Leave Act, 820 ILCS 154/, added by P.A. 99-703. Footnotes are updated in response to the same laws discussed above in policy 5:250, <i>Leaves of Absence</i> , above.	<input type="checkbox"/>
6:15, School Accountability	The policy and footnotes are updated to delete former requirements under NCLB, repealed by ESSA, including School Choice and Supplemental Education Services . Footnotes are updated to align with State legislative amendments made by P.A. 99-193 and P.A. 99-657, and amendments to 23 Ill.Admin.Code §1.97.	<input type="checkbox"/>
6:50, School Wellness	The policy, footnotes, Legal References, and Cross References are updated in response to the final <i>Smart Snacks</i> rules and ISBE goals for physical activity. The <i>Smart Snacks</i> rules were changed slightly from the final interim rule and the policy is updated throughout to reflect these changes. Legal References and Cross References also reflect these changes.	<input type="checkbox"/>
6:60, Curriculum Content	The policy, footnotes, Legal References and Cross References are updated to incorporate: <ol style="list-style-type: none"> 1. 105 ILCS 5/27-22, amended by P.A. 99-434 and trailer legislation P.A. 99-485, which require that students entering the 9th grade in the 2016-17 school year and each year thereafter take one semester of civics; 2. 105 ILCS 5/27-24.2, amended by P.A. 99-720, eff. 1-1-17 and beginning with the 2017-2018 school year, which requires that driver education include instruction concerning law enforcement procedures for traffic stops; 3. A title change in referenced policy 7:260, <i>Exemption from Physical Activity Education</i>, and to detail physical fitness assessments and physical education goals required by 105 ILCS 5/27-6.5 and 5/27-7; and 4. Reference to new physical education regulations at 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990. 	<input type="checkbox"/>
6:140, Education of Homeless Children	The policy, Legal References, and footnotes are updated to align with amendments made to the McKinney-Vento Homeless Assistance Act by ESSA. Effective 12-10-16, the McKinney-Vento definition of <i>homeless children</i> will no longer include children “awaiting foster care placement.”	<input type="checkbox"/>
6:140-AP, Education of Homeless Children	The procedure is updated for the reasons discussed about in policy 6:140, <i>Education of Homeless Children</i> . It was also updated to reflect an Executive Order (signed by Gov. Rauner on 8-23-16) that directs all references to “ward of the state” or “ward of the Department” within the child welfare system to be changed to <i>youth in care</i> because of the negative connotation of <i>ward</i> .	<input type="checkbox"/>
6:145, Migrant Students	The policy, Legal References, and footnotes are updated to reflect new migrant student program requirements under §6391 of ESEA, as amended by ESSA. Corresponding federal regulations at 34 C.F.R. §200.80 have not been updated. Note: Amendments to the federal regulations are highly likely within the next year.	<input type="checkbox"/>

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

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
6:160, English Learners	The policy, Legal References, and footnotes are updated to reflect new English Learner program requirements under ESEA, as amended by ESSA. Note: Corresponding federal regulations at 34 C.F.R. Part 200 have not been updated; amendments to them are highly likely within the next year.	<input type="checkbox"/>
6:170, Title I Programs	The policy, Incorporated by Reference, and footnotes are updated to reflect new Title I program requirements under §6318 of ESEA, as amended by ESSA. Under NCLB, §6318 was titled <i>Parental Involvement</i> whereas under ESSA, §6318 is titled <i>Parent and Family Engagement</i> .	<input type="checkbox"/>
6:170-AP1, Checklist for Development, Implementation, and Maintenance of <u>Parental Involvement and Family Engagement</u> Compacts for Title I Programs	RENAMED. The procedure is updated for the reasons discussed in 6:170, <i>Title I Programs</i> , above.	<input type="checkbox"/>
6:170-AP1, E1, District-Level <u>Parental Involvement and Family Engagement</u> Compact	RENAMED. The exhibit is updated for the reasons discussed in 6:170, <i>Title I Programs</i> , above.	<input type="checkbox"/>
6:170-AP1, E2, School-Level <u>Parental Involvement and Family Engagement</u> Compact	RENAMED. The exhibit is updated for the reasons discussed in 6:170, <i>Title I Programs</i> , above.	<input type="checkbox"/>
6:170-AP2, Notice to Parents Required by No Child Left Behind Act of 2001 <u>Elementary and Secondary Education Act, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act</u>	RENAMED. The title is amended to more accurately reflect that the notifications are required under ESEA, McKinney-Vento, and PPRA, and the procedure, Legal References, and footnotes are updated to align with current notification requirements under ESEA, McKinney-Vento, and the Protection of Pupil Rights Act (PPRA), as amended by ESSA.	<input type="checkbox"/>
6:170-AP2, E1, District Annual Report Card Required by Every Student Succeeds Act (ESSA)	NEW. The exhibit is added in response to PRESS Advisory Board’s feedback that it would be helpful for PRESS materials to specify what is required by 20 U.S.C. §6311(h) (2)(C) (District Annual Report Cards), which incorporates 13 elements from §6311(h) (1)(C)(ISBE Annual Report Cards) by reference. To assist PRESS subscribers in keeping track of mandates by telling them what they must report.	<input type="checkbox"/>
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students	The policy, footnotes, Cross References, and Legal References are updated to reference new physical education regulations at 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990. Text that is duplicated in 7:260, <i>Exemption from Physical Education</i> , is removed. Cross References are updated to reflect a title change in referenced policy 7:260, <i>Exemption from Physical Activity Education</i> .	<input type="checkbox"/>
6:340, Student Testing and Assessment Program	The policy, footnotes, and Legal References are updated in response to 105 ILCS 5/10-17a, amended by P.A. 99-642 and 105 ILCS 5/22-82, added by P.A. 99-590. P.A. 99-590 requires every school district to report all reliable assessments that are scored by entities outside of the district to ISBE by certain dates, along with making such information available to the public.	<input type="checkbox"/>
7:15, Student and Family Privacy Rights	The policy, Cross References, and footnotes are updated. The Physical Exams or Screenings subhead refers to an extracurricular drug and alcohol testing program, which is included in policy 7:240, <i>Conduct Code for Participants in Extracurricular Activities</i> , and a Cross Reference to that policy is added. A footnote is amended to remind boards to delete references to an extracurricular drug and alcohol testing program and policy 7:240 if it elects not to have one. A footnote is updated to delete reference to NCLB, repealed by passage of ESSA.	<input type="checkbox"/>

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

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
7:30, Student Assignment and Intra-District Transfer	The policy, Cross References, and footnotes are updated to delete reference to transfers pursuant to Title I covered in 6:15, <i>School Accountability</i> – such transfers are no longer required due to the repeal of NCLB by ESSA.	<input type="checkbox"/>
7:50, School Admissions and Student Transfers To and From Non-District Schools	The policy, Legal References, Cross References, and footnotes are updated. We added a new Foster Care Students subhead that includes new foster care student transportation requirements under ESEA, as amended by ESSA, for all school districts receiving Title I funds. An optional sentence permitted by 105 ILCS 5/10-20.58, added by P.A. 99-781, allows the board to appoint an employee to act as a liaison to facilitate the enrollment and transfer of records of foster care students. A footnote details employment requirements for a foster care student liaison, and the liaison’s possible responsibilities.	<input type="checkbox"/>
7:60, Residence	<p>The policy, Cross References, and footnotes are updated. The policy now aligns with amendments to residency challenge procedures under 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17. Non-resident is changed to <u>nonresident</u> for consistency with the School Code.</p> <p>A new footnote addresses divorced or divorcing parents under the Illinois Marriage and Dissolution of Marriage Act, 750 ILCS 5/, amended by P.A. 99-90. For purposes of Section 10-20.12b of the School Code only, the parent with the majority of parenting time is considered to have legal custody (750 ILCS 5/606.10). The law requires a <i>parenting plan</i> that sets forth a child’s residential address for school enrollment purposes (750 ILCS 5/602.10(f)(6)).</p> <p>Boards are reminded to consult their board attorney if the residential address set forth in a parenting plan is not the address of the parent with the majority of parenting time. References to NCLB’s school choice provisions are deleted due to the statute’s repeal by the passage of ESSA.</p>	<input type="checkbox"/>
7:60-AP1, Challenging a Student’s Residence Status	The procedure is updated to align with amendments to residency challenge procedures under 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17. Non-resident is changed to <u>nonresident</u> for consistency with the School Code.	<input type="checkbox"/>
7:60-AP2, Establishing Student Residency	The procedure is updated. We reviewed it for consistency with 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17. Non-resident is changed to <u>nonresident</u> for consistency with the School Code.	<input type="checkbox"/>
7:60-AP2, E1, Letter of Residence from Landlord in Lieu of Lease	The exhibit is updated. We reviewed it for consistency with 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17. Non-resident is changed to <u>nonresident</u> for consistency with the School Code.	<input type="checkbox"/>
7:60-AP2, E2, Letter of Residence to be Used When the Person Seeking to Enroll a Student Is Living with a District Resident	The exhibit is updated. We reviewed it for consistency with 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17. Non-resident is changed to <u>nonresident</u> for consistency with the School Code.	<input type="checkbox"/>
7:60-AP2, E3, Evidence of Non-Parent’s Custody, Control, and Responsibility of a Student	The exhibit is updated. We reviewed it for consistency with 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17 and the Illinois Marriage and Dissolution of Marriage Act, 750 ILCS 5/, amended by P.A. 99-90. Non-resident is changed to <u>nonresident</u> for consistency with the School Code.	<input type="checkbox"/>
7:70, Attendance and Truancy	<p>The policy, Cross References, and footnotes are updated to clarify current Compulsory School Attendance ages and delete information regarding compulsory school attendance ages in effect before the 2014-15 school year.</p> <p>The Absenteeism and Truancy Program subhead and a related footnote reflect a new requirement of 105 ILCS 5/26-1, amended by P.A. 99-804 eff. 1-1-17 that districts have a protocol for excusing a student in grades six through 12 from attendance to sound <i>Taps</i> at a military honors funeral held in Illinois for a deceased veteran. Footnotes are further updated for clarity. Cross References are updated to reflect a title change.</p>	<input type="checkbox"/>
7:190, Student Behavior	The policy is nonsubstantively updated.	<input type="checkbox"/>

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

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
7:250, Student Support Services	The policy, Legal References, and footnotes are updated. The policy is updated to incorporate 105 ILCS 5/10-20.58, added by P.A. 99-781, to note that student support services provided by the district may include a liaison to facilitate the enrollment and transfer of records of foster care students. A footnote details employment requirements for a foster care student liaison, and the liaison's possible responsibilities. A footnote regarding who is considered a <i>qualified nurse</i> is updated.	<input type="checkbox"/>
7:260, Exemption from Physical Activity <u>Education</u>	RENAMED. The policy is renamed in response to 23 Ill.Admin.Code §1.425(e)(3) and 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990. It is updated with sample language to meet the requirement of 23 Ill.Admin.Code §1.425(e)(3) requiring policies to identify any evidence or support the school board will require for excuses it deems appropriate. A sentence is added to address certain excusals for high school students that are managed in 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students</i> . In addition, per 23 Ill.Admin.Code §1.425(f), excusal requests must be reviewed on an individual basis in accordance with criteria set forth in 105 ILCS 5/27-6. A reference to the new physical education regulations at 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990, is also included.	<input type="checkbox"/>
7:270, Administering Medicines to Students	Consult the board attorney about this procedure and <u>In re: Estate of Stewart v. Oswego Comm. Unit. Sch. Dist. No. 308</u>, --- N.E. 3d --- (Ill. App. 2, 2016). The policy is unchanged. One minor nonsubstantive update is made. Footnotes are updated to clarify that per P.A. 99-711, eff. 1-1-17, undesignated epinephrine auto-injectors must be maintained in a <u>secure location that is accessible before, during, and after school</u> . We added a discussion in the footnotes about the <i>Stewart</i> case encouraging districts to consult their board attorneys about this policy due to a recent case barring immunity to a school district for its response to a student's asthma attack, finding the school district's response was <i>willful and wanton</i> .	<input type="checkbox"/>
7:270-AP1, Dispensing Medication	Consult the board attorney about this procedure and <u>In re: Estate of Stewart v. Oswego Comm. Unit. Sch. Dist. No. 308</u>, --- N.E. 3d --- (Ill. App. 2, 2016). The procedure is updated to incorporate new School Code provisions regarding asthmatic students at 105 ILCS 5/22-30(j-5) and (j-10), added by P.A. 99-843, which: 1. Require districts to request an asthma action plan from the parent(s)/guardian(s) of a student identified as having asthma. 2. If an asthma action plan is provided, require districts to: a. Manage the student's asthma in accordance with the asthma action plan; b. Maintain a copy of the asthma action plan on file in the nurse's office or, in the absence of a school nurse, the school administrator's office; and c. Notify the school nurse/administrator of receipt of the asthma action plan as soon as possible. 3. If an asthma action plan is provided, allow districts to: a. Provide copies of the asthma action plan to appropriate school staff who interact with the student on a regular basis; and b. If applicable, attach the asthma action plan to a student's Section 504 plan or individualized education program plan.	<input type="checkbox"/>
7:305, Student Athlete Concussions and Head Injuries	The policy is updated to: (1) fully implement the Youth Sports Concussion Safety Act, P.A. 99-486; and (2) incorporate 105 ILCS 25/1.20, added by P.A. 99-831. Web links and other legal citations in the footnotes are amended.	<input type="checkbox"/>
7:305-AP, Student Athlete Concussions and Head Injuries	The procedure is updated. See 7:305, <i>Student Athlete Concussions and Head Injuries</i> , above.	<input type="checkbox"/>

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

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
7:310, Restrictions on Publications; <u>Elementary Schools</u>	<p>RENAMED. The policy is RENAMED to restrict it to elementary students in response to the Speech Rights of Student Journalists Act, 105 ILCS 80/1, added by P.A. 99-678, which applies to high school students only. A footnote was added to discuss that this policy applies to only elementary and unit districts with both elementary and high school students.</p> <p>Elementary districts subscribing to PRESS will have a title change to their policy with no other changes.</p> <p>Unit districts subscribing to PRESS will now have two policies to address this topic:</p> <ol style="list-style-type: none"> 1. This policy, which will apply to elementary students in the district, and 2. Policy 7:315, <i>Restrictions on Publications; High Schools</i>. <p>This split is necessary because the Speech Rights of Student Journalists Act, 105 ILCS 80/5, added by P.A. 99-678 applies to high school and unit districts. Because the new Act does not apply to elementary students, splitting the policies into two provides the least amount of disruption to elementary and unit districts. For more discussion, see policy 7:315, <i>Restrictions on Publications; High Schools</i>, below.</p>	<input type="checkbox"/>
7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications	<p>The procedure and footnotes are updated. See 7:310, <i>Restrictions on Publications; Elementary Schools</i>, and 7:315, <i>Restrictions on Publications; High School</i>, above and below. As numbered, this procedure now applies to elementary and unit districts only. <u>High school districts</u> subscribing to PRESS must renumber this procedure to 7:315-AP.</p>	<input type="checkbox"/>
7:315, Restrictions on Publications; High Schools	<p>NEW. This policy is based upon formerly-titled PRESS policy 7:310, <i>Restrictions on Publications</i>. This new policy is named to reflect its applicability to high school students only. As discussed above, we renamed policy 7:310, <i>Restrictions on Publications; Elementary Schools</i> to reflect its applicability to elementary students only.</p> <p><u>High school districts</u> subscribing to PRESS will <u>need to delete their former policy 7:310, <i>Restrictions on Publications</i></u>, and adopt only this policy, 7:315 <i>Restrictions on Publications; High Schools</i>.</p> <p>Unit districts subscribing to PRESS will now have two policies to address this topic:</p> <ol style="list-style-type: none"> 1. RENAMED policy 7:310, <i>Restrictions on Publications; Elementary Schools</i>, which will apply to elementary students in the district (discussed above), and 2. This policy, which will apply to high school students. <p>The text, Legal References, and footnotes within the formerly-titled PRESS policy 7:310, <i>Restrictions on Publications</i> were used as the base for this new policy. The updates are in response to the Speech Rights of Student Journalists Act, 105 ILCS 80/1, added by P.A. 99-678. The law significantly watered down <i>Hazelwood restrictions</i> for public high school students in Illinois. The Act; however, does not authorize or protect expression by a student journalist that: (1) is libelous, slanderous, or obscene; (2) constitutes an unwarranted invasion of privacy; (3) violates federal or State law; or (4) so incites students as to create a clear and present danger of the commission of an unlawful act, the violation of policies of the school district, or material and substantial disruption of the orderly operation of the school.” While <i>Hazelwood</i> was not explicitly overturned by this Act and may still have some applicability in certain situations, school officials must consult their board attorneys before prior restraint of student publications.</p>	<input type="checkbox"/>
7:340, Student Records	<p>Policy is unchanged. A footnote is updated due to amendments to the Illinois Marriage and Dissolution of Marriage Act by P.A. 99-763, eff. 1-1-17, which state that schools may not provide a parent/guardian access to his or her child’s school records if the parent is prohibited by an order of protection from inspecting or obtaining such records pursuant to the Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963. A potential conflict this provision may have with the Family Educational Rights and Privacy Act is noted, and boards are reminded to consult with their board attorney for guidance.</p>	<input type="checkbox"/>

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

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
7:340-AP1, School Student Records	<p>The procedure is updated to:</p> <ol style="list-style-type: none"> 1. Align with amendments made to 20 USC §7908(a)(2) by ESSA, regarding how parents/guardians may opt out of the provision of secondary students’ names, addresses, and telephone listings to military recruiters and institutions of higher learning. 2. Incorporates changes made to 23 Ill.Admin.Code §375.10, amended at 40 Ill. Reg. 2287, and the Illinois Marriage and Dissolution of Marriage Act, by P.A. 99-763. 3. Highlight in the footnotes that a conflict exists between 105 ILCS 5/2-3.64a-5 of the School Code and regulations implementing the Ill. School Student Records Act (ISSRA) relating to ISBE designating a college entrance exam (e.g., the SAT) as the State assessment test administered at the high school level. 	<input type="checkbox"/>
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records	<p>The exhibit is updated to align with amendments made to 20 USC §7908(a)(2) by ESSA, regarding how parents/guardians may opt out of the provision of secondary students’ names, addresses, and telephone listings to military recruiters and institutions of higher learning.</p> <p>A footnote notes a conflict between 105 ILCS 5/2-3.64a-5 of the School Code and regulations implementing the Ill. School Student Records Act (ISSRA) during years in which ISBE designates a college entrance exam (e.g., the SAT) as the State assessment test administered at the high school level.</p>	<input type="checkbox"/>
7:340-AP1, E3, Letter to Parents <u>and Eligible Students</u> Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information	RENAMED. The exhibit is updated. See 7:340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records</i> , above.	<input type="checkbox"/>
7:340-AP1, E4, Frequently Asked Questions Regarding Military Recruiters Access to Students and Student Information	The exhibit is updated. See 7:340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records</i> , above.	<input type="checkbox"/>
8:30, Visitors to and Conduct on School Property	<p>The policy, Cross References, and footnotes are updated. A Cross Reference is updated to reflect that SB 100 (student discipline) is now law.</p> <p>The policy is updated upon PRESS Advisory Board feedback. Consult the board attorney about this issue. Please see its corresponding f/n 16.</p>	<input type="checkbox"/>
8:70, Accommodating Individuals with Disabilities	The policy, Legal References, and footnotes are updated. We updated an outdated responsibility of the Title II Coordinator. A footnote is supplemented regarding an amendment to the Environmental Barriers Act by P.A. 99-582, eff. 1-1-17, which deletes the term <i>environmentally limited person</i> . Other legal citations in the footnotes are amended.	<input type="checkbox"/>
8:95-AP, Parental Involvement	The procedure and Legal References are updated in response to ESEA, as amended by ESSA. References to other PRESS materials are updated to incorporate title changes. The list of policies providing opportunities for parental involvement is amended to delete policies that do not provide such opportunities and to add policies that do.	<input type="checkbox"/>
8:100, Relations with Other Organizations and Agencies	The policy is unchanged. A footnote is added in response to 105 ILCS 5/10-22.13a, amended by P.A. 99-890, which was born out of <u>Gruba v. Community High School District 155</u> , 40 N.E.3d 1, (Ill., 2015) (holding school districts are subject to, and school boards must comply with, local government zoning and storm water restrictions, i.e., a city’s zoning powers) a/k/a <i>The Bleachers Case</i> .	<input type="checkbox"/>

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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IASB Staff Members, especially Policy Consultants and Field Services Directors

Aimee LeBlanc, Assistant Superintendent for Student Services, Arlington Heights School District 25, and a 2L law student at The John Marshall Law School

Special Acknowledgement to IASB Administrative Assistants

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Christine Crilly, Policy Services, preparation, formatting, quality assurance, editor

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



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RESPONSE FORM

PRESS PLUS ISSUE 93, October 2016

Return to The Illinois Association of School Boards, Attn: Angie Powell, Policy Consultant
Email: pressplus@iasb.com or **Fax:** 217-528-2831

District Name: _____ **Date of Adoption:** _____

*If date of adoption is different for any of the policies listed below, please note.

<i>Please read carefully and mark one column in each row. Policies not marked in any column will be held for future response.</i>					
Policy Code	Policy Title	Adopted as presented by IASB	Adopted with additional district edits (enclosed)	Not Adopted	Held for Future Response
2:120	Board Member Development				
2:125	Board Member Compensation ; Expenses – REWRITTEN				
	<i>Option:</i> When will the Superintendent recommend the maximum allowable reimbursement amount for expenses? (Choose <i>one</i> box). No change; use default <input type="checkbox"/> At the start of each: fiscal year <input type="checkbox"/> school year <input type="checkbox"/> calendar year <input type="checkbox"/> OR When presenting the proposed budget <input type="checkbox"/>				
	<i>Option:</i> Expand the scope of training that is reimbursable for registration fees or tuition? YES <input type="checkbox"/> NO <input type="checkbox"/>				
	<i>Option:</i> Set a daily limit on meal costs? YES \$_____ NO <input type="checkbox"/>				
	<i>Option:</i> Replace Regional Superintendent of Schools with “appropriate Intermediate Service Center?” YES (<i>Districts in Suburban Cook County only</i>) <input type="checkbox"/> NO <input type="checkbox"/>				
2:125-E1	Board Member Expense Reimbursement Form – NEW to District				
2:125-E2	Board Member Estimated Expense Approval Form – NEW to District				
2:200	Types of School Board Meetings				
2:220	School Board Meeting Procedure				
	<i>Option:</i> Mirror statutory language? <i>This will also affect 2:220-E1 and 2:220-E7.</i> YES <input type="checkbox"/> NO <input type="checkbox"/>				
2:220-E1	Board Treatment of Closed Meeting Verbatim Recordings and Minutes				
2:220-E2	Motion to Adjourn to Closed Meeting				
2:220-E4	Open Meeting Minutes				
2:220-E5	Semi-Annual Review of Closed Meeting Minutes				
2:220-E6	Log of Closed Meeting Minutes				
2:220-E7	Access to Closed Meeting Minutes and Verbatim Recordings – NEW				
2:220-E8	School Board Records Maintenance Requirements and FAQs – NEW				
4:60	Purchases and Contracts				
4:110	Transportation				

Please read carefully and mark one column in each row. Policies not marked in any column will be held for future response.

Policy Code	Policy Title	Adopted as presented by IASB	Adopted with additional district edits (enclosed)	Not Adopted	Held for Future Response
4:175	Convicted Child Sex Offender; Criminal Background Check and/or Screening ; Notifications				
5:10	Equal Employment Opportunity and Minority Recruitment				
5:60	Expenses – REWRITTEN				
	<i>Option:</i> Set a daily limit on meal costs? YES \$_____ NO <input type="checkbox"/>				
5:60-E1	Employee Expense Reimbursement Form – NEW to District				
5:60-E2	Employee Estimated Expense Approval Form – NEW				
5:100	Staff Development Program				
5:125	Personal Technology and Social Media; Usage and Conduct				
5:185	Family and Medical Leave				
5:190	Teacher Qualifications				
5:250	Leaves of Absence				
5:260	Student Teachers				
	<i>Option:</i> Require 105 ILCS 5/10-21.9(g) Check for students participating in field or clinical experience? YES <input type="checkbox"/> NO <input type="checkbox"/>				
5:280	Duties and Qualifications				
5:330	Sick Days, Vacation, Holidays, and Leaves				
6:15	School Accountability				
6:50	School Wellness				
6:60	Curriculum Content				
6:145	Migrant Students				
6:160	English Learners				
6:170	Title I Programs				
6:310	High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students				
6:340	Student Testing and Assessment Program				
7:15	Student and Family Privacy Rights				
7:50	School Admissions and Student Transfers To and From Non-District Schools				
7:60	Residence				
7:70	Attendance and Truancy				
7:250	Student Support Services				
	<i>Option:</i> Remove liaison for foster care students? (This will also remove the <u>Foster Care Students</u> section from 7:50.) YES <input type="checkbox"/> NO <input type="checkbox"/>				

<i>Please read carefully and mark one column in each row. Policies not marked in any column will be held for future response.</i>					
Policy Code	Policy Title	Adopted as presented by IASB	Adopted with additional district edits (enclosed)	Not Adopted	Held for Future Response
7:260	Exemption from Physical Activity <u>Education</u>				
7:305	Student Athlete Concussions and Head Injuries				
	<i>Option:</i> Remove new requirement? (Only remove if the district does not belong to IHSA and does not have certified athletic trainers.) YES <input type="checkbox"/> NO <input type="checkbox"/>				
7:310	Restrictions on Publications; <u>Elementary Schools</u>				
7:315	Restrictions on Publications; High Schools – NEW				
	<i>Option:</i> Delete references to specific policies? YES <input type="checkbox"/> NO <input type="checkbox"/>				
8:30	Visitors to and Conduct on School Property				
8:70	Accommodating Individuals with Disabilities				

Other District Materials Enclosed	Yes	No
Changes to other district policies (show edits)		
Newly adopted district policies* (Microsoft Word copy sent via e-mail is required)		
New Collective Bargaining Agreement(s) (Electronic copy preferred)		

***Please note:** While we are happy to add to your policy manual any unique district policies provided by your district from whatever source, we are not able to provide suggested updates to those policies. Your district will be responsible for forwarding any necessary updates along with your response to PRESS Plus Issues. Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

Documents Coded “AP” or “E” – These are documents developed to implement board policy and should not be adopted by the board and included in the policy manual. Exceptions are those coded “E” that provide guidance to the board itself, such as those listed in the Response Form above, which should be dated for implementation by the Board.

After the Board has taken action on the suggested policy changes, administrators should consult the Update Memo, included in the packet, for suggested changes to administrative procedures and forms accessible via PRESS Online.

CONTACT PERSON: _____

PHONE NUMBER: _____ EMAIL: _____

DRAFT UPDATE

Operational Services

Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable School Board policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency. Notwithstanding the above, the Superintendent shall not commit to any single, non-customary purchase or expenditure, excluding personnel, of greater than \$10,000 without prior Board approval.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).

~~6-7.~~ The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.

~~7-8.~~ Each contractor with the District is bound by each of the following:

- a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in

Commented [APowell1]:
105 ILCS 5/10-20.21(b-10),
added by P.A. 99-552

Issue 93, October 2016

DRAFT UPDATE

5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense, and (23) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

- b. In accordance with 105 ILCS 5/24-5: (1) concerning each employee who begins providing services in the District after June 16, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 820 ILCS 130/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screening; Notifications)

ADOPTED: November 17, 2014

Commented [APowell2]:

Updated in response to 105 ILCS 5/21B-80, amended by P.A. 99-667.

Issue 93, October 2016

Commented [APowell3]:

See 5:30-AP2, *Investigations*, for a list of offenses that disqualify an individual from having direct, daily contact with one or more students until seven years following the end of the individual's sentence for the criminal offense.

Issue 93, October 2016

DRAFT UPDATE

General Personnel

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

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

Nondiscrimination Coordinator:

Mr. Jay McCracken, Supt.

Name

400 E. Silverspoon Ave., Granville, IL 61326

Address

mccrackenj@pcschoools535.org

(815) 882-2800 x5

Telephone

DRAFT UPDATE

Complaint Managers:

Ronda Cross, Principal

Mr. Jay McCracken

Putman Co. Primary School

Superintendent

Name

Name

400 E. Silverspoon Ave., Granville, IL 61326

400 E. Silverspoon Ave., Granville, IL 61326

Address

Address

crossr@pcschools535.org

mccrackenj@pcschools535.org

(815) 882-2800 x1

((815) 882-2800 x5

Telephone

Telephone

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

Minority Recruitment

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

DRAFT UPDATE

LEGAL REF.: ~~Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.~~
~~Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.~~
~~Civil Rights Act of 1991, 29 U.S.C. §§621 et seq.~~ 42 U.S.C. §1981 et seq., §2000e
~~et seq., and §12101 et seq.~~
Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964),
42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.
Pregnancy Discrimination Act, 42 U.S.C. §2000e(k).
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part
106.
Uniformed Services Employment and Reemployment Rights Act (1994), 38
U.S.C. §§4301 et seq.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4,
5/24-4.1, and 5/24-7.
Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/40.
Genetic Information Protection Act, 410 ILCS 513/25.
Ill. Whistleblower Act, 740 ILCS 174/.
Ill. Human Rights Act, 775 ILCS 5/1-103, 5/2-102, 5/2-103, and 5/6-101.
Religious Freedom Restoration Act, 775 ILCS 35/5.
Right to Privacy in the Workplace Act, 820 ILCS 55/10.
Employee Credit Privacy Act, 820 ILCS 70/.
Job Opportunities for Qualified Applicants Act, 820 ILCS 820 ILCS 75/.
Ill. Equal Pay Act of 2003, 820 ILCS 112/.
Victims' Economic Security and Safety Act, 820 ILCS 180/30.
Nursing Mothers in the Workplace Act, 820 ILCS 260.
~~23 Ill.Admin.Code §1.230.~~

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited),
5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious
Disease), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 5:70
(Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200
(Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of
Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300,
(Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and
Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and
Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating
Individuals with Disabilities)

ADOPTED: [December 15, 2014](#)

Commented [APowell1]:

Legal References are updated in response to Privacy in the Workplace Law, 820 ILCS 55/10(b), amended by P.A. 99-610, eff. 1-1-17.

Issue 93, October 2016

DRAFT UPDATE – REWRITTEN

5:60

General Personnel

Expenses¹

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution.² Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee,³ (2) anyone's personal expenses,⁴ or (3) entertainment expenses.⁵ Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.⁶ Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:⁷

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.⁸

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content (105 ILCS 5/10-9, 5/10-10, and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); and the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 (regulation of travel expenses)). The deadline for implementation of this policy under the ECA is 7-1-17, but as a practical matter due to other requirements in the law, the implementation deadline will be 3-2-17; see the third paragraph in f/n 3 of policy 2:125, *Board Member Compensation; Expenses*.

² 105 ILCS 5/10-22.32 states that "[t]he school board may advance to teachers and other certified employees the anticipated actual and necessary expenses incurred in attending meetings that are related to that employee's duties and will contribute to the professional development of that employee." This policy expands beyond those two categories (105 ILCS 5/10-20) of employees, and the limited purpose of attending meetings, to reimburse all employees for approved expenses necessary for the employee to perform his or her duties.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. If a local collective bargaining agreement contains a provision on expenses, consult the board attorney about how this policy may impact it.

³ 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. See f/n 4 through 8 in policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*.

⁴ 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses to be advanced or reimbursed to any person other than a board member or employee of the district.

⁵ Optional. *Personal expenses* are not defined in 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

⁶ 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17.

⁷ *Id.*

⁸ 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32); the ECA requires submission of itemized, signed, standardized forms. Both 5:60-E1, *Employee Expense Reimbursement Form* and 5:60-E2, *Employee Estimated Expense Approval Form* incorporate *voucher* into the ECA's requirement to use standardized forms. See f/n 11 below, and see also f/n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

⁹ *Id.* at (2) and (3). This sentence mirrors the statute. The term *offices* is not defined. Consult the board attorney about whether inserting *job titles* would be sufficient for this requirement.

Commented [APowell1]:

This policy implements the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.

The footnote material is provided here for your information; once this policy has been adopted, the footnotes and copyright information will be removed.

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DRAFT UPDATE – REWRITTEN

3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.⁹
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.¹⁰

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development,¹¹ provided they fall below the maximum allowed in the Board's expense regulations.¹²

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts.¹³ Any portion of an expense advancement not used must be returned to the District.¹⁴ Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses¹⁵ by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the

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⁹ *Id.* at (4).

¹⁰ *Id.*

¹¹ 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This statute addresses expense advancements for certain activities; its language pre-dates the ECA and is narrower than the ECA. This policy seeks to reconcile the differences by separating advancements into a separate subhead. See *fn* 7 above, and see also *fn* 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

¹² 50 ILCS 150/10 and 20, added by P.A. 99-604, eff. 1-1-17. This phrase recognizes that while advancements are allowed in these situations, they should remain below the MARA set by the board.

¹³ 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17.

¹⁴ This paragraph's provisions are required by 105 ILCS 5/10-22.32.

¹⁵ Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense *pre-approvals*. 50 ILCS 150/20 states: "an *estimate* if expenses have not been incurred ..." or "a *receipt* ... if the expenses have already been incurred." suggesting no pre-approval is necessary. However, pre-approval is a best practice, and an employee who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements* reflects the district's specific pre-approval requirements. For an example of a standardized *estimated* expense form that could be used as a form of pre-approval, see 5:60-E2, *Employee Estimated Expense Approval Form*. The form provides three methods for employees to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

DRAFT UPDATE – REWRITTEN

District’s standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s) 16

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board’s expense regulations may only be approved when:

1. The Board’s resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.¹⁷

Registration 18

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle’s use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, or other local transportation costs.

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¹⁶ 50 ILCS 150/ does not define *maximum allowable reimbursement amount* (MARA). Consult the board attorney to assist with a conversation about how much authority the board wishes to delegate to the superintendent for purposes of setting the MARA. Topics for these conversations are listed in f/n 8 of policy 2:125, *Board Member Compensation; Expenses*.

¹⁷ 50 ILCS 150/10 and 15. See f/n 13 in policy 2:125, *Board Member Compensation; Expenses* for more discussion.

¹⁸ Amend the language in subheads **Registration**, **Travel**, **Meals**, **Lodging**, and **Miscellaneous Expenses** to align with the MARA defined in the board’s expense regulation resolution. See 2:125-E3, *Resolution to Regulate Expense Reimbursements* for a sample resolution.

See f/n 4 in policy 2:125, *Board Member Compensation; Expenses*, for further discussion about the board’s power to set the expense regulations by policy (105 ILCS 5/10-20) and f/n 8 for considerations and unanswered questions surrounding its statutorily-imposed duty to set a MARA (50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17).

DRAFT UPDATE – REWRITTEN

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area.¹⁹ Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 105 ILCS 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Commented [APowell2]:

OPTION: Alternatively, a board could set a daily limit on meal costs: Employees will be reimbursed for meal costs and tips up to \$___ per day consistent with the maximum reimbursement amount(s) set by the Board.

Ensure this amount is consistent with the Maximum Allowable Expense Amount set by the Board resolution.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁹ Alternatively, a board could set a daily limit on meal costs, such as:

Employees will be reimbursed for meal costs and tips up to \$_____ per day consistent with the maximum reimbursement amount(s) set by the Board.

But see also f/n 8 of policy 2:125, *Board Member Compensation; Expenses* and ensure this amount is consistent with the MARA set by the board resolution.

5:60

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DRAFT UPDATE – NEW TO DISTRICT

5:60-E1

General Personnel

Exhibit - Employee Expense Reimbursement Form

Submit to the Superintendent. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print and attach receipts for all expenditures.

Name: _____ Title/Office: _____

Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

Approved expense advancement (voucher) attached, if applicable* (Completed 5:60-E2, Employee Estimated Expense Approval Form.)

Commented [APowell1]:
The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, requires standardized forms.
Issue 93, October 2016

Actual Expense Report										
*Employees will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. (105 ILCS 5/10-22.32)										
Auto Travel Allowance: _____ per mile										
Date	Mileage Miles	Cost	Comm. Travel Expenses	Lodging	Meals Bkfst Lunch Dinner			Other Item	Cost	Daily Total
Subtotal										
Advances									-	
TOTAL (A negative amount indicates refund due from employee.)									\$	

Superintendent (below maximum allowable amount): Approved Denied
 Approved in Part

Superintendent Signature Date

School Board Action (exceeds maximum allowable amount): Approved Denied
 Approved in Part

Employee Signature Date

DATED:

DRAFT UPDATE – NEW

5:60-E2

General Personnel

Exhibit - Employee Estimated Expense Approval Form

Submit to the Superintendent. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

- Estimated Expenses Approval Requested** (50 ILCS 150/20)
- Purchase Order Requested** Purchase Order #: _____
- Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32)

Voucher Amount: _____

Estimated Expense Report										
Departure date: _____					Return date: _____					
Auto Travel Allowance: _____ per mile										
Date	Mileage Miles	Cost	Comm. Travel Expenses	Lodging	Meals			Other	Cost	Daily Total
					Bkfst	Lunch	Dinner	Item		
Total										\$

Superintendent (below maximum allowable amount): **Approved** **Denied**
 Approved in Part

 Superintendent Signature Date

School Board Action (exceeds maximum allowable amount): **Approved** **Denied**
 Approved in Part

 Employee Signature Date

DATED:

Commented [APowell1]:
 The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, requires standardized forms.
 Issue 93, October 2016

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 law and Illinois State Board of Education (ISBE) 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.
~~1. If applicable, implement a No Child Left Behind Act (NCLB) plan, including the completion of the NCLB Consolidated Application, and seek Board approval where necessary or advisable.~~
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. 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 and Supplemental Education Services

~~This section of the policy is effective only if the choice and/or supplemental educational services requirements in federal law are applicable to Illinois. When effective, school choice and supplemental education services will be offered to students as provided in Title I of the Elementary and Secondary Education Act.~~

Commented [APowell1]:

This policy is updated to delete former requirements under NCLB, repealed by ESSA and P.A.s 99-193 and P.A. 99-657, and amendments to 23 Ill.Admin.Code §1.97.

Issue 93, October 2016

DRAFT UPDATE

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 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 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, 2015](#)

DRAFT UPDATE

Putnam County Community Unit School District 535

6:50

Instruction

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

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

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content and Board policy 7:260, Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content and Board policy 7:260, Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education.

Nutrition Guidelines for Foods Available During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current *Dietary Guidelines for Americans* published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law, unless the Superintendent or designee in a participating school has granted an exempted fundraising day (EFD). To request an EFD and learn more about the District's related procedure(s), contact the Superintendent or designee. The District's procedures are subject to change. The number of EFDs is set by ISBE rule.

Commented [APowell1]:

The policy, Legal References, and Cross References are updated throughout in response to final Smart Snacks rules.

To achieve the intent of this requirement, the regulations suggest several methods for districts, which include a common method many districts likely already use: post the policy on the website for the public, and use the student handbook to distribute important information to interested households.

Issue 93, October 2016

Commented [APowell2]:

23 Ill.Admin.Code §1.425 (added at 40 Ill. Reg. 2990)

Issue 93, October 2016

Commented [APowell3]:

105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the *Illinois Learning Standards for Physical Development and Health* (at www.isbe.net/ils/pdhp/pdf/goal20.pdf). See also 23 Ill.Admin.Code §1.425 (g), (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. 8/25/16)* at: www.isbe.net/EPE/pdf/fitness-asmf-faq.pdf.

Issue 93, October 2016

6:50

Page 1 of 2

DRAFT UPDATE

Guidelines for Reimbursable School Meals

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

Monitoring

The Superintendent or designee shall annually provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

Community Input

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and community.

Recordkeeping

The Superintendent or designee shall retain records to document compliance with this policy.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.
National School Lunch Act, 42 U.S.C. §1751 et seq.
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, PL 111-296.
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.30.
105 ILCS 5/2-3.139.
23 Ill.Admin.Code Part 305, Food Program.
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education)

ADOPTED: December 21, 2015

Commented [APowell4]:

7 C.F.R. §210.30(f). Records must include: (1) the policy, (2) documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of the local school wellness policy for each school under its jurisdiction.

Issue 93, October 2016

DRAFT UPDATE

Instruction

Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and, for students entering the 9th grade in the fall of 2016 and each year after those students covered by P.A. 99-434 (eff. 1-1-2016 but may be delayed by subsequent legislation), one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight 8 courses during the previous two 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) classroom instruction on distracted driving as a major traffic safety issue—, and (b) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.

Commented [APowell1]:

Updated to reflect the delayed implementation date due to P.A. 99-485.

Issue 93, October 2016

Commented [APowell2]:

105 ILCS 5/27-24.2, amended by P.A. 99-720. Required beginning with the 2017-2018 school year.

Issue 93, October 2016

DRAFT UPDATE

8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical ~~Activity~~ Education*
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film

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made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.

15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, [5/27-6.5](#), 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-24.2, 435/, and 110/3.
625 ILCS 5/6-408.5.
23 Ill.Admin.Code §§1.420, [1.425](#), 1.430, and 1.440.
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).
47 C.F.R. §54.520.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline); 7:260 (Exemption from Physical [ActivityEducation](#))

ADOPTED: [December 21, 2015](#)

DRAFT UPDATE

Students

Student and Family Privacy Rights

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

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The term “instructional material” means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
3. Is administered pursuant to the District’s extracurricular drug and alcohol testing program (see Policy 7:240, *Conduct Code for Participants in Extracurricular Activities*).
- ~~3.4. Is otherwise authorized by Board policy. (See 7:240, *Conduct Code for Participants in Extracurricular Activities*)~~

Commented [APowell1]:
Updated for clarity.
Issue 93, October 2016

Selling or Marketing Students’ Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term “personal information” means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver’s license number or State identification card.

The above paragraph does not apply: (1) if the student’s parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student’s “personal information” to a business organization or financial institution that issues credit or debit cards.

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Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights [Act](#).
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
105 ILCS 5/10-20.38.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), [7:240 \(Conduct Code for Participants in Extracurricular Activities\)](#), [7:300 \(Extracurricular Athletics\)](#)

ADOPTED: [October 21, 2013](#)

DRAFT UPDATE

Students

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

Age

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

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

Admission Procedure

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

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

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

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

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Homeless Children

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

Foster Care Students

[The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.](#)

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students

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

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

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

Re-enrollment

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

Commented [APowell1]:

Optional. 105 ILCS 5/10-20.58, added by P.A. 99-781, allows school boards to appoint liaisons for foster care students. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.58 directs how employees are prioritized for liaison appointment. Liaisons are "encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services." For more information about Liaison responsibilities, please see the footnotes available at PRESS Online.

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

CROSS REF.: [4:110 \(Transportation\)](#), 6:30 (Organization of Instruction), 6:110 (Programs for
Students At Risk of Academic Failure and/or Dropping out of School and
Graduation Incentives Program), 6:140 (Education of Homeless Children), 6:300
(Graduation Requirements), 6:310 (High School Credit for Non-District
Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence),
7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations;
Immunizations; and Exclusion of Students), 7:340 (Student Records)

ADOPTED: [December 21, 2015](#)

DRAFT UPDATE

Students

Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Requests for Non-Resident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Non-Resident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.

Commented [APowell1]: Amended for consistency with the School Code.

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2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

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 to establish residency. School Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. [The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and the notice shall be given by certified mail, return receipt requested.](#) The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 *et seq.*
105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.
105 ILCS 45/ and 70/.
23 Ill.Admin.Code §1.240.
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).
Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 (Ill.App.1, 1997).
Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

CROSS REF.: [6:15 \(School Accountability containing "School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring"\)](#),
6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED: [December 21, 2009](#)

Commented [APowell2]:

Updated to align with amendments to residency challenge procedures under 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17.

See administrative procedure 7:60-AP, *Challenging a Student's Residence Status*, for sample procedures implementing this paragraph.

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Commented [APowell3]:

References to NCLB's school choice provisions are deleted due to the statute's repeal by the passage of ESSA.

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Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) ~~between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), whose age meets the compulsory attendance age listed in State law,~~ or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. ~~Unless a student has already graduated from high school, compulsory attendance ages are as follows:~~

- ~~a. Before the 2014-2015 school year, students between the ages of 7 and 17 years.~~
- ~~b. Beginning with the 2014-2015 school year, students between the ages of 6 (on or before September 1) and 17 years.~~

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. ~~A protocol for excusing a student in grades 6 through 12 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.~~
3. A process to telephone, within ~~2~~two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
5. ~~Methods~~A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information ~~about the reasons for the student's attendance problem.~~

Commented [APowell1]:
Updated for clarity and to delete past dates.
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Commented [APowell2]:
105 ILCS 5/26-1, amended by P.A. 99-804, eff. 1-1-17. A student must notify the building principal or other administrator at least two days prior to the absence providing the date, time, and location of the military honors funeral. This requirement may be waived if the student did not receive notice at least two days in advance, but the student shall notify the administration as soon as possible of the absence.

A student whose absence is excused to sound Taps shall be counted in attendance for purposes of calculating the average daily attendance of students in the district. The district must allow the student reasonable time to make up school work and if school work is satisfactorily completed, the day of absence is counted as an attendance day for the student.
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Commented [APowell3]:
23 Ill.Admin.Code §1.290(b)(2)
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6. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
7. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
8. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
9. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
10. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
11. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers To and From Non-District Schools*.
12. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through 16.
705 ILCS 405/3-33.5.
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Discipline), 7:340 (Student Records)

ADOPTED: [April 28, 2014](#)

DRAFT UPDATE

Putnam County Community Unit School District 535

8:30

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

The Superintendent or designee may post certain school facilities for the community's use on non-school days when they are not being used for school purposes.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.

8:30

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6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/ or where the use occurred.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

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

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

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

Exclusive Bargaining Representative Agent

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:

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees.

Commented [APowell1]:

Duty-free time is used to provide a district with discretion about whether preparation time, etc. may be used. This is amended due to PRESS Advisory Board feedback.

Consult the board attorney about this subhead. It is an item on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Amend the language to reflect what is recommended by the board attorney.

Issue 93, October 2016

DRAFT UPDATE

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).
Pro-Children Act of 1994, 20 U.S.C. §7181 *et seq.*
105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
430 ILCS 66/, Firearm Concealed Carry Act.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Discipline), 8:20 (Community Use of School Facilities)

ADOPTED: [December 21, 2015](#)

DRAFT UPDATE

Community Relations

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).
105 ILCS 5/10-20.4651.
410 ILCS 25/, Environmental Barriers Act.
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Expansion Programs)

ADOPTED: March 15, 2010

Commented [APowell1]:
A written evaluation of district services, policies, and practices should have been completed by January 26, 1993. While this date has passed, this information is kept in the policy as it is an affirmative obligation.
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DRAFT UPDATE

School Board

Board Member Development

The School Board desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member lected or appointed to fill a vacancy of at least one year's duration must complete at least ~~4~~four hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term. ~~This requirement is applicable to Board members who are elected after June 13, 2011 or who are appointed to fill a vacancy of at least one year's duration after that date.~~
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

Professional Development: Adverse Consequences of School Exclusion: Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., Senate Bill 100 training topics.

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

Commented [APowell1]:
Updated to remove the past date.
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Commented [APowell2]:
Optional. The School Code encourages Board members to be trained on these issues. A course on SB 100 will soon be available through IASB's Online Learning Center (OLC).
Inquire at: onlinelearning@iasb.com.
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1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.: 5 ILCS 120/1.05 and 120/2.
105 ILCS 5/10-16a and 5/24-16.5.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member [Compensation](#); Expenses), 2:200 (Types of School Board Meetings)

ADOPTED: [October 21, 2013](#)

DRAFT UPDATE – REWRITTEN

2:125

School Board

Board Member Compensation; Expenses¹

Board Member Compensation Prohibited²

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote³

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses⁴

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution.⁵ No later than approval of the annual budget and when necessary,⁶ the Superintendent will

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content (105 ILCS 5/10-9, 5/10-10 and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); and the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 (regulation of travel expenses)). The deadline for implementation of this policy under the ECA is 7-1-17, but as a practical matter, see the third paragraph of f/n 3, below.

² The legal limit for board secretary compensation is \$500 (105 ILCS 5/10-14).

³ 50 ILCS 150/15, added by P.A. 99-604, eff. 1-1-17. 105 ILCS 5/10-7 also states, "[o]n all questions involving the expenditure of money, the yeas and nays shall be taken and entered on the records of the proceedings of the board," i.e., a roll call vote.

Although the School Code has always required a roll call vote on public expenditures, on and after 60 days after the effective date of the ECA, a roll call vote will also be required for any:

1. Officer or employee of the board that exceeds the *maximum allowable reimbursement amount* (MARA) set by the board in its resolution to regulate expenses, and
2. Board member (50 ILCS 150/15, added by P.A. 99-604, eff. 1-1-17).

A majority of school law firms agree that the "on or after 60 days" date discussed in the paragraph above is 3-2-17. Some school law firms will use the date 3-1-17. There is also a policy-component deadline "[o]n and after 180 days after the effective date of [the ECA]." That date is 6-30-17. Many school law firms opine that, as a practical matter, boards should complete both the MARA and policy requirements of the ECA by late Feb. 2017 and no later than 3-1-17. Consult the board attorney about these dates. See f/n 13, below for more discussion about amending or adopting another resolution when expenses exceed the MARA required by the ECA.

⁴ 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 requires boards to regulate the reimbursement of expenses by *resolution or ordinance*. Unlike like the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies* (105 ILCS 5/10-20.5). Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board (105 ILCS 5/10-20). Therefore, to effectuate the intent of the ECA's requirement to *regulate* expenses with an ordinance or resolution and stay within the confines of the School Code and best practice (minimize liability while aligning with the IASB "Foundational Principles of Effective Governance"), the language in this subhead:

1. Retains with the board its duty to *regulate* expenses through policy with a reference to a resolution that will define and set the types of allowable expenses in the district through the adoption of board policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses* (105 ILCS 5/10-20)(see f/n 5, below);
2. Delegates to the superintendent the duty to recommend an appropriate MARA to the board for adoption in its resolution to regulate expenses (see f/n 7, below).

2:125

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Commented [APowell1]:

This policy implements the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.

The footnote material is provided here for your information; once this policy has been adopted, the footnotes and copyright information will be removed.

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Commented [APowell2]:

The introduction provides information to the community that board members are public servants, and they do not receive *perks* or *compensation*.

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Commented [APowell3]:

50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 allows boards to determine this timeline locally.

Other options for the timing of when boards should set the MARA include:

OPTION 1: Delete *No later than approval of the annual budget* and replace it with "At the start of each fiscal year"

OPTION 2: Delete *No later than approval of the annual budget* and replace it with "At the start of each school year"

OPTION 3: Delete *No later than approval of the annual budget* and replace it with "At the start of each calendar year" or

OPTION 4: Delete "No later than approval of the annual budget" and replace it with "When presenting the proposed budget".

Consider consulting the board's auditors to assist with this decision.

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recommend a maximum allowable reimbursement amount for expenses to be included in the resolution.⁷ The recommended amount should be based upon the District’s budget and other financial considerations.⁸

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member,⁹ (2) anyone’s personal expenses,¹⁰ or (3) entertainment expenses.¹¹ Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events,

⁵ Id. For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*. Consult the board attorney about how often the board should adopt or revisit its resolution (see f/ns 6 and 8, below). For discussion about setting an annual time of year to adopt the resolution, see f/n 6, below.

⁶ 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 allows boards to determine this timeline locally.

While the ECA does not require boards to adopt an *annual* resolution to regulate expenses, an annual review provides a way for the board to monitor this policy’s implementation and its duties under the ECA and policy 2:240, *Board Policy Development*.

This sample policy uses “No later than approval of the annual budget” to align with 105 ILCS 5/17-1 (annual budget adoption within the first quarter of each fiscal year). The words *and when necessary* allow for flexibility in situations discussed in f/n 13, below (*emergency and/or an extraordinary circumstance*).

Consider consulting the board’s auditors to assist with this decision. Other options for the timing of when boards should set the MARA include:

1. Deleting ~~No later than approval of the annual budget~~ and replacing it with “At the start of each fiscal year”
2. Deleting ~~No later than approval of the annual budget~~ and replacing it with “At the start of each school year”
3. Deleting ~~No later than approval of the annual budget~~ and replacing it with “At the start of each calendar year” or
4. Deleting “~~No later than approval of the annual budget~~” and replacing it with “When presenting the proposed budget”.

⁷ For practical purposes, this duty is delegated to the superintendent because:

1. The School Code:
 - a. Allows the board to delegate duties to the superintendent (105 ILCS 5/10-16.7), and
 - b. Assigns to the superintendent the duty to make recommendations to the board concerning the budget (105 ILCS 5/10-21.4); and
2. The MARA should be based upon a district’s financial resources and other considerations important to the local district.

⁸ The ECA does not define MARA or how to determine it (see the first sentence of f/n 6, above). The board and superintendent should have a conversation that addresses at minimum the following topics:

1. Should the superintendent use and refer to line items from the current budget?
2. Would the board set per diems or set a very large number for the board and/or all of the district employees – both have their advantages and disadvantages.
3. Should the board categorize MARA by activity?
4. Will it be categorized by individual responsibilities to the district or job titles/classes?
5. Should there be an amount category for each type of travel: airfare, train, automobile, taxi, etc.?
6. Will there be a special category for recurring and/or required training opportunities for teachers and board members?

These choices will depend upon many factors, including the budget, perhaps an auditor’s recommendation, the community’s preferences, and advice from the board attorney.

Amend the language throughout this subhead and in the fourth WHEREAS paragraph in 2:125-E3, *Resolution to Regulate Expense Reimbursements* to reflect local preferences. Consider that inserting the actual MARA into the policy would likely require more formal continual policy updates as opposed to amending the resolution if a board needs to increase its MARA for any reason. For example, see the discussion in f/n 13, below.

⁹ 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses from being advanced or reimbursed to any person other than a board member or employee of the district.

¹⁰ Optional. *Personal expenses* are not defined in 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State’s widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

¹¹ 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17.

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or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.¹²

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board’s resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting. ¹³

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:¹⁴

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;¹⁵
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board’s standardized estimated expense approval form. After spending expense advancements, Board members must use the Board’s standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an

Commented [APowell4]:
The Ill. Gen. Assembly abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

OPTION: Use this alternative for districts in suburban Cook County: replace “Regional Superintendent of Schools” with “appropriate Intermediate Service Center.”

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹² *Id.*

¹³ 50 ILCS 150/10 and 15, added by P.A. 99-604, eff. 1-1-17. A board may need to revisit its resolution to regulate expenses more often than annually if (a) an expense reimbursement amount exceeds the MARA set in the board’s resolution, and (b) an *emergency* or an *extraordinary circumstance* does not exist. Consult the board attorney in these circumstances to determine whether the board may need to revisit and amend its resolution to increase the MARA before approving the expenses exceeding it.

Emergency or an *extraordinary circumstance* is not defined by the ECA, but these terms are meant to allow boards flexibility when expenses exceed the MARA. Yet approving expense reimbursement requests that exceed the MARA as *emergencies* or *extraordinary circumstances* when the board or superintendent “did not plan well” or “an organization’s conference fees went up more than expected this year after the board adopted its resolution,” may open the board to public relations and other legal challenges. See *Laukhuf v. Board of Education*, 2003 WL 23936148 (Ill.Cir. 2003)(addressing what constitutes an *emergency* in the context of the Open Meetings Act, which similar to the ECA, also does not define the term, and holding an emergency meeting to cure a situation that a school board created itself is not an emergency within the confines of OMA).

While the ECA does not provide for specific legal penalties for the wrongful approval of expenses, it is not clear whether a court may find in circumstances of poor MARA planning, that an *emergency* or *extraordinary circumstance* under the ECA did not exist and grant relief requested by a challenger as allowed under State law.

¹⁴ 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This advancement language pre-dates the ECA and is narrower than the ECA. A reasonable interpretation is that the MARA required in the ECA would apply to any advancement amount. This policy seeks to reconcile and highlight the differences between the School Code and the ECA requirements by separating School Code advancements into a separate subhead from ECA reimbursements (estimated and actual). For more distinctions between these laws and further discussion, see *t/n* 20, below.

¹⁵ Use this alternative for districts in suburban Cook County: replace “Regional Superintendent of Schools” with “appropriate Intermediate Service Center.” The Ill. Gen. Assembly abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

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expense advancement not used.¹⁶ If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below).¹⁷ Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses¹⁸ by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards¹⁹

Credit and procurement cards shall not be issued to Board members.

Commented [APowell5]:

OPTION: A board may expand this provision's scope by amending and adding to the sentence as follows:
"~~and~~ other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list."

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁶ 105 ILCS 5/10-22.32 requires the return of excess advancements that are issued.

¹⁷ Boards have this power under 105 ILCS 5/10-20; this statute specifies that the grant of powers to school boards is not exclusive and that school boards may exercise other powers that are not inconsistent with duties. A board may expand this provision's scope by amending and adding to the sentence as follows:

"~~and~~ other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list."

See also *f/n* 8 in policy 2:120, *Board Member Development* for an example of a board member professional development opportunity that is encouraged by the School Code.

¹⁸ Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense *pre-approvals*. 50 ILCS 150/20 states: "an *estimate* if expenses have not been incurred ..." or "a *receipt* ..." if the expenses have already been incurred," suggesting no pre-approval is necessary. However, pre-approval is a best practice, and a board member who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements* reflects the district's specific pre-approval requirements. For an example of a standardized *estimated* expense form that could be used as a form of pre-approval, see 2:125-E2, *Board Member Estimated Expense Approval Form*. The form provides three methods for board members to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

¹⁹ Optional. Consult the board attorney about issuing credit and procurement cards to board members. See *f/n* 1 of policy 4:55, *Use of Credit and Procurement Cards*.

If in consultation with the board attorney credit and procurement cards will be issued to board members, delete "~~Credit and procurement cards shall not be issued to Board members~~" and insert "Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*."

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Standardized Expense Form(s) Required ²⁰

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants. ²¹
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²⁰ 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32). The **PRESS** materials on expenses marry the School Code's advancement voucher requirement into the ECA's requirement for a standardized estimated expense form. For an example, see 2:125-E2, *Board Member Estimated Expense Approval Form* and 5:60-E2, *Employee Estimated Expense Approval Form*. These forms provide three methods for board members or district employees to submit anticipated/estimated expenses:

1. Providing estimated expenses under 50 ILCS 150/,
2. Requesting expense advancements for the activities listed under 105 ILCS 5/10-22.32, or
3. Obtaining a purchase order (highly unlikely for anticipated board member expenses but possible).

²¹ *Id.* at (2) and (3).

2:125

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Commented [APowell6]:

OPTION: Alternatively, a board could set a daily limit on meal costs, such as:
Board members will be reimbursed for meal costs and tips up to \$___per day consistent with the maximum allowable reimbursement amount(s) set by the Board.

Consult the Board's previous version of policy 2:125 to see whether a daily limit is currently in place.

But see also footnote 8 and ensure this amount is consistent with the MARA set by the board resolution.

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amount set by the Board.²² Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED:

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²² Alternatively, a board could set a daily limit on meal costs, such as:
Board members will be reimbursed for meal costs and tips up to \$_____ per day consistent with the maximum allowable reimbursement amount(s) set by the Board.
But see also f/n 8, above and ensure this amount is consistent with the MARA set by the board resolution.

2:125

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DRAFT UPDATE – NEW TO DISTRICT

2:125-E1

School Board

Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Please print and attach receipts for all expenditures. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

Commented [APowell1]:
 The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, requires standardized forms.
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Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

Approved expense advancement (voucher) attached, if applicable* (Completed 2:125-E2, Board Member Estimated Expense Approval Form.)

Actual Expense Report										
* Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. (105 ILCS 5/10-22.32)										
Auto Travel Allowance: _____ per mile										
Date	Mileage		Comm. Travel Expenses	Lodging	Meals			Other	Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item		
Subtotal										
Advances										-
TOTAL (a negative amount indicates refund due from Board member)										\$

Submitting Board Member's Signature _____ Date _____

Superintendent Signature _____ Date _____

School Board Action: Approved Denied
 Approved in Part Exceeds Maximum Allowable Amount

DATED:

DRAFT UPDATE – NEW TO DISTRICT

2:125-E2

School Board

Exhibit - Board Member Estimated Expense Approval Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

Commented [APowell1]:
 The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, requires standardized forms.
 Issue 93, October 2016

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

- Estimated Expenses Approval Requested** (50 ILCS 150/20)
- Purchase Order Requested** Purchase Order #: _____
- Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32)
 Voucher Amount: _____

Estimated Expense Report										
Auto Travel Allowance: _____ per mile										
Date	Mileage		Comm. Travel Expense	Lodging	Meals			Other Item	Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner			
Total										\$

 Submitting Board Member's Signature Date

 Superintendent Signature Date

- School Board Action:** **Approved** **Denied**
 Approved in Part **Exceeds Maximum Allowable Amount**

DATED:

DRAFT UPDATE – NEW

2:125-E3

School Board

Exhibit - Resolution to Regulate Expense Reimbursements

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*;

WHEREAS, based upon the School District's budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable reimbursement amount of \$[amount] _____ for Board members and District staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policy 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*.
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed \$[amount] _____, effective on [date] _____ until the Resolution is rescinded or replaced by the Board.
3. Supersedes its previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph two above.
4. Requires use of Board exhibits 2:125-E1, *Board Member Expense Reimbursement Form*; 2:125-E2, *Board Member Estimated Expense Approval Form*; 5:60-E1, *Employee Expense Reimbursement Form*; and 5:60-E2, *Employee Estimated Expense Approval Form*.
5. May approve expenses that exceed the Board's maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
6. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: _____, Board President

Attested by: _____, Board Secretary

2:125-E3

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Commented [APowell1]:

A resolution is required by The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.

This sample resolution is not included on your PRESS Plus Response Form. After the Board has customized and approved a local Resolution to Regulate Expense Reimbursements, you may submit it through PRESS Plus for inclusion in the Board Policy Manual.

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Putnam County Community Unit School District 535

2:200

School Board

Types of School Board Meetings

General

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

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

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

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act], 5 ILCS 120/2(c)(1), amended by P.A. 99-646.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act,

Commented [APowell1]:

Discussing the elimination of an employee's position for reasons unrelated to the performance of the employee is not within the scope of Section 2(c)(1). Nor does the exception permit a public body to hold closed sessions to discuss employees in general or issues that may ultimately have an impact on employees.

The Local Government Wage Increase Transparency Act, 50 ILCS 155/1, added by P.A. 99-646, allows *disclosable payments* (described below) to IMRF employees only when the school board has first discussed the specific payment to be made at a meeting open to the public and posted and held in accordance with the requirements of the Open Meetings Act.

The provisions apply only to disclosable payments made to participating employees under Article Seven of the Illinois Pension Code (IMRF) who began participation before 1-1-11 and who are not subject to a collective bargaining agreement with respect to the employment upon which the participation is based.

Disclosable payments means a payment, whether in the form of an increase in the rate of earnings or a lump-sum payment, that would:

1. Be made by a participating employer to a participating employee after the employee has expressed to the employer his or her intent to retire or withdraw from service;
2. Have the effect of increasing the employee's reportable monthly earnings from that employer by more than 6% compared to the previous month; and
3. Be made between 12 months and 90 days prior to the employee's expected termination of service.

It does not include a refund of contributions or any payment required to be paid by State or federal law.

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provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), amended by P.A. 99-235, eff. 1-1-16.
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

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

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

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

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Reconvened or Rescheduled Meetings

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

Special Meetings

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

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice. All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

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

Posting on the District Website

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

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

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED: [December 21, 2015](#)

DRAFT UPDATE

School Board

School Board Meeting Procedure

Agenda

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

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. Discussion items may be added to the agenda upon unanimous approval of those Board members present. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

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

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

Voting Method

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

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

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

Minutes

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

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;

Commented [APowell1]: This policy language is unchanged, but new information was added to the footnote:
Directing the sale of district real property or buildings thereon must be approved by at least 2/3 of the board members (105 ILCS 5/5-22, amended by P.A. 99-794, eff. 1-1-17), unless the sale is residential property constructed or renovated by students as part of a curricular program, in which case, the board could engage the services of a licensed real estate broker to sell the property for a commission not to exceed 7%, contingent upon the public listing of the property on a multiple listing service for a minimum of 14 calendar days and a sale of the property happens within 120 days.

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

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

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

The Board’s meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board’s approval; they may be inspected in the District’s main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District’s administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District’s administrative offices or their official storage location Superintendent’s office except by vote of the Board or by court order.

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

Verbatim Record of Closed Meetings

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

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

Individual Board members may access listen to verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District’s administrative offices or the verbatim recording’s

Commented [APowell2]: 5 ILCS 120/2.06(e), amended by P.A. 99-515. The listed individuals in the statute are matched to the titles in the IASB Policy Reference Manual.

OPTION: If the board wishes to mirror the statutory language, delete: ~~the Recording Secretary, the Superintendent or designated administrator, or any elected Board member~~ and replace with: “a records secretary, an administrative official of the public body, or any elected official of the public body.” This will also change the titles in 2:220-E1 and 2:220-E7, if implemented by the Board.

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Commented [APowell3]: The intent of the *in the presence of* language is meant to protect both (1) the verbatim recordings/closed session minutes and (2) the board members requesting access to them. It ensures that a school district official is present at all times when a requesting board member accesses the verbatim recording/closed session minutes. The requirement is meant to prevent misuse and removal of the verbatim recording/closed session minutes from the district offices or official storage location. It is also meant to protect the board member who requests the access from being alone and in a situation where he or she could potentially be accused of tampering with or taking the verbatim recording/closed session minutes.

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Commented [APowell4]:
Consult the board attorney about:

1. The practice of sending an *appointed* board member to be present with a board member who requests access to verbatim recordings/closed session minutes. 105 ILCS 120/2.06(e) states, “any *elected* member of the Board;” appointed is not listed but is mentioned elsewhere in the language of this section of the law;
2. Access to verbatim recordings/closed session minutes by other officials employed by the district, e.g., superintendent or other high-level administrators and even the board attorney; and
3. How this law affects the sharing of closed session minutes with board members prior to a meeting at which the closed session minutes will be approved.

The intent of P.A. 99-515 was to manage a board member’s *individual* request for access to these items in his or her individual capacity (see 2:80, *Board Member Oath and Conduct*), not change prior practices in regard to other officials and board attorneys or the required work of school boards under various laws. While many attorneys do not interpret the new law to restrict access or change procedures for these other high-level school officials and attorneys employed by the district, some attorneys do and it is important to obtain legal advice on this specific issue.

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official storage location. Requests shall be made to the Superintendent or Board President, when that action is While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, Board Member Oath and Conduct. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

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

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

Rules of Order

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

Broadcasting and Recording Board Meetings

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

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

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:200 (Types of School Board Meetings), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

ADOPTED: [December 17, 2012](#)

Commented [APowell5]: This paragraph is optional. It provides boards an opportunity to discuss and encourage each member to carefully think about purposes for their requests to listen to verbatim recordings, which historically has been and should continue to be to "access information relevant to the exercise of duties" for the public body. Intra-board conflicts may escalate if the recording is used to confirm or dispute who-said-what. Prior to P.A. 99-515, the Open Meetings Act did (and still does) allow boards to release these types of information (5 ILCS 120/2.06(e)). Further, Att'y Gen. Op. 32, 1996, opined that board members cannot be denied access to information relevant to the exercise of his or her duties. Board members should evaluate whether their requests under P.A. 99-515 are "relevant to the exercise of their duties" before making such requests. Confirming or disputing who-said-what diverts resources away from operations of the district in educating its students. Additional considerations in listening to verbatim recordings may include personnel and student records confidentiality issues, which should be discussed with the board attorney.
Issue 93, October 2016

DRAFT UPDATE

Putnam County Community Unit School District 535

2:220-E1

School Board

Exhibit - Board Treatment of Closed Meeting Verbatim Recordings and Minutes

The following procedures govern the verbatim audio recordings and minutes of School Board meetings that are closed to the public.

Actor	Action
<i>Before any Board meeting:</i> Superintendent or designee	Arranges to have an audio recording device with extra recording tapes and a back-up audio recording device in the Board meeting room during every Board meeting regardless of whether a closed meeting is scheduled. The Board may close a portion of a public meeting without prior notice; it cannot, however, have a closed meeting unless it can record the session.
<i>Before a closed meeting:</i> Board President or presiding officer	On the closed meeting date: (1) convenes an open meeting, (2) requests a motion to adjourn into closed meeting making sure the reason for the meeting is identified in the motion, (3) takes a roll call vote, (4) asks that the minutes record the vote of each member present and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting (5 ILCS 120/2a), and (5) adjourns the open meeting.
<i>Before a closed meeting:</i> Superintendent or Board Secretary	Immediately before a closed meeting, tests and activates the audio recording device.
<i>During a closed meeting:</i> Board President or presiding officer	Convenes the closed meeting stating: Seeing a quorum of the Board of Education gathered today, ___ date, at ___ o'clock, at ___ location, for the purpose of holding a closed meeting in order to confidentially discuss ___, I call the meeting to order. In order to record who is present, I request that each individual state his or her name and position with the District. Limits discussion to the topics that were included in the motion to go into a closed meeting. The failure to immediately call a person out-of-order who strays from the purposes included in the motion may result in an appearance of acquiescence. This responsibility to call a person out-of-order falls on each Board member in the event of the President's failure. Once the closed meeting is finished, announces a return to an open meeting or adjournment, and states the time.

2:220-E1

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DRAFT UPDATE

Actor	Action
<p>After a closed meeting: Superintendent, Recording Secretary, or Board Secretary</p>	<p><u>For Verbatim Recordings:</u></p> <p>Takes possession of the audio recording of the closed meeting and labels it with identification information, specifically the date and items discussed.</p> <p>Adds the identification information contained on the audio recording's label to a cumulative list of closed meeting recordings.</p> <p>As soon as possible, puts the recording of the closed meeting in the previously identified secure location for storing recordings of closed meetings.</p> <p><u>Upon request of a Board member:</u></p> <ol style="list-style-type: none"> 1. <u>Provides access to the verbatim recordings minutes at a reasonable time and place without disrupting District operations;</u> 2. <u>Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District:</u> <ol style="list-style-type: none"> a. <u>The Recording Secretary.</u> b. <u>The Superintendent or designated administrator, or</u> c. <u>Any elected Board member; and</u> <p><u>+3. Logs the access to the recordings in 2:220-E7, <i>Access to Closed Meeting Minutes and Verbatim Recordings.</i></u></p> <p><u>For Closed Meeting Minutes:</u></p> <p>Prepares written closed meeting minutes that include:</p> <ul style="list-style-type: none"> • The date, time, and place of the closed meeting • The Board members present and absent • A summary of discussion on all matters proposed or discussed • The time the closed meeting was adjourned <p><u>Upon request of a Board member:</u></p> <ol style="list-style-type: none"> 1. <u>Provides access to the closed session minutes at a reasonable time and place without disrupting District operations;</u> 2. <u>Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District:</u> <ol style="list-style-type: none"> a. <u>The Recording Secretary.</u> b. <u>The Superintendent or designated administrator, or</u> c. <u>Any elected Board member; and</u> <p><u>+3. Logs the access in 2:220-E7, <i>Access to Closed Meeting Minutes and Verbatim Recordings.</i></u></p>
<p>After a closed meeting: School Board</p>	<p>Approves the previous closed meeting minutes at the next open meeting.</p>
<p>In preparation for the semi-annual review:</p>	<p>Prepares a recommendation concerning the continued need for confidential treatment of closed meeting minutes; includes this</p>

Commented [APowell1]:
While the responsibilities for the *preparation and storage* of verbatim recordings and closed session minutes may be delegated to anyone, 5 ILCS 120/2.06(e), amended by P.A. 99-515 (adding another purpose for access to verbatim recordings and closed session minutes) requires certain individuals to be present when seated board members request access to these items, which in these instances will not allow delegation by the superintendent, recording secretary, or board secretary in the context of supervising access to closed session minutes and verbatim recordings only. Delegation is appropriate in all other circumstances.

Access to these items no longer requires board approval and must be provided in the public body's main office or official storage location, *in the presence of:*

- a. A records secretary,
- b. An administrative official of the board, or
- c. Any elected board member.

Issue 93, October 2016

DRAFT UPDATE

Actor	Action
Superintendent or designee	<p>recommendation in the packet for the meeting in which the Board will conduct its semi-annual review.</p> <p>This step is in preparation of the Board’s meeting to decide whether the need for confidential treatment of specific closed meeting minutes continues to exist.</p> <p>If the Board wants to discuss closed meeting minutes in closed session, places “review of unreleased closed meeting minutes” on a closed meeting agenda.</p> <p>Places “result of Board’s review of unreleased closed meeting minutes” as an item on a subsequent open meeting agenda.</p>
<p><i>In preparation for the semi-annual review:</i></p> <p>Individual Board members</p>	<p>Before the meeting in which the Board will conduct its semi-annual review, examines the material supplied by the Superintendent.</p> <p>Individual Board members should consider: (1) the Superintendent’s recommendation, (2) the recommendation of the Board Attorney, (3) other Board members’ opinions, (4) the minutes themselves, and/or (5) whether the minutes would be exempted from public disclosure under the Illinois Freedom of Information Act.</p>
<p><i>During the semi-annual review:</i></p> <p>School Board</p>	<p>The Board decides in open session whether: (1) the need for confidentiality still exists as to all or part of closed meeting minutes, or (2) the minutes or portions thereof no longer require confidential treatment and are available for public inspection.</p> <p>The Board may have an earlier meeting in closed session to discuss the continued need for confidential treatment.</p>
<p><i>After the semi-annual review:</i></p> <p>Superintendent or designee</p>	<p>Re-labels and re-files closed meeting minutes as appropriate.</p>
<p><i>Monthly:</i></p> <p>Board President</p>	<p>Adds “destruction of closed meeting audio recording” as an agenda item to an upcoming open meeting.</p>
<p><i>Monthly:</i></p> <p>School Board</p>	<p>Approves the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist.</p>

LEGAL REF.: 5 ILCS 120/1 et seq.

DATED: [December 21, 2009](#)

DRAFT UPDATE

Putnam County Community Unit School District 535

2:220-E2

School Board

Exhibit - Motion to Adjourn to Closed Meeting

Motion to Adjourn to Closed Meeting

Date: _____ Time: _____

Location: _____

A motion was made by _____, and seconded by _____, to adjourn to closed meeting to discuss:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act, 5 ILCS 120/2(c)(1), amended by P.A. 99-646.
- Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
- The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
- Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-judicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).
- The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
- The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).
- The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
- Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), amended by P.A. 99-235.
- Student disciplinary cases. 5 ILCS 120/2(c)(9).
- The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
- Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).
- The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
- Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
- Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
- Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

Commented [APowell1]:
Updated in response to 5 ILCS 120/2(c)(1), amended by P.A. 99-646.
Issue 93, October 2016

2:220-E2

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DRAFT UPDATE

Closed Meeting Roll Call:

“Yeas”	“Nays”
--------	--------

Motion: Carried Failed

DATED: [December 21, 2015](#)

DRAFT UPDATE

Putnam County Community Unit School District 535

2:220-E4

School Board

Exhibit - Open Meeting Minutes ¹

Meeting Minutes Protocol

1. Meeting minutes are the permanent record of the proceedings during a School Board meeting. All Board action must be recorded in the minutes; thus, the minutes focus on Board action.
2. The minutes only include information provided at the meeting. Information may not be corrected or updated in the minutes unless it was discussed at the meeting.
3. Minutes include a summary of the Board's discussion on an agenda topic; the minutes do not state what is said verbatim. The minutes do not repeat the same point made by different individuals. If appropriate, the minutes include a brief background and an explanation of the circumstances surrounding an issue discussed. The minutes do not include the names of members making specific points during discussion. Requests from individual Board members to include their vote or an opinion are handled according to Board policy 2:220, *School Board Meeting Procedure*.
4. The minutes include the topic of reports that are made to the Board including reports from the Superintendent or a Board committee. Written reports are filed with the minutes but do not become part of the minutes.
5. The minutes note when a member is not present for the entire meeting due to late arrival and/or early departure.
6. Although items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they appeared on the agenda. When a meeting is reconvened on a different date, the minutes must describe what happened on each meeting date.
7. The minutes should be recorded in an objective but positive/constructive tone. Answers and explanations, rather than questions, are recorded. Writing style, including choice of words and sentence structure, is at the discretion of the individual recording the minutes.
8. The minutes include individuals' names who speak during the meeting's public participation segment as well as the topics they address. All written documents presented at a Board meeting are filed with the minutes but do not become part of the minutes.
9. The following template generally governs meeting minutes.

Open Meeting Minutes

Date: _____ Time: _____

¹ Other than the required inclusions, the listed meeting protocols are at the board's discretion. They should facilitate a discussion and common understanding concerning what the board wants recorded in its meeting minutes. The required inclusions for meeting minutes are: (5 ILCS 120/2.06)

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and/or "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting; and
6. When a vote is taken to hold a closed meeting, the vote of each member and the reason for the closed meeting with a citation to the specific exception authorizing the closed meeting.

2:220-E4

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DRAFT UPDATE

Location: _____

Type of meeting: Regular Special Reconvened or rescheduled Emergency

Name of person taking the minutes: _____

Name of person presiding: _____

Members in attendance:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Members absent:

- 1.
- 2.
- 3.

Approval of Agenda

List any items removed from the consent agenda:

Motion made by: _____

Motion: To approve
 To add items as follows: *(No action may be taken on new agenda items.)*

Motion seconded by: _____

Action: Passed Failed

Approval of Previous Meeting Minutes *(Needed only if this item is not on the consent agenda.)*

Minutes from the Board meeting held on: _____

Motion made by: _____

Motion: To approve
 To approve subject to incorporation of the following amendment(s):

Motion seconded by: _____

Action: Passed Failed

Approval of Items on Consent Agenda *(This may include expense advancements, reimbursements, and/or purchase orders regulated by the Local Government Travel Expense Control Act (see Board policies 2:125, Board Member Compensation; Expenses, and 5:60, Expenses))*

Summary of discussion:

Motion to approve the consent agenda made by: _____

Motion seconded by: _____

Roll Call: *(Needed when consent agenda contains an item involving the expenditure of money.)*

Commented [APowell1]:
Updated to implement the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.
Issue 93, October 2016

DRAFT UPDATE

“Yeas”

“Nays”

Action: Passed Failed

Public Comments *(Reproduce this section for each individual making a comment.)*

The following individual appeared and commented on the topic noted below: *(Include the title of any documents presented to the Board.)*

Name: _____

Topic: _____

Remaining Agenda Items *(Reproduce this section for each agenda item.)*

Agenda item: _____

Summary of discussion: _____

Motion made by: _____

Motion to: _____

Motion seconded by: _____

Action: Passed Failed

(If a roll call vote occurred, record the vote of individual Board members.)

“Yeas”

“Nays”

If Applicable, Approval of Motion to Adjourn to Closed Meeting *(Insert 2:220-E2, Motion to Adjourn to Closed Meeting.)*

Approval of Motion to Adjourn

Motion to adjourn made by: _____

Motion seconded by: _____

Action: Passed Failed

Time of adjournment: _____

Post-Meeting Action

Date minutes approved: _____

Date minutes were available for public inspection: _____

Date minutes were posted on District website: _____

DATED: [December 21, 2009](#)

DRAFT UPDATE

School Board

Exhibit - Semi-Annual Review of Closed Meeting Minutes

Logging and Review Process

- Step 1. The Board Secretary or Recording Secretary maintains a log of the closed meeting minutes that are unavailable for public inspection. The meeting minutes are logged according to the reason the Board held the closed meeting. 2:220-E6, *Log of Closed Meeting Minutes*.
- Step 2. The Board meets in closed session to review the log of unreleased closed meeting minutes. The Board or Recording Secretary brings a copy of all unreleased closed meeting minutes and, if requested, allows Board members to review the actual minutes. The Board identifies which closed meeting minutes or portions thereof no longer need confidential treatment. Use *Report Following the Board's Semi-Annual Review of Closed Meeting Minutes*, below.
- Step 3. At least semi-annually in an open meeting, the Board takes action to release for public inspection those minutes, or portions thereof, no longer needing confidential treatment. Use *Action to Accept*, below. Closed meeting minutes will not be released for public inspection if confidential treatment is needed to protect the public interest or the privacy of an individual, including: (1) student disciplinary cases or other matters relating to an individual student, and (2) personnel files and employees' and Board members' personal information.
- Step 4. The Board or Recording Secretary: (1) updates the log of unreleased closed meeting minutes to remove any minutes that the Board made available for public inspection; (2) makes a notation on any applicable closed meeting minutes of the Board's action to release it or a portion of it for public inspection; ~~and~~ (3) continues to log new closed meeting minutes that the Board has not released for public inspection ~~(—~~2:220-E6, *Log of Closed Meeting Minutes*), and (4) maintains logs for access to closed session minutes pursuant to 5 ILCS 120/2.06(e), amended by P.A. 99-515.

Report Following the Board's Semi-Annual Review of Closed Meeting Minutes

The School Board met on _____ in closed session to conduct its semi-annual review of closed meeting minutes that have not been released for public inspection.

The closed meeting minutes, or portions thereof, from the following dates no longer require confidential treatment: *(insert closed meeting dates)*

The need for confidentiality still exists as to all remaining closed meeting minutes to protect an individual's privacy or the District's interests.

Action to Accept the Board's Semi-Annual Review of Closed Meeting Minutes

Open meeting date: _____

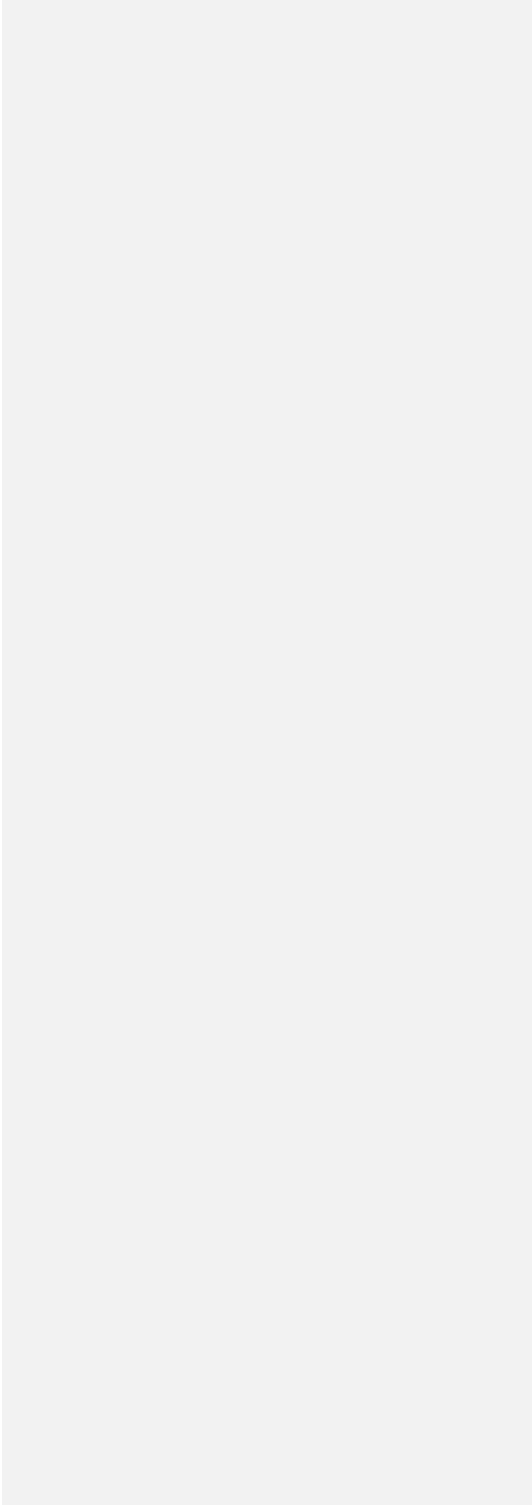
Motion to approve the Board's semi-annual review of unreleased closed meeting minutes and to release for public inspection those minutes, or portions thereof, that the Board identified as no longer needing confidential treatment made by: _____

Motion seconded by: _____

Commented [APowell1]:
 Exhibit is updated in response to P.A. 99-515.
 Issue 93, October 2016

DRAFT UPDATE

Action: Passed Failed
DATED: [December 21, 2009](#)



DRAFT UPDATE

Putnam County Community Unit School District 535

2:220-E6

School Board

Exhibit - Log of Closed Meeting Minutes

The purpose of this log is to facilitate the Board's semi-annual review of closed meeting minutes. See 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*.

The Board Secretary or Recording Secretary shall maintain a list of closed meeting minutes, arranged according to the reason for the closed meeting, that have not been released for public inspection.

Closed Session Held to Discuss:	Dates of Closed Sessions		
Specific employee(s) or District legal counsel; however, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 99-646.			
Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).			
Selection of a person to fill a vacancy on the Board. 5 ILCS 120/2(c)(3).			
Evidence or testimony presented in a hearing where authorized by law. 5 ILCS 120/2(c)(4).			
Purchase or lease of real property. 5 ILCS 120/2(c)(5).			
Setting of a price for sale or lease of District property. 5 ILCS 120/2(c)(6).			
Sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).			
Security procedures and the use of			

Commented [APowell1]:
 Updated in response to P.A. 99-646.
 Issue 93, October 2016

DRAFT UPDATE

Closed Session Held to Discuss:	Dates of Closed Sessions		
personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. 5 ILCS 120/2(c)(8).			
Student disciplinary cases. 5 ILCS 120/2(c)(9). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Any matter involving an individual student. 5 ILCS 120/2(c)(10). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2(c)(11).			
Establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool. 5 ILCS 120/2(c)(12).			
Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. 5 ILCS 120/2(c)(16).			
Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/2(c)(21).			
Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).			

DATED: [March 19, 2012](#)

DRAFT UPDATE – NEW

2:220-E7

School Board

Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings (5 ILCS 120/2.06(e)), amended by P.A. 99-515. The following subheads implement the logistics of granting this access.

Note: If the board wishes to mirror the statutory language, replace checkboxes below with: “ Records Secretary; Administrative official of the public body; and Any elected official of the public body.”

Access to Closed Meeting Minutes

Duplicate this section for each grant of access to closed meeting minutes.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the closed meeting minutes: _____

Access granted

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member's name (Please print) _____

In the presence of: (Check appropriate box and insert name on line.)

Recording Secretary _____

Superintendent or designated administrator _____

Elected Board member _____

For requesting Board member: (Read the following and sign below.)

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Board of Police Commissioners, 555 N.E. 2d 35 (1990)), I acknowledge and understand that any disclosures by me of information in the closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature

Date

Verbatim Recording Access

Duplicate this section for each grant of access to verbatim recordings.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the verbatim recording: _____

Access granted

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member's name (Please print) _____

In the presence of: (Check appropriate box and insert name on line.)

Commented [APowell1]:
This exhibit is added in response to P.A. 99-515 as a sample for logistical implementation.
Issue 93, October 2016

DRAFT UPDATE – NEW

- Recording Secretary _____
- Superintendent or designated administrator _____
- Elected Board member _____

- Access denied** **Access unavailable.** Verbatim recording requested is older than 18 months and was destroyed pursuant to 5 ILCS 120/2.06(c).

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Board of Police Commissioners, 555 N.E. 2d 35 (1990)), I acknowledge and understand that any disclosures by me of information in the verbatim recordings could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature

Date

DATED:

DRAFT UPDATE – NEW

2:220-E8

School Board

Exhibit - School Board Records Maintenance Requirements and FAQs

Open Meetings Act

The Open Meetings Act (OMA) requires public bodies to “keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording.” 5 ILCS 120/2.06(a). Minutes must include, but are not limited to: (1) the date, time, and place of the meeting; (2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed, deliberated, or decided, and record of any votes taken. *Id.*

The remainder of Section 2.06 addresses the approval of open meeting minutes, the treatment of verbatim recordings of closed meetings, the semi-annual review of closed meeting minutes, the confidential nature of closed meeting minutes, and the right of persons to address public officials under rules established and recorded by the public body. The requirements of Section 2.06, as well as OMA requirements pertaining to Board agendas, are included in policy 2:220, *School Board Meeting Procedure*.

Exhibit 2:220-E3, *Closed Meeting Minutes*, provides a sample template for keeping closed meeting minutes that incorporates the requirements of Section 2.06 of OMA. It also includes an area to designate if the Board has determined, pursuant to Section 2.06(d), that the closed meeting minutes no longer need confidential treatment.

Exhibit 2:220-E4, *Open Meeting Minutes*, contains an open meeting minute’s protocol that incorporates the requirements of Section 2.06 of OMA. It also provides a sample template for keeping open meeting minutes.

Exhibit 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*, contains a process for implementing the semi-annual review of closed meeting minutes, and exhibit 2:220-E6, *Log of Closed Meeting Minutes*, is designed to facilitate this semi-annual review.

Local Records Act

The Local Records Act (LRA) provides that public records, including “any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connections with the transaction of public business and preserved or appropriate for preservation by such agency or officer” must be preserved unless the State Local Records Commission has given permission to destroy those records. 50 ILCS 205/3 and 7. Board records, including agendas, meeting packets and meeting minutes, fall into this definition.

Public bodies located in Cook County must work with the Local Records Commission of Cook County to determine how long they must retain public records. Public bodies located outside of Cook County must work with the Downstate Local Records Commission to determine how long they must retain public records.

Policy 2:250, *Access to District Public Records*, contains a subhead entitled **Preserving Public Records** which provides as follows:

Commented [APowell1]:

This exhibit is added to provide new resources. It is optional and is not related to any current legislation.

Issue 93, October 2016

DRAFT UPDATE – NEW

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.

See the sample policy, 2:200, *School Board Meeting Procedure*, for all relevant footnotes. Also see administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*, for recommendations regarding school district records retention protocols and links to web-based record management resources.

Open Meeting Minutes

Are you required to approve them?	Must they be semi-annually reviewed?	May you release them to the public?	May you destroy them?
<p>Yes, within 30 days or at the next subsequent meeting, whichever is later.</p> <p><i>A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body’s second subsequent regular meeting, whichever is later. 5 ILCS 120/2.06(b).</i></p>	<p>No.</p> <p>Unlike the closed meeting requirement, OMA does not contain semi-annual review requirements for open meeting minutes.</p>	<p>Yes, must within ten days after minutes are approved.</p> <p><i>The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body’s website within 10 days after the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body’s website shall remain posted on the website for at least 60 days after their initial posting. 5 ILCS 120/2.06(b).</i></p>	<p>No.</p> <p>There is no OMA provision permitting the destruction of open meeting minutes, and they must be preserved unless the State Local Records Commission has given permission to destroy them.</p> <p>If a public body would like to destroy open meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would approve of their destruction.</p>

DRAFT UPDATE – NEW

Open Meeting Verbatim Recordings

Are you required to approve them?	Must they be semi-annually reviewed?	May you release them to the public?	May you destroy them?
No. OMA does not require public bodies to approve verbatim recordings of open meetings.	No. Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings. OMA does not contain semi-annual review requirements for open meeting verbatim recordings.	Yes. Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings. If a public body makes verbatim recordings of open meetings, then such recordings are subject to public disclosure pursuant to the Freedom of Information Act (5 ILCS 140/).	Possibly. If a public body would like to destroy open meeting verbatim recordings, then it must comply with the LRA and work with its Local Records Commission.

Closed Meeting Minutes

Are you required to approve them?	Must they be semi-annually reviewed?	May you release them to the public?	May you destroy them?
Yes. OMA does not directly state public bodies are required to approve closed meeting minutes, nor does it set a time frame for such approval. However, OMA Section 2.06(d) requires public bodies to meet at least semi-annually to “review minutes of all closed meetings.” 5 ILCS 120/2.06(d). Moreover, OMA Section 2.06(c) specifically allows the destruction of closed meeting verbatim recordings only if certain conditions are met, one of which is that “the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.” 5 ILCS 120/2.06(c)(2). Both of these tasks would be difficult to achieve if closed meeting minutes were not first approved. One practice is to approve	Yes. <i>Each public body shall periodically, but not less than semi-annually, meet to review all existing minutes of all prior closed meetings (this includes records from all time that the board has been in existence). At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.</i> 5 ILCS 120/2.06(d).	Yes, if prerequisites are met. <i>Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.</i> 5 ILCS 120/2.06(f).	No. There is no OMA provision permitting the destruction of closed meeting minutes, and they must be preserved unless the State Local Records Commission has given permission to destroy them. In addition, per OMA Section 2.06(f), as amended by P.A. 99-515: <i>No minutes of meetings closed to the public shall be removed from the public body’s main office or official storage location, except by vote of the public body or by court order.</i> 5 ILCS 120/2.06(f). If a public body would like to destroy closed meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would

DRAFT UPDATE – NEW

Are you required to approve them?	Must they be semi-annually reviewed?	May you release them to the public?	May you destroy them?
closed meeting minutes within the same time frame that open meeting minutes are approved – within 30 days of the meeting or at the next subsequent meeting, whichever is later.			approve of their destruction.

Closed Meeting Verbatim Recordings

Are you required to approve them?	Must they be semi-annually reviewed?	May you release them to the public?	May you destroy them?
No. OMA does not require approval of closed meeting verbatim recordings.	No. OMA does not require semi-annual review of closed meeting verbatim recordings.	Possibly but unlikely. <i>Unless the public body has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce this Act.</i> 5 ILCS 120/2.06(e). But see <u>Kodish v. Oakbrook Terrace Fire Protection District</u> (235 F.R.D. 447 (N.D. IL. 2006)), where a federal district court ordered that closed meeting verbatim recordings be disclosed to the Plaintiff in discovery because his primary claim was brought under federal law.	Yes, after 18 months if prerequisites are met. <i>The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after: 1.) the public body approves the destruction of a particular recording; and 2.) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.</i> 5 ILCS 120/2.06(c). In addition, per OMA Section 2.06(f), as amended by P.A. 99-515: <i>No verbatim recordings shall be recorded or removed from the public body's main office or official storage location, except by vote of the public body or by court order.</i> 5 ILCS 120/2.06(e).

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DRAFT UPDATE

Operational Services

Transportation

The District shall provide free transportation for any student in the District who The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. [Foster care students shall be transported in accordance with Section 6312\(c\)\(5\)\(B\) of the Elementary and Secondary Education Act.](#) If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

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

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

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.

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

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

Commented [APowell1]:

Required if the district receives Title I funds (20 U.S.C. §6312(c)(5)(B)). Districts are required to collaborate with the State or local child welfare agency to, by December 10, 2016, develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin (when in their best interest) will be provided, arranged, and funded for the duration of their time in foster care. Effective December 10, 2016, ESEA foster care transportation requirements also apply to students *awaiting* foster care placement. See footnote 8 of this policy, available at PRESS Online, for a definition of *foster care student*.

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LEGAL REF.: [Elementary and Secondary Education Act, 20 U.S.C. §6312\(c\)\(5\)\(B\)](#).
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815,
5/12-816, 5/12-821, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.
92 Ill.Admin.Code §440-3.

CROSS REF.: 4:170 (Safety), [5:100 \(Staff Development Program\)](#), 5:120 (Ethics and Conduct),
5:280 (Educational Support Personnel - Duties and Qualifications), 6:140
(Education of Homeless Children), [6:170 \(Title I Programs\)](#), 7:220 (Bus
Conduct)

ADOPTED: [December 15, 2014](#)

DRAFT UPDATE

Operational Services

Convicted Child Sex Offender; Criminal Background Check and/or Screening; Notifications

Persons Prohibited on School Property without Prior Permission

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

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

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Criminal Background Check and/or Screening

The Superintendent or designee shall perform ~~the fingerprint-based criminal history records information checks and/or criminal background check and/or screenings~~ required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

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

Commented [APowell1]:

The policy and Cross References are updated to:

1. Align with 5:260, *Student Teachers*, which is updated in response to 105 ILCS 5/10-21.9, 5/21B-5, and 5/21B-80, amended by P.A. 99-667;
2. Clarify School Code requirements for student teacher *fingerprint-based criminal history records checks*.

The law is silent with regard to *screening* volunteers and individuals in the proximity of a school. *Screening* and *fingerprint-based criminal history records checks* are different. See procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, for further distinctions.

The School Code requires school districts to perform a *fingerprint-based criminal history records check* through (a) the Illinois State Police (ISP) for an individual's Criminal History Records Information (CHRI) and (b) the FBI's national crime information databases (105 ILCS 5/10-21.9(a), (a-5) and (a-6)).

Screening only involves checking an individual's name and address against publicly-available databases and information provided for local law enforcement like the: (1) Illinois Sex Offender Registry, www.isp.state.il.us/sor/, and (2) the Violent Offender Against Youth Registry maintained by the State Police, www.isp.state.il.us/cmvo/.

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LEGAL REF.: 20 ILCS 2635/, Uniform Conviction Information Act.
720 ILCS 5/11-9.3.
730 ILCS 152/, Sex Offender Community Notification Law.
730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 5:30 (Hiring Process and Criteria), [5:260 \(Student Teachers\)](#), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: [July 21, 2014](#)

DRAFT UPDATE

General Personnel

Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

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

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

In addition, the staff development program shall include each of the following:

1. At least, once every 2 years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every 2 years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for school personnel who work with students in grades 7 through 12 to identify the warning signs of mental illness and suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
 - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
 - b. Within one year of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every 5 years (see policy 5:90, *Abused and Neglected Child Reporting*).
 - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.

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7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired before 8-18-2014 must be certified by 8-19-2015; if hired on or after 8-19-2014, they must be certified before their position's start date.
10. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team. Individuals covered by this training mandate ~~were to~~must initially complete the training by 9-1-2016.

~~10.11~~ Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

LEGAL REF.: 105 ILCS 5/2-3.62, 5/10-22.6(c-5), 5/10-22.39, 5/22-80(h), 5/10-23.12, 5/24-5, 25/1.15 and 110/3.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/, Good Samaritan Act.
7 C.F.R. Part 210.
23 Ill.Admin.Code Part 525.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Ethics and Conduct), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:160 (English Learners), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPTED: December 21, 2015

Commented [APowell]:

105 ILCS 5/22-30(j-15), amended by P.A. 99-843.
Consult the board attorney about whether:

a. All asthma action plans should require immediate 911 calls based upon In re: Estate of Jeffery Stewart, 2016 IL App (2d) 151117, No. 2-15-1117 (8-24-16). The court held that a teacher's failure to dial 911 immediately upon a student's asthma attack was *willful and wanton* conduct, subjecting the school district to liability under the Local Governmental Employees Tort Immunity Act.

b. The duties and responsibilities of the district when it asks for, but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart, above.

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Putnam County Community Unit School District 535

5:125

General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as Facebook, LinkedIn, MySpace, Twitter, Instagram, Snapchat, and YouTube.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, *Ethics and Conduct* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval.
5. Refrain from using the District’s logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students’ viewing of inappropriate Internet materials through the District employee’s personal technology or social media. The Board expressly

Commented [APowell]:
Updated in response to ongoing PRESS Advisory Board feedback.

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disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.

8. Be subject to consequences for violations of this policy including, but not limited to, prohibition of the employee from possessing or using any personal technology or social media while on District property, discipline up to and including discharge, referral to law enforcement authorities and/or other legal action as deemed appropriate.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Ethics and Conduct*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
4. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/ 21B-75 and 5/ 21B-80.
Ill. Human Rights Act, 775 ILCS 5/5A-102.
Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), [5:100 \(Staff Development Program\)](#), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: [April 28, 2014](#)

Commented [APowell2]:

Right to Privacy in the Workplace Act, 820 ILCS 55/10(b), amended by P.A. 99-610, eff. 1-1-17 (also known as the *Facebook Password Law*). The exception for *professional accounts* is unlikely to be available to school districts; see the explanation in f/n 15 in policy 5:30, *Hiring Process and Criteria*. The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's electronic equipment and electronic mail.

The statute does not prohibit an employer from (1) obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute, and (2) requesting or requiring an applicant or employee to share specific content that is reported to the employer to: (a) ensure compliance with laws and regulatory requirements, (b) investigate certain allegations as outlined in the law, and (c) prohibit certain outlined behaviors in the law. Finally, the statute does not apply to other types of personal technology that employees may use to communicate with students or other individuals, such as personal email or text messages on a personal phone. However, employers may access online accounts that the employer pays for or that an employee creates or maintains on behalf of the employer in connection with the employee's employment. Consult the board attorney about these issues.

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General Personnel

Family and Medical Leave

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act, The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, the employee has been employed by the

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District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than ~~7~~seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, et seq., National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Commented [APowell1]: 1.

2. Terminology is updated to match new regulatory language.

3.

4. A service break due to fulfillment of covered service obligation is found in the *Glossary of Terms Used in FMLA* available at: webapps.dol.gov/elaws/whd/fmla/3.aspx?Glossary_Word=ELIGIBLE.

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DRAFT UPDATE

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. §2601 et seq., 29 C.F.R. Part 825.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: [December 15, 2014](#)

DRAFT UPDATE

Putnam County Community Unit School District 535

5:190

Professional Personnel

Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
 - b. Provide the District Office with a complete official transcript of credits earned in institutions of higher education.
 - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with an official transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be highly qualified for those assignments as determined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed and highly qualified for their assignments;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified ~~—(a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.~~

LEGAL REF.: 20 U.S.C. §63192(c)(1)(A).
34 C.F.R. §200.55, 56, 57, and 61;
105 ILCS 5/10-20.15, 5/21-11.4, 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.
23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: April 28, 2014

Commented [APowell1]:

Updated throughout to align with current teacher qualification requirements under ESEA, as amended by ESSA, and to delete former NCLB references that teachers be *highly qualified*.

Issue 93, October 2016

Commented [APowell2]:

Still exist but have not been updated yet to align with ESEA as amended by ESSA, and no notice of proposed rulemaking is pending. We will continue to cite them, if appropriate, and note the discrepancy in a footnote

Issue 93, October 2016

DRAFT UPDATE

Putnam County Community Unit School District 535

5:250

Professional Personnel

Leaves of Absence

Sick and Bereavement Leave, Personal Leave, Leave of Absence Without Pay, Professional Leave

Please refer to the following current agreement:

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

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

Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

Leaves for Service in the Military

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

General Assembly

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

School Visitation Leave

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

Commented [APowell1]:

Consult the board attorney about the Employee Sick Leave Act 820 ILCS 191/, added by P.A. 99-841, eff. 1-1-17. It prohibits employers from limiting the use of sick time to an employee's own illnesses and allows employees to use employer-provided sick leave to care for an ill or injured family member or to attend a medical appointment with a family member. The law defines family members as a child (biological, adopted, stepchild, or legal ward), spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent (Id. at 191/10(b)). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury.

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Commented [APowell2]:

820 ILCS 154/, added by P.A. 99-703 requires employers to offer this unpaid leave to employees that are eligible employees under FMLA. (29 U.S.C. 2601 et seq.)

The Act also provides that the leave must be completed within 60 days of the employee learning of the death of his or her child, as defined by 820 ILCS 154/, added by P.A. 99-703. However, that 60 day limitation does not apply where more than one child dies in a 12-month period. There may be times where an employer may want to grant more than 10 unpaid work days, e.g., when a deceased child lived in a foreign country, etc. Consult the board attorney to resolve the complexities of determining whether an employee is an eligible employee under the FMLA that would trigger this Act.

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DRAFT UPDATE

compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

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

Leaves for Victims of Domestic or Sexual Violence

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

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, an employee is entitled to a total of 12 work weeks of leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 *et seq.*).

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

Please refer to the following current agreement:

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

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

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same election day.

DRAFT UPDATE

LEGAL REF.: 10 ILCS 5/13-2.5
20 ILCS 1805/30.1 et seq.
[820 ILCS 154/](#)
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
820 ILCS 147/ and 180/.

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

ADOPTED: [December 15, 2014](#)

DRAFT UPDATE

Putnam County Community Unit School District 535

5:260

Professional Personnel

Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense ~~listed in that would subject him or her to license suspension or revocation pursuant to~~ Section 5/21B-80 of the School Code ~~or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987~~ is permitted to student teach ~~or complete field or other clinical experience.~~

Before permitting an individual to student teach ~~or begin a required internship~~ ~~participate in any field experience~~ in the District, the Superintendent or designee shall ensure that:

1. The District performed a ~~105 ILCS 5/10-21.9(g) complete criminal history records check~~ *Check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A ~~105 ILCS 5/21.9(g) complete criminal history records check~~ *Check* pursuant to 105 ILCS 5/10-21.9 shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105, ~~amended by 97-154~~).

~~The School Code requires Each individual student teachering or beginning a required internship to must provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/21.9(g) criminal history records check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State Police. T, and the Superintendent or designee will provide each student teacher with a copy of his or her report.~~

Assignment

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

Commented [APowell1]:

P.A. 99-667 amended the School Code at 105 ILCS 5/10-21.9, 5/21B-15, and 5/21B-80(b) to carve out an exception allowing individuals with convictions involving certain drug offenses to obtain educator licensure or reinstate a license suspension/revocation seven years after the end of an individual's sentence for these certain drug offenses. See 5:30-AP2, *Investigations*, for a list of these carved-out drug offenses.

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Commented [APowell2]:

Updated to clarify School Code requirements for student teacher *complete criminal history records checks*. 105 ILCS 5/10-21.9(g) applies to individuals who will be student teachers or who are beginning a required internship.

PRESS subscriber feedback overwhelmingly prefers that "students doing field or clinical experience other than student teaching" *not* be in the sample default policy language.

OPTION: For boards that want to include students participating in any field or clinical experience, amend this phrase to state "Before permitting an individual to student teach, ~~or begin a required internship, or participate in any field experience in the District, ...~~"

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Commented [APowell3]:

Repealed, eff. 12-27-13 (School Code provision, 105 ILCS 5/21-14) and eff. 6-30-14 (Administrative Code provision, 23 Ill.Admin.Code 25.875).

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LEGAL REF.: Adam Walsh Child Protection and Safety Act, P.L. 109-248.
Uniform Conviction Information Act, 20 ILCS 2635/1.
105 ILCS ~~5/10-21.9, 5/21-14(e)(3)(E)(viii)~~, 5/10-22.34, and 5/24-5.
~~23-III-Admin.Code §25.875.~~

CROSS REF.: 5:190 (Teacher Qualifications), 4:175 (Convicted Child Sex Offender; ~~Criminal
Background Check and/or~~ Screening; Notifications)

ADOPTED: ~~November 17, 2014~~

DRAFT UPDATE

Educational Support Personnel

Duties and Qualifications

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

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

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

Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

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

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

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

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

DRAFT UPDATE

LEGAL REF.: ~~No Child Left Behind Act of 2001, 20 U.S.C. §6319(c)~~
34 C.F.R. §§200.58 and 200.59.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1.
23 Ill.Admin.Code §§1.630 and 25.510.

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

ADOPTED: [July 21, 2014](#)

Commented [APowell1]:
Section 6319(c) of NCLB was repealed in its entirety by ESSA.
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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. Child Bereavement Leave.
5. Leave to serve as an election judge.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
820 ILCS 147 and 180/
820 ILCS 154/.
School Dist 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987); Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).

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

ADOPTED: June 15, 2015

Commented [APowell1]:

Consult the board attorney about the Employee Sick Leave Act 820 ILCS 191/, added by P.A. 99-841, eff. 1-1-17. It prohibits employers from limiting the use of sick time to an employee's own illnesses and allows employees to use employer-provided sick leave to care for an ill or injured *family member* or to attend a medical appointment with a family member. The law defines family members as a child (biological, adopted, stepchild, or legal ward), spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent (Id. at 191/10(b)). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury.

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Commented [APowell2]:

820 ILCS 154/, added by P.A. 99-703 requires employers to offer this unpaid leave to employees that are *eligible employees* under FMLA. (29 U.S.C. 2601 et seq.)

See the Child Bereavement Leave subhead in policy 5:250, *Professional Personnel – Leaves of Absence*, for further information.

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DRAFT UPDATE

Instruction

Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant children with the opportunity full and appropriate opportunities to meet the same statewide challenging State academic assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students ~~an opportunity for meaningful participation in the program in an understandable format and language.~~

Migrant Education Program for Parents/Guardians and Family Member Engagement Involvement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.: 20 U.S.C. §6318.
20 U.S.C. §6391 et seq.
34 C.F.R. §200.80 et seq.

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: June 27, 2012

Commented [APowell1]:

The policy and footnotes are updated to reflect new Title I program requirements under §6318 of ESEA, as amended by ESSA, and to reflect statutory language from 20 USC §§6396(a)(1)(E) and 6391(3).

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Commented [APowell2]:

20 USC §6934(c)(3) requires that parents be consulted in the same manner as in §6318 (parent and family engagement – see Policy 6:170), and in a format and language understandable to parents.

While some question whether the policy addressing migratory students improperly expands the scope to include *family engagement*, extension to families is not optional. See 20 USC §6318 (f), stating:

Accessibility

In carrying out the parent and family engagement requirements of this part, [school districts], to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 6311 of this title in a format and, to the extent practicable, in a language such parents understand.

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DRAFT UPDATE

Instruction

English Learners

The District offers opportunities for resident English Learners to ~~develop~~ achieve at high levels ~~of~~ in academic ~~attainment in subjects English~~ and to meet the same challenging State academic ~~content and student academic achievement~~ standards that all children are expected to ~~attain~~ meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English ~~speaking ability language~~ proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation. ~~(5)~~ specific exit requirements of the program, ~~(6)~~ how the program will meet their child's individualized education program, if applicable, and ~~(7)~~ information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. ~~(1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.~~

Commented [APowell1]:

The policy and Legal References are updated to reflect new English Learner program requirements under ESEA, as amended by ESSA.

For purposes of this policy, *English Learners* is synonymous with the School Code definition, which means: (1) all students in grades Pre-K through 12 who were not born in the United States, whose native tongue is a language other than English, and who are incapable of performing ordinary classwork in English; and (2) all students in grades Pre-K through 12 who were born in the United States of parents possessing no or limited English-speaking ability and who are incapable of performing ordinary classwork in English (105 ILCS 5/14C-2, amended by P.A. 99-30).

Note: The Illinois Administrative Code definition of *English Learners* has not been amended since the effective date of P.A. 99-30 and still provides that *English Learners* means any student in preschool, kindergarten or any of grades 1 through 12, whose home language background is a language other than English and whose proficiency in speaking, reading, writing, or understanding English is not yet sufficient to provide the student with: (1) the ability to meet the State's proficiency level of achievement on State assessments; (2) the ability to successfully achieve in classrooms where the language of instruction is English, or (3) the opportunity to participate fully in the school setting (23 Ill.Admin.Code §228.10).

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LEGAL REF.: 20 U.S.C. §§6312, [6314](#), [6315](#), and [6318-6319 and 6801](#).
[20 U.S.C. §6801 et seq.](#)
34 C.F.R. Part 200.
105 ILCS 5/14C-1 [et seq.](#)
23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

ADOPTED: [December 21, 2015](#)

DRAFT UPDATE

Instruction

Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental and Family Engagement ~~Involvement~~

The District maintains programs, activities, and procedures for the ~~involvement~~engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

~~District-Level Parental and Family Engagement Involvement Compact~~

The Superintendent or designee shall develop a ~~District-Level Parental and Family Engagement Involvement Compact~~ according to Title I requirements. The ~~District-Level Parental and Family Engagement Involvement Compact~~ shall contain: (1) the District's expectations for parental involvement and family engagement, (2) specific strategies for effective parent and family engagement ~~involvement~~ activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

~~School-Level Parental and Family Engagement Involvement Compact~~

Each Building Principal or designee shall develop a ~~School-Level Parental and Family Engagement Involvement Compact~~ according to Title I requirements. This ~~School-Level Parental and Family Engagement Involvement Compact~~ shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Commented [APowell1]:

The policy and Incorporated by Reference are updated to reflect new Title I program requirements under §6318 of ESEA, as amended by ESSA.

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Incorporated

by Reference: 6:170-AP1, E1 (District-Level Parental and Family Engagement-Involvement Compact) and 6:170-AP1, E2 (School-Level Parental and Family Engagement Involvement Compact)

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: [May 20, 2013](#)

DRAFT UPDATE

Instruction

High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College courses offering dual credit courses at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep)
7. Credit earned in a Vocational Academy

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

Substitutions for Required Courses

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

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

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of

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the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

~~A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).~~

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*, in either of the following situations:

- ~~a. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or~~
- ~~b. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.~~

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences

Commented [APowell1]:

The policy, Legal References, and Cross References are updated to reference new physical education regulations at 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990.

The deleted text is now managed in a more appropriate place, 7:260, *Exemption from Physical Activity Education*.

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The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.
23 Ill.Admin.Code §§1.420~~(p)~~[5\(c\) and \(f\)](#), 1.440(f), and 1.470(c).

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical [Activity Education](#))

ADOPTED: [December 15, 2014](#)

DRAFT UPDATE

Putnam County Community Unit School District 535

6:340

Instruction

Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall develop and supervise a student assessment program and shall provide appropriate data to the School Board to allow it to monitor the program's results. The program will:

1. Administers the State assessment system, known as the *Partnership for Assessment of Readiness for College and Careers* (PARCC), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Be uniformly applied to all students who are required to be tested, including: (a) students in a State approved transitional bilingual education or transitional program, and (b) students who have an Individualized Educational Plan (IEP).
4. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, *Grading and Promotion*.
5. Emphasize professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents and guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.
105 ILCS 5/2-3.63a-5, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: [December 15, 2014](#)

Commented [APowell1]:

The policy and Legal References are updated in response to 105 ILCS 5/10-17a, amended by P.A. 99-642 and 105 ILCS 5/22-82, added by P.A. 99-590

Assessment reports are required beginning with the 2016-2017 school year. ISBE announced in its *Weekly Message* that it sent a survey tool to report the required information the week of 10-3-16 (See *Message From State Supt.* on 10-4-16 at: www.isbe.net/board/archivemessages/2016/message-10042016.pdf). Because districts have a wide range of starting dates, ISBE will likely establish a reporting window for providing this information. Each school must also make this information publicly available to the parents and guardians of its students through the district's Internet website or distribute the information in paper form (Id. at (b)). See 2:250, E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

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Students

Student Support Services

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

1. Health services supervised by a qualified **nurse**. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.
5. [A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.](#)

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/
Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/
[105 ILCS 5/10-20.58.](#)

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

ADOPTED: [July 21, 2014](#)

Commented [APowell1]: School districts may employ noncertificated/non-professional-educator-licensed *registered professional nurses* to perform professional nursing services (105 ILCS 5/10-22.23; 23 Ill.Admin.Code §1.760(c)). A *registered professional nurse* means any nurse who is licensed to practice professional nursing in Illinois under the Nurse Practice Act (225 ILCS 65/) and whose license is active and in good standing with the Ill. Dept. of Financial and Professional Regulation (23 Ill.Admin.Code §1.760(b)).

A *school nurse* means any registered professional nurse who also holds a professional educator license endorsed for school support services in school nursing, or any registered professional nurse who does not hold the professional educator license but was employed in the school district of current employment before 7-1-76 (23 Ill.Admin.Code §1.760(c)).

See the footnotes available at PRESS Online for more information.

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Commented [APowell2]: 105 ILCS 5/10-20.58, added by P.A. 99-781, allows school boards to appoint liaisons for foster care students. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.58 directs how employees are prioritized for liaison appointment. Liaisons are "encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services." For more information about Liaison responsibilities, please see the footnotes of policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, available at PRESS Online.

OPTION: To remove the liaison for foster care students from policy, mark "yes" on your PRESS Plus Response Form. This will also remove the section Foster Care Students from policy 7:50.

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Putnam County Community Unit School District 535

7:260

Students

Exemption from Physical ~~Activity~~ Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. ~~State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.~~ An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

~~State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.~~

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

LEGAL REF.: 105 ILCS 5/27-6.
225 ILCS 60/, Medical Practice Act.
23 Ill.Admin.Code §1.420(p) and §1.425(d), (e), (f).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

ADOPTED: ~~April 25, 2011~~

Commented [APowell1]:

The policy is RENAME for accuracy in response to 23 Ill.Admin.Code §1.425(e)(3) and 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990.

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Commented [APowell2]:

Required by 23 Ill.Admin.Code §1.425(e)(3). School boards must identify any evidence/support they will require for excuses they will deem appropriate. Before the board adopts this policy, it should have a conversation with the superintendent to discuss and review and/or amend the sample reasons for excusal offered in this policy. Topics for discussion include determining whether (a) the sample reasons are sufficient, (b) more reasons are needed, and/or (c) the sample reasons should be amended. These conversations should be based upon the community's needs.

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Commented [APowell3]:

Moved from above.

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Commented [APowell4]:

Policy language regarding excusal from physical education and adapted physical education requirements in accordance with IEPs has been relocated from policy 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.

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Commented [APowell5]:

23 Ill.Admin.Code §1.425(f).

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Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. ~~Prepare for the full implementation of~~ Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

Commented [APowell1]: Updated throughout to fully incorporate the Youth Sports Concussion Safety Act, P.A. 99-486.

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2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its [Protocol for Implementation of NFHS Sports Playing Rules for Concussion, Playing Rules and which includes its Return to Play \(RTP\) Policy](#). These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
4. Require all student athletes to view the Illinois High School Association's video about concussions.
5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
8. [Include a requirement for certified athletic trainers to complete and submit a monthly report to the Illinois High School Association on student-athletes who have sustained a concussion during: 1\) a school-sponsored activity overseen by the athletic trainer; or 2\) a school-sponsored event of which the athletic director is made aware.](#)

LEGAL REF.: 105 ILCS 5/22-80.
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 7:300 (Extracurricular Athletics)

ADOPTED: [April 18, 2016](#)

Commented [APowell2]:
Required by 105 ILCS 25/1.20, added by P.A. 99-831, for high school districts that belong to the IHSA and have certified athletic trainers.
OPTION: If the district does not belong to the IHSA and does not have certified athletic trainers, delete this sentence.
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Students

Restrictions on Publications: Elementary Schools

School-Sponsored Publications and Web Sites

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

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

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

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

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

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

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

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be

Commented [APowell1]:

This policy is **RENAMED** to restrict it to elementary students in response to the Speech Rights of Student Journalists Act, 105 ILCS 80/1, added by P.A. 99-678, which applies to high school students only. Unit districts should adopt both this policy and **NEW** policy 7:315, *Restrictions on Publications; High Schools*.

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disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-23.7
Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969).

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

ADOPTED: ~~October 19, 2015~~

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7:315

Students

Restrictions on Publications: High Schools

Definitions

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media Publications and Web Sites

School-sponsored publications, productions, and web-sites are governed by the Speech Rights of Student Journalists Act and the School Board policies part of the curriculum and are not a public forum for general student use. Student journalists may not use school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
 - a. Commit an unlawful act;
 - b. Violate ~~is inconsistent with any of the District's policies, including but not limited to (1) its educational mission in policies 1:30, School District Philosophy and 6:10, Educational Philosophy and Objectives, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, Student Social and Emotional Development, and 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; or~~
 - c. Materially and substantially disrupt the orderly operation of the school.

All school-sponsored ~~media~~communications shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one (1) through four (4) above ~~is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process~~ will not be tolerated and school officials and student media advisers may edit or delete such media material.

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Commented [APowell1]:

This policy is based upon formerly-titled PRESS policy 7:310, *Restrictions on Publications*. It is named to reflect its applicability to high school students only.

High school districts should delete their former policy 7:310, *Restrictions on Publications* and adopt only this policy, 7:315 *Restrictions on Publications; High Schools*.

Unit districts should adopt both policy 7:310 and 7:315.

The updates are in response to the Speech Rights of Student Journalists Act, 105 ILCS 80/1, added by P.A. 99-678. The law significantly watered down *Hazelwood* restrictions for public high school students in Illinois. While *Hazelwood* was not explicitly overturned by this Act and may still have some applicability in certain situations, school officials must consult their board attorneys before prior restraint of student publications.

Issue 93, October 2016

Commented [APowell2]: This text (1) underscores that 105 ILCS 80/15 does not authorize or protect expression that incites students to violate board policies, and (2) reminds students and the community that school officials have many legal obligations to implement and enforce specific board policies and ensure school environments are safe and conducive to learning.

OPTION: For boards that only want the word-for-word statutory language in this policy, delete: ~~including but not limited to (1) its educational mission in policies 1:30, School District Philosophy and 6:10, Educational Philosophy and Objectives, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, Student Social and Emotional Development and 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.~~

Issue 93, October 2016

DRAFT UPDATE – NEW

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, or invades the privacy of others, or infringes on a copyright;
 3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
 4. Is reasonably viewed as promoting illegal drug use; ~~or~~
 5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. ~~However, Nothing herein shall be interpreted to prevent the inclusion of~~ material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; ~~or~~
- ~~5-6. Incites students to violate any Board policies.~~

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

DRAFT UPDATE – NEW

LEGAL REF.: 105 ILCS 5/27-23.7
[Speech Rights of Student Journalists Act, 105 ILCS 80/](#)
[Hazelwood v. Kuhlmeier](#), 108 S.Ct. 562 (1988).
[Hedges v. Wauconda Community Unit School Dist. No. 118](#), 9 F.3d 1295 (7th Cir. 1993).
[Tinker v. Des Moines Indep. Cmty. Sch. Dist.](#), 89 S.Ct. 733 (1969)
[Morse v. Frederick](#), 551 U.S. 393 (2007).

CROSS REF.: [1:30 \(School District Philosophy\)](#), [6:10 \(Educational Philosophy and Objectives\)](#), [6:65 \(Student Social and Emotional Development\)](#), [6:235 \(Access to Electronic Networks\)](#), [7:180 \(Prevention of and Response to Bullying, Intimidation, and Harassment\)](#), [8:25 \(Advertising and Distributing Materials in School Provided by Non-School Related Entities\)](#)

ADOPTED:

Recommendation to Approve PRESS Plus Issue 93

As superintendent, I recommend to approve PRESS Plus Issue 93 as attached to the BoardBook agenda.

Rationale

The PRESS Plus Issue 93 was presented for review at the November 21, 2016 board meeting as new business. While the list of amendments is quite extensive, the majority of changes are reference to the elimination of NCLB and changed to ESSA under new legislation. The recommendation is to accept each update as outlined. This will ensure that our policies remain current and updated.

District Goal

To promote increased communication among all stakeholders

RE-ENTRY PROCEDURES FOR STUDENTS ISSUED EXPULSION OR SUSPENSION OF 10+ DAYS

In order to foster a successful return to Putnam County High School [PCHS] for students who were issued an expulsion or suspension of 10 or more days, the procedures outlined below have been established by administration. The intent of these procedures is to help a student re-assimilate to the behavioral and academic expectations in the general education setting.

1. Prior to the first day of re-entry to PCHS, the student and his/her parent(s)/guardian(s) will meet with the Assistant Principal and/or Principal to review the academic and behavioral progress of the student and identify supports necessary for success in the school setting. Items to be reviewed include any behavioral reports or grades submitted by the serving school or support service, as applicable.
2. Within the first week of re-entry to PCHS, the student will meet with the school social worker to address any social or emotional needs that have arisen due to the expulsion or suspension.
3. Within the first 4.5 weeks of re-entry to PCHS, the student will meet with the Assistant Principal and/or Principal to identify behavioral and academic progress within the school setting and review the provision of supports identified prior to re-entry.
4. Between 4.5 and 9 weeks of time after re-entry to PCHS, the student will meet with the school social worker to address any further social or emotional needs that have arisen due to the expulsion or suspension.
5. The Assistant Principal, Principal, or Social Worker at PCHS will communicate with parents/guardians in regards to any behavioral concerns during the first 9 weeks after re-entry.
6. The parent/guardian will seek communication with the Assistant Principal, Principal, or Social Worker in establishing wrap-around support to promote the success of the student in the school setting.
7. Throughout the first 9 weeks of re-entry to PCHS, the student's grades will be informally monitored by the Assistant Principal and/or Principal on a weekly basis. Any notice of declining grades by administration will be communicated to the parents/guardians.

Recommendation to Approve the Disciplinary Re-Entry Policy

As superintendent, I recommend to approve the Disciplinary Re-Entry Policy.

Rationale

The Disciplinary RE-Entry Policy was drafted by our high school administrative team as required by Senate Bill 100. The re-entry policy outlines the steps of progression, support services being provided, and timelines to help assimilate a student upon returning to their home school. The school board needs to adopt the listed policy in order to maintain updated procedures and policies for the school district. This policy will continue to be reviewed pending any further mandates from ISBE. Also, it will be included in the parent-student handbooks moving forward. The recommendation is to accept the policy at as outlined.

District Goal

To promote increased communication among all stakeholders

Recommendation to Approve the Disciplinary Re-Entry Policy

As superintendent, I recommend to approve the Disciplinary Re-Entry Policy.

Rationale

The Disciplinary RE-Entry Policy was drafted by our high school administrative team as required by Senate Bill 100. The re-entry policy outlines the steps of progression, support services being provided, and timelines to help assimilate a student upon returning to their home school. The school board needs to adopt the listed policy in order to maintain updated procedures and policies for the school district. This policy will continue to be reviewed pending any further mandates from ISBE. Also, it will be included in the parent-student handbooks moving forward. The recommendation is to accept the policy as outlined.

District Goal

To promote increased communication among all stakeholders

Original:
 Amended:

ILLINOIS STATE BOARD OF EDUCATION
 School Business and Support Services Division
 217/785-8779

CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

District Name Putnam County	District Number 535	County Putnam, LaSalle, Marshall
--------------------------------	------------------------	-------------------------------------

Amount of Levy

Educational	\$ 3,278,441	Fire Prevention & Safety *	\$ 60,265
Operations & Maintenance	\$ 602,655	Tort Immunity	\$ 305,000
Transportation	\$ 241,062	Special Education	\$ 48,212
Working Cash	\$ 60,265	Leasing	\$ 60,265
Municipal Retirement	\$ 142,000		\$ 0
Social Security	\$ 90,000	Other	\$ 0
		Total Levy	\$ 4,888,165

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

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

We hereby certify that we require:

the sum of 3,278,441 dollars to be levied as a special tax for educational purposes; and
 the sum of 602,655 dollars to be levied as a special tax for operations and maintenance purposes; and
 the sum of 241,062 dollars to be levied as a special tax for transportation purposes; and
 the sum of 60,265 dollars to be levied as a special tax for a working cash fund; and
 the sum of 142,000 dollars to be levied as a special tax for municipal retirement purposes; and
 the sum of 90,000 dollars to be levied as a special tax for social security purposes; and
 the sum of 60,265 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
 the sum of 305,000 dollars to be levied as a special tax for tort immunity purposes; and
 the sum of 48,212 dollars to be levied as a special tax for special education purposes; and
 the sum of 60,265 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
 the sum of 0 dollars to be levied as a special tax for _____; and
 the sum of 0 dollars to be levied as a special tax for _____
 on the taxable property of our school district for the year 2016

Signed this _____ day of _____ 2016 _____
 (President)

 (Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

Number of bond issues of said school district that have not been paid in full 1

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 535, Putnam, LaSalle, Marsha County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2016 was filed in the office of the County Clerk of this County on 2016.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year 2016, is \$ _____

 (Signature of County Clerk)

 (Date)

 (County)

EXPLANATION

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax annually, for educational purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax annually, for operations and maintenance purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax annually, for transportation purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax known as a Working Cash Fund Tax upon all the taxable property of the district, annually (Section 20-3 of the School Code).

The school board of any school district may levy a tax for municipal retirement purposes in a sum sufficient to provide all the contributions required of the school district by including the amount to be levied for such purposes in the Certificate of Tax Levy for other school taxes, or such district may file with the county clerk a separate certificate or resolution setting forth the amount of tax to be levied for such purpose (40 ILCS 5/7-171).

The school board of any school district may levy a tax for social security (includes Medicare only) purposes in a sum sufficient to provide all the contributions required of the school district by including the amount to be levied for such purposes in the Certificate of Tax Levy for other taxes, or such district may file with the county clerk a separate certificate or resolution setting forth the amount of tax to be levied for such purpose (40 ILCS 5/21-110, 21-110.1).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax upon all the taxable property of the district at the value as equalized or assessed by the Department of Revenue for the purposes of professional surveys, alterations, and reconstruction for fire prevention, safety, energy conservation, disabled accessibility, school security, and specified repair purposes upon meeting certain statutory conditions (Section 17-2.11 of the School Code).

The school board of any school district may levy a tax upon all the taxable property within the district for tort immunity purposes in a sum sufficient to pay the costs of purchasing such insurance or sufficient to pay any tort judgment, settlement, or insurance imposed upon it under the Local Government and Governmental Employees Tort Immunity Act including liabilities under the Workers' Compensation Act, Occupational Diseases Act, or the Unemployment Insurance Act 745 ILCS 10/9-107 and Section 17-2.5 of the School Code).

The school board of any school district may levy, with voter approval, a tax upon the full, fair cash value as equalized or assessed by the Department of Revenue within the district for capital improvement purposes (which levy is in addition to that for building purposes) and such funds are to be levied, accumulated, and spent only in accordance with Section 17-2.3 of the School Code.

The school board of any school district having a population of less than 500,000 inhabitants, by proper resolution, may levy an annual tax upon the full, fair cash value as equalized or assessed by the Department of Revenue for special education purposes including the purposes authorized by Section 10-22.31b and Section 17-2.2a of the School Code.

The school board of any school district having a population of less than 500,000 inhabitants, with voter approval, may levy a tax annually, for summer school purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2.1 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may, by proper resolution, levy an annual tax upon the value as equalized or assessed by the Department of Revenue for a period of not more than five years for area vocational education building purposes including the purposes authorized by Section 10-22.31b of the School Code, upon the condition that there are not sufficient funds available in the operations and maintenance fund of the district to pay the cost thereof. Such tax shall not be levied without the prior approval of the State Superintendent of Education and prior approval by a majority of the electors voting upon the proposition at a general or special election (Section 17-2.4 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy an annual tax not to exceed 0.05% upon the taxable property, as equalized or assessed by the Department of Revenue, for the purposes of leasing educational facilities or computer technology or both, and for temporary relocation expense (Section 17-2.2c of the School Code).

The school board of any school district, upon determining that a surplus of funds is available, shall adopt a resolution or ordinance reducing the tax levy of such district for the year for which the resolution or ordinance is adopted. The district shall certify the action to the county clerk who shall abate the levy in accordance with the provision of the ordinance (35 ILCS 200/18-20).

The Truth in Taxation Law affects all units of local government, school districts, and community colleges, including home rule units, who are authorized to levy property taxes. For the requirements of the law, refer to 35 ILCS 200/18-55 et seq.

Recommendation to Approve Tax Levy

As superintendent, I recommend approval of the 2016 Tax Levy for Putnam County CUSD 535.

Rationale

The tentative tax levy was presented in November as required. The proper notifications such as a Truth and Taxation Hearing was conducted. The recommendation is to approve the tax levy as presented.

District Goal

Maintain strong fiscal responsibility in the Putnam County School District.



Lamboley, Ann <lamboleya@pcschoools535.org>

Fwd: FOIA Request for Records

1 message

Carlson, Carl <carlsonc@pcschoools535.org>

Thu, Dec 1, 2016 at 10:27 AM

To: Ann Lamboley <lamboleya@pcschoools535.org>, "Fay, Angie" <faya@pcschoools535.org>

FYI - We have received a FOIA request.

Carl

----- Forwarded message -----

From: **Illinois Retired Teachers Association** <nmihelich@irtaonline.org>

Date: Thu, Dec 1, 2016 at 10:10 AM

Subject: FOIA Request for Records

To: carlsonc@pcschoools535.org

Dear District Official / FOIA Officer:

This is a request under the Illinois Freedom of Information Act. Today's date is December 1, 2016.

RECORDS REQUESTED: Please provide the name, title and email address of any teachers or administrators who are retiring in 2017.

Please provide the requested records electronically. Please email to nmihelich@irtaonline.org.

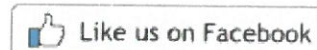
This is a request by the Illinois Retired Teachers Association, a 501c4 Illinois organization.

Thank you,

Nathan Mihelich
IRTA

ILLINOIS RETIRED TEACHERS ASSOCIATION
1.800.728.4782
828 S. 2nd St.
Springfield, IL 62704

Stay In Touch



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Lamboley, Ann <lamboleya@pcschoools535.org>

Putnam County CUSD #535

1 message

Lamboley, Ann <lamboleya@pcschoools535.org>

Thu, Dec 1, 2016 at 11:12 AM

To: Nathan Mihelich <nmihelich@irtaonline.org>

Cc: Carl Carlson <carlsonc@pcschoools535.org>, Angie Fay <faya@pcschoools535.org>

In response to your FOIA request dated 12/01/2016 please see attached.

Thank you.

Ann Lamboley
Administrative Secretary
Putnam County CUSD #535
400 E. Silverspoon Ave.
Granville, IL 61326
815-882-2800 x 5

 **FOIA 120116 IL RTA.docx**
12K

PUTNAM COUNTY CUSD #535

12/1/2016

Teachers/certified staff retiring in 2017

Lynn Pufahl

Special Education teacher

pufahl@pcschools535.org

Patricia Both

School Social Worker

botht@pcschools535.org

Putnam County Community Unit School District 535
Bond abatement resolution
December 19, 2016

Resolution:

Resolution abating the tax heretofore levied for the year 2016 to pay debt service on the Taxable General Obligation School Bonds, Series 2016, of Community Unit School District Number 535, Putnam, LaSalle and Marshall Counties, Illinois.

MINUTES of a regular public meeting of the Board of Education of Community Unit School District Number 535, Putnam, LaSalle and Marshall Counties, Illinois, held at Putnam County Primary School, Granville, Illinois, in said School District at 6:30 P.M., on the 19th day of December, 2016.

* * *

The meeting was called to order by the President, and upon the roll being called, Vicky Nauman, the President, and the following members were physically present at said location: _____

The following members were allowed by a majority of the members of the Board of Education in accordance with and to the extent allowed by rules adopted by the Board of Education to attend the meeting by video or audio conference: N/A .

No member was not permitted to attend the meeting by video or audio conference.

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The President announced that the next item of business before the Board of Education was the consideration of a resolution abating the tax heretofore levied for the year 2016 to pay debt service on the Taxable General Obligation School Bonds, Series 2016, of the District.

Whereupon Member _____ presented and the Secretary read by title a resolution as follows, copies of which were available to each Board member and to everyone in attendance at said meeting who requested a copy:

RESOLUTION abating the tax heretofore levied for the year 2016 to pay debt service on the Taxable General Obligation School Bonds, Series 2016, of Community Unit School District Number 535, Putnam, LaSalle and Marshall Counties, Illinois.

* * *

WHEREAS, the Board of Education (the “*Board*”) of Community Unit School District Number 535, Putnam, LaSalle and Marshall Counties, Illinois (the “*District*”), by resolution adopted on the 16th day of February, 2016 (the “*Bond Resolution*”), did provide for the issue of \$500,000 Taxable General Obligation School Bonds, Series 2016 (the “*Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the Board has determined and does hereby determine that the District has funds on hand and lawfully available to pay the principal of and interest on the Bonds (the “*Available Funds*”) due in the next Bond Year; and

Whereas, such Available Funds have been irrevocably deposited into the Bond Fund as created pursuant to and defined in the Bond Resolution; and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District to apply the Available Funds to the payment of the Bonds and abate the tax heretofore levied for the year 2016 to pay the Bonds:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Education of Community Unit School District Number 535, Putnam, LaSalle and Marshall Counties, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Abatement of Tax. The tax heretofore levied for the year 2016 in the Bond Resolution is hereby abated in its entirety.

Section 3. Filing of Resolution. Forthwith upon the adoption of this Resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerk for the County of Putnam, Illinois (the “*County Clerk*”), and it shall be the duty of the County Clerk to abate said tax levied for the year 2016 in accordance with the provisions hereof.

Section 4. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. Repealer and Effective Date. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 19, 2016.

President, Board of Education

Secretary, Board of Education

Member _____ moved and Member _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following members voted AYE: _____

NAY: _____

Whereupon the President declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Education of Community Unit School District Number 535, Putnam, LaSalle and Marshall Counties, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF PUTNAM)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education (the “*Board*”) of Community Unit School District Number 535, Putnam, LaSalle and Marshall Counties, Illinois (the “*District*”), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 19th day of December, 2016, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2016 to pay debt service on the Taxable General Obligation School Bonds, Series 2016, of Community Unit School District Number 535, Putnam, LaSalle and Marshall Counties, Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the passage of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 19th day of December, 2016.

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF PUTNAM)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Putnam, Illinois, and as such official I do further certify that on the _____ day of December, 2016, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2016 to pay debt service on the Taxable General Obligation School Bonds, Series 2016, of Community Unit School District Number 535, Putnam, LaSalle and Marshall Counties, Illinois.

duly adopted by the Board of Education of Community Unit School District Number 535, Putnam, LaSalle and Marshall Counties, Illinois, on the 19th day of December, 2016, and that the same has been deposited in the official files and records of my office.

I do further certify that the tax heretofore levied for the year 2016 for the payment of Taxable General Obligation School Bonds, Series 2016, as described in said resolution will be abated as provided in said resolution.

IN WITNESS WHERETO, I hereunto affix my official signature and the seal of said County, this _____ day of _____, 20_____.

County Clerk of The County of Putnam, Illinois

(SEAL)

Recommendation to Approve the Resolution of Bond Abatement in Putnam County

As superintendent, I recommend the approval for the resolution of Bond Abatement in Putnam County as outlined in the resolution document.

Rationale

Based on ongoing meetings and dialogue with Kevin Wills of First Midstate, it is recommended that our board of education formally approve the resolution for bond abatement in Putnam County. The school district will still levy the scheduled amounts in the overlay counties of Marshall and LaSalle. I have made contact with both clerks from those counties to assure the process is being handled correctly. Approval of the bond abatement in Putnam County ensures that the taxpayers are not levied the bond amount again as full payment for the bond was received in one year. It is suggested that the school district review this abatement process on an annual basis at this time of year for the remainder of the repayment schedule. This resolution will be filed with the Putnam County Clerk. Again, this is an ongoing process.

District Goal

Maintain strong fiscal responsibility in the Putnam County School District.

Recommendation to Approve the Resolution to Transfer Funds from Working Cash to Transportation.

As superintendent, I recommend the approval for the resolution to transfer funds from working cash to transportation in the amount of \$170,000.

Rationale

The resolution requesting the amount of \$170,000 to be transferred from working cash to transportation is based on the delay of mandated categorical payments from the state to schools. While records indicate the payments have been vouchered, no funds have flowed to schools. This continued delay in mandated categorical payments short changes school district's fund balances within these categories. Thus, forcing districts to cover their monthly transportation expenses with local funds. The amount requested to be transferred would cover December and January transportation expenses with hopes of state payment coming during that time period.

District Goal

Maintain strong fiscal responsibility in the Putnam County School District.

Recommendation to Review District Contracts

As superintendent, I recommend the board of education conduct a review of district contracts.

Rationale

A recommendation for the board of education is to conduct a review of district contracts. The contracts recommended for review would include the recently approved liability insurance (American Central through Liberty Mutual), and long standing Gorenz & Associates as auditor, and Robbins, Schwartz for legal services. The recommendation for review is to make certain that the services provided are adequately meeting the needs and expectations of the school district. Dependent on the results of a review, future recommendations moving forward might be necessary. As superintendent, I want to ensure all services are of the highest quality and fiscally responsible.

District Goal

To promote increased communication among all stakeholders

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION EXECUTIVE SESSION AGENDA
December 19, 2016
6:30 p.m.

- I. Resignations:
 - A. Rebecca Johnson, Job Coach at HS
 - B. Carmela Rodriguez, frosh VB
- II. Hires:
 - A. Carmela Rodriguez, soph VB
 - B. Melissa Balma, 6th grade VB
- III. Anticipated maternity leave
 - A. Jennifer Smith
- IV. Special Education Director/School Psych
- III. Maintenance position update
- IV. Superintendent goals

Rebecca Johnson
1014 Lowden Road
Streator, IL 61364

December 2, 2016

Mr. Clayton Theisinger
402 E. Silverspoon Ave.
Granville, IL 61326

Dear Mr. Theisinger,

I am writing this letter to ask to be released from the "Job Coach" position. I feel that there may be a person more qualified. When I applied, I envisioned spending most of my time with students, either searching for work, adjusting to work situations, and/or building good work ethics. I have not found the right approach to "selling" employment to students and/or parents on the program. As a result, I am not spending the time I had hoped at the work of encouraging work ethic and job search.

I have spent a good amount of time in the community searching for student employment opportunities, and I have spoken to BEST to generate funding for employment. I have suggested approaches to employing students. Because there is very little follow up from students and it is a bit of a question whether parents support and encourage employment outside of the school, I am afraid students are not benefiting from that type of work experience.

My hope is that you will find someone who may have more community influence and some creative ideas that may help to implement actual employment for students.

I appreciate your consideration and concern for this endeavor.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca Johnson". The signature is written in black ink and is positioned below the typed name "Rebecca Johnson".

December 13, 2016

Dear PCHS Administration and Board of Education:

Please accept this letter as my resignation from the position of freshmen volleyball coach at the high school. I am resigning this position in order to accept the position of sophomore volleyball coach at the high school. Thank you for allowing me to continue working within the volleyball program.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carmela Rodriguez", with a long horizontal flourish extending to the right.

Carmela Rodriguez



Lambley, Ann <lambleya@pcschoools535.org>

Fwd: Sophomore Volleyball

1 message

Newsome, Chris <newsomec@pcschoools535.org>

Tue, Dec 13, 2016 at 10:59 AM

To: Ann Lambley <lambleya@pcschoools535.org>, Carl Carlson <carlsonc@pcschoools535.org>

----- Forwarded message -----

From: **Rodriguez, Carmela** <rodriguezc@pcschoools535.org>

Date: Sun, Nov 6, 2016 at 2:03 PM

Subject: Sophomore Volleyball

To: Chris Newsome <newsomec@pcschoools535.org>

November 6, 2016

Hi Chris,

Please consider this my official letter of interest for the position of Sophomore Volleyball Coach, which is currently posted in our school district.

I have been a member of the PCHS Volleyball Coaching Staff since the fall of 2006. For the past 11 seasons, I have been the freshmen volleyball coach and varsity assistant. Under my direction, my teams have been competitive and have won several tournament titles. I have worked under Amy Bell for the past five years and am well versed in her systems and expectations, both of coaches and of her players.

My experience with volleyball goes back to age 10 and fifth grade, when I first played for an organized school team. I continued as a player each year thereafter through my sophomore year of college at IVCC. I then participated in intramurals as an undergrad at Northern Illinois University and continued with recreational leagues prior to the birth of my children. I also served as a volleyball official for two years in 2000 and 2001.

Volleyball has always been a sport that I love. And PCHS has given me the opportunity to stay involved with that sport for the last 11 years. I would like to continue that involvement at the sophomore level and it is my hope you will allow me to grow within the program I have been dedicated to for over a decade.

Thank you,
Carmela

To Mr. Olson: After some serious thought...I am totally interested in the 6th Grade Volleyball. I would love the opportunity to discuss this with you, I am free anytime on Fridays. I have the experience and knowledge to make this season fun and a learning experience.

I anticipate hearing from you-

Thank you,

Melissa Balma

My number is 815-228-9792



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

Putnam County Junior High School

Michael Olson, Principal
olsonm@pcschoools535.org

13183 N 350th Avenue
McNabb, IL 61335

Phone-815-882-2800 opt. 3

Fax-815-882-2299

Recommendation to Hire for 2016-2017 School Year

I recommend to hire Melissa Balma for 6th Grade Girls Volleyball for the 2016-2017 Season.

- **I interviewed Melissa along with Kyle Anderson, 8th grade Volleyball Coach, and we both agreed she is well qualified and will do a very nice job.**
- **She has experience with Club Volleyball at the 5th&6th Grade level.**
- **She has an understanding of the philosophy of 6th Grade Volleyball in terms of teaching the fundamentals and basics of the game and the main goal of developing 6th Grade players for 7th & 8th Grade Volleyball.**

Submitted by Mike Olson, PCJH Principal- 12/19/2016

Recommendation to approve hiring and resignations

As superintendent, I recommend to approve the resignations & hiring as listed below:

Resignations – with Regrets

- Becky Johnson as Job Coach
- Carmela Rodriguez as the Freshmen Volleyball Coach

Hires

- Carmela Rodriguez as the Sophomore Volleyball Coach
- Melissa Balma as the 6th Grade Volleyball Coach

Rationale

- Carmela Rodriguez has served the district for the past thirteen years as the Freshmen Volleyball Coach. She has demonstrated commitment and dedication to the program. She has a lot of experience that will benefit the program.
- Melissa Balma has a great deal of experience with volleyball especially in the ability and need for developing the fundamental skills. She will promote teamwork and be a positive influence for students just starting to learn how to play.

District Goal

Demonstrate increased academic achievement for all students

SUPERINTENDENT EVALUATION

Date of Review: _____

Superintendent Goals
July 5, 2016
Evidence Presented, _____

1. The superintendent will continue to lead the administrative team to provide clear, user-friendly reports of student achievement data, indicating formative and/or summative outcomes of student/district progress. This achievement data will be reported to the Board of Education at least 3 times during the school year.
 - Reported Fall Benchmarking data at the October 17, 2016 Board Meeting
 - Plan to report Winter Benchmarking data at the February 21, 2017 Board Meeting
 - Plan to report Spring Benchmarking data at the May/June Board Meeting
 - The high school principal reports on academic progress such as freshmen on track to graduate on time and tracks student progress over the course of each semester. This is in an attempt to elevate some areas of concern such as the graduation rate and scoring on the SAT.

Was this performance requirement met?

Yes_ ____ No_____

2. The superintendent will continue to work closely with the Board of Education, administrative team, and district office to develop, implement, and monitor the district budget. State funding updates and investment reports will be provided for the Board at monthly meetings.
 - A tentative budget was presented at the August 25, 2016 Board of Education Meeting.
 - The final budget was approved at the September 19, 2016 Board of Education meeting.
 - A mid-year budget review will be presented at the January 17, 2017 Board of Education Meeting.
 - The tentative tax levy was approved at the November 21, 2016 Board of Education meeting. The finalized tax levy is scheduled for approval at the December 19, 2016 Board of Education Meeting.

- As digitally accessible on Boardbook, documentation is evidenced as to monthly updates on state funding. Unfortunately, the normal report shared is money that is continued to be owed to the district in mandated categorical payments.
- Investment updates have been given as needed. The most recent update was a CD being bid out as required and approved at the November 21, 2016 Board of Education Meeting. As reported at the December 19, 2016 meeting, it was also reported that the next CD comes due in March.

Was this performance requirement met?

Yes__ __ No_____

3. The superintendent will continue to provide the Board of Education an updated 5 year budget projection, reflecting the latest changes from the State of Illinois and federal government. The Board of Education will be invited to participate in this process.

- This goal will become a more focal and elevated priority over the course of the second semester of the school year. I have remained extremely active with current discussions at the state level surrounding purposed state funding solutions. At this time, there is no solution, answer, or definite direction being taken toward developing a state budget for the remainder of this year. The talk surrounding any state budget is completely up in the air. However, my plan is to evaluate all personnel, programming, services, and other expenditures. Within our office, we will work to produce a forecast on what our cost projections, based on need and minimal state dollars, will resemble. We have to keep in mind the numbers will be projections. However, it is important to establish long range plans in order to monitor current district finances. At this time of review, I have been building up my knowledge base, doing some fact finding, and applying it to the big picture moving forward.

Was this performance requirement met?

Yes__ __ No_____

4. The superintendent will continue to participate in professional development activities related to district issues, leadership, or current events. He will provide information/documentation to the Board from at least three of those activities.

- IASA New Superintendent's Conference August 3-4, 2016
- IASBO Impact of State Funding on Your District Budget August 31, 2016

- IASBO Two Perspectives on the Tax Levy September 14, 2016
- ISDLAF + School Finance Preparing Tax Levy Seminar October 12, 2016
- Evidence Based Funding Model – Concordia University October 13, 2016
- Attended monthly ROE #35 Superintendent Meetings
- Attended monthly VOICE meetings with local superintendents
- Serve as Executive Board Member for SRVATE and ACC
- Serve as Executive Board Member for BEST, Inc. both in Dixon and IVCC
- Attend Rotary meeting as often as possible – which is difficult because I put my school obligations first.

Was this performance requirement met?

Yes ___ No ___

5. The superintendent will continue to organize and implement Board/administration retreats (a minimum of two per year) to foster productive working relationships. The retreats will be a reflection of the Board’s requested topics.

- My suggested topic for a board retreat would be on the Evidence Based Funding Model (EBFM) – especially if this is the school funding formula that evolves out of the recent funding commission meetings that are ongoing. I would like to schedule this for the sometime mid-January or early February.
- A second suggested topic for a board retreat would be welcomed and then can be coordinated and planned around everyone’ busy schedules.

Was this performance requirement met?

Yes ___ No ___

6. The superintendent will lead the administrative team and staff to continue improvements in assessment preparation regarding ISAT, PSAE, ACT and/or SAT and other local assessments. Updates regarding those assessments will be provided quarterly to the Board of Education.

- PARCC Scores Reported at the November Board Meeting
- Illinois Report Card (IRC) update reported at November Board Meeting
- High School Administration has placed an emphasis on SAT preparation. I have formally observed Mr. Theisinger during a monthly faculty meeting providing in-house professional development on ways to prepare and improve. This topic continues to be revisit throughout the year.

- Mr. Olson at the Junior High was formally observed at a TEAM meeting providing professional development to the staff about strategies for improving test taking skills and ways to better prepare for PARCC testing. One of the noted issues with scores on this test is the lack of time students spend on the actual test and being able to navigate the online toolkits.
- Mrs. Cross and Mrs. Balestri continue to monitor and focus on the newly adopted AIMSweb Plus. This year will provide a new data that will be used to longitudinally track progress. I have formally observed both principals during staff meetings provide training on how to use the program, how to monitor data collection, and now the two building begin to transition into interpreting the data.
- All four buildings are analyzing the data and applying to classroom instruction, improving the RtI program, etc.

Was this performance requirement met?

Yes__ __ No_____

7. The superintendent will lead district efforts toward the implementation of the new evaluation process, with an emphasis on specific professional development plans for staff. Evaluations of those activities shall be available for review by the Board of Education.
 - August 15, 2016 – Institute Day – Kids at the Core presented to all staff on the Student Growth Component of new teacher evaluation plan. This targets a district wide need.
 - January 3, 2017 – Institute Day – Kids at the Core presenting on Assessment Development for the new teacher evaluation plan. This targets a district wide need based on survey results from staff.
 - During the Administrative team retreat held in July 2016, a detailed professional development plan / calendar was created for all the early 2:05 dismissals. That professional development plan is reviewed monthly at our administrative team meetings.
 - Professional development opportunities are approved through the use of allowable Title, EPIC, building based funds to attend professional development opportunities related to assigned teaching duties. The approval of PD attended has to reflect ways in which it will benefit instruction, classroom management, or address areas of concern from evaluations. The whole administrative team closes monitors and communicates quality professional development opportunities for each staff member.

- The overall process for the new teacher evaluation has gone fairly well. There are a couple of items we will be taking back to our PERA committee for review prior to next year.

Was this performance requirement met?

Yes_ ____ No_____