

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION MEETING AGENDA
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER
December 18, 2017
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 20, 2017 Regular and Executive Session Minutes.	3
B. Approve District Bills	8
C. Approve Financial Reports	23
D. Approve Treasurer's Report	90
VIII. REPORTS, UPDATES AND INFORMATIONAL ITEMS	
A. Principals' Reports	91
B. Superintendent's Report	
1. State Funding	103
2. Investment report	104
3. Transportation report	105
4. Illinois Report Card Review	106
C. Committee Reports	
1. Triple I Conference Reports	
IX. OLD BUSINESS	
A. Approve Tax Levy (Action)	108
X. NEW BUSINESS	
A. FOIA REQUESTS	

1. Working request	
B. Press Plus Issue 96 (1st Reading)	113
C. Board of Education Policy Committee to research, discuss, and possible development of a nepotism policy	
D. Board of Education Policy Committee review Student Health Care and Protocol	
E. Intergovernmental Agreement with Lostant (Action)	206
F. School Board Members' Expenditures (Action)	211
XI. EXECUTIVE SESSION FOR THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DISTRICT.	
XII. ACTION ITEMS FOLLOWING EXECUTIVE SESSION	
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C. Review Superintendent Goals	221
XIII. ADJOURNMENT	

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

Board of Education
Regular Meeting
6:30 p.m., November 20, 2017
Media Center Putnam County Primary School

President Mr. Gibson called the meeting to order at 6:30 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: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Mr. Judd was absent. ROLL CALL

There were no adjustments to the agenda. ADJUSTMENTS TO THE AGENDA

Student liason Bailey Davenport gave an update on various high school events to the board. Nick Mattern, Ali Ciucci, and Joseph Mecagni were absent. AUDIENCE PARTICIPATION/ HEARING OF DELEGATIONS

Mr. Mallery made a motion to allow members of the audience to speak. Mrs. Shore seconded the motion. A roll call vote was taken with the following responses; Mrs. Baker, aye; Mr. Copeland, no; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Mallery, aye; and Mrs. Shore, aye, motion carried.

Mr. Dave Thompson spoke regarding his objection to the appointment of Mr. Judd. He asked to see the attorney's opinion. There would be a follow up with the attorney to make sure there would be no violation of the attorney-client privilege.

Mr. Bob Borri also spoke to the board stating his objection to the appointment of Mr. Judd. Mr. Gibson read a statement regarding the opinions received by both attorneys.

1 item of correspondence was presented to the board. CORRESPONDENCE

Ms. Glenn moved and Mr. Mallery seconded the motion to approve the consent agenda: regular and executive session minutes of October 16, 2017; bills for November 2017; financial reports for October 2017; Treasurer's Report for October 2017. All ayes, motion carried. CONSENT AGENDA

The principals' reports are on BoardBook. PRINCIPALS' REPORTS

Transportation update: There was no transportation update. Mr. Carlson gave a State Funding update. SUPERINTENDENT REPORT

Investment Update: First State Bank was awarded the CD renewal for 12 months at .66 APR.

Parent Advisory Committee: Mrs. Shore gave the following update: on November 8 the anti-bullying event with BMX rider Matt Wilhelm was presented to the students as well as meetings for parents during the evening. The evening presentation was given by Brandy Baele. Also, all students and staff at the Primary and Elementary Buildings were given t-shirts. Both events went well with a good turnout for the evening event and 2 students were drawn to win BMX bikes.

COMMITTEE
REPORTS

There was no old business.

OLD BUSINESS

FOIA requests: There was a large FOIA request regarding the appointment of the school board vacancy.

NEW BUSINESS

Special Education Work Load Plan: This came out of the ROE Compliance visit last spring. This plan needs to be updated and approved by the board annually. Mr. Copeland moved and Mrs. Baker seconded to approve the Special Education Work Load Plan. All ayes, motion carried.

Approve Tentative Tax Levy: Mr. Carlson presented a spreadsheet to the audience regarding the tentative tax levy. Ms. Glenn moved and Mr. Copeland seconded to accept the tentative tax levy. All ayes, motion carried.

Truth in Taxation Hearing: December 18, 2017 is the date set for the Truth in Taxation hearing at 6:00 pm. Mr. Mallery moved and Mr. Copeland seconded to set December 18, 2017 for the Truth in Taxation hearing at 6:00 pm. All ayes, motion carried.

At 7:10 p.m. Mr. Mallery moved and Mrs. Baker 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 7:52 p.m. Mr. Mallery moved and Ms. Glenn seconded the motion to return to open session. All ayes; motion carried.

Mrs. Baker moved and Mrs. Shore seconded to accept, with regret, the retirement request by Nancy Berger at the end of the 2017-2018 school year. All ayes, motion carried. Mr. Copeland moved and Mr. Mallery seconded to hire Kylie Scherf as high school Girl's Freshmen Basketball coach. All ayes, motion carried.

PERSONNEL

At 7:38 p.m. Ms. Glenn moved and Mr. Judd seconded the motion to adjourn. All ayes, motion carried.

ADJOURN

Respectfully submitted,

Megan Goetz, Board Secretary

APPROVED	_____	_____
	BOARD PRESIDENT	DATE
	_____	_____
	BOARD SECRETARY	DATE

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
November 20, 2017

CALL TO
ORDER

President Mr. Gibson called the meeting to order at 6:00 p.m.

ROLL CALL

The following members were present to answer roll call: Mrs. Baker, Mr. Copeland, Mr. Mallery, and Mrs. Shore. Ms. Glenn entered the meeting at 6:03. Mr. Judd was absent.

EXECUTIVE
SESSION

At 6:02 p.m. Mr. Copeland moved and Mr. Mallery seconded the motion to adjourn to executive session for the appointment of a school member. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

I. Mr. Gibson read a statement that he written to present to the audience. The Board did receive a second opinion from Attorney Walt Zukowski and his opinion concurred with the opinion received from Dennis Weedman. States Attorney Christina Judd Mennie did contact Mr. Carlson and he has a meeting with her tomorrow, November 21, 2017.

At 6:30 p.m. Mr. Copeland moved and Mr. Mallery seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Repectfully submitted,

Megan Goetz, Board secretary

BOARD PRESIDENT: _____

DATE: _____

BOARD SECRETARY: _____

DATE: _____

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
November 20, 2017

- CALL TO ORDER President Mr. Gibson called the meeting to order at 6:00 p.m.
- ROLL CALL The following members were present to answer roll call: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Ms. Glenn entered the meeting at 6:03 p.m. Mr. Judd was absent.
- EXECUTIVE SESSION At 7:10 p.m. Mr. Mallery moved and Mrs. Baker 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. Kylie Scherf – High School freshmen girls’ basketball coach
 - II. Retirements
 - A. Nancy Berger retirement at the end of 2017-2018 school year.
 - III. General discussion regarding staffing.
 - IV. Mr. Gibson requested that the board members who attended the Triple I Conference write a brief synopsis about the sessions they attended at the Conference.
- RETURN TO OPEN SESSION At 7:50 p.m. Mr. Copeland moved and Ms. Glenn seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Respectfully submitted,

Megan Goetz, Board secretary

BOARD PRESIDENT: _____

DATE: _____

BOARD SECRETARY: _____

DATE: _____

Bills Payable List

Printed: 12/14/2017 10:40 AM
PUTNAM COUNTY CUSD #535
Expense on Date: 12/1/2017 to 12/31/2017

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
AAA TREE SERVICE						
		REMOVALAND TRIM OF TREES JH		1,218	5,475.00	20-2543-540-2
					<u>5,475.00</u>	
AFLAC						
		AFLAC-PRE TAX		96	102.57	10-481
		AFLAC-AFTER		96	11.71	10-481
		AFLAC-PRE TAX		96	10.79	20-481
		AFLAC-PRE TAX		96	102.16	10-481
		AFLAC-AFTER		96	11.71	10-481
		AFLAC-PRE TAX		96	10.79	20-481
		AFLAC-PRE TAX		96	0.41	40-481
					<u>\$250.14</u>	
AMAZON/SYNCB						
		PRIMARY-SUPPLIES		1,218	8.91	10-1111-410-5
		JR HI SUPPLIES		1,218	31.22	10-1112-410-3
		PRIMARY-TEXTBOOKS		1,218	248.05	10-1111-420-5
		PRIMARY-TEXTBOOKS		1,218	8.06	10-1111-420-5
					<u>\$296.24</u>	
AMEREN ILLINOIS						
		PRIMARY-ELECTRIC SERVIC		1,218	4,013.90	20-2542-466-5
		ELEMENTARY-ELECTRIC SERVI		1,218	2,035.69	20-2542-466-4
		JR HI-ELECTRICAL SERVICE		1,218	2,036.11	20-2542-466-3
		H S- ELECTRIC SERVICE		1,218	66.40	20-2542-466-2
		JR HI-ELECTRICAL SERVICE		1,218	6.65	20-2542-466-3
		H S- ELECTRIC SERVICE		1,218	1,117.28	20-2542-466-2
		JR HI-ELECTRICAL SERVICE		1,218	45.97	20-2542-466-3
		H S-NATURAL GAS SERVICE		1,218	501.45	20-2542-465-2
		PRIMARY NATURAL GAS		1,218	336.38	20-2542-465-5
		JR HI-NATURAL GAS		1,218	464.90	20-2542-465-3
		ELEMENTARY-NATURAL GAS		1,218	405.47	20-2542-465-4
					<u>\$11,030.20</u>	
AMERICAN CENTRAL INSURANCE S						
		HEALTH CARE EXP FLEX PLAN		96	763.84	10-481
		DEP DAYCARE EXP FLEX PLAN		96	208.33	10-481
		HEALTH CARE EXP FLEX PLAN		96	888.84	10-481
		DEP DAYCARE EXP FLEX PLAN		96	208.33	10-481
					<u>\$2,069.34</u>	
ANDERSON, KYLE						
		PE CONFERENCE		1,218	326.22	10-1250-332-36
		PE CONFERENCE		1,218	28.14	10-1110-332-4
					<u>\$354.36</u>	
ARAMARK						
		ALL SCHOOL SERVICES		1,218	133.81	20-2542-321-1
		ALL SCHOOL SERVICES		1,218	45.37	20-2542-321-1
		ALL SCHOOL SERVICES		1,218	134.93	20-2542-321-1
		ALL SCHOOL SERVICES		1,218	59.05	20-2542-321-1
		ALL SCHOOL SERVICES		1,218	45.37	20-2542-321-1

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		ALL SCHOOL SERVICES		1,218	59.05	20-2542-321-1
		ALL SCHOOL SERVICES		1,218	134.93	20-2542-321-1
		ALL SCHOOL SERVICES		1,218	133.81	20-2542-321-1
					<u>\$746.32</u>	
BAKER, RHIANNON		BOARD OF ED/TRAVEL		1,218	114.15	10-2310-332-6
					<u>\$114.15</u>	
BARR, STEPHANA		TITLE IIA TRAVEL		1,218	31.32	10-1110-332-42
					<u>\$31.32</u>	
BOUDREAU, REBECCA		HENN ELEM-TRAVEL		1,218	7.30	10-1110-332-4
		TITLE I 7-5		1,218	144.56	10-1250-332-36
					<u>\$151.86</u>	
CARBONI, AMY		JR HI-TRAVEL		1,218	80.92	10-1112-332-3
		TITLE IIA TRAVEL		1,218	366.60	10-1110-332-42
					<u>\$447.52</u>	
CARBONI, JIMMY		IAPHERD PE CONFERENCE		1,218	181.44	10-1110-332-42
					<u>\$181.44</u>	
CARLSON, CARL		SUPT OFFICE-TRAVEL		1,218	1,213.92	10-2320-332-1
					<u>\$1,213.92</u>	
CARLSON, MELISSA		CROSS CAT SUPPLY - HS		1,218	10.00	10-1220-410-2
					<u>\$10.00</u>	
CDW GOVT INC.		CHROME BOOKS		1,218	4,842.91	10-1112-410-1
					<u>\$4,842.91</u>	
CENTERPOINT ENERGY SERVICES I		H S-NATURAL GAS SERVICE		1,218	278.10	20-2542-465-2
		ELEMENTARY-NATURAL GAS		1,218	234.84	20-2542-465-4
		JR HI-NATURAL GAS		1,218	151.41	20-2542-465-3
		PRIMARY NATURAL GAS		1,218	475.86	20-2542-465-5
					<u>\$1,140.21</u>	
CIONI FORD, AL		TRUCK REPAIR/MAINT		1,218	42.99	20-2542-320-3
		TRANSP - YB SUPPLY		1,218	50.48	40-2550-411-1
					<u>\$93.47</u>	
COMTECH HOLDINGS INC		FIX BOILER		1,218	317.62	20-2542-323-2
		REPLACE FLAME SAFEGUARD HS		1,218	4,523.00	20-2542-323-2
		FIX PUMP JUNIOR HIGH		1,218	148.05	20-2542-323-3
		FIX BOILER REPLACE VALVUE		1,218	780.45	20-2542-323-2
					<u>\$5,769.12</u>	

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CROSS, RONDA						
		PRINC OFFICE-TRAVEL		1,218	24.30	10-2410-332-1
					<u>\$24.30</u>	
CULLIGAN TRI CO SALES						
		ALL SCHOOL SERVICES		1,218	106.00	20-2542-321-1
		ALL SCHOOL SERVICES		1,218	144.00	20-2542-321-1
					<u>\$250.00</u>	
CURRY, JOSHUA						
		JR HI-TRAVEL		1,218	92.34	10-1112-332-3
		H S TRAVEL		1,218	92.34	10-1113-332-2
					<u>\$184.68</u>	
DAVIS, ANNETTE E						
		MEDIA PROG-TRAVEL		1,218	38.77	10-2220-332-1
		HEARING IMP-TRAVEL		1,218	75.92	10-1207-332-1
					<u>\$114.69</u>	
DE LAGE LANDEN PUBLIC FINANCE						
		PRIMARY R/M /COPIER		1,218	635.98	10-1111-323-5
		HS R/M / COPIER		1,218	635.98	10-1113-323-2
		JH R/M/COPIER		1,218	635.99	10-1112-323-3
		HEN R/M/COPIERS		1,218	635.99	10-1110-323-4
		SUP COPY MACHINE		1,218	635.99	10-2320-323-1
					<u>\$3,179.93</u>	
DELTA INDUSTRIES INC						
		ELEMENTARY-BLDG REPAIR		1,218	1,001.10	20-2542-323-4
					<u>\$1,001.10</u>	
DREAN, JOSH						
		ANTI BULLYING ASSEMBLY		1,218	3,500.00	10-2310-411-6
					<u>\$3,500.00</u>	
DUDEK, JENNIFER						
		JR HI-TRAVEL		1,218	52.40	10-1112-332-3
					<u>\$52.40</u>	
FACTS 4 ME INC						
		PRIMARY MEDIA SOFTWARE		1,218	50.00	10-2220-470-5
					<u>\$50.00</u>	
FAY, ANGELA						
		FISCAL SVCS TRAVEL		1,218	382.93	10-2520-332-1
					<u>\$382.93</u>	
FRONTIER						
		H S - TELEPHONE SERVICE		1,218	199.10	20-2542-340-2
		ELEM-TELEPHONE		1,218	136.31	20-2542-340-4
					<u>\$335.41</u>	
GETZ FIRE EQUIPMENT CO						
		ELEMENTARY-BLDG REPAIR		1,218	2,550.10	20-2542-323-4
					<u>\$2,550.10</u>	
GOETZ, MEGAN						
		FISCAL SVCS TRAVEL		1,218	94.00	10-2520-332-1

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$94.00</u>	
GRAINGER		ELEMENTARY-BLDG SUPPLIES		1,218	10.25	20-2542-410-4
		ELEMENTARY-BLDG SUPPLIES		1,218	6.96	20-2542-410-4
		H S-BUILDING REPAIRS/MAI		1,218	20.50	20-2542-323-2
					<u>\$37.71</u>	
GRAPHIC ELECTRONICS		BOARD SUPPLIES		1,218	10.00	10-2310-410-6
					<u>\$10.00</u>	
GRASSERS		JR HI BLDG. REP/ MAINT		1,218	6.90	20-2542-323-3
					<u>\$6.90</u>	
HEALTH CARE SERVICE CORPORAT		HLTH NC S		96	320.88	20-481
		HLTH BP NC S		96	1,591.80	20-481
		HLTH NC S		96	1,283.52	10-481
		HLTH BP NC S		96	6,367.20	10-481
		HLTH E + C		96	2,562.78	10-481
		HLTH BP E + C		96	3,834.92	10-481
		HLTH CRT F		96	3,565.66	10-481
		HLTH BP CRT F		96	3,315.41	10-481
		HLTH CRT E + S		96	659.76	10-481
		HLTH BP CRTE+S		96	780.60	10-481
		HLTH CRT S		96	1,925.28	10-481
		HLTH BP CRT S		96	9,550.80	10-481
		HLTH E + C		96	232.98	20-481
		HLTH BP EMP+C		96	348.63	20-481
		HLTH ADM BP F		96	2,949.03	10-481
		HLTH BP ADM S		96	318.78	10-481
		HLTH NC F		96	509.38	10-481
		HLTH BP NC F		96	473.63	10-481
		HLTH ADMIN E+S		96	720.18	10-481
		COVERS J LUND BOARD SIDE INS 6 17		1,218	530.59	10-1220-222-1
		HLTH NC S		96	320.88	20-481
		HLTH BP NC S		96	1,591.80	20-481
		HLTH NC S		96	1,283.52	10-481
		HLTH BP NC S		96	8,489.56	10-481
		HLTH E + C		96	2,560.85	10-481
		HLTH BP E + C		96	3,832.03	10-481
		HLTH E + C		96	232.98	20-481
		HLTH BP EMP+C		96	348.63	20-481
		HLTH ADM BP F		96	2,949.03	10-481
		HLTH BP CRT S		96	24.69	40-481
		HLTH NC F		96	509.38	10-481
		HLTH BP NC F		96	473.63	10-481
		HLTH E + C		96	1.93	40-481
		HLTH BP E + C		96	2.89	40-481
		HLTH ADMIN E+S		96	720.18	10-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		HLTH CRT F		96	13.04	40-481
		HLTH BP CRT F		96	12.12	40-481
		HLTH CRT F		96	3,552.62	10-481
		HLTH BP CRT F		96	3,303.29	10-481
		HLTH CRT E + S		96	659.76	10-481
		HLTH BP CRTE+S		96	2,341.80	10-481
		HLTH CRT S		96	1,920.30	10-481
		HLTH BP CRT S		96	9,526.11	10-481
		HLTH BP ADM S		96	318.78	10-481
		HLTH CRT S		96	4.98	40-481
					<u>\$86,836.59</u>	
HEALY, BENDER & ASSOCIATES, IN						
		BUILDING-PROF SERV SEPT-NOV LOCKERS		1,218	1,380.00	20-2542-320-1
					<u>\$1,380.00</u>	
HENNEPIN BLDG IMPREST						
		TITLE I 7-5		1,218	239.00	10-1250-332-36
		TITLE IIA TRAVEL		1,218	249.00	10-1110-332-42
		TITLE I 7-5		1,218	211.00	10-1250-332-36
		JH ATHL OFFICIALS		1,218	55.00	10-1501-319-3
					<u>\$754.00</u>	
HENNEPIN FOOD MART						
		MEDICAID JH LIFE SKILLS		1,218	90.01	10-1220-411-11
		ELEMENTARY-BLDG SUPPLIES		1,218	22.09	20-2542-410-4
		HENN-CAFE FOOD		1,218	7.11	10-2560-410-4
		HENN-CAFE FOOD		1,218	7.35	10-2560-410-4
		CROSS CAT SUPPLY - HS ITP		1,218	21.80	10-1220-410-2
		CROSS CAT SUPPLY - HS		1,218	20.38	10-1220-410-2
		ELEMENTARY-BLDG REPAIR		1,218	1.64	20-2542-323-4
		ELEMENTARY-BLDG REPAIR		1,218	12.69	20-2542-323-4
		CROSS CAT SUPPLY - HS		1,218	38.30	10-1220-410-2
					<u>\$221.37</u>	
HIGH SCHOOL IMPREST						
		HS ATH DUES/FEES		1,218	1,720.00	10-1501-640-2
		HS ATHL OFFICIALS		1,218	200.00	10-1501-319-2
					<u>\$1,920.00</u>	
HINCKLEY SPRING WATER CO						
		BOARD SUPPLIES		1,218	67.57	10-2310-410-6
					<u>\$67.57</u>	
HULSTROM, NATALIE						
		MUSIC TRAVEL		1,218	104.76	10-1115-332-1
					<u>\$104.76</u>	
HUNDLEY, HANNA M.						
		COACHING CERTIFICATION		1,218	134.56	10-1501-640-2
					<u>\$134.56</u>	
IDEAL ENVIROMENTAL						
		INSPECTIONS		1,218	1,086.25	80-2367-319-7

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$1,086.25</u>	
IL VALLEY COMMUNITY HOSPITAL						
		STUDENT TESTING		1,218	380.00	10-2310-390-6
		ATHLETIC TRAINING 1ST SEMESTER		1,218	1,000.00	10-1501-320-2
					<u>\$1,380.00</u>	
IL VALLEY LOCK AND KEY						
		HIGH SCHOOL-BLDG SUPPLIE		1,218	114.00	20-2542-410-2
					<u>\$114.00</u>	
JACOB J FROST, ATTORNEY AT LAW						
		COURT ORDER D		97	107.64	10-481
					<u>\$107.64</u>	
JALARAM TRADING COMPANY						
		F/C SCIENCE SUPPLY		1,218	25.42	10-1113-412-2
		F/C SCIENCE SUPPLY		1,218	1.23	10-1113-412-2
		F/C SCIENCE SUPPLY		1,218	74.65	10-1113-412-2
		PRIMARY BREAKFAST		1,218	41.41	10-2560-410-1-5
		F/C SCIENCE SUPPLY		1,218	30.99	10-1113-412-2
					<u>\$173.70</u>	
JOHANNES BUS SERVICE INC.						
		CONTRACT REG		1,218	47,760.15	40-2550-325-1
		CONTRACT SERVICE-SP ED R		1,218	27,471.73	40-2550-326-1
		CONTRACT SERVICE-AV		1,218	1,683.34	40-2550-327-1
		CONTRACT-EX CURRIC		1,218	6,082.77	40-2550-328-1
		CONTRACT ECE ROUTES		1,218	11,282.01	40-2550-331-1
					<u>\$94,280.00</u>	
JUDD CONSTRUCTION INC						
		SIDEWALK REPAIR AT HS		1,218	1,985.00	20-2543-323-2
					<u>\$1,985.00</u>	
JUNIOR HIGH IMPREST						
		JH ATHL OFFICIALS		1,218	1,830.00	10-1501-319-3
		JH ATHL DUES/FEES		1,218	214.00	10-1501-640-3
		TITLE IIA TRAVEL		1,218	85.00	10-1110-332-42
					<u>\$2,129.00</u>	
JUNIOR LIBRARY GUILD						
		HS MEDIA BOOKS		1,218	538.40	10-2220-411-2
					<u>\$538.40</u>	
KOHL WHOLESALE						
		JR HI-CAFE FOOD		1,218	4,254.73	10-2560-410-3
		PRIMARY BREAKFAST		1,218	643.93	10-2560-410-1-5
		PRIMARY CAFE FOOD		1,218	3,109.67	10-2560-410-5
		PRIMARY MISC SUPPLY		1,218	225.33	10-2560-490-5
		HEN BREAKFAST		1,218	701.52	10-2560-410-1-4
		HENN-CAFE FOOD		1,218	2,863.58	10-2560-410-4
		HENN ELEM-CAFE MISC SUPP		1,218	46.80	10-2560-490-4
		HS BREAKFAST		1,218	502.96	10-2560-410-1-2
		HIGH SCHOOL- FOOD		1,218	5,304.46	10-2560-410-2

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		H S-CAFE MISC SUPPLIES		1,218	139.74	10-2560-490-2
		JH BREAKFAST		1,218	581.05	10-2560-410
		JR HI-CAFE MISC SUPPLIES		1,218	37.15	10-2560-490-3
					<u>\$18,410.92</u>	
KOOLMASTER CO, INC		HS INSTALL NEW DOOR ATHLETIC TR ROOM		1,218	3,688.00	20-2542-323-2
					<u>\$3,688.00</u>	
LAMBOLEY, ANN P		FISCAL SVCS TRAVEL		1,218	53.46	10-2520-332-1
					<u>\$53.46</u>	
LENKAITIS, HELEN		HS-SUPPLIES		1,218	110.75	10-1113-410-2
					<u>\$110.75</u>	
LIBERTY MUTUAL INSURANCE		WORKERS COMP INSUR		1,218	4,715.00	80-2362-380-7
					<u>\$4,715.00</u>	
LIBRARY STORE, THE		JH MEDIA SUPPLIES		1,218	126.09	10-2220-410-3
33951					<u>\$126.09</u>	
LIGHTED WAY ASSOCIATION I		G GOSNELL/E STUNKEL		1,218	9,332.40	10-1912-670-1
					<u>\$9,332.40</u>	
LOCKER ROOM		BB SCOREBOOKS		1,218	12.00	10-1501-410-2
		JR HI-ATHLETIC SUPPLIES		1,218	69.45	10-1501-410-3
					<u>\$81.45</u>	
LOUIS, WENDY		LEASE BLOCK GRANT TRAVEL		1,218	25.92	10-1110-332-38
					<u>\$25.92</u>	
MACKIN EDUCATIONAL RESOURCE		BOOKS		1,218	208.41	10-2310-411-6
33935					<u>\$208.41</u>	
MARCO INC		SUP COPY MACHINE		1,218	414.93	10-2320-323-1
		HEN R/M/COPIERS		1,218	414.93	10-1110-323-4
		JH R/M/COPIER		1,218	414.93	10-1112-323-3
		HS R/M / COPIER		1,218	414.92	10-1113-323-2
		PRIMARY R/M /COPIER		1,218	414.92	10-1111-323-5
					<u>\$2,074.63</u>	
MARK KARLOSKY CONSULTING		LABOR AND MILEAGE		1,218	120.75	10-1112-410-1
		HP LJ PRINTER/INK		1,218	736.29	10-1112-410-1
		LEASE FD TECH SUPPLY		1,218	168.50	10-1112-410-1
		MILEAGE AND LABOR		1,218	310.00	10-1112-410-1
					<u>\$1,335.54</u>	
MCNABB TELEPHONE COMPANY						

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		SUPT-TELEPHONE		1,218	297.75	20-2542-340-1
		H S - TELEPHONE SERVICE		1,218	297.75	20-2542-340-2
		JR HI-TELEPHONE SERVICE		1,218	297.75	20-2542-340-3
		ELEM-TELEPHONE		1,218	297.75	20-2542-340-4
		PRIMARY-TELEPHONE SERV		1,218	297.74	20-2542-340-5
					<u>\$1,488.74</u>	
MEDIACOM		LEASE FD-NBS/MEDIACOM 67		1,218	233.87	10-2190-323-1
		167 LEASE FD NBS/MEDIACOM		1,218	343.87	10-2190-323-1
					<u>\$577.74</u>	
MENARDS PERU		VOC AG SUPPLIES		1,218	62.14	10-1401-410-2
		VOC AG SUPPLIES		1,218	64.90	10-1401-410-2
		FALL PLAY		1,218	254.86	10-1540-411-1
		LEASE FD TECH SUPPLY		1,218	12.95	10-1112-410-1
		PRIMARY BLDG SUPPLY		1,218	20.95	20-2542-410-5
		VOC AG SUPPLIES		1,218	89.97	10-1401-410-2
		HIGH SCHOOL-BLDG SUPPLIE		1,218	161.94	20-2542-410-2
					<u>\$667.71</u>	
MUSIC SHOPPE, INC.		2463330/2491691/2452200/2451962/2488248		1,218	137.33	10-1115-410-3
		MUSIC REPAIRS		1,218	52.00	10-1115-323-1
		MUSIC TEXTS-HS		1,218	142.00	10-1115-420-2
		FLUTE REPAIR FOR JM		1,218	94.98	10-1250-410-36
					<u>\$426.31</u>	
NCPERS GROUP LIFE INS.		NCPERS INSURANCE		96	48.00	10-481
		NCPERS INSURANCE		96	8.00	20-481
		NCPERS INSURANCE		96	8.00	20-481
		NCPERS INSURANCE		96	64.00	10-481
					<u>\$128.00</u>	
NCS PEARSON		BASC SUBSCRIPTION		1,218	50.00	10-2110-410-1
					<u>\$50.00</u>	
NETWORK BUSINESS SYSTEMS INC		LEASE FD-NBS/MEDIACOM		1,218	200.00	10-2190-323-1
					<u>\$200.00</u>	
NEWS TRIBUNE		BASKETBALL DISPLAY		1,218	93.80	10-2630-350-1
					<u>\$93.80</u>	
NORTH CENTRAL BANK		III CONFERENCE EXPENSES		1,218	1,129.00	10-2310-332-6
		COACHING/LEADERSHIP		1,218	198.96	10-1501-410-2
		GREEN SCREEN LIGHTING KIT		1,218	89.99	10-1501-410-2
		POSSESSION ARROW		1,218	18.04	10-1501-410-2
		LEASE FD TECH SOFTWARE		1,218	237.11	10-1113-470-1
		PRINC OFFICE-TRAVEL		1,218	232.81	10-2410-332-1

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		LEASE FD TECH SUPPLY		1,218	2,057.45	10-1112-410-1
					<u>\$3,963.36</u>	
ORKIN EXTERMINATING CO IN						
		ALL SCHOOL SERVICES		1,218	78.69	20-2542-321-1
		ALL SCHOOL SERVICES		1,218	78.24	20-2542-321-1
		ALL SCHOOL SERVICES		1,218	77.95	20-2542-321-1
		ALL SCHOOL SERVICES		1,218	64.13	20-2542-321-1
					<u>\$299.01</u>	
PCCU (NEC)						
		NEC 24/20		99	1,087.44	10-481
		NEC-ADMIN/10 MONTH		99	154.72	10-481
		NEC 24/20		99	1,096.28	10-481
		NEC-ADMIN/10 MONTH		99	154.72	10-481
		NEC 24/20		99	2.09	40-481
		DED NEC		99	30.69	10-481
					<u>\$2,525.94</u>	
PENSERV PLAN SERVICES INC						
		PENSERV PLAN SERVICES		97	2,857.00	10-481
		PENSERV PLAN SERVICES		97	50.00	20-481
		PENSERV PLAN SERVICES		97	3,028.58	10-481
		PENSERV PLAN SERVICES		97	50.00	20-481
		PENSERV PLAN SERVICES		97	3.42	40-481
					<u>\$5,989.00</u>	
PERMA- BOUND						
		HS MEDIA BOOKS		1,218	14.44	10-2220-411-2
50742		BOOKS		1,218	856.92	10-2220-411-5
50742		BOOKS		1,218	819.57	10-2310-411-6
					<u>\$1,690.93</u>	
PERRY MEMORIAL HOSPITAL						
		STUDENT TESTING		1,218	259.00	10-2310-390-6
		STUDENT TESTING		1,218	37.00	10-2310-390-6
					<u>\$296.00</u>	
PRAIRIE FARMS PEORIA DIVISION						
		HIGH SCHOOL- MILK		1,218	1,223.40	10-2560-410-2
		JR HI-CAFE MILK		1,218	896.50	10-2560-410-3
		HENN-CAFE MILK		1,218	1,093.00	10-2560-410-4
		PFA FOOD SUPP MILK		1,218	54.23	10-1125-411-1
		PRIMARY CAFE MILK		1,218	1,212.50	10-2560-410-5
					<u>\$4,479.63</u>	
PRIMARY IMPREST						
		PRINC OFFICE-POSTAGE		1,218	2.24	10-2410-341-1
					<u>\$2.24</u>	
PUT CO PCEA/IEA DUES						
		NON-CERT DUES		96	59.52	20-481
		IEA CERT DUES		96	2,319.65	10-481
		NON-CERT DUES		96	575.82	10-481
		NON-CERT DUES		96	59.52	20-481

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		IEA CERT DUES		96	2,315.45	10-481
		NON-CERT DUES		96	568.24	10-481
		NON-CERT DUES		96	7.58	40-481
		IEA CERT DUES		96	4.20	40-481
					<u>\$5,909.98</u>	
PUT CO SCHOOL (TRS HEALTH						
		THIS P24/T20		99	3,673.62	10-481
		THIS ADMIN/10 MONTH		99	549.47	10-481
		PRIMARY-MED INS		1,218	160.39	10-1111-222-5
		H S-MEDICAL INSURANCE		1,218	160.39	10-1113-222-2
		HENN ELEM-MED INSURANCE		1,218	160.39	10-1110-222-4
		THIS P24/T20		99	3,703.47	10-481
		THIS ADMIN/10 MONTH		99	549.47	10-481
		THIS P24/T20		99	7.04	40-481
		DED THIS		99	109.09	10-481
					<u>\$9,073.33</u>	
PUT CO SCHOOL (TRS)						
		TRS P24/T20		99	16,032.42	10-481
		TRS ADMI/10 MONTH		99	2,507.34	10-481
		TRS P24/T20		99	16,162.67	10-481
		TRS ADMI/10 MONTH		99	2,507.34	10-481
		TRS P24/T20		99	30.73	40-481
		DED TRS		99	523.71	10-481
					<u>\$37,764.21</u>	
PUT CO SCHOOLS						
		IM IMRF		98	627.70	20-481
		IMRFBRD SHARE		98	1,553.88	50-481
		IM IMRF		98	1,732.11	10-481
		IMRFBRD SHARE		98	4,371.64	50-481
		IMRF VOL CONTRIBUTIONS		98	150.41	20-481
		IM IMRF		98	33.82	10-481
		IM IMRF		98	677.67	20-481
		IMRFBRD SHARE		98	1,677.62	50-481
		IM IMRF		98	2,021.60	10-481
		IMRFBRD SHARE		98	5,088.37	50-481
		IM IMRF		98	122.03	40-481
		IM IMRF		98	33.82	10-481
		IMRFBRD SHARE		98	302.06	50-481
		IMRF VOL CONTRIBUTIONS		98	150.41	20-481
					<u>\$18,543.14</u>	
PUTNAM CO COMM UNIT (IL)						
		IL State Tax		99	612.25	20-481
		IL State Tax		99	9,179.54	10-481
		IL State Tax		99	684.36	20-481
		IL State Tax		99	10,354.30	10-481
		IL State Tax		99	140.73	40-481
					<u>\$20,971.18</u>	

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PUTNAM CO SD FIT						
		Federal Tax 2017		99	1,651.71	20-481
		Federal Tax 2017		99	21,073.78	10-481
		Federal Tax 2017		99	1,897.98	20-481
		Federal Tax 2017		99	22,977.95	10-481
		Federal Tax 2017		99	207.36	40-481
					<u>\$47,808.78</u>	
PUTNAM CO SD MEDICARE						
		MEDICARE (CERT)		99	2,295.69	10-481
		MEDICARE (BRD PD)		99	2,295.69	50-481
		MEDICARE (CERT)		99	2,490.25	10-481
		MEDICARE (BRD PD)		99	2,490.25	50-481
		MEDICARE (BRD PD)		99	3.65	50-481
		MEDICARE (CERT)		99	3.65	40-481
					<u>\$9,579.18</u>	
PUTNAM COUNTY SD FICA						
		FICA 2017		99	1,018.38	20-481
		MATCHING FICA		99	1,018.38	50-481
		FICA 2017		99	2,824.23	10-481
		MATCHING FICA		99	2,824.23	50-481
		FICA 2017		99	1,133.64	20-481
		MATCHING FICA		99	1,133.64	50-481
		FICA 2017		99	3,803.28	10-481
		MATCHING FICA		99	3,803.28	50-481
		FICA 2017		99	209.73	40-481
		MATCHING FICA		99	209.73	50-481
					<u>\$17,978.52</u>	
REALLY GOOD STUFF						
	33946	CEILING HOOKS		1,218	13.95	10-1112-410-3
					<u>\$13.95</u>	
ROBBINS SCHWARTZ						
		LEGAL FEES		1,218	1,202.50	80-2369-318-1
					<u>\$1,202.50</u>	
RODRIGUEZ, CARMELA						
	51806002/54552838			1,218	10.75	10-1113-410-2
					<u>\$10.75</u>	
ROYAL PUBLISHING						
		GBB HS TOURNEY AMBOY HOLIDAY		1,218	195.00	10-2630-350-1
					<u>\$195.00</u>	
SEIBERT, JAMIE						
		NORWEX		1,218	75.93	20-2542-410-4
					<u>\$75.93</u>	
SHORE, ADRIANE						
		BOARD OF ED/TRAVEL		1,218	117.45	10-2310-332-6
					<u>\$117.45</u>	
SISLER ICE						

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	H S ATHLETIC-SUPPLIES		1,218	38.00	10-1501-410-2
				<u>\$38.00</u>	
STAPLES CREDIT PLAN					
	SUPT OFFICE-SUPPLIES		1,218	12.45	10-2320-410-1
				<u>\$12.45</u>	
STATE DISBURSEMENT UNIT					
	CHILD SUPPORT		97	451.83	10-481
	CHILD SUPPORT		97	451.83	10-481
				<u>\$903.66</u>	
STEWART, ALISA					
	TITLE IIA TRAVEL		1,218	211.70	10-1110-332-42
	H S TRAVEL		1,218	38.52	10-1113-332-2
				<u>\$250.22</u>	
SUMMIT FINANCIAL RESOURCES					
	HENN-CAFE FOOD		1,218	60.68	10-2560-410-4
	JR HI-CAFE FOOD		1,218	60.68	10-2560-410-3
	HIGH SCHOOL- FOOD		1,218	62.71	10-2560-410-2
	PRIMARY CAFE FOOD		1,218	62.70	10-2560-410-5
				<u>\$246.77</u>	
SUN LIFE FINANCIAL EMPLOYEE BE					
	DENT NC SINGLE		96	34.08	20-481
	DENT NC BP SIN		96	63.48	20-481
	DENT NC SINGLE		96	79.52	10-481
	DENT NC BP SIN		96	148.12	10-481
	DENTAL CERT S+		96	98.46	10-481
	DENT BP CRT S+		96	182.88	10-481
	DENTAL CERT S		96	159.04	10-481
	DENTAL BP CRT S		96	296.24	10-481
	DENTAL CRT F		96	337.14	10-481
	DENTAL BP CRT F		96	626.22	10-481
	DENT NC S+ 1		96	10.94	20-481
	DENT BP NC S+ 1		96	20.32	20-481
	DENT ADM BP F		96	160.56	10-481
	DENT ADM BP S		96	16.26	10-481
	DENT NC FAMILY		96	80.40	10-481
	DENT NC BP FAM		96	80.16	10-481
	DENT NC S+ 1		96	31.62	10-481
	DENT BP NC S+ 1		96	21.16	10-481
	DENT ADMIN E+S		96	31.26	10-481
	DENT NC SINGLE		96	34.08	20-481
	DENT NC BP SIN		96	63.48	20-481
	DENT NC SINGLE		96	79.52	10-481
	DENT NC BP SIN		96	232.76	10-481
	DENTAL CERT S+		96	98.46	10-481
	DENT BP CRT S+		96	264.16	10-481
	DENT NC S+ 1		96	10.94	20-481
	DENT BP NC S+ 1		96	20.32	20-481

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		DENT ADM BP F		96	160.56	10-481
		DENTAL BP CRT S		96	0.99	40-481
		DENT NC FAMILY		96	80.40	10-481
		DENT NC BP FAM		96	80.16	10-481
		DENT NC S+ 1		96	31.62	10-481
		DENT BP NC S+ 1		96	21.16	10-481
		DENT ADMIN E+S		96	31.26	10-481
		DENTAL CRT F		96	0.48	40-481
		DENTAL BP CRT F		96	0.89	40-481
		DENTAL CERT S		96	158.51	10-481
		DENTAL BP CRT S		96	295.25	10-481
		DENTAL CRT F		96	336.66	10-481
		DENTAL BP CRT F		96	625.33	10-481
		DENT ADM BP S		96	16.26	10-481
		DENTAL CERT S		96	0.53	40-481
					\$5,121.64	
SUN LIFE FINANCIAL EMPLOYEE BE						
		LIFE NC		96	5.18	20-481
		LIFE NC BP		96	9.73	20-481
		LIFE NC		96	20.98	10-481
		LIFE NC BP		96	39.37	10-481
		LIFE CERT		96	77.91	10-481
		LIFE CERT BP		96	145.81	10-481
		LIFE ADM BP		96	21.25	10-481
		LIFE NC		96	5.18	20-481
		LIFE NC BP		96	9.73	20-481
		LIFE NC		96	20.72	10-481
		LIFE NC BP		96	38.89	10-481
		LIFE CERT		96	80.71	10-481
		LIFE CERT BP		96	151.05	10-481
		LIFE ADM BP		96	21.25	10-481
		LIFE NC		96	0.26	40-481
		LIFE NC BP		96	0.48	40-481
		LIFE CERT BP		96	0.29	40-481
		LIFE CERT		96	0.17	40-481
					\$648.96	
SUN LIFE FINANCIAL EMPLOYEE BE						
		VISION EMP		96	169.26	10-481
		VISION E+S		96	86.80	10-481
		VISION FAMILY		96	152.79	10-481
		VISION E+C		96	9.55	20-481
		VISION E+C		96	28.65	10-481
		VISION EMP		96	17.36	20-481
		VISION EMP		96	169.07	10-481
		VISION E+C		96	9.55	20-481
		VISION E+S		96	86.80	10-481
		VISION FAMILY		96	152.79	10-481
		VISION E+C		96	28.65	10-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		VISION EMP		96	17.36	20-481
		VISION EMP		96	0.19	40-481
					<u>\$928.82</u>	
SUN LIFE FINANCIAL EMPLOYEE BE						
		LIFE VOL		96	82.16	10-481
		LIFE VOL		96	146.63	10-481
		LIFE VOL		96	0.01	40-481
					<u>\$228.80</u>	
SUPERINTENDENT IMPREST						
		SUPT OFFICE-POSTAGE		1,218	55.59	10-2320-341-1
		BOARD SUPPLIES		1,218	9.45	10-2310-410-6
		TRUCK REPAIR/MAINT		1,218	107.00	20-2542-320-3
					<u>\$172.04</u>	
SUPPLYWORKS						
		PRIMARY BLDG SUPPLY		1,218	3.16	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		1,218	5.18	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1,218	5.18	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		1,218	5.17	20-2542-410-4
		PRIMARY BLDG SUPPLY		1,218	5.17	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		1,218	28.49	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1,218	28.49	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		1,218	28.49	20-2542-410-4
		PRIMARY BLDG SUPPLY		1,218	28.49	20-2542-410-5
		PRIMARY BLDG SUPPLY		1,218	46.79	20-2542-410-5
		ELEMENTARY-BLDG SUPPLIES		1,218	179.00	20-2542-410-4
		HIGH SCHOOL-BLDG SUPPLIE		1,218	49.50	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1,218	49.50	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		1,218	49.50	20-2542-410-4
		PRIMARY BLDG SUPPLY		1,218	49.50	20-2542-410-5
		ELEMENTARY-BLDG SUPPLIES		1,218	19.00	20-2542-410-4
		HIGH SCHOOL-BLDG SUPPLIE		1,218	2.37	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1,218	2.37	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		1,218	2.37	20-2542-410-4
		PRIMARY BLDG SUPPLY		1,218	2.37	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		1,218	7.01	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1,218	7.01	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		1,218	7.00	20-2542-410-4
		PRIMARY BLDG SUPPLY		1,218	7.00	20-2542-410-5
		PRIMARY BLDG SUPPLY		1,218	74.14	20-2542-410-5
		PRIMARY BLDG SUPPLY		1,218	449.97	20-2542-410-5
					<u>\$1,142.22</u>	
TEACHER DIRECT						
		HENN ELEM-SUPPLIES		1,218	46.38	10-1110-410-4
					<u>\$46.38</u>	
TOEDTER OIL COMPANY						
		TRANSP - YB SUPPLY		1,218	558.80	40-2550-411-1
		TRUCK REPAIR/MAINT		1,218	217.31	20-2542-320-3

Bills Payable List

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 PUTNAM COUNTY CUSD #535
 Expense on Date: 12/1/2017 to 12/31/2017

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		DRIVERS ED SUPPLIES		1,218	77.61	10-1700-410-2
		EX CURRICULAR VAN		1,218	698.48	40-2550-324-1
					<u>\$1,552.20</u>	
TONIS FLOWER AND GIFT SHOP						
		M GOETZ		11	50.00	10-2310-410-6
					<u>\$50.00</u>	
USI EDUCATION AND GOVERNMENT						
		HS MEDIA SUPPLIES		1,218	272.56	10-2220-410-2
					<u>\$272.56</u>	
VAR RESOURCES LLC						
		GOOGLE CHROME		1,218	5,797.69	10-1112-410-1
					<u>\$5,797.69</u>	
VIG SOLUTIONS						
		DELL NOTEBOOKS/WARRANTY		1,218	2,699.00	10-1112-410-1
					<u>\$2,699.00</u>	
VILLAGE OF GRANVILLE						
		HS- WATER		1,218	641.25	20-2542-322-2
		PRIMARY- WATER		1,218	269.25	20-2542-322-5
					<u>\$910.50</u>	
VIPOND, JIM						
		H S-ATHLETIC TRAVEL		1,218	75.60	10-1501-332-2
					<u>\$75.60</u>	
WASHINGTON NATIONAL INS CO						
		WASHINGTON NTNL INS.		96	641.86	10-481
		WASHINGTON NTNL INS.		96	87.70	20-481
		WASHINGTON NTNL INS.		96	10.79	40-481
		WASHINGTON NTNL INS.		96	87.70	20-481
		WASHINGTON NTNL INS.		96	676.87	10-481
					<u>\$1,504.92</u>	
WASTE MANAGEMENT						
		ALL SCHOOL SERVICES		1,218	166.59	20-2542-321-1
		ALL SCHOOL SERVICES		1,218	534.40	20-2542-321-1
		ALL SCHOOL SERVICES		1,218	181.51	20-2542-321-1
		ALL SCHOOL SERVICES		1,218	325.96	20-2542-321-1
					<u>\$1,208.46</u>	
WEINZIERL, HANNAH						
		VOC AG- TRAVEL		1,218	69.99	10-1401-332-2
					<u>\$69.99</u>	
WHITESIDE, CAROLINE						
		F/C SCIENCE SUPPLY		1,218	24.32	10-1113-412-2
					<u>\$24.32</u>	
WIESBROCK, HAILEE						
		TITLE IIA TRAVEL		1,218	249.96	10-1110-332-42
					<u>\$249.96</u>	
					<u>\$495,644.55</u>	
				Report Total		

Revenue Report

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PUTNAM COUNTY CUSD #535

Education Fund 10							
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							
10-111200-1	FIRST PRIOR YEAR LEVY	3,862.37	3,013,066.20	3,293,745.00	280,678.80	91.48	10-1112
1112	Bond and Interest Purposes Levy	3,862.37	3,013,066.20	3,293,745.00	280,678.80	91.48	* 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	70.97	55,387.45	60,547.00	5,159.55	91.48	10-1130
1130	Leasing Purposes Levy	70.97	55,387.45	60,547.00	5,159.55	91.48	* Source of Revenue
Curr Yr Levy-Special Ed							
10-114100-1	SP ED PRIOR YEAR LEVY	56.80	44,311.70	48,437.00	4,125.30	91.48	10-1141
1141	Curr Yr Levy-Special Ed	56.80	44,311.70	48,437.00	4,125.30	91.48	* 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	592,510.87	2,300,000.00	1,707,489.13	25.76	10-1230
1230	Corp Pers Prop Repl Tax	0.00	592,510.87	2,300,000.00	1,707,489.13	25.76	* 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	317,000.00	317,000.00	0.00	10-1312
1312	Reg Tuition from Other Districts (In-State)	0.00	0.00	317,000.00	317,000.00	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	16,942.70	8,000.00	(8,942.70)	211.78	10-1342
1342	Sp Ed Tuition-from Other Districts (In-State)	0.00	16,942.70	8,000.00	(8,942.70)	211.78	* 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	1,379.90	6,945.07	17,500.00	10,554.93	39.69	10-1511
1511	Interest On Investments	1,379.90	6,945.07	17,500.00	10,554.93	39.69	* Source of Revenue
Interest-Swaney Bonds							
10-151200-1	INTEREST-SWANEY 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	16,436.66	54,870.85	115,000.00	60,129.15	47.71	10-1611
1611	Sales To Pupils-Lunch	16,436.66	54,870.85	115,000.00	60,129.15	47.71	* Source of Revenue
Sales To Pupils-BFast							
10-161200-1	STUDENT BREAKFAST	0.00	0.00	16,000.00	16,000.00	0.00	10-1612
1612	Sales To Pupils-BFast	0.00	0.00	16,000.00	16,000.00	0.00	* Source of Revenue
Sales To Pupils-Other							
10-161400-1	MILK SALES (OTHER)	0.00	0.00	9,500.00	9,500.00	0.00	10-1614
1614	Sales To Pupils-Other	0.00	0.00	9,500.00	9,500.00	0.00	* Source of Revenue
Sales To Adults							
10-162000-1	ADULT LUNCHESES/BREAKFAST	638.15	1,434.65	5,000.00	3,565.35	28.69	10-1620
1620	Sales To Adults	638.15	1,434.65	5,000.00	3,565.35	28.69	* Source of Revenue
Other Food Service							
10-169000-1	HEAD START LUNCHESES	0.00	0.00	0.00	0.00	0.00	10-1690
1690	Other Food Service	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Admissions-Athletic							
10-171102-2	H S ATHLETIC ADMISSIONS	1,421.00	3,571.00	15,000.00	11,429.00	23.81	10-1711-2
10-171104-3	JR HI-ATHLETIC ADMISSION	590.00	1,146.00	5,000.00	3,854.00	22.92	10-1711-4
1711	Admissions-Athletic	2,011.00	4,717.00	20,000.00	15,283.00	23.59	* Source of Revenue
HS/JR Tourney							
10-171400-1	H S / JR HI TOURNEY REV	499.00	499.00	3,000.00	2,501.00	16.63	10-1714
1714	HS/JR Tourney	499.00	499.00	3,000.00	2,501.00	16.63	* Source of Revenue
Admissions-Other							
10-171900-1	ADMISSION - OTHERS	1,459.00	1,459.00	11,000.00	9,541.00	13.26	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	1,459.00	1,459.00	11,000.00	9,541.00	13.26	* Source of Revenue
Fees							
10-172000-1	ACTIVITY FEES HS	0.00	9,490.00	3,700.00	(5,790.00)	256.49	10-1720
10-172000-2	ACTIVITY FEES HS	200.00	627.35	13,500.00	12,872.65	4.65	10-1720
10-172000-3	ACTIVITY FEES JR H	250.00	3,875.00	3,500.00	(375.00)	110.71	10-1720
1720	Fees	450.00	13,992.35	20,700.00	6,707.65	67.60	* Source of Revenue
Other Pupil Activity Rev							
10-179000-1	OTHER DISTRICT REVENUE	0.00	20.00	1,000.00	980.00	2.00	10-1790
10-179000-8	H S PE RESALE	100.00	2,799.00	4,000.00	1,201.00	69.98	10-1790
10-179001-8	JH PE RESALE	108.00	5,270.00	3,000.00	(2,270.00)	175.67	10-1790-1
1790	Other Pupil Activity Rev	208.00	8,089.00	8,000.00	(89.00)	101.11	* Source of Revenue
Shop Resale							
10-179100-9		0.00	1,100.00	0.00	(1,100.00)	0.00	10-1791
1791	Shop Resale	0.00	1,100.00	0.00	(1,100.00)	0.00	* Source of Revenue
Music Resale							
10-179200-10	MUSIC RESALE	0.00	260.00	200.00	(60.00)	130.00	10-1792
1792	Music Resale	0.00	260.00	200.00	(60.00)	130.00	* Source of Revenue
Rentals-Regular Textbook							
10-181100-1	PRIM-TEXTBOOK RENTAL	0.00	10,505.00	7,000.00	(3,505.00)	150.07	10-1811
10-181100-2	H S- TEXTBOOK RENTAL	245.00	18,178.00	22,500.00	4,322.00	80.79	10-1811
10-181100-3	JR HI-TEXTBOOK RENTAL	0.00	7,475.00	8,500.00	1,025.00	87.94	10-1811
10-181100-4	ELEM-TEXTBOOK RENTAL	0.00	275.00	7,000.00	6,725.00	3.93	10-1811-4
1811	Rentals-Regular Textbook	245.00	36,433.00	45,000.00	8,567.00	80.96	* 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	50,000.00	54,533.97	20,000.00	(34,533.97)	272.67	10-1920
10-192001-1	DONATIONS-NCF	0.00	0.00	0.00	0.00	0.00	10-1920
1920	Donations-Private Sources	50,000.00	54,533.97	20,000.00	(34,533.97)	272.67	* 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							

Revenue Report

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Education Fund 10							
Source of Revenue		1941	SW LEA Assessment				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
10-194100-1	SW LEA ASSESSMENT	0.00	0.00	0.00	0.00	0.00	10-1941
10-194110-1	SPEECH LEA 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	50.00	50.00	3,000.00	2,950.00	1.67	10-1970
1970 Drivers Education Fees		50.00	50.00	3,000.00	2,950.00	1.67	* Source of Revenue
Other Local Revenues							
10-199900-1	OTHER LOCAL REVENUE	1,040.19	40,540.77	110,000.00	69,459.23	36.86	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		1,040.19	40,540.77	110,000.00	69,459.23	36.86	* 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	76,664.52	306,658.08	515,442.00	208,783.92	59.49	10-3001
3001 General State Aid		76,664.52	306,658.08	515,442.00	208,783.92	59.49	* 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	47,207.66	70,000.00	22,792.34	67.44	10-3100
3100 Spec Ed-Priv Facility Tui		0.00	47,207.66	70,000.00	22,792.34	67.44	* Source of Revenue
Spec Ed -Extraordinary							
10-310500-1	SP ED EXTRA ORDINARY	0.00	53,442.76	130,000.00	76,557.24	41.11	10-3105

Revenue Report

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Education Fund 10							
Source of Revenue		3105	Spec Ed -Extraordinary				
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
3105	Spec Ed -Extraordinary	0.00	53,442.76	130,000.00	76,557.24	41.11	* Source of Revenue
Spec Ed -Personnel							
10-311000-1	SP ED PERSONNEL	0.00	110,012.75	240,000.00	129,987.25	45.84	10-3110
3110	Spec Ed -Personnel	0.00	110,012.75	240,000.00	129,987.25	45.84	* Source of Revenue
Spec Ed-Orphanage-Individ							
10-312000-1	SP ED ORPHANAGE	0.00	5,203.18	31,207.00	26,003.82	16.67	10-3120
3120	Spec Ed-Orphanage-Individ	0.00	5,203.18	31,207.00	26,003.82	16.67	* Source of Revenue
Spec Ed -Summer School							
10-314500-1	SP ED SUMMER SCHOOL	0.00	853.15	960.00	106.85	88.87	10-3145
3145	Spec Ed -Summer School	0.00	853.15	960.00	106.85	88.87	* Source of Revenue
Career and Technical Education CTE Tech Prep							
10-322000-40	CTEI GRANT-SRAVTE	0.00	0.00	19,688.00	19,688.00	0.00	10-3200
3200	Career and Technical Education CTE Tech Prep	0.00	0.00	19,688.00	19,688.00	0.00	* Source of Revenue
Voc Ed - Formula							
10-321500-18	VOC AG STATE GRTS	0.00	0.00	0.00	0.00	0.00	10-3215
3215	Voc Ed - Formula	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
CTE - Agriculture Education							
10-323500-19	VOC AG SUPPLEMENTAL	0.00	2,393.00	2,489.00	96.00	96.14	10-3235
3235	CTE - Agriculture Education	0.00	2,393.00	2,489.00	96.00	96.14	* Source of Revenue
CTE - Other							
10-329900-40	FCAE GRANT	0.00	0.00	0.00	0.00	0.00	10-3299
3299	CTE - Other	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Bilingual Ed-Downstate- TPI and TBE							
10-330500-20	TPI/TBE BILINGUAL ED	0.00	0.00	0.00	0.00	0.00	10-3305
3305	Bilingual Ed-Downstate- TPI and TBE	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
State Free Lunch/BFast							
10-336000-1	IL FREE LUNCH/BRKFST AIDE	0.00	1,346.40	3,500.00	2,153.60	38.47	10-3360
10-336500-1	IL BREAKFAST INITIATIVE	0.00	0.00	0.00	0.00	0.00	10-3360
3360	State Free Lunch/BFast	0.00	1,346.40	3,500.00	2,153.60	38.47	* Source of Revenue
Driver Education							
10-337000-1	DRIVERS ED REIMBURSEMENT	0.00	6,615.62	15,000.00	8,384.38	44.10	10-3370-1
3370	Driver Education	0.00	6,615.62	15,000.00	8,384.38	44.10	* Source of Revenue
Learning Improvement-Change Grants							

Revenue Report

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PUTNAM COUNTY CUSD #535

Education Fund 10							
Source of Revenue		3610	Learning Improvement-Change Grants				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
10-361002-1	SCHOOL IMP-HOP	0.00	0.00	0.00	0.00	0.00	10-3610
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	PRESCHOOL FOR ALL GRANT	0.00	51,000.00	169,575.00	118,575.00	30.08	10-3705
3705	Early Childhood - Block Grant	0.00	51,000.00	169,575.00	118,575.00	30.08	* 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							

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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
10-379400-1		0.00	0.00	0.00	0.00	0.00	10-3794
	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	14,349.95	40,376.44	175,000.00	134,623.56	23.07	10-4210
	4210 NatL School Lunch Progr	14,349.95	40,376.44	175,000.00	134,623.56	23.07	* Source of Revenue
School Breakfast Program							
10-422000-1	FED BREAKFAST AID	3,642.76	10,601.42	36,000.00	25,398.58	29.45	10-4220
	4220 School Breakfast Program	3,642.76	10,601.42	36,000.00	25,398.58	29.45	* Source of Revenue
Title I - Low Income							
10-430000-36	TITLE I GRANT	0.00	42,290.00	98,374.00	56,084.00	42.99	10-4300
	4300 Title I - Low Income	0.00	42,290.00	98,374.00	56,084.00	42.99	* Source of Revenue
Esea-Drug Free-Formula							
10-440000-33	TITLE IV A ESSA GRANT	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	3,696.78	110,545.00	106,848.22	3.34	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	3,696.78	110,545.00	106,848.22	3.34	* Source of Revenue
Fed-Sp Ed-Idea Room&Board							

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Education Fund 10							
Source of Revenue		4625	Fed-Sp Ed-Idea Room&Board				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
10-462500-1	EXCESS (ROOM/BOARD)	0.00	0.00	100,000.00	100,000.00	0.00	10-4625-1
4625	Fed-Sp Ed-Idea Room&Board	0.00	0.00	100,000.00	100,000.00	0.00	* Source of Revenue
Source of Revenue 4770							
10-477000-1	STEP PROGRAM	5,308.00	5,308.00	17,696.00	12,388.00	30.00	10-4770-1
10-477000-40	CARL PERKINS	0.00	0.00	8,441.00	8,441.00	0.00	10-4770-1-40
4770	Source of Revenue 4770	5,308.00	5,308.00	26,137.00	20,829.00	20.31	* 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	2,383.00	17,645.00	15,262.00	13.51	10-4935
4935	Title II - Teacher Quality	0.00	2,383.00	17,645.00	15,262.00	13.51	* 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

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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
Medicaid Admin							
10-499100-11		129.60	10,076.78	20,000.00	9,923.22	50.38	10-4991-1
4991	Medicaid Admin	129.60	10,076.78	20,000.00	9,923.22	50.38	* Source of Revenue
Medicaid FFS							
10-499200-11		3,631.65	3,631.65	35,000.00	31,368.35	10.38	10-4992-1-11
4992	Medicaid FFS	3,631.65	3,631.65	35,000.00	31,368.35	10.38	* 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
Accrued Int on Bonds							
10-723000-1	ACCURED INT B&I	0.00	0.00	0.00	0.00	0.00	10-7230
7230	Accrued Int on Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
10	Education Fund	182,133.52	4,650,240.25	8,267,191.00	3,616,950.75	56.25	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	710.01	553,871.04	605,468.00	51,596.96	91.48	20-1112
1112	Bond and Interest Purposes Levy	710.01	553,871.04	605,468.00	51,596.96	91.48	* 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	93.33	449.32	5,000.00	4,550.68	8.99	20-1511
1511	Interest On Investments	93.33	449.32	5,000.00	4,550.68	8.99	* Source of Revenue
Interest-Tree Fund							
20-151500-1	INTEREST - TREE FUND	0.00	18.12	50.00	31.88	36.24	20-1515
1515	Interest-Tree Fund	0.00	18.12	50.00	31.88	36.24	* 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	175.19	18,000.00	17,824.81	0.97	20-1999
1999	Other Local Revenues	0.00	175.19	18,000.00	17,824.81	0.97	* 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	0.00	540,154.00	540,154.00	0.00	20-7110
7110	Abolishment or Abatement of Working Cash Fund	0.00	0.00	540,154.00	540,154.00	0.00	* 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	<u>803.34</u>	<u>554,513.67</u>	<u>1,171,172.00</u>	<u>616,658.33</u>	<u>47.35</u>	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	134.13	2,745.09	2,748.00	2.91	99.89	30-1112
1112	Bond and Interest Purposes Levy	134.13	2,745.09	2,748.00	2.91	99.89	* Source of Revenue
Interest On Investments							
30-151100-1	B/I-INT INVESTMENTS	74.58	405.79	500.00	94.21	81.16	30-1511
1511	Interest On Investments	74.58	405.79	500.00	94.21	81.16	* Source of Revenue
Abolishment or Abatement of Working Cash Fund							
30-711000-1	PERM TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00	30-7110-1
7110	Abolishment or Abatement of Working Cash Fund	0.00	0.00	0.00	0.00	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	208.71	3,150.88	3,248.00	97.12	97.01	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	284.02	221,550.23	242,187.00	20,636.77	91.48	40-1112
1112	Bond and Interest Purposes Levy	284.02	221,550.23	242,187.00	20,636.77	91.48	* 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	200,000.00	200,000.00	0.00	100.00	40-1230
1230	Corp Pers Prop Repl Tax	0.00	200,000.00	200,000.00	0.00	100.00	* 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	187.18	882.65	1,000.00	117.35	88.27	40-1511
1511	Interest On Investments	187.18	882.65	1,000.00	117.35	88.27	* 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	935.50	11,000.00	10,064.50	8.50	40-1999
1999	Other Local Revenues	0.00	935.50	11,000.00	10,064.50	8.50	* Source of Revenue
Transportation Regular/Vocational							
40-350000-1	REG TRANSPORTATION AID	0.00	171,270.84	365,500.00	194,229.16	46.86	40-3500
3500	Transportation Regular/Vocational	0.00	171,270.84	365,500.00	194,229.16	46.86	* 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	96,442.14	205,251.00	108,808.86	46.99	40-3510
3510	Transportation-Spec Ed	0.00	96,442.14	205,251.00	108,808.86	46.99	* 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	71,600.00	77,625.00	6,025.00	92.24	40-3705
3705	Early Childhood - Block Grant	0.00	71,600.00	77,625.00	6,025.00	92.24	* Source of Revenue
ARRA IDEA PART B							
40-485700-44	IDEAARRA	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
Abolishment or Abatement of Working Cash Fund							
40-711000-1	PERM TRANSFER W/C	0.00	0.00	0.00	0.00	0.00	40-7110-1
7110	Abolishment or Abatement of Working Cash Fund	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Permanent Transfer							
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	471.20	762,681.36	1,115,733.00	353,051.64	68.36	Fund

Revenue Report

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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	170.61	133,106.66	145,506.00	12,399.34	91.48	50-1112
50-111201-1	FIRST PRIOR YR-SS	108.15	84,364.50	92,224.86	7,860.36	91.48	50-1112
1112 Bond and Interest Purposes Levy		278.76	217,471.16	237,730.86	20,259.70	91.48	* 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	74,252.00	74,252.00	0.00	50-1230
1230 Corp Pers Prop Repl Tax		0.00	0.00	74,252.00	74,252.00	0.00	* Source of Revenue
Interest On Investments							
50-151100-1	IMRF-INT	61.05	410.38	1,000.00	589.62	41.04	50-1511
1511 Interest On Investments		61.05	410.38	1,000.00	589.62	41.04	* 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		339.81	217,881.54	312,982.86	95,101.32	69.61	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	70.97	55,387.45	60,547.00	5,159.55	91.48	70-1112
	1112 Bond and Interest Purposes Levy	<u>70.97</u>	<u>55,387.45</u>	<u>60,547.00</u>	<u>5,159.55</u>	<u>91.48</u>	* Source of Revenue
Interest On Investments							
70-151100-1	WC-INT	364.31	1,954.54	9,200.00	7,245.46	21.25	70-1511
	1511 Interest On Investments	<u>364.31</u>	<u>1,954.54</u>	<u>9,200.00</u>	<u>7,245.46</u>	<u>21.25</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>435.28</u></u>	<u><u>57,341.99</u></u>	<u><u>69,747.00</u></u>	<u><u>12,405.01</u></u>	<u><u>82.21</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	366.42	285,888.27	312,518.00	26,629.73	91.48	80-1112
1112	Bond and Interest Purposes Levy	366.42	285,888.27	312,518.00	26,629.73	91.48	* 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	80.92	358.42	800.00	441.58	44.80	80-1511
1511	Interest On Investments	80.92	358.42	800.00	441.58	44.80	* 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	447.34	286,246.69	313,318.00	27,071.31	91.36	Fund

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Revenue Report

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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/	70.97	55,387.45	60,547.00	5,159.55	91.48	90-1112
1112	Bond and Interest Purposes Levy	70.97	55,387.45	60,547.00	5,159.55	91.48	* 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	69.47	325.35	500.00	174.65	65.07	90-1511
1511	Interest On Investments	69.47	325.35	500.00	174.65	65.07	* 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	140.44	55,712.80	61,047.00	5,334.20	91.26	Fund
Report Total:		<u>184,979.64</u>	<u>6,587,769.18</u>	<u>11,314,438.86</u>	<u>4,726,669.68</u>	<u>58.22</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	49,453.64	244,012.02	23,642.05	672,905.00	405,250.93	39.78	
200	Employee Benefits	11,864.50	49,701.40	6,019.55	138,000.00	82,279.05	40.38	
300	Purchased Services	2,650.51	8,425.76	1,255.39	30,150.00	20,468.85	32.11	
400	Supplies And Materials	3,403.74	9,579.67	46.38	25,300.00	15,673.95	38.05	
500	Capital Outlay	0.00	5,500.62	0.00	49,500.00	43,999.38	11.11	
1110	Elementary	67,372.39	317,219.47	30,963.37	915,855.00	567,672.16	38.02	** Function
100	Salaries	29,629.17	150,313.07	14,628.30	455,000.00	290,058.63	36.25	
200	Employee Benefits	8,004.35	31,710.56	3,808.80	115,000.00	79,480.64	30.89	
300	Purchased Services	1,050.91	5,382.14	635.98	15,500.00	9,481.88	38.83	
400	Supplies And Materials	318.67	5,656.06	637.88	25,300.00	19,006.06	24.88	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
1111	Primary	39,003.10	193,061.83	19,710.96	612,300.00	399,527.21	34.75	** Function
100	Salaries	51,514.19	231,706.71	24,838.97	576,000.00	319,454.32	44.54	
200	Employee Benefits	14,657.83	55,133.21	7,327.80	156,000.00	93,538.99	40.04	
300	Purchased Services	1,374.69	5,881.95	728.33	16,000.00	9,389.72	41.31	
400	Supplies And Materials	67,217.12	106,494.96	4,211.11	228,600.00	117,893.93	48.43	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	335.00	0.00	1,000.00	665.00	33.50	
1112	Junior High	134,763.83	399,551.83	37,106.21	979,100.00	542,441.96	44.60	** Function
100	Salaries	71,587.83	332,387.93	34,925.04	816,137.00	448,824.03	45.01	
200	Employee Benefits	20,257.96	79,789.19	10,239.75	230,000.00	139,971.06	39.14	
300	Purchased Services	1,408.25	6,975.94	728.32	17,000.00	9,295.74	45.32	
400	Supplies And Materials	3,561.59	36,758.67	1,234.17	98,350.00	60,357.16	38.63	
500	Capital Outlay	750.00	750.00	0.00	1,500.00	750.00	50.00	
600	Other Objects	0.00	(40.00)	0.00	1,000.00	1,040.00	-4.00	
1113	High School	97,565.63	456,621.73	47,127.28	1,163,987.00	660,237.99	43.28	** 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	6,723.76	33,708.78	3,361.88	82,500.00	45,429.34	44.93	
200	Employee Benefits	1,617.27	6,523.14	814.63	24,500.00	17,162.23	29.95	
300	Purchased Services	0.00	0.00	156.76	3,750.00	3,593.24	4.18	
400	Supplies And Materials	198.86	565.98	279.33	5,620.00	4,774.69	15.04	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	60.00	150.00	0.00	800.00	650.00	18.75	

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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	8,599.89	40,947.90	4,612.60	117,170.00	71,609.50	38.88	** 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	10,782.73	52,671.03	5,206.94	135,800.00	77,922.03	42.62	
200	Employee Benefits	2,721.82	11,476.58	1,360.91	26,000.00	13,162.51	49.37	
300	Purchased Services	0.00	304.56	0.00	1,300.00	995.44	23.43	
400	Supplies And Materials	1,181.26	2,134.70	0.00	9,450.00	7,315.30	22.59	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1125	Pre-K Programs	14,685.81	66,586.87	6,567.85	172,550.00	99,395.28	42.40	** 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	1,260.00	0.00	5,000.00	3,740.00	25.20	
200	Employee Benefits	0.00	217.37	0.00	500.00	282.63	43.47	
300	Purchased Services	8,590.29	21,269.47	0.00	73,000.00	51,730.53	29.14	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1204	Physically Hndcap Homebound	8,590.29	22,746.84	0.00	78,500.00	55,753.16	28.98	** 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	243.33	5,452.58	75.92	6,300.00	771.50	87.75	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	243.33	5,452.58	75.92	6,300.00	771.50	87.75	** Function
100	Salaries	0.00	10,692.58	0.00	54,000.00	43,307.42	19.80	
200	Employee Benefits	0.00	1,581.46	0.00	14,200.00	12,618.54	11.14	
300	Purchased Services	0.00	25,113.91	0.00	51,528.00	26,414.09	48.74	
400	Supplies And Materials	0.00	0.00	0.00	650.00	650.00	0.00	
1210	Speech & Lang.Impaired	0.00	37,387.95	0.00	120,378.00	82,990.05	31.06	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
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	60,882.04	299,498.13	29,300.25	859,000.00	530,201.62	38.28	
200	Employee Benefits	15,692.11	66,333.44	8,508.15	260,000.00	185,158.41	28.79	
300	Purchased Services	14.58	491.96	0.00	3,900.00	3,408.04	12.61	
400	Supplies And Materials	1,385.68	4,854.06	145.19	28,900.00	23,900.75	17.30	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	77,974.41	371,177.59	37,953.59	1,151,800.00	742,668.82	35.52	** 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	5,425.54	26,539.88	2,667.77	68,000.00	38,792.35	42.95	
200	Employee Benefits	1,660.88	7,271.33	830.44	19,600.00	11,498.23	41.34	
300	Purchased Services	0.00	0.00	0.00	500.00	500.00	0.00	
400	Supplies And Materials	0.00	114.99	0.00	1,300.00	1,185.01	8.85	
1225	Special Education Programs Pre-K	7,086.42	33,926.20	3,498.21	89,400.00	51,975.59	41.86	** Function
100	Salaries	7,474.25	24,812.71	1,941.67	59,000.00	32,245.62	45.35	
200	Employee Benefits	2,542.10	10,509.31	1,019.64	20,800.00	9,271.05	55.43	
300	Purchased Services	402.30	1,879.40	920.78	7,595.00	4,794.82	36.87	
400	Supplies And Materials	0.00	5,306.94	0.00	26,787.00	21,480.06	19.81	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1250	Remedial and Supplemental Programs K-12	10,418.65	42,508.36	3,882.09	114,182.00	67,791.55	40.63	** Function
100	Salaries	4,225.02	23,874.10	1,662.51	78,500.00	52,963.39	32.53	
200	Employee Benefits	1,132.68	4,556.20	572.06	23,700.00	18,571.74	21.64	
300	Purchased Services	357.05	445.66	69.99	3,500.00	2,984.35	14.73	
400	Supplies And Materials	82.11	2,744.68	127.04	8,889.00	6,017.28	32.31	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	500.00	500.00	0.00	
1401	VOCATIONAL AG	5,796.86	31,620.64	2,431.60	115,089.00	81,036.76	29.59	** Function
100	Salaries	2,988.02	7,968.02	1,494.01	0.00	(9,462.03)	0.00	

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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	1,053.27	3,567.72	533.70	0.00	(4,101.42)	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	
1402	INDUSTRIAL ARTS	4,041.29	11,535.74	2,027.71	0.00	(13,563.45)	0.00	** Function
100	Salaries	2,319.32	6,957.96	1,159.66	28,600.00	20,482.38	28.38	
200	Employee Benefits	656.59	2,249.04	331.36	7,300.00	4,719.60	35.35	
300	Purchased Services	0.00	0.00	0.00	600.00	600.00	0.00	
400	Supplies And Materials	0.00	4,676.96	0.00	0.00	(4,676.96)	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1407	BUSINESS ED	2,975.91	13,883.96	1,491.02	36,500.00	21,125.02	42.12	** Function
100	Salaries	1,780.92	6,529.44	890.46	25,368.00	17,948.10	29.25	
200	Employee Benefits	504.09	1,267.55	254.36	5,950.00	4,428.09	25.58	
300	Purchased Services	62.64	114.48	0.00	1,000.00	885.52	11.45	
400	Supplies And Materials	0.00	240.72	0.00	300.00	59.28	80.24	
1459	CO-OP PROGRAM	2,347.65	8,152.19	1,144.82	32,618.00	23,320.99	28.50	** Function
100	Salaries	12,899.97	41,702.34	2,789.99	128,000.00	83,507.67	34.76	
200	Employee Benefits	410.63	501.50	0.00	5,450.00	4,948.50	9.20	
300	Purchased Services	3,039.20	8,227.08	3,160.60	33,500.00	22,112.32	33.99	
400	Supplies And Materials	4,619.93	12,176.21	680.67	17,700.00	4,843.12	72.64	
500	Capital Outlay	7,187.50	8,940.37	3,000.00	10,200.00	(1,740.37)	117.06	
600	Other Objects	1,457.84	6,072.85	2,068.56	12,500.00	4,358.59	65.13	
1501	ATHLETICS	29,615.07	77,620.35	11,699.82	207,350.00	118,029.83	43.08	** 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	2,081.01	10,184.31	1,040.51	28,000.00	16,775.18	40.09	
200	Employee Benefits	0.00	0.00	0.00	3,000.00	3,000.00	0.00	
300	Purchased Services	0.00	0.00	0.00	500.00	500.00	0.00	
400	Supplies And Materials	609.89	3,812.79	398.86	6,300.00	2,088.35	66.85	
600	Other Objects	0.00	0.00	0.00	300.00	300.00	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	2,690.90	13,997.10	1,439.37	38,100.00	22,663.53	40.52	** Function
100	Salaries	0.00	7,290.00	0.00	18,000.00	10,710.00	40.50	
200	Employee Benefits	0.00	462.52	0.00	3,200.00	2,737.48	14.45	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	250.00	250.00	0.00	
1600	Summer School	0.00	7,752.52	0.00	21,450.00	13,697.48	36.14	** 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	572.84	5,248.52	286.42	24,550.00	19,015.06	22.55	
200	Employee Benefits	0.00	463.60	0.00	3,200.00	2,736.40	14.49	
300	Purchased Services	0.00	3,336.77	0.00	7,400.00	4,063.23	45.09	
400	Supplies And Materials	89.43	699.02	77.61	2,000.00	1,223.37	38.83	
1700	Drivers Education Program	662.27	9,747.91	364.03	37,150.00	27,038.06	27.22	** Function
100	Salaries	125.00	625.00	62.50	1,500.00	812.50	45.83	
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	625.00	62.50	1,500.00	812.50	45.83	** Function
600	Other Objects	39,175.12	125,379.24	9,332.40	425,000.00	290,288.36	31.70	
1912	Special Education Programs K-12 - Private Tuition	39,175.12	125,379.24	9,332.40	425,000.00	290,288.36	31.70	** Function
1000	Instruction	553,733.82	2,287,503.80	221,491.35	6,443,079.00	3,934,083.85	38.94	* Function
100	Salaries	9,417.24	51,303.78	4,708.62	113,450.00	57,437.60	49.37	
200	Employee Benefits	2,479.31	11,412.60	1,241.35	32,800.00	20,146.05	38.58	
300	Purchased Services	37.80	102.17	0.00	1,500.00	1,397.83	6.81	
400	Supplies And Materials	75.00	335.76	50.00	1,170.00	784.24	32.97	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	225.00	0.00	200.00	(25.00)	112.50	
2110	Attendance/Soc Wrk Serv	12,009.35	63,379.31	5,999.97	149,120.00	79,740.72	46.53	** Function
100	Salaries	3,615.28	22,354.94	1,807.64	45,000.00	20,837.42	53.69	
200	Employee Benefits	1,020.32	4,354.91	543.10	12,800.00	7,901.99	38.27	
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	4,635.60	26,709.85	2,350.74	60,000.00	30,939.41	48.43	** Function
100	Salaries	3,582.97	18,337.52	1,776.10	54,000.00	33,886.38	37.25	
200	Employee Benefits	535.80	2,637.26	267.90	6,500.00	3,594.84	44.69	
300	Purchased Services	581.53	581.53	0.00	1,700.00	1,118.47	34.21	
400	Supplies And Materials	0.00	181.49	0.00	1,350.00	1,168.51	13.44	
2134	Nurse Services	4,700.30	21,737.80	2,044.00	63,550.00	39,768.20	37.42	** Function
100	Salaries	1,338.02	7,295.69	669.01	16,500.00	8,535.30	48.27	
200	Employee Benefits	554.54	2,508.13	277.27	3,400.00	614.60	81.92	
300	Purchased Services	0.00	0.00	0.00	62,150.00	62,150.00	0.00	
400	Supplies And Materials	0.00	911.19	0.00	1,800.00	888.81	50.62	
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	1,892.56	10,715.01	946.28	83,850.00	72,188.71	13.91	** Function
100	Salaries	4,321.04	12,963.12	2,160.52	0.00	(15,123.64)	0.00	
200	Employee Benefits	1,194.56	3,458.49	597.93	0.00	(4,056.42)	0.00	
300	Purchased Services	22.80	22.80	0.00	0.00	(22.80)	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2149	Other Psychological Ser	5,538.40	16,444.41	2,758.45	0.00	(19,202.86)	0.00	** Function
300	Purchased Services	761.80	3,840.88	777.74	9,300.00	4,681.38	49.66	
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	761.80	3,840.88	777.74	9,300.00	4,681.38	49.66	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2191	OTHER SUPPORT	0.00	0.00	0.00	1,000.00	1,000.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2192	TITLE V CHART COUNTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2193	Title IV	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	2,437.10	12,618.40	335.83	51,000.00	38,045.77	25.40	

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Education Fund 10

Function 2000 Support Services
Function 2210 EPIC
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	458.83	2,380.32	0.00	5,800.00	3,419.68	41.04	
300	Purchased Services	510.00	6,800.00	0.00	21,500.00	14,700.00	31.63	
400	Supplies And Materials	0.00	4,574.33	0.00	15,000.00	10,425.67	30.50	
2210	EPIC	3,405.93	26,373.05	335.83	93,300.00	66,591.12	28.63	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2218	Quality Assuarance	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	10,697.96	52,395.34	5,280.24	133,000.00	75,324.42	43.37	
200	Employee Benefits	1,870.42	7,754.98	940.65	22,200.00	13,504.37	39.17	
300	Purchased Services	393.18	496.48	38.77	2,400.00	1,864.75	22.30	
400	Supplies And Materials	656.49	3,939.58	1,155.51	14,765.00	9,669.91	34.51	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2220	MEDIA PROGRAM	13,618.05	64,586.38	7,415.17	172,365.00	100,363.45	41.77	** Function
100	Salaries	7,061.70	34,461.24	3,530.85	87,000.00	49,007.91	43.67	
200	Employee Benefits	1,215.00	6,032.57	607.50	11,400.00	4,759.93	58.25	
300	Purchased Services	258.12	1,656.02	0.00	13,500.00	11,843.98	12.27	
400	Supplies And Materials	0.00	0.00	0.00	2,700.00	2,700.00	0.00	
2226	TECHNOLOGY	8,534.82	42,149.83	4,138.35	114,600.00	68,311.82	40.39	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2230	Assessment/Testing	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	255.92	4,441.76	127.96	6,600.00	2,030.28	69.24	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	1,442.70	17,589.86	870.60	58,400.00	39,939.54	31.61	

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Education Fund 10

Function 2000 Support Services
Function 2310 Brd Ed Services
Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
400	Supplies And Materials	4,465.42	12,605.81	6,207.66	46,000.00	27,186.53	40.90	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	4,068.47	5,490.79	0.00	32,000.00	26,509.21	17.16	
2310	Brd Ed Services	10,232.51	40,128.22	7,206.22	143,000.00	95,665.56	33.10	** Function
100	Salaries	7,229.24	36,146.20	3,614.62	96,300.00	56,539.18	41.29	
200	Employee Benefits	3,156.14	15,893.20	1,578.07	38,500.00	21,028.73	45.38	
300	Purchased Services	1,333.25	6,707.26	1,905.50	20,000.00	11,387.24	43.06	
400	Supplies And Materials	1,070.75	5,545.24	39.03	10,000.00	4,415.73	55.84	
500	Capital Outlay	0.00	0.00	0.00	7,000.00	7,000.00	0.00	
600	Other Objects	0.00	412.00	0.00	3,000.00	2,588.00	13.73	
2320	Executive Adm. Serv	12,789.38	64,703.90	7,137.22	174,800.00	102,958.88	41.10	** Function
100	Salaries	41,655.37	213,158.95	20,683.71	526,000.00	292,157.34	44.46	
200	Employee Benefits	12,612.86	63,643.00	6,306.43	156,800.00	86,850.57	44.61	
300	Purchased Services	947.95	2,332.94	259.35	8,000.00	5,407.71	32.40	
400	Supplies And Materials	431.84	2,966.60	0.00	12,420.00	9,453.40	23.89	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	348.87	0.00	4,000.00	3,651.13	8.72	
2410	Office Of Principal Serv	55,648.02	282,450.36	27,249.49	708,720.00	399,020.15	43.70	** 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	8,256.11	45,925.02	1,926.05	107,500.00	59,648.93	44.51	
200	Employee Benefits	11.07	55.35	2.77	150.00	91.88	38.75	
300	Purchased Services	0.00	201.93	476.93	1,700.00	1,021.14	39.93	
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	0.00	0.00	0.00	450.00	450.00	0.00	
2520	Fiscal Services	8,267.18	46,182.30	2,405.75	110,800.00	62,211.95	43.85	** Function
100	Salaries	14,463.36	70,310.00	6,647.68	172,400.00	95,442.32	44.64	
200	Employee Benefits	2,224.98	12,186.10	1,112.49	34,525.00	21,226.41	38.52	
300	Purchased Services	37.80	62.64	0.00	2,800.00	2,737.36	2.24	

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Education Fund 10

Function 2000 Support Services
Function 2560 Food Services
Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
400	Supplies And Materials	20,562.01	64,493.77	17,246.03	242,000.00	160,260.20	33.78	
500	Capital Outlay	0.00	0.00	0.00	4,000.00	4,000.00	0.00	
600	Other Objects	0.00	159.00	0.00	900.00	741.00	17.67	
2560	Food Services	37,288.15	147,211.51	25,006.20	456,625.00	284,407.29	37.72	** Function
300	Purchased Services	707.00	2,286.85	288.80	6,200.00	3,624.35	41.54	
2630	Information Services	707.00	2,286.85	288.80	6,200.00	3,624.35	41.54	** Function
100	Salaries	0.00	7,298.42	0.00	3,200.00	(4,098.42)	228.08	
200	Employee Benefits	0.00	6.22	0.00	75.00	68.78	8.29	
2640	Function 2640	0.00	7,304.64	0.00	3,275.00	(4,029.64)	223.04	** Function
300	Purchased Services	89.00	89.00	0.00	5,000.00	4,911.00	1.78	
400	Supplies And Materials	2,330.00	2,605.00	0.00	14,600.00	11,995.00	17.84	
2660	DATA PROCESSING	2,419.00	2,694.00	0.00	19,600.00	16,906.00	13.74	** Function
2000	Support Services	182,448.05	868,898.30	96,060.21	2,370,105.00	1,405,146.49	40.71	* Function
600	Other Objects	0.00	51,749.82	0.00	55,000.00	3,250.18	94.09	
4120	Payments Sp Ed Programs	0.00	51,749.82	0.00	55,000.00	3,250.18	94.09	** 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	3,488.00	19,535.50	0.00	63,000.00	43,464.50	31.01	
4210	Payments for Regular Programs - Tuition	3,488.00	19,535.50	0.00	63,000.00	43,464.50	31.01	** Function
600	Other Objects	0.00	36,372.00	0.00	35,000.00	(1,372.00)	103.92	
4220	Payments for Special Education Programs - Tuition	0.00	36,372.00	0.00	35,000.00	(1,372.00)	103.92	** Function
600	Other Objects	0.00	18,000.00	0.00	35,000.00	17,000.00	51.43	
4240	Payments for CTE Programs - Tuition	0.00	18,000.00	0.00	35,000.00	17,000.00	51.43	** Function
4000	Nonprogrammed Charges	3,488.00	125,657.32	0.00	193,000.00	67,342.68	65.11	* Function
600	Other Objects	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
6000	Provision For Contingences	0.00	0.00	0.00	10,000.00	10,000.00	0.00	** Function
6000	Provision For Contingences	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

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Education Fund 10									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	*	Function
10	Education Fund	739,669.87	3,282,059.42	317,551.56	9,016,184.00	5,416,573.02	39.92		Fund

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Expenditure Report

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PUTNAM COUNTY CUSD #535

Oper, Build, & Maint Fund 20

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of 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	23,365.36	134,436.39	11,159.03	387,200.00	241,604.58	37.60	
200	Employee Benefits	4,067.92	20,860.14	2,033.96	51,600.00	28,705.90	44.37	
300	Purchased Services	21,686.20	55,727.70	19,821.70	300,700.00	225,150.60	25.12	
400	Supplies And Materials	35,923.27	99,989.58	13,724.75	331,700.00	217,985.67	34.28	
500	Capital Outlay	24,367.90	49,563.90	0.00	188,500.00	138,936.10	26.29	
2542	Care & Upkeep Bldg Serv	109,410.65	360,577.71	46,739.44	1,259,700.00	852,382.85	32.33	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	(8,075.98)	8,708.79	2,485.00	57,000.00	45,806.21	19.64	
400	Supplies And Materials	983.59	4,186.96	2,123.00	12,500.00	6,190.04	50.48	
500	Capital Outlay	0.00	45,613.87	5,475.00	126,000.00	74,911.13	40.55	
600	Other Objects	0.00	0.00	0.00	50.00	50.00	0.00	
2543	Care Upkeep Grnds Serv	(7,092.39)	58,509.62	10,083.00	195,550.00	126,957.38	35.08	** Function
2000	Support Services	102,318.26	419,087.33	56,822.44	1,455,250.00	979,340.23	32.70	* 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	102,318.26	419,087.33	56,822.44	1,455,250.00	979,340.23	32.70	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	9,250.00	9,250.00	0.00	16,600.00	7,350.00	55.72	
5200	Debt Service - Interest on Long-Term Debt	9,250.00	9,250.00	0.00	16,600.00	7,350.00	55.72	** Function
600	Other Objects	95,000.00	95,000.00	0.00	95,000.00	0.00	100.00	
5320	General Obligation Bonds	95,000.00	95,000.00	0.00	95,000.00	0.00	100.00	** Function
600	Other Objects	500.00	500.00	0.00	500.00	0.00	100.00	
5400	Debt Service Other - Short Term Debt Principal	500.00	500.00	0.00	500.00	0.00	100.00	** Function
5000	Debt Services	104,750.00	104,750.00	0.00	112,100.00	7,350.00	93.44	* 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	104,750.00	104,750.00	0.00	112,100.00	7,350.00	93.44	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	4,370.57	14,806.02	624.75	28,000.00	12,569.23	55.11	
200	Employee Benefits	90.40	191.55	0.00	300.00	108.45	63.85	
300	Purchased Services	91,507.94	269,614.88	94,978.48	889,989.00	525,395.64	40.97	
400	Supplies And Materials	694.06	1,385.10	609.28	4,000.00	2,005.62	49.86	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2550	Pupil Transportation Ser	96,662.97	285,997.55	96,212.51	922,289.00	540,078.94	41.44	** Function
2000	Support Services	96,662.97	285,997.55	96,212.51	922,289.00	540,078.94	41.44	* 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	96,662.97	285,997.55	96,212.51	922,289.00	540,078.94	41.44	Fund

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Expenditure Report

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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	898.16	5,974.82	433.98	17,650.00	11,241.20	36.31	
1110	Elementary	898.16	5,974.82	433.98	17,650.00	11,241.20	36.31	** Function
200	Employee Benefits	465.52	2,121.57	200.30	6,800.00	4,478.13	34.15	
1111	Primary	465.52	2,121.57	200.30	6,800.00	4,478.13	34.15	** Function
200	Employee Benefits	763.56	3,295.66	341.06	8,900.00	5,263.28	40.86	
1112	Junior High	763.56	3,295.66	341.06	8,900.00	5,263.28	40.86	** Function
200	Employee Benefits	1,436.33	6,317.89	704.88	17,475.00	10,452.23	40.19	
1113	High School	1,436.33	6,317.89	704.88	17,475.00	10,452.23	40.19	** 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	103.96	530.39	52.04	1,400.00	817.57	41.60	
1115	MUSIC	103.96	530.39	52.04	1,400.00	817.57	41.60	** 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	682.48	3,407.80	337.21	9,600.00	5,854.99	39.01	
1125	Pre-K Programs	682.48	3,407.80	337.21	9,600.00	5,854.99	39.01	** 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	12.87	0.00	75.00	62.13	17.16	
1204	Physically Hndcap Homebound	0.00	12.87	0.00	75.00	62.13	17.16	** 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	0.00	152.28	0.00	950.00	797.72	16.03	
1210	Speech & Lang.Impaired	0.00	152.28	0.00	950.00	797.72	16.03	** 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	5,804.96	25,454.55	2,847.71	77,200.00	48,897.74	36.66	
1220	Cross-Categorical (Cc)	5,804.96	25,454.55	2,847.71	77,200.00	48,897.74	36.66	** 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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PUTNAM COUNTY CUSD #535

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	375.00	1,863.24	186.85	5,300.00	3,249.91	38.68	
1225	Special Education Programs Pre-K	375.00	1,863.24	186.85	5,300.00	3,249.91	38.68	** Function
200	Employee Benefits	111.06	451.14	22.62	1,200.00	726.24	39.48	
1250	Remedial and Supplemental Programs K-12	111.06	451.14	22.62	1,200.00	726.24	39.48	** Function
200	Employee Benefits	69.22	386.69	28.16	1,300.00	885.15	31.91	
1401	VOCATIONAL AG	69.22	386.69	28.16	1,300.00	885.15	31.91	** Function
200	Employee Benefits	48.59	128.86	24.36	0.00	(153.22)	0.00	
1402	INDUSTRIAL ARTS	48.59	128.86	24.36	0.00	(153.22)	0.00	** Function
200	Employee Benefits	32.10	108.57	16.04	450.00	325.39	27.69	
1407	BUSINESS ED	32.10	108.57	16.04	450.00	325.39	27.69	** 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	24.65	61.58	12.31	650.00	576.11	11.37	
1459	CO-OP PROGRAM	24.65	61.58	12.31	650.00	576.11	11.37	** Function
200	Employee Benefits	343.61	803.11	11.35	5,750.00	4,935.54	14.16	
1501	ATHLETICS	343.61	803.11	11.35	5,750.00	4,935.54	14.16	** 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	1.45	0.00	150.00	148.55	0.97	
1540	EXTRA CURRICULAR	0.00	1.45	0.00	150.00	148.55	0.97	** Function
200	Employee Benefits	0.00	27.04	0.00	450.00	422.96	6.01	
1600	Summer School	0.00	27.04	0.00	450.00	422.96	6.01	** 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	45.15	0.00	150.00	104.85	30.10	
1700	Drivers Education Program	0.00	45.15	0.00	150.00	104.85	30.10	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	11,159.20	51,144.66	5,218.87	155,450.00	99,086.47	36.26	* Function
200	Employee Benefits	202.07	1,199.15	101.02	5,000.00	3,699.83	26.00	
2110	Attendance/Soc Wrk Serv	202.07	1,199.15	101.02	5,000.00	3,699.83	26.00	** Function
200	Employee Benefits	50.90	317.09	25.35	700.00	357.56	48.92	

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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	50.90	317.09	25.35	700.00	357.56	48.92	** Function
200	Employee Benefits	632.87	3,453.30	313.56	8,400.00	4,633.14	44.84	
2134	Nurse Services	632.87	3,453.30	313.56	8,400.00	4,633.14	44.84	** Function
200	Employee Benefits	422.14	1,961.20	211.08	3,500.00	1,327.72	62.07	
2140	Psychological Services	422.14	1,961.20	211.08	3,500.00	1,327.72	62.07	** Function
200	Employee Benefits	61.45	184.79	30.72	0.00	(215.51)	0.00	
2149	Other Psychological Ser	61.45	184.79	30.72	0.00	(215.51)	0.00	** Function
200	Employee Benefits	25.35	224.09	0.00	1,600.00	1,375.91	14.01	
2210	EPIC	25.35	224.09	0.00	1,600.00	1,375.91	14.01	** 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	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,084.47	5,389.04	538.72	15,550.00	9,622.24	38.12	
2220	MEDIA PROGRAM	1,084.47	5,389.04	538.72	15,550.00	9,622.24	38.12	** Function
200	Employee Benefits	452.92	2,248.29	226.46	6,225.00	3,750.25	39.76	
2226	TECHNOLOGY	452.92	2,248.29	226.46	6,225.00	3,750.25	39.76	** 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	18.28	336.11	9.14	900.00	554.75	38.36	
2310	Brd Ed Services	18.28	336.11	9.14	900.00	554.75	38.36	** Function
200	Employee Benefits	129.00	645.00	64.50	1,900.00	1,190.50	37.34	
2320	Executive Adm. Serv	129.00	645.00	64.50	1,900.00	1,190.50	37.34	** Function
200	Employee Benefits	407.72	2,014.73	203.78	8,700.00	6,481.49	25.50	
2365	Risk Management and Claims Services Payments	407.72	2,014.73	203.78	8,700.00	6,481.49	25.50	** Function
200	Employee Benefits	2,297.50	12,354.62	1,137.75	33,700.00	20,207.63	40.04	
2410	Office Of Principal Serv	2,297.50	12,354.62	1,137.75	33,700.00	20,207.63	40.04	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2510	Dirctn Business Suppt Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,593.63	8,968.62	361.90	22,800.00	13,469.48	40.92	
2520	Fiscal Services	1,593.63	8,968.62	361.90	22,800.00	13,469.48	40.92	** Function
200	Employee Benefits	4,893.33	24,248.72	2,392.45	58,700.00	32,058.83	45.39	

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

Function 2000 Support Services
Function 2542 Care & Upkeep Bldg 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
2542	Care & Upkeep Bldg Serv	4,893.33	24,248.72	2,392.45	58,700.00	32,058.83	45.39	** 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	556.74	1,416.12	0.00	4,400.00	2,983.88	32.18	
2550	Pupil Transportation Ser	556.74	1,416.12	0.00	4,400.00	2,983.88	32.18	** Function
200	Employee Benefits	2,565.19	12,694.21	1,228.52	33,500.00	19,577.27	41.56	
2560	Food Services	2,565.19	12,694.21	1,228.52	33,500.00	19,577.27	41.56	** Function
200	Employee Benefits	0.00	1,371.36	0.00	0.00	(1,371.36)	0.00	
2640	Function 2640	0.00	1,371.36	0.00	0.00	(1,371.36)	0.00	** Function
2000	Support Services	15,393.56	79,026.44	6,844.95	205,575.00	119,703.61	41.77	* 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	26,552.76	130,171.10	12,063.82	361,025.00	218,790.08	39.40	Fund

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Capital Projects Fund or Fund Group 60

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

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

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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	0.00	0.00	0.00	540,154.00	540,154.00	0.00	
8110	Permnt Trns Wrk Csh Abol	0.00	0.00	0.00	540,154.00	540,154.00	0.00	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8120	Prmnt Trnf Int From Wrkcs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	540,154.00	540,154.00	0.00	* Function
70	Working Cash Fund	0.00	0.00	0.00	540,154.00	540,154.00	0.00	Fund

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Expenditure Report

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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	0.00	1,335.84	0.00	0.00	(1,335.84)	0.00	
200	Employee Benefits	0.00	168.68	0.00	0.00	(168.68)	0.00	
2134	Nurse Services	0.00	1,504.52	0.00	0.00	(1,504.52)	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	24,555.00	4,715.00	25,000.00	(4,270.00)	117.08	
2362	Workers Comp/Workers Occ Disease Acts Payments	0.00	24,555.00	4,715.00	25,000.00	(4,270.00)	117.08	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	275.62	0.00	20,000.00	19,724.38	1.38	
2363	Unemployment Insurance Act Payments	0.00	275.62	0.00	20,000.00	19,724.38	1.38	** Function
300	Purchased Services	0.00	54,845.00	0.00	54,845.00	0.00	100.00	
2364	Insurance Payments (regular or self-insurance)	0.00	54,845.00	0.00	54,845.00	0.00	100.00	** Function
100	Salaries	13,439.46	60,169.36	6,719.73	165,000.00	98,110.91	40.54	
200	Employee Benefits	0.00	180.47	0.00	0.00	(180.47)	0.00	
2365	Risk Management and Claims Services Payments	13,439.46	60,349.83	6,719.73	165,000.00	97,930.44	40.65	** Function
300	Purchased Services	1,495.00	8,365.52	1,086.25	15,000.00	5,548.23	63.01	
2367	Educational, Inspectional, Sup Serv due to loss	1,495.00	8,365.52	1,086.25	15,000.00	5,548.23	63.01	** Function
300	Purchased Services	467.50	9,717.75	1,202.50	30,000.00	19,079.75	36.40	
2369	Legal Services	467.50	9,717.75	1,202.50	30,000.00	19,079.75	36.40	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2410	Office Of Principal Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	242.00	0.00	0.00	(242.00)	0.00	
2540	Function 2540	0.00	242.00	0.00	0.00	(242.00)	0.00	** Function
100	Salaries	649.12	1,622.80	324.56	0.00	(1,947.36)	0.00	
2542	Care & Upkeep Bldg Serv	649.12	1,622.80	324.56	0.00	(1,947.36)	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	16,051.08	161,478.04	14,048.04	309,845.00	134,318.92	56.65	* Function

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Expenditure Report

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PUTNAM COUNTY CUSD #535

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		16,051.08	161,478.04	14,048.04	309,845.00	134,318.92	56.65	Fund

Expenditure Report

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PUTNAM COUNTY CUSD #535

Fire Prevention/Life Safety 90								
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	0.00	0.00	0.00	0.00	0.00	
2548	L/S Capital Outlay	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
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	0.00	0.00	0.00	0.00	0.00	Fund
Report Total:		<u>1,086,004.94</u>	<u>4,383,543.44</u>	<u>496,698.37</u>	<u>12,716,847.00</u>	<u>7,836,605.19</u>	<u>38.38</u>	

Fund Balance Report

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PUTNAM COUNTY CUSD #535

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
10	Education Fund	739,669.87	182,133.52	3,282,059.42	4,650,240.25	1,368,180.83	4,161,696.62	5,529,877.45
20	Oper, Build, & Maint Fund	102,318.26	803.34	419,087.33	554,513.67	135,426.34	284,077.84	419,504.18
30	Debt Service Fund or Fund Group	104,750.00	208.71	104,750.00	3,150.88	(101,599.12)	337,973.73	236,374.61
40	Transportation Fund	96,662.97	471.20	285,997.55	762,681.36	476,683.81	399,962.83	876,646.64
50	I.M.R.F./Soc. Sec. Fund	26,552.76	339.81	130,171.10	217,881.54	87,710.44	392,690.12	480,400.56
70	Working Cash Fund	0.00	435.28	0.00	57,341.99	57,341.99	2,396,523.05	2,453,865.04
80	Tort Immunity and Judgment Fund	16,051.08	447.34	161,478.04	286,246.69	124,768.65	224,692.88	349,461.53
90	Fire Prevention/Life Safety	0.00	140.44	0.00	55,712.80	55,712.80	55,194.18	110,906.98
		<u>\$1,086,004.94</u>	<u>\$184,979.64</u>	<u>\$4,383,543.44</u>	<u>\$6,587,769.18</u>	<u>\$2,204,225.74</u>	<u>\$8,252,811.25</u>	<u>\$10,457,036.99</u>

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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	448,730.40	(12,941.58)	435,788.82
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	5,625,011.40	(544,594.77)	5,080,416.63
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	\$6,087,541.80	(\$557,536.35)	\$5,530,005.45
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	(128.00)	0.00	(128.00)
10-460-1	DISABILITY INS. PAYABLE	0.00	0.00	0.00
10-458-1	Delete This Account	0.00	0.00	0.00
10-456-1	Delete This Account	0.00	0.00	0.00
10-455-1	Delete This Account	0.00	0.00	0.00
10-459-1	Delete This Account	0.00	0.00	0.00
10-454-1	Delete This Account	0.00	0.00	0.00
10-452-1	Delete This Account	0.00	0.00	0.00
10-411-1	LOAN TO LIFE SAFETY	0.00	0.00	0.00
10-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
10-434-1	LOANS FROM WKG CASH FND	0.00	0.00	0.00
10-453-1	Delete This Account	0.00	0.00	0.00
	Total	(\$128.00)	\$0.00	(\$128.00)
10-706-1	NET PROFIT/LOSS	(1,925,717.18)	557,536.35	(1,368,180.83)
10-730-1	FUND BALANCE	(4,161,696.62)	0.00	(4,161,696.62)
	Total	(\$6,087,413.80)	\$557,536.35	(\$5,529,877.45)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 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	3,630.78	0.00	3,630.78
20-131	PAYROLL CASH	0.00	0.00	0.00
20-110-1	CASH IN BANKS	141,531.40	3.82	141,535.22
20-121-1	REGULAR INVESTMENT O/M	375,872.92	(101,518.74)	274,354.18
	Total	\$521,035.10	(\$101,514.92)	\$419,520.18
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	(16.00)	0.00	(16.00)
20-451	Delete This Account	0.00	0.00	0.00
20-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
20-452-1	Delete This Account	0.00	0.00	0.00
	Total	(\$16.00)	\$0.00	(\$16.00)
20-730-1	FUND BALANCE	(284,077.84)	0.00	(284,077.84)
20-706-1	NET PROFIT/LOSS	(236,941.26)	101,514.92	(135,426.34)
	Total	(\$521,019.10)	\$101,514.92	(\$419,504.18)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 30				
AP-Accrual-30	AP-Accrual for Fund 30	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
30-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
30-110-1	CASH IN BANKS	(1,515.24)	0.00	(1,515.24)
30-121-1	REGULAR INVESTMENT B/I	342,431.14	(104,541.29)	237,889.85
	Total	\$340,915.90	(\$104,541.29)	\$236,374.61
30-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
30-730-1	FUND BALANCE	(337,973.73)	0.00	(337,973.73)
30-706-1	NET PROFIT/LOSS	(2,942.17)	104,541.29	101,599.12
	Total	(\$340,915.90)	\$104,541.29	(\$236,374.61)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 40				
AP-Accrual-40	AP-Accrual for Fund 40	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
40-110-1	CASH IN BANKS	73,300.05	0.00	73,300.05
40-121-1	REGULAR INVESTMENT TRANS	899,538.36	(96,191.77)	803,346.59
40-131	PAYROLL CASH	0.00	0.00	0.00
40-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
	Total	\$972,838.41	(\$96,191.77)	\$876,646.64
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	(572,875.58)	96,191.77	(476,683.81)
40-730-1	FUND BALANCE	(399,962.83)	0.00	(399,962.83)
	Total	(\$972,838.41)	\$96,191.77	(\$876,646.64)
	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	211,729.30	0.00	211,729.30
50-121-1	REGULAR INVESTMENT IMRF	294,884.21	(26,212.95)	268,671.26
50-185-1	IMRF-LONG TERM INVESTMEN	0.00	0.00	0.00
	Total	\$506,613.51	(\$26,212.95)	\$480,400.56
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	(392,690.12)	0.00	(392,690.12)
50-706-1	NET PROFIT/LOSS	(113,923.39)	26,212.95	(87,710.44)
	Total	(\$506,613.51)	\$26,212.95	(\$480,400.56)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 60				
AP-Accrual-60	AP-Accrual for Fund 60	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
60-185-1	LONG TERM INVEST C/P	0.00	0.00	0.00
60-121-1	REG INVESTMENTS-CAP PROJ	0.00	0.00	0.00
60-110-1	CASH IN BANK-CAP PROJ	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
60-411-1	LOAN FROM W/C	0.00	0.00	0.00
60-431-1	A/P CAP PROJECTS	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
60-730-1	FUND BALANCE	0.00	0.00	0.00
60-706-1	NET PROFIT/LOSS	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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 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	1,180,745.49	354.64	1,181,100.13
70-185-1	INVESTMENT LONG TERM WC	1,272,684.27	80.64	1,272,764.91
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	\$2,453,429.76	\$435.28	\$2,453,865.04
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	(2,396,523.05)	0.00	(2,396,523.05)
70-706-1	NET PROFIT/LOSS	(56,906.71)	(435.28)	(57,341.99)
	Total	(\$2,453,429.76)	(\$435.28)	(\$2,453,865.04)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 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	315,863.91	(15,603.74)	300,260.17
80-110-1	TORT-CASH IN BANKS	49,201.36	0.00	49,201.36
	Total	\$365,065.27	(\$15,603.74)	\$349,461.53
80-481	NON-CERT DUES	0.00	0.00	0.00
80-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
80-730-1	FUND BALANCE	(224,692.88)	0.00	(224,692.88)
80-706-1	NET PROFIT/LOSS	(140,372.39)	15,603.74	(124,768.65)
	Total	(\$365,065.27)	\$15,603.74	(\$349,461.53)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 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	217,233.69	140.44	217,374.13
90-110-1	CASH IN BANK-LIFE SAFETY	(106,467.15)	0.00	(106,467.15)
	Total	\$110,766.54	\$140.44	\$110,906.98
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	(55,572.36)	(140.44)	(55,712.80)
90-730-1	FUND BALANCE	(55,194.18)	0.00	(55,194.18)
	Total	(\$110,766.54)	(\$140.44)	(\$110,906.98)
	Total	\$0.00	\$0.00	\$0.00

PCPS Activity Fund October

Beginning Balance	\$15605.52
Deposits	\$2907.38
Expenditures	\$7679.11
Ending Balance	\$10833.79

Deposits

11/21/17	Book Fair	\$2907.38
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Expenditures

CK#			
908	11/01/17	Sara Zborowski refund hoodie	\$25.00
909	11/01/17	Stacy Kemp refund hoodie	\$25.00
910	11/01/17	Collegiate Designs Spirit gear	\$3614.82
911	11/07/17	Demco FRN	\$14.98
912	11/07/17	Oriental Trading Co FRN	\$57.93
913	11/07/17	PC Foods P/T conf supper	\$34.22
914	11/07/17	Hinckley Springs water	\$105.88
915	11/07/17	Pepsi Soda	\$101.96
916	11/09/17	North Central Bank Amazon-media supplies	\$190.38

917	11/13/17	Ronda Cross Avanti's-Am Ed Week lunch	\$58.47
918	11/14/17	Dollar General Chips-FRN supper	\$10.00
919	11/14/17	Subway FRN supper	\$138.84
920	11/15/17	Monica McGill Dollar General-batteries	\$9.00
921	11/15/17	Alfano's Pizza-Am Ed Week lunch	\$120.00
922	11/20/17	Scholastic Book Fair	\$2906.43
923	11/29/17	Hinckley Springs Water	\$89.83
924	11/29/17	Toni's Flowers Balloons for FRN	\$21.00
925	11/29/17	Pepsi Soda	\$107.52
926	11/29/17	Kaddywaampus Lunch	\$47.85

PCPS Imprest Fund November

Beginning Balance	\$1362.75
Deposits	\$137.25
Expenditures	\$2.24
Ending Balance	\$1500.00

Deposits

11/21/17	\$137.25
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Expenditures

<u>CK#</u>	<u>ACCT#</u>		
661	10-2410-341-1	USPS	\$2.24

<i>Total request for reimbursement</i>	\$2.24
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PCES Activity Fund November 2017

Beginning Balance November 01, 2017	\$18649.11
Deposits November 2017	3431.01
Expenditures November 2017	4979.22
Ending Balance November 30, 2017	\$17100.90

Deposits

11/8/17	Concessions (430.00), Soda (113.66)	\$543.66
11/21/17	Staff Shirts (199.00), IVAR (175.98)	\$374.98
11/21/17	Book Fair	\$2512.37

Expenditure

11/1/17 - #1347	S&S Worldwide	\$145.60
	Recess Equipment	
11/1/17 - #1348	Worthington Direct	\$1128.44
	Tables & Chairs for Lounge	
	Ribbon Week Supplies	
11/16/17 - #1349	Hennepin Foods	\$275.06
	Conference Food, Concession Stand, Supplies	
11/16/17 - #1350	Pepsi	\$177.04
	Soda for Lounge	
11/16/17 - #1351	Cosgrove Distributors	\$241.41
	Concession Stand supplies	
11/21/17 - #1352	Courtney Balestri	\$499.69
	Reimbursement for Lunch for Staff for	
	National Education Week	
11/28/17 - #1353	Scholastic Book Fairs	\$2511.98
	Book Fair	

Total Expenditures	\$4979.22
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PCES Imprest Fund Report November 2017

Beginning Balance November 01, 2017	\$1095.00
Balance November 30, 2017	\$746.00
Request for reimbursement	\$754.00
Attain Maximum Balance	\$1,500.00

Deposits

11/8/17	Reimbursement from September	\$155.00
11/21/17	Reimbursement from October	\$250.00

Expenditures

11/1/17 – Check# 3228	Bureau of Education & Research Workshop – Chelsi Straughn Title 1 10-1250-332-36	\$239.00
11/2/17 – Check #3229	Institute for Educational Development Workshop – Michelle Erickson Title 2 10-1110-332-42	\$249.00
11/17/17 – Check #3230	NCTM Regional Conference & Expo Workshop – Becky Boudreau Title 1 10-1250-332-36	\$211.00
11/21/17 – Check #3231	Bryson Oeder Referee for 5/6 Boys Basketball 10-1501-319-3	\$55.00
Total Expenditures		\$754.00
Request for reimbursement		\$754.00

Putnam County Junior High School
 Imprest Fund
 October, 2017
 Account #010-146

Beginning Balance	\$ 1,710.00
Replenishment Request	<u>1,090.00</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	<u>\$ 2,129.00</u>
Balance	\$ 671.00
Replenishment Request	<u>\$ 2,129.00</u>
Attain Maximum Balance	\$ 2,800.00

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Account #</u>	<u>Reason</u>	<u>Amount</u>
5924	11/02	Ed Derix	10-1501-319-3	official	60.00
5925	11/02	Afton Caulkins	10-1501-319-3	official	60.00
5926	11/07	Rick Michael	10-1501-319-3	official	90.00
5927	11/07	Ed Derix	10-1501-319-3	official	90.00
5928	11/08	ROE	Ellena Registration	TITLE II	85.00
5929	11/09	Afton Caulkins	10-1501-319-3	official	60.00
5930	11/09	Joel Gerdovich	10-1501-319-3	official	60.00
5931	11/11	Derek Neahrng	10-1501-319-3	official	60.00
5932	11/11	Steve Osborne	10-1501-319-3	official	60.00
5933	11/11	Afton Caulkins	10-1501-319-3	official	60.00
5934	11/11	Mike Urnikis	10-1501-319-3	official	60.00
5935	11/11	Scott Neahrng	10-1501-319-3	official	55.00
5936	11/11	Tom Weir	10-1501-319-3	official	55.00
5937	11/13	Afton Caulkins	10-1501-319-3	official	60.00
5938	11/13	Steve Osborne	10-1501-319-3	official	60.00
5939	11/14	LTC	10-1501-640-3	LTC gate	139.00
5940	11/14	Peru Parkside	10-1501-640-3	6 th Boys Tourney	75.00
5941	11/16	Derek Nearhing	10-1501-319-3	official	60.00
5942	11/16	Derek Kazalowski	10-1501-319-3	official	60.00
5943	11/16	Larry Laio	10-1501-319-3	official	55.00
5944	11/18	Joel Gerdovich	10-1501-319-3	official	45.00
5945	11/18	Pete Heiden	10-1501-319-3	official	45.00
5946	11/20	Afton Caulkins	10-1501-319-3	official	90.00
5947	11/20	Rick Michael	10-1501-319-3	official	90.00
5948	11/21	Egan Hicks	10-1501-319-3	official	45.00
5949	11/21	Todd Ryan	10-1501-319-3	official	45.00
5950	11/27	Dave Baima	10-1501-319-3	official	60.00
5951	11/27	John McCauley	10-1501-319-3	official	60.00
5952	11/28	Afton Caulkins	10-1501-319-3	official	60.00
5953	11/28	Pete Heiden	10-1501-319-3	official	60.00
5954	11/29	Doug Rose	10-1501-319-3	official	55.00
5955	11/29	Ed Derix	10-1501-319-3	official	55.00
5956	11/29	Steve Mozina	10-1501-319-3	official	55.00

expenditures	2,129.00
Replenishment request	2,129.00

Michael Olson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School
PCJH Cheerleading
November, 2017
Account #138-258

Beginning Balance	\$	678.71
Transfers In		<u>00.00</u>
Subtotal		678.71
Less Expenditures		<u>00.00</u>
Balance		678.71

<u>Check#</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
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Michael Olson, Principal

Sandra A. Troglia, Secretary

Putnam County Junior High School
 PCJH Girls Athletic Fund
 November, 2017
 Account #010-707

Beginning Balance	\$ 10,957.38
Transfers In	<u>4,973.00</u>
Subtotal	15,930.38
Less Expenditures	<u>1,497.48</u>
Balance	14,432.90

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
718	11/07	Cosgrove	concession supplies	96.73
719	11/14	Locker Room	shirts	208.00
720	11/14	Locker Room	shirts	763.00
721	11/20	Creative Apparell	shirts	429.75

Michael Olson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School
Puma Crew
November, 2017
Account #010-561

Beginning Balance	\$1,599.36
Transfers In	<u>1,613.21</u>
Subtotal	3,212.57
Less Expenditures	<u>1,079.84</u>
Balance	\$2,132.73

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
649	11/7	PC Foods	Concessions	\$ 25.92
650	11/28	Pepsi Bottling Co	Concessions Beverages	\$1,053.92

Cortny Hannon, Advisor

Putnam County Junior High School
 PCJH Staff Soda
 November, 2017
 Account #010-650

Beginning Balance	\$ 4,436.61
Transfers In	<u>8,460.16</u>
Subtotal	12,896.77
Less Expenditures	<u>4,458.11</u>
Balance	8,438.66

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1511	11/07	Cosgrove	Dance	53.96
1512	11/07	Toni's Flowers	baloons	18.00
1513	11/14	Ruthie and Dana	8 th Gr Fund Raiser	1,368.64
1514	11/16	Water Stroe	water	43.44
1515	11/16	PBC	gatorade	885.20
1516	11/21	Scholastic Book fair	book fair	1,938.29
1517	11/21	Troy Ebel	interact	10.58
1518	11/30	Ali's Pantry	student of the month	140.00

 Michael Olson, Principal

 Sandra A. Troglia, Secretary

Putnam County Junior High School
Student Council
November, 2017
Account #138-096

Beginning Balance	\$ 1548.07
Transfers In	\$
Subtotal	\$ 1548.07
Less Expenditures	\$
Balance	\$ 1548.07

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
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Putnam County Junior High School
 PCJH Activity Fund
 November, 2017

<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	00.00	00.00	\$ 678.71
PCJH Girls Athletic 010-707	10,957.38	4,973.00	1,497.48	14,432.90
PCJH Puma Crew 010-561	1,599.36	1,613.21	1,079.84	2,132.73
Staff Soda 010-650	4,436.61	8,460.16	4,458.11	8,438.66
PCJH Student Council 138-096	1,548.07	00.00	00.00	1,548.07

 Michael Olson, Principal

 Sandra A. Troglio, Secretary

Putnam County High School
General Ledger Report
Financial Report
November report

From Date:	11/1/2017
To Date:	11/30/2017

From Acct:	100
To Account:	603

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000100	Office	\$13,251.09	\$614.29	(\$258.42)	\$0.00	\$13,606.96	\$0.00	\$13,606.96
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	\$839.63	\$0.00	\$0.00	\$0.00	\$839.63	\$0.00	\$839.63
000120	Baseball	\$2,410.70	\$0.00	\$0.00	\$0.00	\$2,410.70	\$0.00	\$2,410.70
000125	Girl's Softball	\$534.00	\$0.00	\$0.00	\$0.00	\$534.00	\$0.00	\$534.00
000130	PC Enterprises	\$968.24	\$0.00	\$0.00	\$0.00	\$968.24	\$0.00	\$968.24
000135	Golf	\$318.62	\$90.00	\$0.00	\$0.00	\$408.62	\$0.00	\$408.62
000137	Girls Golf	\$178.69	\$0.00	\$0.00	\$0.00	\$178.69	\$0.00	\$178.69
000140	Scholastic Bowl	\$413.63	\$0.00	\$0.00	\$0.00	\$413.63	\$0.00	\$413.63
000150	Interact Club	\$2,762.89	\$0.00	(\$52.98)	\$0.00	\$2,709.91	\$0.00	\$2,709.91
000155	Art	\$554.90	\$0.00	\$0.00	\$0.00	\$554.90	\$0.00	\$554.90
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	\$5,235.64	\$2,565.00	(\$2,562.00)	\$0.00	\$5,238.64	\$0.00	\$5,238.64
000300	Journalism	\$6,506.30	\$0.00	(\$3,900.04)	\$0.00	\$2,606.26	\$0.00	\$2,606.26
000310	Oldies Club	\$106.17	\$0.00	\$0.00	\$0.00	\$106.17	\$0.00	\$106.17
000320	Girl's Basketball	\$3,793.61	\$8,749.00	(\$10,319.56)	\$0.00	\$2,223.05	\$0.00	\$2,223.05
000325	Boy's Basketball	\$2,820.19	\$0.00	(\$463.83)	\$0.00	\$2,356.36	\$0.00	\$2,356.36
000330	Student Council	\$3,692.99	\$304.00	(\$134.40)	\$0.00	\$3,862.59	\$0.00	\$3,862.59
000340	N.H.S.	\$833.01	\$131.00	(\$85.28)	\$0.00	\$878.73	\$0.00	\$878.73
000345	Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000350	Landscaping	\$316.61	\$4.03	\$0.00	\$0.00	\$320.64	\$0.00	\$320.64
000360	FFA	(\$170.48)	\$283.00	(\$36.95)	\$0.00	\$75.57	\$0.00	\$75.57
000365	Greenhouse Project	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
000370	Cheerleading	\$3,209.45	\$240.00	(\$872.20)	\$0.00	\$2,577.25	\$0.00	\$2,577.25
000380	Panteras	\$4,533.72	\$260.00	(\$3,790.12)	\$0.00	\$1,003.60	\$0.00	\$1,003.60
000390	Media Club	\$1,276.87	\$0.00	\$0.00	\$0.00	\$1,276.87	\$0.00	\$1,276.87
000395	Computer Club	\$333.40	\$0.00	\$0.00	\$0.00	\$333.40	\$0.00	\$333.40
000400	Tournament Athletics	\$16,051.59	\$5,295.00	(\$10,429.25)	\$0.00	\$10,917.34	\$0.00	\$10,917.34
000405	PC Graduation Rollover	\$6,131.24	\$0.00	(\$962.75)	\$0.00	\$5,168.49	\$0.00	\$5,168.49
000410	Thespians	\$1,268.57	\$214.00	(\$420.85)	\$0.00	\$1,061.72	\$0.00	\$1,061.72
000420	Science Club	\$263.20	\$0.00	(\$81.00)	\$0.00	\$182.20	\$0.00	\$182.20
000425	Wrestling	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$5.00
000430	Music (Band)	\$517.36	\$2,069.61	(\$1,071.75)	\$0.00	\$1,515.22	\$0.00	\$1,515.22

Putnam County High School
General Ledger Report
Financial Report
November report

From Date: 11/1/2017
To Date: 11/30/2017

From Acct: 100
To Account: 603

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	I TP Class	\$348.02	\$0.00	\$0.00	\$0.00	\$348.02	\$0.00	\$348.02
000530	Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000540	Volleyball	\$2,348.89	\$155.00	(\$795.26)	\$0.00	\$1,708.63	\$0.00	\$1,708.63
000545	Class of 2017	\$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)
000595	Class of 2018	\$4,141.36	\$0.00	\$0.00	\$0.00	\$4,141.36	\$0.00	\$4,141.36
000600	Class of 2019	\$977.73	\$4,377.00	(\$802.22)	\$0.00	\$4,552.51	\$0.00	\$4,552.51
000602	Class of 2020	\$3,026.26	\$0.00	(\$464.66)	\$0.00	\$2,561.60	\$0.00	\$2,561.60
000603	Class of 2021	\$0.00	\$241.50	(\$170.35)	\$0.00	\$71.15	\$0.00	\$71.15
Group Total		\$91,761.75	\$25,592.43	(\$37,673.87)	\$0.00	\$79,680.31	\$0.00	\$79,680.31
Activity Accounts Grand Total		\$91,761.75	\$25,592.43	(\$37,673.87)	\$0.00	\$79,680.31	\$0.00	\$79,680.31

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-17
 Clayton Theisinger, Principal

Balance October			\$3,907.00
replenishment requested			\$2,093.00
Maximum Balance			\$6,000.00
Balance as of November			\$4,080.00
Replenishment Requested			\$1,920.00
Peoria High School	10-1501-640-2	Cheer competition	\$100.00
Pontiac High School	10-1501-640-2	Cheer competition	\$100.00
Bureau Valley High School	10-1501-640-2	Cross Country Invite	\$140.00
Dunlap High School	10-1501-640-2	Pantera Competition	\$100.00
Hononegah High School	10-1501-640-2	Pantera Competition	\$100.00
Bureau Valley High School	10-1501-640-2	JV Girls Basketball tour	\$100.00
Peoria High School	10-1501-640-2	Cross Country Invite	\$200.00
Wethersfield	10-1501-640-2	Boys Basketball Tourn	\$130.00
Metamora High School	10-1501-640-2	Wrestling Tourn	\$250.00
Farming Central High School	10-1501-640-2	Cheer competition	\$100.00
Riverdale High School	10-1501-640-2	Wrestling Tourn	\$175.00
John Coons	10-1501-319-2	Fresh Girls BB Official	\$50.00
Joel Gerdovich	10-1501-319-2	Fresh Girls BB Official	\$50.00
IDTA	10-1501-640-2	Pantera Membership	\$100.00
Gary Vicini	10-1501-319-2	Girls Basketball Official	\$50.00
Larry Laio	10-1501-319-2	Girls Basketball Official	\$50.00
Fieldcrest High School	10-1501-640-2	Pantera Competition	\$125.00

Putnam County Community Unit School District #535

Treasurer's Report November 30, 2017

	Fund 10	Fund 20	Fund 30	Fund 40	Fund 50	Fund 70	Fund 80	Fund 90	Outstanding	Totals
	EDUCATION	O & M	BOND & INT	TRANSPORT	IMRF/SS	WORK CASH	TORT	LIFE SAFETY	Checks	
Cash Balances, Beginning of Month	6,087,413.80	521,019.10	340,915.90	972,838.41	506,613.51	2,453,429.76	365,065.27	110,766.54	-	11,358,062.29
Add: Receipts	182,133.52	803.34	208.71	471.20	339.81	435.28	447.34	140.44		184,979.64
Less: Expenditures	739,669.87	102,318.26	104,750.00	96,662.97	26,552.76	-	16,051.08	-		1,086,004.94
Less: Outstanding Deposits										-
Interest	-	-								-
Adjusting Entries	-									-
District Balances 11/30/2017	5,529,877.45	419,504.18	236,374.61	876,646.64	480,400.56	2,453,865.04	349,461.53	110,906.98	-	10,457,036.99
Add: Outstanding Checks									39,972.45	39,972.45
Reconciliation Balance 11/30/17	5,529,877.45	419,504.18	236,374.61	876,646.64	480,400.56	2,453,865.04	349,461.53	110,906.98	39,972.45	10,497,009.44

(these balances should equal Total Cash & Investments)

Bank Balances Made up of the Following Funds

NOW Accounts:

Granville National Bank	193,520.31	41,061.52	-	11,631.50	-	-	-	-		246,213.33
First State Bank	239,862.97	54,055.21	(1,515.24)	61,668.55	211,729.30	-	49,201.36	(106,467.15)		508,535.00
North Central Bank	-	46,418.32	-	-	-	-	-	-		46,418.32
Subtotal:	433,383.28	141,535.05	(1,515.24)	73,300.05	211,729.30	-	49,201.36	(106,467.15)		801,166.65

Money Market Accounts:

	APY									
First State Bank	0.03%	1,475,292.64	206,493.36	96,064.45	163,373.41	115,295.80	81,981.30	33,273.94	76,952.66	2,248,727.56
North Central Bank	0.03%	3,342,269.32	67,844.99	141,825.40	639,973.18	153,375.46	1,099,118.83	266,986.23	140,421.47	5,851,814.88
Eureka Savings Bank	0.35%	255,187.98	-	-	-	-	-	-	-	255,187.98
IL Fund	0.00%	6,666.69	-	-	-	-	-	-	-	6,666.69
INB	0.00%	1,000.00	-	-	-	-	-	-	-	1,000.00
Subtotal:		5,080,416.63	274,338.35	237,889.85	803,346.59	268,671.26	1,181,100.13	300,260.17	217,374.13	8,363,397.11

Certificates of Deposits

First State Bank	0..66%					211,062.43				211,062.43
North Central Bank	0.45%					338,489.50				338,489.50
North Central Bank	0.55%					723,212.98				723,212.98
Subtotal:						1,272,764.91				1,272,764.91

Tree Fund / NCB CD		3,630.78								3,630.78
Imprest Fund		13,800.00								13,800.00

TOTAL CASH & INVESTMENTS:	5,527,599.91	419,504.18	236,374.61	876,646.64	480,400.56	2,453,865.04	349,461.53	110,906.98	-	10,454,759.45
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Difference 2,277.54

Outstanding Checks 39,972.45 42,249.99

Handwritten Signature: Daniel J. Wujak 12-13-17

402 East Silverspoon Ave.
Granville, Ill. 61326



Office (815) 882-2800
Fax (815) 339-2628

Putnam County High School
Mr. Clayton J. Theisinger
Principal

BOARD REPORT: December 2017

Classroom Insights

Ms. Hannah Weinzierl, the new agriculture teacher and FFA advisor, has worked with her students extensively over the past semester to provide more structured and rigorous learning opportunities in her ag courses. In the provided photo, Ms. Weinzierl is leading students in a research project on different topics related to agriculture resource management. Another project that can be seen in the photo are the recycled wood projects that students have been making in ag construction. Using discarded pallets and scrap wood, students practiced their tool skills to make holiday decorations for families or to sell for FFA fundraising.



Academics

Rising Star Committee (School Improvement)

The Rising Star Committee has met a handful of times over the past two months to identify focus areas for individual and whole school learning improvement at PCHS. This committee represents an array of faculty from across the building in order to provide a collaborative and comprehensive vision for improving student learning. Through their work, they have identified three goals for the remainder of the 2017-2018 school year. Using data from the past few school years and anecdotal observations, they have identified the following goals:

- To provide quality learning opportunities for all freshmen students in order to achieve a freshmen-on-track rate of at least 90% at the end of the 2017-2018 school year
- To reduce the achievement gap of those eligible for free/reduced price lunch, as evidenced by at least 65% of those eligible receiving English-language achievement scores in Tiers 2 or 3 and at least 55% receiving mathematics achievement scores in Tiers 2 or 3
- To positively enhance and develop the professional and collaborative climate

PSAT/NMSQT Results

The PSAT/NMSQT was administered on October 11, 2017, to all junior students. This assessment serves as the *National Merit Scholarship Qualifying Test* and provides students with opportunities to earn several scholarships or other awards. The assessment is also aligned with the SAT Suite of Assessments and is given as a primer to expose students to an SAT format and testing experience. Last year, our juniors showed substantial growth from the PSAT/NMSQT in the Fall to the SAT in April. In addition, the majority of them participated in a survey after the PSAT/NMSQT and identified that the experience helped them better prepare for the SAT.

Results and a brief analysis of this year's PSAT/NMSQT as well as last year's results are included below:

- The gap between the PCHS mean score and the State mean score is 28 points smaller this year as compared to Fall 2016.
- More students are meeting at least one benchmark this year as compared to Fall 2016. However, there is a smaller rate of students meeting the math benchmark and both benchmarks.
- Higher scores are noted this year in three sub-areas, but there was a lesser achievement score for "Heart of Algebra."

PSAT/NMSQT SCORES	Fall 2017		Fall 2016	
	PCHS	State	PCHS	State
Mean Score	908	990	890	1000
English-Reading-Writing	464	497	449	502
Mathematics	444	493	440	498
Meeting Both Benchmarks	15%	40%	19%	42%
Meeting English Benchmarks	48%	62%	43%	64%
Meeting Math Benchmarks	15%	42%	20%	45%
Meeting No Benchmarks	52%	36%	56%	33%
Mean Cross-Test Scores				
Analysis in Science	23	25	23	25
Analysis in History/SS	23	25	22	25
Mean Subscores				
Command of Evidence	8	9	7	9
Words in Context	8	9	8	9
Expression of Ideas	8	9	7	9
Standard English Conventions	8	9	8	9
Heart of Algebra	6	8	7	8
Problem Solving and Data Analysis	8	9	7	9
Passport to Advanced Math	7	8	7	8

Indicates higher score than Fall 2016

Regional Office of Education (ROE) Compliance Visit

On Friday, December 8, 2017, the ROE followed up to our November compliance visit to check on our progress with safety and security concerns. Assistant Superintendent at the ROE, Mr. Matt Winchester, stated that if a turn-around award existed, we would receive it. Our list of documented incompliances was scaled from three full pages to three simple-fix items.

Enrollment

Enrollment as of 12/04/2017 is as follows:

Freshman	70	(0)
Sophomore	63	(0)
Junior	67	(-1)*
Senior	79	(-2)*
Total	279	(-3)

*Withdrawals were dropouts during November 2017. Two students received extended counseling and advisement by Mr. Ellena and/or myself on the need to remain in school and complete graduation requirements. The third student moved out of the district and was no longer able to be contacted despite daily, ongoing attempts. The ROE recommended the student be dropped due to lack of attendance and contact.

December Board Report

PRINCIPAL: RONDA CROSS

PCPS Enrollment:

PreK - 79 (Early Intervention Student: Jan.) K - 67 1st- 43 2nd- 56

CALENDAR EVENTS:

- Dec. 15th Kindergarten Craft Day
- Dec. 18th 2nd Grade Bowling Field Trip
- Dec. 19th 1st Grade Bowling Field Trip
- Dec. 20th Early Dismissal: RtI Data Team Mtg.
- Dec. 21 Pre-K's Holiday Magic Program, Classroom Parties, Santa Visits

Preschool For All Grant (PFA) Request for Proposal (RFP):

As you are aware, the PFA RFP is out from the state. This was suppose to be out last year, but for some unknown reasons it was just released Nov.1st. This is a competitive grant across the state. It will be highly competitive too. There are schools that have not gotten the grant or want to add seats to their program because of growing population, needs or poverty. The state has increased their designations for what is considered to be a "high quality" program or need and they are interested in schools looking at and moving their program toward what is called "expansion model". (You may remember this is for high at-risk students that are 4 years old and would reduce the number of students we would serve.) We conducted a Board and prek parent survey last year. The Board was not interested in serving fewer Putnam County students (especially since this is the only preschool program in Putnam County), and therefore directed the staff and myself to conduct a survey with the families. Through that survey, we found that the vast majority of parents indicated they were not interested in serving fewer students either. So, this has guided our process this year.

The teachers and I have gone to three different workshops on the new ECERS rating scale (rates our program and assigns a designation of three different levels. We are currently the middle level - Silver) and the Preschool RFP. The ECERS III workshops helped us better understand the new rating scales and how we will be rated this winter or spring when the State visits for two days (This occurs every three years). The RFP workshop helped answer some technical assistance questions with the PFA grant, but the State is not providing any technical assistance because this is a highly competitive grant. It is unfortunate, but simply stated, each district is trying to beat out their neighbor in order to serve their preschool aged students.

The teachers, Mrs. Lamboley and I have been working on the RFP. Hard to share how many hours have gone into this, but let's just say...it's a lot and we are still working on it. I will also continue to work on

it over the break. We are doing everything possible to research and write the best possible grant for the district, but based on the new high priority designations, not writing for expansion model, number of districts applying and other factors, there is a possibility that we may not be awarded the grant.

The RFP is due in Springfield on January 12th. The State is not allowing electronic submissions this time, so the RFP paper copy and flash drive will be hand delivered and time stamped on approximately the 10th or 11th depending on the weather forecast.

ESSA/Title I & IIA Update:

I have resubmitted the Title grants for review. There were typical corrections from the State and those have all been made. The grant now resides with the 2nd grant reviewer process. Hopefully next month I will have good news that the grant is approved and we are only working on planning and implementing curriculum and instruction.

ROCK STARS OF THE WEEK....

Joselyn Lopez	1 st Grade	Ms. Himlick
Kiley Hahn	2 nd Grade	Mrs. Ladage
Eme Carboni	1 st Grade	Ms. Delvallee
Avery Lenkaitis	Kindergarten	Mrs. Downey
Mrs. Amy Bell	2 nd Grade Teacher	Rock Star Staff Member
Ms. Claudia Gallup	Paraprofessional	Rock Star Staff Member

KINDERGARTEN FEAST

Students had a wonderful time presenting song to friends and family....followed by a “feast” that parents collaborated with teachers to provide symbolic items. Always a fun time...





Putnam County Elementary School

*326 S. 5th St.
Hennepin, IL 61327*

*Phone Number 1-815-882-2800
Fax Number 1-815-925-7435*

2017 December Board Report
Mrs. Courtney Balestri

Enrollment

3rd Grade = 50 students, with class sizes of 16, 17 and 17 students (+/- 0)

4th Grade = 51 students, with class sizes of 16, 17, and 18 students (+/- 0)

5th Grade = 65 students, with class sizes of 21, 22, and 22 students (+/- 0)

Evaluation Update

To date, I have completed nine formal and five informal evaluations of teachers. I have four of both formal and informal observations of teacher to complete second semester. Once all formal and informal evaluations of teachers have been completed, I will then be able to complete a summative evaluation for each teacher that is in their observation year of their cycle. In addition, I will also be evaluating nine non-certified staff member.

ELA Adoption Update

The K-5 ELA adoption has hit a few bumps in the road. While the math and science adoptions ran smoothly the past two year, the ELA adoption has required us to take a completely different approach. Though this process, we are evaluating not only reading, but phonics, grammar and writing. In addition to multiple subjects, vendors are requiring school districts to pay for materials to pilot. This cost ranges from \$1200 - \$3400 which we are not interested in doing. Therefore, we are currently in the process of reevaluating our approach. We have determined that we would like to have some of our K-5 staff members observe in neighboring schools to determine which ELA seres would be most appropriate for our students. Mrs. Cross and I continue to communicate our findings with Mr. Carlson. We have assured our staffs that we are not abandoning this adoption, however our original timeline will most likely be extended through next school year to thoroughly complete the process.

Winter Concert

PCES students had a terrific winter concert! I would like to extend a huge thank you to the teachers for being flexible with schedules so students could prepare for their concert.

Our music teacher Ms. Ashbaker, prepared pieces for all 3rd – 5th grade students, as well as, beginning band. As always we had a fantastic turnout. It was great to see our students and their families enjoy their evening during the holiday season.

4th Grade Birdhouses

Mr. Heiser and members of the PCHS FFA visited PCES and assisted students with creating their own birdhouses. Our 4th grade students and the FFA both enjoy working with one another, and I always hear great feedback from this project. We look forward to this project each year and are excited to continue this tradition in the future!

4th Grade Student & FFA Birdhouses



MERRY CHRISTMAS AND HAPPY NEW YEAR TO ALL OF YOU!



“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 18, 2017

Enrollment

6th= 62 (+1)

7th= 64 (-1)

8th= 49

Total Enrollment= 174 as of October 16, 2017 (No overall change from November, we did have a student transfer out and one move in) We also had a student attending Circuit Breaker withdraw as well- sibling with the 7th grader who moved away .

Winter Concert

- Our Winter Concert was an outstanding performance by our Band & Chorus

Basketball

- Our 6th,7th,& 8th Grade teams are playing well and are getting ready for the Regional and Sectional.

Volleyball

- Our 6th,7th,& 8th Grade Volleyball has started and will keep you updated.

Students of the Month

November

6th-Cole Vipond

7th-Lauren Faletti

8th-Grace Ebel

Interact

- Our Interact club has been busy- they sanded and restained our Welcome sign in front of the school and they collected over 50 rolls of wrapping paper for the PC Rotary to wrap presents. The leadership team has been showing a great amount of learning and community service.

Winter Assessments

- We took our Winter MAP assessments and will share that later. Thanks to Megan for setting up the roster

Career Awareness

- As part of my effort to provide career awareness, a path of skills and knowledge in High School, and motivation in school, I have implemented the following Career Awareness Program:
 - We will attend the Area Career Center at L-P High School
 - We will attend the IVCC Career Expo
 - Twice a month we have a Career Speaker come to PCJH
 - We take 2 career interests and surveys to highlight the skills, interests, and career choices
 - Tyler Ellena will present an overview of the Career Path that students can take in High School
 - I have job shadow and career visits scheduled to area industries to focus on the knowledge and skills they require in their employees.

Professional Development

- Our December 6th 2:05 out was spent on school improvement. We spent part of the time listing our areas of strengths- to continue to build on and our areas for improvement.
- I am going to meet with the school improvement team and discuss ways we can improve in those areas.

Evaluations

- I have completed my first round of observations and focused on instructional improvement. I have the 2nd rounds planned for the non-tenured teachers and the summative evaluations for all the staff.

School Improvement

- I have the survey results from the staff that we are going to combine with our assessment data to form an overall picture of our strengths and weaknesses.

Curriculum Updates

- Our PE, Science, and Special Ed. EPIC committees have met to discuss their curriculum and ways to improve.



PCJH Foods Class Shopping



PCJH Interact helping PC Rotary



Freshly Stained Welcome Sign at PCJH



The Superheroes of PCJH



Students of the Month
November
6th-Cole Vipond (Center)
7th-Lauren Faletti (R)
8th-Grace Ebel (L)



Wishing You a Wonderful and Safe Holiday Season- Mike

State Funding Update 12/18/17

The state still owes in the following categories

Special Education	\$ 23,417.95
Transportation	\$140,222.53
Early Childhood	\$103,000.00
<u>Illinois Free Lunch</u>	<u>\$ 396.23</u>
	\$267,036.71

Investment Report
December 18, 2017

Due to scheduling conflicts for both myself and the investment officer, we have not been able to secure a date to meet and discuss other investment options. We will continue to lock down a date to meet to see what options we may have for possible review.

Transportation Report

December 18, 2017

I conducted our monthly administrative team meeting on Wednesday, December 13, 2017. At that time we have not had any major issues reported in the past month. However, it was brought to my attention today that there was a busing issue that took place at the end of After School Activities at the Junior High School on Wednesday, December 13, 2017. The issue that was reported revolved around the fact that the assigned bus driver to pick up students after the activities were over failed to show up. This is the second time this driver has failed to show up for the regularly scheduled event that takes place on Mondays and Wednesdays. I will be making contact with Irene to discuss the reasoning for this and possibly request a different driver for that route. The bus company did send out another driver but the delay caused students to be late at the various drop off points. This meant that parents had to wait longer than necessary to pick up their children.

- Ameren has completed replacing gas pipes on the corner of Silverspoon between the High School and the Primary School. Normal traffic patterns have been restored.
- The sidewalk in front of the high school has been completed. We have contacted Granville Village Hall and they have offered to purchase and install the crosswalk signs on Silverspoon. Again, on behalf of the district we appreciate the generous donation to get a sidewalk installed and also for the support to get the proper signs installed.
- Knock on wood, it appears that the weather forecast for the next couple weeks does not offer any threats to school closure and transportation decisions.
- I am proud to report that things continue to go well.

PUTNAM COUNTY CUSD 535

400 E SILVERSPRING AVE GRANVILLE, IL 61326-9687 (815) 882-2800

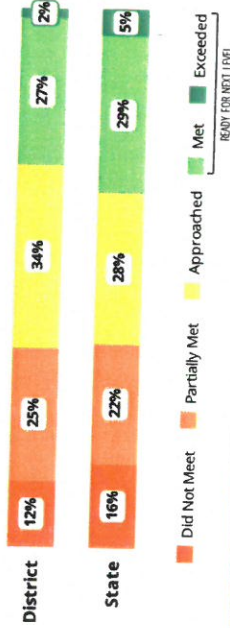
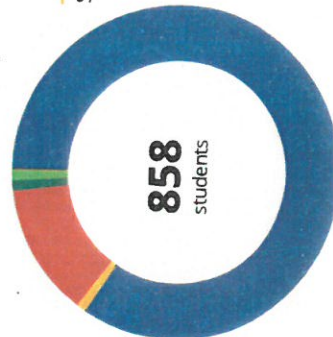
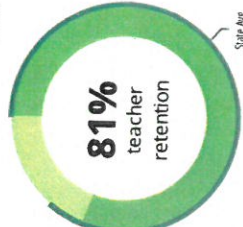
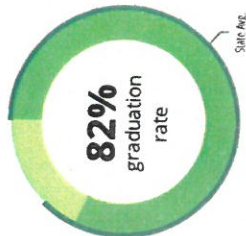
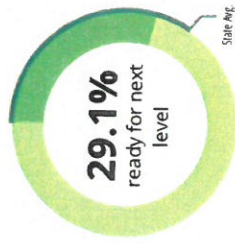
For more information, visit IllinoisReportCard.com

Grades: P-12
Superintendent: Carl Carlson

FAST FACTS

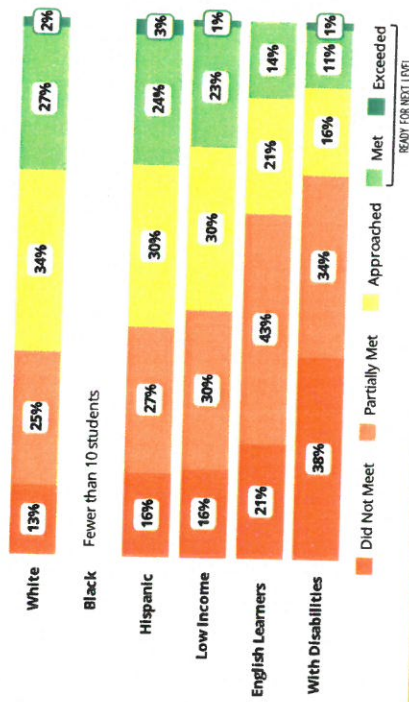
Academic Success

All Illinois students in grades 3-8 take the PARCC assessment each year. High school students take the SAT in Math and English Language Arts.

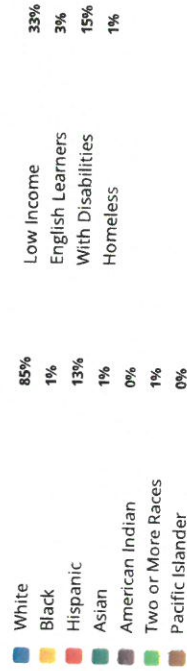


Success by Student Group

This display shows PARCC performance levels for each student group. No data is shown for groups with fewer than 10 students.

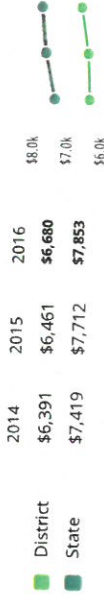


Student Characteristics

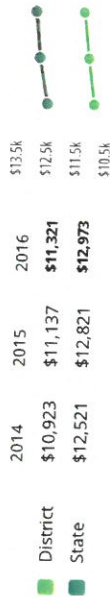


District Finance

Instructional Spending per Pupil includes only the activities directly dealing with the teaching of students or the interaction between teachers and students.



Operational Spending per Pupil includes all costs for overall operations in this district, including Instructional Spending, but excluding summer school, adult education, capital expenditures, and long-term debt payments.



College Readiness

Ready for College Coursework

Students who meet or exceed ACT college readiness benchmarks



Postsecondary Enrollment

Students who enroll at colleges and universities



Postsecondary Remediation (lower is better)

Students enrolled in Illinois community colleges who require remedial coursework



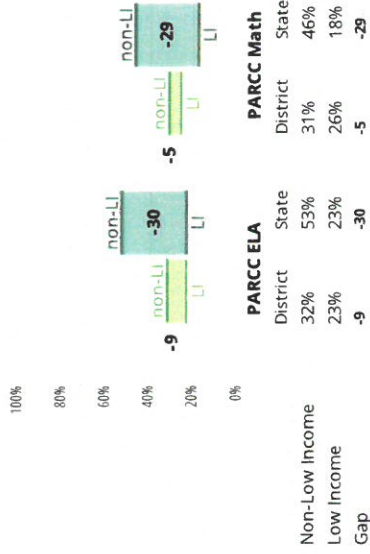
PUTNAM COUNTY CUSD 535

Schools in District

School Name	Grades	% Ready for Next Level	School Name	Grades	% Ready for Next Level
PUTNAM COUNTY HIGH SCHOOL	9-12	-	PUTNAM CO PRIMARY SCH	P-2	-
PUTNAM COUNTY JR HIGH SCHOOL	6-8	21.6%	PUTNAM COUNTY ELEM SCHOOL	3-5	35.6%

Achievement Gap

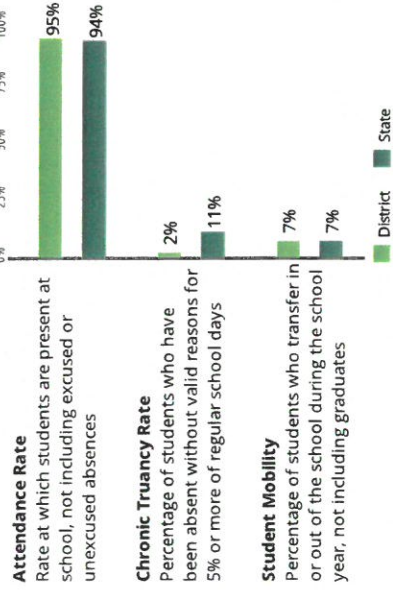
Achievement gaps display the differences in academic performance between student groups. The display below shows the gap in readiness for the next level between low income (LI) students and non-low income (non-LI) students on the PARCC assessment for both English Language Arts (ELA) and Math.



Educator Measures

This district has had an average of **2 principal(s)** at the same school over the past 6 years. District wide in the last three years, an average of **81% of teachers** return to the same school each year.

Student Attendance and Mobility



FOR MORE INFORMATION

Visit IllinoisReportCard.com to see additional details about each item of information for this school. There you will find charts spanning multiple years, detailed explanations, resources, more of the school's programs and activities, and powerful tools that let you dig deeper into data.

Most of this data has been collected by ISBE from school districts through data systems. Some information, such as the School Highlights, is entered directly by principals and can be updated throughout the year.

LEVY INPUT PAGE - ASSUMPTIONS

Tax Levy Year:

District Name: *Enter District Name*
 District Number: *Enter District Number*
 County 1:
 County 2:
 County 3:
 County 4:

Fill out County names as needed - leave other boxes blank

PTELL - Tax Capped: *Choose Yes or No*

*Cook County Prior Year EAV Limit: *Enter Prior Year**

Original Tax Levy Certificate:

Amended Tax Levy Certificate:

Enter "x" in one box only

*Consumer Price Index: *Enter Consumer Price Index for 2016**

Actual Total EAV for 2016: *Enter Actual rate setting EAV for 2016*

Estimated % change from 2016 EAV: *Enter reassessment percentage before New Construction*

Estimated New Construction for 2017: *Enter Estimated New Construction*

Estimated Total EAV for 2017: *Includes New Construction*

Total change from prior year: *Includes New Construction*

No. of Tax Levied Bond Issues Outstanding:

	Input Maximum Tax Rate:	Total 2016 Extension for all Counties:	Input 2016 Putnam County Extension:	Input 2016 Marshall County Extension:	Input 2016 LaSalle County Extension:
Educational	2.72%	\$3,214,593.02	3,214,593.02		
Operations & Maintenance	0.50%	\$590,917.84	590,917.84		
Transportation	0.20%	\$236,367.13	236,367.13		
Working Cash	0.05%	\$59,091.78	59,091.78		
Municipal Retirement		\$142,009.37	142,009.37		
Social Security		\$90,008.60	90,008.60		
Fire Prevention & Safety *	0.05%	\$59,091.78	59,091.78		
Tort Immunity		\$305,008.15	305,008.15		
Special Education	0.04%	\$47,273.43	47,273.43		
Leasing	0.05%	\$59,091.78	59,091.78		
Input Fund Name:		\$0.00			

Total Aggregate Extension for 2016:

SEDOL IMRF (Lake County Only):

Bond and Interest Extension for 2016:

Total 2016 Extension:

* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

2017 LEVY CALCULATION PAGE

Consumer Price Index:	2.10%
Actual Total EAV for 2016:	\$118,183,567
Estimated % change from 2016 EAV:	10.00%
Estimated New Construction for 2017:	\$0
Estimated Total EAV for 2017:	\$130,001,924
Total change from prior year:	10.00%

	Prior Year Extension:	Maximum Tax Rate:	Individual Fund Estimated Maximum Extension:	Individual Fund Estimated Maximum Extension:	Manual Override and Non-Capped funds levy Input:	Balloon % Input:	Levy Amount:	Truth in Taxation
Operational	\$3,214,593.02	2.72%	\$3,536,052.32	\$3,536,052.32			\$3,536,052.00	EXCEEDS EST. MAX
Operations & Maintenance	\$590,917.84	0.50%	\$650,009.62	\$650,009.62			\$650,010.00	EXCEEDS EST. MAX
Transportation	\$236,367.13	0.20%	\$260,003.85	\$260,003.85			\$260,004.00	EXCEEDS EST. MAX
Working Cash	\$59,091.78	0.05%	\$65,000.96	\$65,000.96			\$65,001.00	EXCEEDS EST. MAX
Municipal Retirement	\$142,009.37				Input in Manual Override	\$92,000	\$92,000.00	EXCEEDS EST. MAX
Social Security	\$90,008.60				Input in Manual Override	\$140,000	\$140,000.00	EXCEEDS EST. MAX
Fire Prevention & Safety *	\$59,091.78	0.05%	\$65,000.96	\$65,000.96			\$65,001.00	EXCEEDS EST. MAX
Tort Immunity	\$305,008.15				Input in Manual Override	\$300,000	\$300,000.00	EXCEEDS EST. MAX
Special Education	\$47,273.43	0.04%	\$52,000.77	\$52,000.77			\$52,001.00	EXCEEDS EST. MAX
Leasing	\$59,091.78	0.05%	\$65,000.96	\$65,000.96			\$65,001.00	EXCEEDS EST. MAX
	\$0.00	0.00%	\$0.00	\$0.00			\$0.00	EXCEEDS EST. MAX

Extension/Levy **\$4,803,452.88** **\$4,693,069.45** **\$4,693,069.45** **\$532,000.00** Levy **\$5,225,070.00** Truth in Taxation **8.78%** **YES**

Levy in excess of estimated extension:

SEDOL IMRF SEDOL IMRF

Bond and Interest: Bond and Interest:

Total Extension/Levy **\$4,915,052.88** Total Levy **\$5,225,070.00** **6.31%**

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 CUSD #535	County Putnam, Marshall, LaSalle
--------------------------------	------------------------------	-------------------------------------

Amount of Levy

Educational	\$ 3,536,052	Fire Prevention & Safety *	\$ 65,001
Operations & Maintenance	\$ 650,010	Tort Immunity	\$ 300,000
Transportation	\$ 260,004	Special Education	\$ 52,001
Working Cash	\$ 65,001	Leasing	\$ 65,001
Municipal Retirement	\$ 92,000		\$ 0
Social Security	\$ 140,000	Other	\$ 0
		Total Levy	\$ 5,225,070

* 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 3,536,052 dollars to be levied as a special tax for educational purposes; and
 the sum of 650,010 dollars to be levied as a special tax for operations and maintenance purposes; and
 the sum of 260,004 dollars to be levied as a special tax for transportation purposes; and
 the sum of 65,001 dollars to be levied as a special tax for a working cash fund; and
 the sum of 92,000 dollars to be levied as a special tax for municipal retirement purposes; and
 the sum of 140,000 dollars to be levied as a special tax for social security purposes; and
 the sum of 65,001 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 300,000 dollars to be levied as a special tax for tort immunity purposes; and
 the sum of 52,001 dollars to be levied as a special tax for special education purposes; and
 the sum of 65,001 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 2017

Signed this _____ day of 2017 .

 (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 .

2017 TAX EXTENSION WORKSHEET

Estimated New Construction for 2017:	\$0
Estimated Total EAV for 2017:	\$130,001,924
Estimated change from prior year:	10.00%
Actual New Construction for 2017:	
Actual Total EAV for 2017:	\$129,639,406
Actual change from prior year:	9.69%

	Levy Amount:	County Loss %:	Total Levy with Loss & Cost:	Calculated Tax Rate:	Maximum Calculated Tax Rate:	Maximum Allowable Extension:	Maximum Allowable Extension x Reduction Factor:	Final Tax Rate:	District Adjustment:	Final Adjusted Tax Rate:
Operational	\$3,536,052	0.00%	\$3,536,052	2.7276%	2.7200%	\$3,526,191.84	\$3,526,191.84	2.7200%	\$0.00	0.0000%
Operations & Maintenance	\$650,010	0.00%	\$650,010	0.5014%	0.5000%	\$648,197.03	\$648,197.03	0.5000%	\$0.00	0.0000%
Transportation	\$260,004	0.00%	\$260,004	0.2006%	0.2000%	\$259,278.81	\$259,278.81	0.2000%	\$0.00	0.0000%
Working Cash	\$65,001	0.00%	\$65,001	0.0501%	0.0500%	\$64,819.70	\$64,819.70	0.0500%	\$0.00	0.0000%
Municipal Retirement	\$92,000	0.00%	\$92,000	0.0710%	0.0710%	\$92,000.00	\$92,000.00	0.0710%	\$0.00	0.0000%
Social Security	\$140,000	0.00%	\$140,000	0.1080%	0.1080%	\$140,000.00	\$140,000.00	0.1080%	\$0.00	0.0000%
Fire Prevention & Safety *	\$65,001	0.00%	\$65,001	0.0501%	0.0500%	\$64,819.70	\$64,819.70	0.0500%	\$0.00	0.0000%
Tort Immunity	\$300,000	0.00%	\$300,000	0.2314%	0.2314%	\$300,000.00	\$300,000.00	0.2314%	\$0.00	0.0000%
Special Education	\$52,001	0.00%	\$52,001	0.0401%	0.0400%	\$51,855.76	\$51,855.76	0.0400%	\$0.00	0.0000%
Leasing	\$65,001	0.00%	\$65,001	0.0501%	0.0500%	\$64,819.70	\$64,819.70	0.0500%	\$0.00	0.0000%
	\$0	0.00%	\$0	0.0000%	0.0000%	\$0.00	\$0.00	0.0000%	\$0.00	0.0000%

Levy/Extension	\$5,225,070	4.0305%	\$5,211,982.56	4.0204%	\$5,211,982.56	4.0204%	0.0000%
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% Needed To Adjust: 4.0204%
 Amount Needed To Adjust: \$5,211,982.56

SEDOL IMRF	\$0	0.0000%
Bond and Interest:	\$0	0.0000%
Total Extension/Levy	\$5,225,070	0.0000%

SEDOL IMRF	\$5,211,983	4.0204%
Bond and Interest:	\$5,211,983	4.0204%

Recommendation to Approve Tax Levy

As superintendent, I recommend approval of the 2017 Tax Levy for Putnam County CUSD 535.

Rationale

Please note that the Putnam County Tax Assessor has set the tentative Rate Setting EAV for Tax Year 2017 at \$129,639,406. The actual Rate Setting EAV for Tax Year 2016 was \$118,183,567. The anticipated difference is just shy of a 10% increase in EAV value. The tax rate for 2016 was 4.0644. If the Rate Setting EAV comes in close to the anticipated valued, the possible tax rate for 2017 could be around 4.0204. The district is expecting to lose close to \$700,000 in CPPRT revenue. The possible increase in Rate Setting EAV and even a slightly lower tax rate could generate some additional revenue to offset the CPPRT loss. The loss of CPPRT revenues puts a strain on the reserves the district worked so responsibly to maintain for economic times such as the one we are working through now. Please note the attachment which provides detailed tax levy worksheet with information utilizing this projected EAV.

There are two other items for the board to consider when looking at the levy. There is a lot of legislation swirling regarding increased tax exemptions to certain groups. The state is still in flux with how to maintain the increased dollars approved for the school budget, yet they entertain increasing exemptions that could limit revenue to local taxing groups. The proposed tax levy is conservative estimates balanced between what is going on politically and economically.

The notice of a Truth and Taxation meeting was published in the News Tribune on December 9, 2017 and met the posting requirements. The tentative levy was presented at the November 20, 2017 Board of Education Meeting.

District Goal

Maintain strong fiscal responsibility in the Putnam County School District.

PRESS Plus Instructions

For Districts Not Using a Policy Committee	For Districts Using a Policy Committee
<p>Getting Started To prepare for the next regular board meeting:</p> <ol style="list-style-type: none"> 1. The Superintendent and Board President should add first consideration of updated policies to the meeting agenda. 2. The PRESS Plus packet of district policies and the Update Memo should be copied for each member of the board and all administrators. 3. The copies of the PRESS Plus packet and the Update Memo should be included in the board packet. NOTE: Not all items listed in the Update Memo will be addressed in the PRESS Plus update. Only changes requiring Board action are included in the PRESS Plus packet. 	<p>Getting Started To prepare for the next Policy Committee meeting:</p> <ol style="list-style-type: none"> 1. The PRESS Plus packet of district policies and the Update Memo should be copied for each member of the Policy Committee and all administrators. 2. Copies of the PRESS Plus packet and the Update Memo should be distributed to committee members prior to the scheduled meeting time. NOTE: Not all items listed in the Update Memo will be addressed in the PRESS Plus update. Only changes requiring Board action are included in the PRESS Plus packet.
<p>Regular Board Meeting (First Reading) The board reviews the suggested changes to the district policies to determine</p> <ul style="list-style-type: none"> • If there are options, which of the options do we prefer? • What proposed changes to policy require further Board discussion, public, or staff input and should be included on the board agenda for the next regular meeting? • What proposed changes do not require discussion or input and can be added to the consent agenda for the next regular meeting? 	<p>Policy Committee Meeting The Policy Committee reviews the suggested changes to the district policies to determine</p> <ul style="list-style-type: none"> • If there are options, which of the options do we prefer? • What proposed changes to policy should be put on the regular board agenda for discussion and first reading by the full board? • What proposed changes can be added to the consent agenda to be acted on by the board at the next regular meeting?
<p>Regular Board Meeting (Second Reading) After discussion, taking into consideration recommendations from administrators and others as appropriate, the board acts on the suggested policy changes.</p> <ol style="list-style-type: none"> 1. If the board adopts the proposed changes check the “Adopted as presented by IASB” box and include the date in the “Date of adoption” box on the Response Form. 2. If the board adopts the suggested change but edits the language, check the “Adopted with 	<p>Regular Board Meeting The full board acts on the recommendations of the Superintendent and Policy Committee. Changes included on the consent agenda are approved. Changes included as a regular agenda item are discussed. The Superintendent or Board President is directed to put these items on the next regular meeting agenda for second reading and adoption.</p> <ol style="list-style-type: none"> 1. If the board adopts the proposed changes check the “Adopted as presented by IASB”

<p>additional district edits” box on the Response Form.</p> <p>3. If the board chooses not to adopt the change, check the “Not Adopted” box on the response form.</p>	<p>box and include the date in the “Date of Adoption” box on the Response Form.</p> <p>2. If the board adopts the suggested change but edits the language, check the “Adopted with additional district edits” box on the Response Form.</p> <p>3. If the board chooses not to adopt the change, check the “Not Adopted” box on the response form.</p>
<p style="text-align: center;">After Final Adoption</p> <p>Email or fax to the contact information on the Response form</p> <ul style="list-style-type: none"> • the completed Response Form, • any edits to the proposed updates, • any newly developed district policies (IASB will not provide updates to these policies) • any policy language your district has adopted or revised since the last PRESS Plus issue, and • any new or revised collective bargaining agreements. 	
<p style="text-align: center;">IASB Will</p> <ul style="list-style-type: none"> • make the changes as indicated to your district policy manual, maintaining any custom language that it may contain, • make necessary changes to legal cites, cross references, tables of contents, and indexes, • add the new adoption date, and • if your district is a School Board Policy Online subscriber, forward the updates for web publishing. 	
<p style="text-align: center;">You Will Receive</p> <ul style="list-style-type: none"> • one paper copy of each updated policy and • the entire updated manual in Microsoft Word for Windows on a CD. 	
<p style="text-align: center;">Your Next Steps</p> <ul style="list-style-type: none"> • Carefully check the policies to assure that the board’s intentions are reflected in the edited policies. While we make every attempt to assure accuracy, errors may occur. • Using the paper copies, update any paper manuals that the district maintains. • Make additional electronic copies for board members and administrators who prefer to access the policy manual in a paperless format. • Access PRESS Online to view and download administrative procedures and exhibits designed to implement changes to board policy. 	

Update Memo

Please distribute to board members and appropriate staff.

PRESS

Policy Reference Education Subscription Service

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Next Issue: Veto Session Update

Online Instructions

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, do not create a new account; reset your password using your district email address.
 - 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 Linda Cala at lcala@iasb.com.
3. Under **My Account Links**, click on **PRESS Login**.

For additional help, click the  in the upper right corner. Also available is a 10-minute video tutorial at www.iasb.com/policy.

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, Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219 or Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1211.

Instructions

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

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

Bundles Now Standard Format for the Update Memo

We first tried the **Bundles** format in **PRESS** Issue 93 to make the information regarding necessary updates to the IASB Policy Reference Manual (**PRM**) more manageable for our subscribers. Due to its popularity, we tried it again with **PRESS** Issues 94 and 95. Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, 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. 8.

Please spend some 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 and detailed explanations in the footnotes by the **PRESS** Editors.

Student Records

The School Code provision governing State assessments, 105 ILCS 5/2-3.64a-5, was amended twice by the 100th General Assembly. P.A. 100-7 amended 105 ILCS 5/2-3.64a-5(c) to require that the SAT administered by ISBE be administered on a school day during regular student attendance hours. P.A. 100-222 amended 105 ILCS 5/2-3.64a-5(e) to no longer require that a student's ISBE-administered SAT scores be entered on his/her transcript.



Amendments to the Illinois School Student Records Act by P.A. 100-552 require that a parent's or student's request to inspect and copy records be granted no later than 10 *business* days (previously 15 *school* days) after the date of receipt of such a request by the official records custodian. New 105 ILCS 10/5(c-5): (1) outlines how a school district may extend the timeline for its response by an additional five business days if one or more of six statutory reasons applies, and (2) allows the person making the request and the school district to further agree to extend the timeline.

The following **PRESS** materials are updated:

- 6:280, Grading and Promotion
- 6:340, Student Testing and Assessment Program
- 7:340, Student Records
- 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

State Budget Mandate Relief

Multiple amendments in the Evidence-Based Funding for Student Success Act, P.A. 100-465, changed laws that apply to mandates. They were:

1. 105 ILCS 5/2-3.25g (waiver of School Code mandates) now allows a school district to petition a *panel* of the General Assembly through ISBE (formerly the entire General Assembly). Districts must demonstrate that: (a) the waiver is necessary to stimulate innovation or improve student performance; or (b) they can address the intent of the mandate in a more effective, efficient, or economical manner.
2. 105 ILCS 5/27-6 (physical education), which is now managed as a waiver of School Code mandates. There is no longer a requirement for a district to hold a public hearing on a day other than when a regular school board meeting is held, and this waiver may be in effect for up to five years. Last, any caps applicable to renewal of waivers related to physical education were removed.
3. 105 ILCS 5/24.2 (commercial driver training schools (CDTS)), which no longer requires specific documentation and posting of the final contract between a district and the CDTS on a district's website.

The following **PRESS** materials are updated:

- 2:20-E, Waiver and Modification Request Resource Guide
- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 6:60, Curriculum Content
- 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
- 7:260, Exemption from Physical Education

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

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

Administrative Procedures. Administrative procedures are 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, and they do not require formal board adoption. **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.

Exhibits labeled with an "E" only may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the Board. Those providing guidance for the staff should be dated for implementation by the administrative staff.

Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.

Anti-Discrimination Laws

Many anti-discrimination laws were addressed during the beginning of the 100th General Assembly's session. Those legislative amendments included:

1. The following three P.A.s, all added as 105 ILCS 5/10-20.60, and likely to be renumbered:
 - a. P.A. 100-29 requires school districts to provide reasonable accommodations to students who are nursing mothers, including access to a secure and private room (other than a bathroom) to breastfeed or express breastmilk, among other specified accommodations. Additionally, complaints regarding accommodations for student breastfeeding must be processed in accordance with the State sex equity regulations (23 Ill.Adm.Code §200).
 - b. P.A. 100-163, eff. 1-1-18, requires school districts to make feminine hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in the bathrooms of school buildings serving students in grades 6 through 12.
 - c. P.A. 100-14 requires training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
2. The Illinois Genetic Information Protection Act, amended by P.A. 100-396, prohibits employers from penalizing employees who do not want to disclose their genetic information as part of a workplace wellness program.

3. 775 ILCS 5/2-102, amended by P.A. 100-100, contains a new religious discrimination subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business.
4. 105 ILCS 5/27-23.7(d), amended by P.A. 100-137, requires school personnel to be available for help with a bully or to make a report about bullying be made known to parents/guardians, students, and school personnel.

The following **PRESS** materials are updated:

- 2:260, Uniform Grievance Procedure
- 4:150, Facility Management and Building Programs
- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:20, Workplace Harassment Prohibited
- 5:100, Staff Development Program
- 5:100-AP, Staff Development Program
- 7:10, Equal Educational Opportunities
- 7:10-AP₁, Accommodating Transgender Students or Gender Non-Conforming Students
RENUMBERED
- 7:10-AP₂, Accommodating Breastfeeding Students **NEW**
- 7:20, Harassment of Students Prohibited
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment

Department of Children and Family Services (DCFS)

The Illinois General Assembly addressed the relationship between DCFS and schools with two statutory amendments:

1. 105 ILCS 5/10-23.12(b), amended by two identically-worded public acts effective upon two different dates: P.A. 100-413, eff. 1-1-18, and P.A. 100-468, eff. 6-1-18. The law becomes effective upon the earlier date of 1-1-18. The law permits DCFS to cooperate with school officials to distribute informational ANCRA materials in school buildings.
2. 325 ILCS 5/7.4(c-5), amended by P.A. 100-176, eff. 1-1-18, allows DCFS to recommend to districts that they

remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment in the school district in which he or she is employed.

The following **PRESS** materials are updated:

- 5:90, Abused and Neglected Child Reporting
- 5:240, Suspension
- 5:290, Employment Termination and Suspensions

Student Health

Laws addressing student health issues impacted several sample materials in the IASB **PRESS PRM**. These laws included:

1. The Youth Sports Concussion Safety Act, 105 ILCS 5/22-80, amended by P.A. 100-309, permits advanced practice nurses and physician assistants (in addition to physicians and athletic trainers working under physicians' supervision) to clear students

who have suffered a concussion to return to play. It was also amended to require all licensed and non-licensed healthcare providers serving on a Concussion Oversight Team (Team) to take concussion-related training. Finally, in those situations where a licensed healthcare professional is not serving on a Team, the Team may consist of one non-licensed healthcare professional, as long as that person is not a coach.

2. Wellness policy requirements (i.e., *Smart Snacks* regulations), at 7 C.F.R. §§ 210.30 and 210.31, eff. 7-29-16, had its sections re-designated on 12-22-16 as §§ 210.31 and 210.30, respectively. See this information at: www.gpo.gov/fdsys/pkg/FR-2016-12-22/pdf/2016-30861.pdf. Unfortunately, the re-designation occurred two months after **PRESS** Issue 93, rendering all the citations in policy 6:50, *School Wellness*, incorrect.
3. 105 ILCS 5/14-13.01(a), amended by P.A. 100-443, and 225 ILCS 65/50-10, amended by P.A. 100-513, permits a physician, physician assistant, or registered advanced practice nurse to provide written permission for home or hospital instruction of a student.
4. 20 ILCS 301/20-30, added by P.A. 100-494, eff. 6-1-18, mandates the Ill. Dept. of Human Services to create a website about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment resources.
5. The Alcoholism and Other Drug Abuse and Dependency Act, 20 ILCS 301/5-23(d)(4), amended

by P.A. 100-201, added a licensed physician assistant with prescriptive authority and a licensed advanced practice nurse with prescriptive authority.

6. The School Code provision on self-carry and self-administration of medication, 105 ILCS 5/22-30(f-10), amended by P.A. 100-513 (added registered nurse).

The following **PRESS** materials are updated:

- 2:150-AP, Superintendent Committees
- 4:170, Safety
- 6:50, School Wellness
- 6:150, Home and Hospital Instruction
- 7:250, Student Support Services
- 7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Problems
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:270-AP2, Checklist for District Supply of Undesignated Epinephrine Auto-Injectors and/or Opioid Antagonists
- 7:270-E, School Medication Authorization Form
- 7:300-E1, Agreement to Participate
- 7:305, Student Athlete Concussions and Head Injuries
- 7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries

Homelessness

These materials are updated to align with: (1) P.A. 100-332, amending the School Code (105 ILCS 5/29-5) and Education for Homeless Children Act (105 ILCS 45/1-17), and (2) P.A. 100-506, eff. 1-1-18, amending the Vital Records Act (410 ILCS 535/25.3). The bulk of these updates appear in 6:140-AP, *Education of Homeless Children*, and they include the following changes:

1. A district may, but is not required to, use its State transportation funds to provide financial assistance to children who are homeless or who qualify as at *risk of becoming homeless* provided certain eligibility criteria are met.
2. Financial assistance may include: (1) mortgage or rental assistance that will allow a child to remain permanently in his/her living situation or obtain a new living situation; and/or (2) assistance with unpaid bills, loans, or other financial debts that result in housing being inadequate.

3. A district that provides such financial assistance must enter into a *written housing plan* with the parent/guardian, person who enrolled the child, or unaccompanied minor, as applicable.
4. *Housing plans* should be locally developed in consultation with the board attorney and/or district auditor. See 6:140-AP, *Education of Homeless Children*, at f/n 1 for discussion of issues related to such plans.
5. In connection with enrollment of homeless students, school homeless liaisons may verify a child's homeless status so the child's parent/guardian may obtain a free copy of his/her birth certificate.

The following **PRESS** materials are updated:

- 4:110, Transportation
- 6:140, Education of Homeless Children
- 6:140-AP, Education of Homeless Children

Licensure Qualifications

Several laws impacted licensure qualifications. They included:

1. 105 ILCS 5/21B-20(2)(E), amended by P.A. 100-13, permitting an individual who holds a valid career and technical educator endorsement on an Educator License with Stipulations, but who does not hold a bachelor's degree, to substitute teach in career and technical education classrooms.
2. 105 ILCS 5/21B-20(2)(F), amended by P.A. 100-13, permitting an individual who holds a provisional or part-time provisional career and technical educator endorsement on an Educator License with Stipulations, but who does not hold a bachelor's degree, to substitute teach in career and technical education classrooms.

3. 105 ILCS 5/14-1.09a, amended by P.A. 100-356, prohibiting school social workers from providing services outside of their district employment to any student(s) attending school in the district.

As a result, the following **PRESS** materials are updated:

- 5:200, Terms and Conditions of Employment and Dismissal
- 5:220, Substitute Teachers
- 5:220-AP, Substitute Teachers

Pre-School Expulsions

105 ILCS 5/2-3.71(a)(7) and 105 ILCS 5/10-22.6, amended by P.A. 100-105, eff. 1-1-18, prohibits districts that receive State early childhood block grant funding from expelling children from their early childhood programs. A district may, however, transition a child to a new program if:

1. It has documented evidence that all available interventions and supports recommended by a qualified professional have been exhausted;
2. The program determines that transitioning a child is necessary for the well-being of the child or his or her peers and the staff; and

3. The current and pending programs create a transition plan for the child with parent or legal guardian permission.

The law also requires the ISBE to adopt rules to administer these new requirements, in consultation with the Governor's Office of Early Childhood Development and the Dept. of Children and Family Services.

For further detail, see the updates to **PRESS** policy:

- 7:190, Student Behavior

Use of Term *Ward*

Updates to these materials are in response to the Governor's Executive Order, 2016-10 (8-19-16), and P.A. 100-159, which mandate that the use of the term *ward* be eliminated in laws referring to children who are under the care of DCFS in favor of the term *youth in care*. The term *ward* was eliminated because foster youth widely view the term as disparaging and ostracizing. In alignment with the spirit of these official acts, appearances of *ward* throughout the PRM have been removed or changed, even if the term as it was used did not specifically refer to a DCFS ward.

The following **PRESS** materials are updated in this bundle:

- 5:250, Leaves of Absence
- 5:330, Sick Days, Vacation, Holiday, and Leaves
- 6:235-AP1, E1, Student Authorization for Access to the District's Electronic Networks
- 6:250-E, Resource Person and Volunteer Information Form and Waiver of Liability
- 7:15, Student and Family Privacy Rights
- 7:60-AP2, Establishing Student Residency
- 7:190, Student Behavior
- 7:270-E, School Medication Authorization Form
- 7:275, Orders to Forgo Life Sustaining Treatment
- 7:300-E1, Agreement to Participate
- 7:300-E3, Authorization for Medical Treatment

Miscellaneous

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. 8.

Please spend time reviewing the **PRESS** online 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:

- 4:10, Fiscal and Business Management
- 4:15, Identity Protection
- 4:80, Accounting and Audits
- 4:110-AP2, Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; and Bus Driving Comments
- 6:20, School Year Calendar and Day
- 6:300, Graduation Requirements
- 7:150, Agency and Police Interviews
- 7:70, Attendance and Truancy
- 8:30-AP, Definition of Child Sex Offender

Progress Report

The contents of this report frequently change.

Taking a Knee

Recently, professional athletes, particularly in the National Football League, have been kneeling, or “taking a knee,” during the National Anthem in protest and in exercise of their freedom of expression. This trend has trickled down to inspire public school student-athletes and/or coaches to do the same. As a result, some districts are concerned with whether they may discipline students, teachers, and/or coaches for kneeling during the National Anthem.

Our Response: No **PRESS** materials are affected by this recent trend. In most cases, students who take a knee during the National Anthem are exercising freedom of expression and will not be subject to discipline. For purposes of maintaining order and effective school operations, however, school districts are responsible for ensuring that teachers do not advocate viewpoints that depart from the curriculum adopted by the district. This may entail standing during the National Anthem and, depending upon the circumstances, may result in discipline for failing to do so. Consult the board attorney.

Bullying Policy Re-evaluation & Review, Filing with Ill. State Board of Education

Every two years, each district must review and re-evaluate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, make necessary and appropriate revisions, and file the updated policy with ISBE.

Our Response: No **PRESS** materials are affected by this requirement. This notice serves as a courtesy to **PRESS** subscribers to contact ISBE about this requirement. Boards may submit their policies to bullyingpolicy@isbe.net. If individuals need to speak to someone directly, they can contact Schena Warren Harris at swarren@isbe.net or 1-312-814-0940; Jeff Aranowski at jaranows@isbe.net; or the Safe & Healthy Climate division.

Cyber Advisory – New Type of Cyber Extortion, Threat Attack

Many have read about recent cyber attacks where criminals are seeking to extort money from K-12 school districts and other educational institutions on the threat of releasing sensitive data from student records. In some cases, this has included threats of violence, shaming, or bullying children unless payment is received. The U.S. Dept. of Education has put out a bulletin with information for schools.

The attackers are likely targeting districts with weak data security, or well-known vulnerabilities that enable the attackers to gain access to sensitive data. This may be in the form of electronic attacks against school/district computers or applications, malicious software, or even through phishing attacks against staff or employees.

To protect themselves, the U.S. Dept. of Education encourages districts and their Information Technology staff members to:

1. Conduct security audits to identify weaknesses and update/patch vulnerable systems;

2. Ensure proper audit logs are created and reviewed routinely for suspicious activity;
3. Train staff and students on data security best practices and phishing/social engineering awareness; and
4. Review all sensitive data to verify that outside access is appropriately limited.

Our Response: No **PRESS** materials are affected. If your school district is affected by this type of attack, it is important to contact local law enforcement and your school board attorney immediately. The U.S. Dept. of Education’s Privacy Technical Assistance Center (PTAC) also requests districts to contact them at: privacyTA@ed.gov, so it can monitor the spread of this threat. Additionally, see the PTAC website at: <https://studentprivacy.ed.gov/training/student-privacy-101>. It contains a wealth of information that may be helpful in responding to and recovering from cyber attacks.

Withdrawal and Replacement of Obama Administration Guidance on Student Sexual Misconduct

In September 2017, the U.S. Dept. of Education formally withdrew Title IX guidance issued in 2011 and 2014 concerning sexual violence. In its withdrawal letter, the Dept. stated that the prior guidance had interpreted Title IX to improperly impose new mandates related to the procedures by which schools process student-on-student sexual misconduct, including, but not limited to, requiring schools to adopt a lower standard of proof (preponderance of the evidence) for administration of student discipline, which differed from existing practices of some school districts. The Dept. has issued interim guidance pending new rulemaking. See: *Q&A on Campus Sexual Misconduct* (OCR September 2017) at: www2.ed.gov/about/offices/list/ocr/docs/qa-title-ix-201709.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term.

Our Response: The footnotes of policy 2:260, *Uniform Grievance Procedure*, have been updated in this issue to address the new guidance. If new Title IX regulations are issued by the U.S. Dept. of Education, we will assess the impact on any **PRESS** materials at that time.

Accelerated Placement Act, P.A. 100-421

Article 14A of the School Code was amended to cover *Gifted and Talented Children and Children Eligible for Accelerated Placement*. By July 1, 2018, school districts are required to have a policy that allows for accelerated placement which includes or incorporates by reference specific components set forth in the Act. *Accelerated placement* means the placement of a child in an educational setting with curriculum that is usually reserved for children who are older or in higher grades than the child. The Act expressly states that accelerated placement *shall* include early entrance to kindergarten or first grade, but this conflicts with Section 10-20.12 of the School Code (105 ILCS 5/10-20.12), which allows but does not require districts to permit early entrance to kindergarten or first grade.

Our Response: We will address the required changes in **PRESS** Issue 97.

Progress Report – continued

Student Health Examinations, P.A. 100-238, eff. 1-1-18

This law amended Section 27-8.1 of the School Code (105 ILCS 5/27-8.1) to require the Ill. Dept. of Public Health to promulgate rules to include asthma in the standard school health examination.

Our Response: No **PRESS** materials are affected at this time. We will monitor the situation and update if necessary.

Fair Labor Standards Act Rules Update

In November 2016, in the case of Nevada v. U.S. Dept. of Labor, a Texas federal district court issued a preliminary injunction blocking an Obama-era Dept. of Labor (DOL) rule that would have increased the minimum salary threshold for exempt workers from \$23,660 to \$47,476, thereby increasing the overall number of employees eligible for overtime pay. The rule also would have increased the standard salary level for highly compensated employees from \$100,000 to \$134,000 per year. On August 31, 2017, the same court issued a final order invalidating the rules, which are now effectively dead. The DOL recently requested public input on the existing rules for overtime exemption, which ended on September 25th. The DOL is expected to issue proposed rulemaking concerning the salary basis test for overtime in the future.

Our Response: No **PRESS** materials are affected at this time. We will monitor the situation and update if necessary.

Police Academy Training Program, P.A. 100-31, eff. 1-1-18

This law allows high schools in counties with populations of 175,000 or more to establish one or more partnerships with local police departments, county sheriffs, or police training academies to establish a job-training program for high school students.

Our Response: No **PRESS** Materials are affected by this law but interested boards serving high school students should consult their local police departments along with the board attorney to establish this relationship. Once established, a board may want to list it in policy 1:20, *District Organization, Operations, and Cooperative Agreements*.

Cook County Sweetened Beverage Tax

On 10-11-17 the Cook County Sweetened Beverage Tax, Ordinance 16-5931, was repealed by a 15-2 vote of the Cook County Board. The repeal is effective 12-1-17. The legality of the Tax as applied to school districts was questionable in light of Bd. of Educ. of Sch. Dist. No. 150 v. City of Peoria, 76 Ill. 2d 469 (1979).

Our Response: No **PRESS** materials are affected.

Immigration Enforcement

The National School Boards Association (NSBA) recently issued an updated guide on serving undocumented students, *Lifting the Lamp Beside the Schoolhouse Door: A Legal Guide to Serving Undocumented Students in Public Schools*, which builds on a similar 2009 NSBA publication to address current topics of interest such as sanctuary status and recent executive orders on the subject. Available at www.iasb.com/law/, under Federal Resources.

The Illinois Council of School Attorneys (ICSA) recently issued an updated version of *Guidelines for Interviews of Students at School by Law Enforcement Authorities*, designed to assist law enforcement authorities and school officials in determining when it is appropriate for law enforcement authorities to interview students while the students are at school or participating in school-related activities. In light of recent events, the Guidelines now address activities related to Immigration and Customs Enforcement at: www.iasb.com/law/intstudents.cfm.

The law limits school district involvement in immigration matters, and these limits are incorporated in **PRESS** materials (see list of “Relevant **PRESS** Material,” in the *Our Response* column).

In regard to employees:

1. The Illinois Human Rights Act requires school districts to provide equal employment opportunities to all persons regardless of their citizenship status.
2. The Immigration Reform and Control Act of 1986 requires employers to verify that employees are either U.S. citizens or authorized to work in the U.S.
3. If an individual applies for employment but is not a U.S. citizen or authorized to work in the U.S., there is no requirement for schools to report them to immigration authorities.

In regard to students, ISBE regulations, which are based on a U.S. Supreme Court case, prohibit schools from:

1. Denying access to students who lack documentation of their immigration status or legal presence in the U.S.
2. Inquiring about the immigration status of a student.
3. Requiring documents as proof of residency for a student that, when taken together, result in a requirement for proof of legal presence, such as a social security number.

Based on this, schools cannot report undocumented students to immigration authorities, as this would effectively deny students access to school.

Our Response: Relevant **PRESS** Materials:

Employees

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

5:30, *Hiring Process and Criteria*

Students

7:10, *Equal Educational Opportunities*

7:50, *School Admissions and Student Transfers To and From Non-District Schools*

7:340-AP1, *School Student Records*

Postsecondary and Workforce Readiness Act

This law requires the State 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.

Our Response: We will respond after these agencies publicize a model expectations plan and the pilot programs are completed, with likely updates to policy 6:40, *Curriculum Development*; 6:300, *Graduation Requirements*; and their corresponding materials.

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
2:20-E, Waiver and Modification Request Resource Guide	<p>The exhibit is updated to align with:</p> <ol style="list-style-type: none"> 105 ILCS 5/2-3.25g, amended by P.A. 100-465, addressing waivers of School Code mandates now includes additional criteria allowing a district to show it is able to address the intent of the mandate in a more effective, efficient, or economical manner. 715 ILCS 5/2, amended by P.A. 100-72, eff. 1-1-18, cleaned up multiple discussions about publishing notices in a secular newspaper published in an adjoining county having general circulation within a district. 105 ILCS 5/27-6, amended by P.A. 100-465 (physical education waivers), discussed in the State Budget Mandate Relief bundle, above. 105 ILCS 5/24.2 and 105 ILCS 5/2-3.25g, amended by P.A. 100-465 (commercial driver training school waivers), discussed in the State Budget Mandate Relief bundle, above. 	<input type="checkbox"/>
2:150-AP, Superintendent Committees	<p>The procedure and footnotes are updated to align with:</p> <ol style="list-style-type: none"> 105 ILCS 5/22-80(d), amended by P.A. 100-309. Text in the Concussion Oversight Committee subhead is added to reflect a change in the law that allows a Concussion Oversight Team to consist of one non-licensed healthcare professional, who may not be a coach. 7 C.F.R. §210.31. The regulation suggests one method of compliance is by “identifying individuals” to serve on a “local school wellness policy committee.” A subhead entitled Wellness Committee is added. A footnote explains in detail that the law does not specifically require districts to establish a local school wellness policy committee – only that they “permit [groups listed in this sample PRESS procedure] to participate” Other discussion about committee work and the Open Meetings Act is also added. 	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	<p>The exhibit is updated to align with the same laws discussed in 2:20-E, <i>Waiver and Modification Request Resource Guide</i>, above.</p>	<input type="checkbox"/>
2:260, Uniform Grievance Procedure	<p>The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/20.60 (final citation pending), added by P.A. 100-29, requiring districts to follow a written grievance procedure for complaints regarding breastfeeding accommodations for students. In addition to minor changes for continuous improvement, other footnotes are updated to:</p> <ol style="list-style-type: none"> Incorporate an amendment to the Genetic Information Protection Act, 410 ILCS 513/, P.A. 100-396, eff. 1-1-18. Provide resource information about a withdrawal and replacement of guidance from the U.S. Dept. of Educ. regarding student-on-student sexual misconduct. Add an option for a policy statement regarding publication of the contact information of a district’s non-discrimination coordinator and complaint managers. 	<input type="checkbox"/>
4:10, Fiscal and Business Management	<p>The policy is unchanged. A footnote is updated in response to 105 ILCS 5/17-2A, amended by P.A. 100-465, which extended the time period during which a district may make interfund transfers from 7-1-16 to 7-1-20.</p>	<input type="checkbox"/>

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

4:15, Identity Protection	The policy and footnotes are updated. In response to some Ill. Council of School Attorneys’ opinions regarding the questionable application of the Personal Information Protection Act (PIPA, 815 ILCS 530/) to school districts, PIPA requirements are moved to a footnote as an option for consideration by boards with their attorneys. Other provisions regarding requirements of the Identity Protection Act (governing use of SSNs) were added to the policy for clarification purposes.	<input type="checkbox"/>
4:80, Accounting and Audits	The policy is unchanged. Footnotes are updated in response to 625 ILCS 5/12-806(b), added by P.A. 100-277, eff. 1-1-18, requiring specific actions be taken by the recipient of any discarded school bus. Minor continuous improvement updates are made to the footnotes and Legal References.	<input type="checkbox"/>
4:110, Transportation	The policy, footnotes, and Legal References are updated. The policy is revised to more closely track the statutory language in 105 ILCS 5/29-3 regarding a district’s provision of transportation to students whose travel to or from school constitutes a serious hazard. Footnotes and Legal References are updated in response to 105 ILCS 5/29-5, amended by P.A. 100-332, and 105 ILCS 45/1-17, added by P.A. 100-332, permitting school districts to provide financial assistance to children that are homeless or <i>at risk of becoming homeless</i> , if certain criteria are met.	<input type="checkbox"/>
4:110-AP2, Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments	The policy is unchanged upon a 5-year review. Minor continuous improvements are made to the footnotes.	<input type="checkbox"/>
4:150, Facility Management and Building Programs	The policy is unchanged. Footnotes are updated in response to 105 ILCS 5/10-20.60, (added by P.A. 100-163, eff. 1-1-18, final citation pending) requiring school districts to make feminine hygiene products available. Minor continuous improvement updates are made to the footnotes and Legal References.	<input type="checkbox"/>
4:170, Safety	The policy, footnotes, and Legal References are updated. A new subsection, Lead Testing in Water , is added to the policy in response to 225 ILCS 320/35.5, added by P.A. 99-922 and amended by P.A. 100-103. The policy and footnotes are revised to more thoroughly detail compliance and reporting requirements of the School Safety Drill Act. Minor continuous improvement updates are made to the footnotes and Legal References.	<input type="checkbox"/>
5:10, Equal Employment Opportunity and Minority Recruitment	This policy is unchanged. The footnotes are updated to: <ol style="list-style-type: none"> 1. Incorporate amendments made to the Illinois Human Rights Act by P.A. 100-100. 2. Incorporate amendments made to the Genetic Information Protection Act by P.A. 100-396, eff. 1-1-18. Minor continuous improvement updates are made to the footnotes and Legal References.	<input type="checkbox"/>
5:20, Workplace Harassment Prohibited	The policy is unchanged. The footnotes are updated to incorporate amendments made to the Illinois Human Rights Act by P.A. 100-100. Minor continuous improvement updates are made to the footnotes and Legal References.	<input type="checkbox"/>

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

<p>5:90, Abused and Neglected Child Reporting</p>	<p>The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/10-23.12(b), amended by P.A.s 100-413 (eff. 1-1-18) and 100-468 (eff. 6-1-18), and continuous improvements. The policy includes more hotline numbers and a directive for school employees to immediately call 911 if they believe a student is in immediate danger of harm. Footnote amendments include:</p> <ol style="list-style-type: none"> 1. An optional sentence providing information that the “Superintendent or designee will display DCFS-issued materials that list the DCFS toll-free telephone number and methods for making a report under ANCRA in a clearly visible location in each school building.” 2. Clarification that 20 ILCS 1305/1-17(k)(1) allows mandated reporters for disabled adults only four hours to report after the initial discovery of the incident, allegation, or suspicion of any one or more of the following: mental abuse, physical abuse, sexual abuse, neglect, or financial exploitation. 3. A discussion for school districts in DuPage County to contact their board attorneys about a Model Policy Reporting Abuse and Neglect for School Officials in the DuPage County, which was created by the State’s Attorney (SAO), Regional Office of Education (ROE), Police Dept. (PD), and DCFS requiring school officials to immediately inform the SAO that a report to DCFS has been made to allow the SAO to investigate and prevent evidence spoliation.
<p>5:100, Staff Development Program</p>	<p>The policy is unchanged. The footnotes are updated to:</p> <ol style="list-style-type: none"> 1. Incorporate amendments made to 105 ILCS 5/10-20.60, (added by P.A. 100-14, final citation pending) requiring implicit bias training. 2. Incorporate training required by 105 ILCS 5/10-20.17a and 23 Ill.Admin. Code §1.330 for school personnel who work with hazardous or toxic materials on a regular basis. 3. Incorporate training mandates added to the Youth Sports Concussion Safety Act, 105 ILCS 5/22-80, amended by P.A. 100-309. <p>Minor continuous improvement updates are made to the footnotes and Legal References.</p>
<p>5:100-AP, Staff Development Program</p>	<p>The procedure is unchanged. The Legal References are updated. See 5:100, <i>Staff Development Program</i>, above.</p>
<p>5:200, Terms and Conditions of Employment and Dismissal</p>	<p>The policy, footnotes, and Legal References are updated. Two new subheads are added:</p> <ol style="list-style-type: none"> 1. School Day in response to continuous improvement feedback from subscribers. 2. School Social Worker Services Outside of District Employment in response to 105 ILCS 5/14-1.09a, amended by P.A. 100-356, which prohibits school social workers from moonlighting services to students attending the districts in which they are employed. <p>Footnotes are updated to discuss these additions and for other quality control and continuous improvement.</p>
<p>5:220, Substitute Teachers</p>	<p>The policy, footnotes, and Legal References are updated to clarify substitute teaching requirements in 23 Ill.Admin.Code §1.790 and minor continuous improvement suggestions. Footnotes are added to discuss requirements for substitute teaching in:</p> <ol style="list-style-type: none"> 1. Driver’s education per 23 Ill.Admin.Code §1.790(a)(2), added by 41 Ill. Reg. 6924. 2. Career and technical education classrooms per 105 ILCS 5/21B-20(2), amended by P.A. 100-13.

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

5:220-AP, Substitute Teachers	The procedure and Legal References are updated. See 5:220, <i>Substitute Teachers</i> , above.	<input type="checkbox"/>
5:240, Suspension	The policy, Legal References, and footnotes are updated in response to 325 ILCS 5/7.4(c-5), amended by P.A. 100-176, eff. 1-1-18. A new subhead entitled Employees Under Investigation by Ill. Dept. of Children and Family Services (DCFS) is added. Footnotes refer subscribers to consult their board attorneys about liability issues when a district receives a <i>325 ILCS 5/7.4(c-5)-recommendation</i> from DCFS and does not remove the employee as a result.	<input type="checkbox"/>
5:250, Leaves of Absence	The policy is unchanged. Footnote 2 is revised to eliminate the use of the term <i>ward</i> , in alignment with Governor’s Executive Order 2016 and P.A. 100-159, as discussed in the Use of Term Ward bundle, above. Minor continuous improvements are made to other footnotes.	<input type="checkbox"/>
5:290, Employment Termination and Suspensions	The policy, footnotes, and Legal References are updated for the same reasons discussed in 5:240, <i>Employment Termination and Suspensions</i> , above.	<input type="checkbox"/>
5:330, Sick Days, Vacation, Holiday, and Leaves	See 5:250, <i>Leaves of Absence</i> , above.	<input type="checkbox"/>
6:20, School Year Calendar and Day	<p>The policy is unchanged. The footnotes are updated to incorporate:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/18-8.05(F)(1), amended by P.A. 100-147, eff. 1-1-18, requires districts to report their monthly average daily attendance figures, broken down by grade level, to ISBE. 2. 105 ILCS 5/18-12, amended by P.A. 100-28, allows a partial day of attendance to be counted as a full day when local or county authorities use a school facility to hold a memorial or funeral service in remembrance of a community member. 	<input type="checkbox"/>
6:50, School Wellness	<p>The policy, footnotes, Legal References, and Cross References are updated in response to the 12-22-16 re-designation of 7 C.F.R. §§ 210.30 and 210.31 to §§ 210.31 and 210.30, respectively (wellness policy requirements, i.e., <i>Smart Snacks</i> regulations). Updates are made as follows:</p> <ol style="list-style-type: none"> 1. All citations in the policy, footnotes, and Legal References are corrected to the re-designated sections. 2. Changes to better align with the Alliance for Healthier Generation’s (AHG) model policy after consultation with their field consultants. AHG works with school districts – many in Cook County – with the goal to create systemic healthy changes that build upon one another and create a system, and nation, that makes the healthy choice the easy choice. AHG offers assistance to schools to develop and implement <i>school-based activities</i> and consideration of <i>evidence-based strategies and techniques</i> for its district-wide wellness programs. While AHG’s model policy is mentioned in the federal <i>Smart Snack</i> regulations as a benchmark for school districts to use for comparison to their own wellness policies, AHG and its field consultants are not a regulatory agency or agents and has/have no power to require school districts to adopt its recommendations or suggested best practices. Consult the board attorney, the footnotes to this policy, and the <i>Smart Snacks</i> regulations themselves to make decisions based upon local needs. 3. Other changes for continuous improvement for implementation of the policy are added. 	<input type="checkbox"/>

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

6:60, Curriculum Content	<p>The policy and footnotes are updated in response to P.A. 100-465. Policy text now includes language regarding the case-by-case basis excusals for students participating in interscholastic or extracurricular athletic programs. Footnotes include:</p> <ol style="list-style-type: none"> 1. An option for the block schedule exception to the new three days per five-day week physical education requirement; and 2. Deletion of the waiver requirement for school districts that contract with a commercial driver training school (CDTS) for driver education, along with discussion about CDTS contracts: consider the collective bargaining agreement(s), board policy, and the reduction in force (RIF) provisions of the School Code as they relate to outsourcing of instructional staff, along with consulting the board attorney for guidance. 	<input type="checkbox"/>
6:140, Education of Homeless Children	<p>The policy is unchanged. Footnotes are updated to:</p> <ol style="list-style-type: none"> 1. Incorporate 105 ILCS 5/29-5, amended by P.A. 100-332, and the Education for Homeless Children Act, 105 ILCS 45/1-17, amended by P.A. 100-332, to permit school districts to provide financial assistance to children that are homeless or <i>at risk of becoming homeless</i>, if certain criteria are met. 2. Incorporate the Vital Records Act, 410 ILCS 535/25.3, amended by P.A. 100-506, eff. 1-1-18. 3. Add a reference to the ISBE's new <i>Homeless Dispute Resolution Procedures</i>, published in September 2017. 	<input type="checkbox"/>
6:140-AP, Education of Homeless Children	<p>The procedure is updated for the reasons discussed in 6:140, <i>Education of Homeless Children</i>, above.</p>	<input type="checkbox"/>
6:150, Home and Hospital Instruction	<p>The policy and footnotes are updated to reflect that a physician, physician assistant, or advanced practice nurse may provide written permission for home or hospital instruction of a student. 105 ILCS 5/14-13.01(a), amended by P.A. 100-443. Minor continuous improvement updates are made to the footnotes and Legal References.</p>	<input type="checkbox"/>
6:235-AP1, E1, Student Authorization for Access to the District's Electronic Networks	<p>The procedure is updated. The term <i>ward</i> is removed in alignment with Governor's Executive Order 2016-10 and P.A. 100-159, as discussed in the Use of Term Ward bundle, above.</p>	<input type="checkbox"/>
6:250-E, Resource Person and Volunteer Information Form and Waiver of Liability	<p>The exhibit is updated for the reasons discussed in 6:235-AP1, E1, <i>Student Authorization for Access to the District's Electronic Networks</i>, above.</p>	<input type="checkbox"/>
6:280, Grading and Promotion	<p>The policy is unchanged. The footnotes are updated to discuss amendments to 105 ILCS 5/2-3.64a-5 by P.A. 100-7 (requiring the ISBE-administered SAT to be administered on a school day) and P.A. 100-222 (no longer requiring that scores received on an ISBE-administered SAT be entered on a student's transcript). Minor continuous improvement updates are made to the footnotes and Legal References.</p>	<input type="checkbox"/>
6:300, Graduation Requirements	<p>The policy and footnotes are updated to align with the same laws discussed in 6:280, <i>Grading and Promotion</i>, above.</p>	<input type="checkbox"/>

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

<p>6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</p>	<p>The policy and footnotes are updated in response to P.A. 100-465. Policy text now includes language regarding the case-by-case basis excusals for students participating in interscholastic or extracurricular athletic programs. Updated footnotes:</p> <ol style="list-style-type: none"> 1. Include optional language to explain the meaning of <i>interscholastic or extracurricular athletic program</i>; and 2. Discuss a new requirement by P.A. 100-133, eff. 1-1-18, for boards to require the district’s high schools, if any, to inform all 11th and 12th grade students of dual enrollment and dual credit opportunities at public community colleges. <p>Minor continuous improvement updates are made to the footnotes.</p>	<input type="checkbox"/>
<p>6:340, Student Testing and Assessment Program</p>	<p>The policy and footnotes are updated to align with the same laws discussed in 6:280, <i>Grading and Promotion</i>, above.</p>	<input type="checkbox"/>
<p>7:10, Equal Educational Opportunities</p>	<p>The policy is unchanged. Minor continuous improvement updates are made to the footnotes and Legal References. Footnotes are updated in response to 105 ILCS 5/10-20.60 (added by P.A. 100-163, eff. 1-1-18, final citation pending) requiring districts to make feminine hygiene products available.</p>	<input type="checkbox"/>
<p>7:10-AP1, Accommodating Transgender Students or Gender Non-Conforming Students</p>	<p>RENUMBERED</p>	<input type="checkbox"/>
<p>7:10-AP2, Accommodating Breastfeeding Students</p>	<p>NEW</p>	<input type="checkbox"/>
<p>7:15, Student and Family Privacy Rights</p>	<p>The policy and footnotes are updated in response to the Governor’s Executive Order 2016-10 and P.A. 100-159, as discussed in the Use of Term Ward bundle, above.</p>	<input type="checkbox"/>
<p>7:20, Harassment of Students Prohibited</p>	<p>The policy and footnotes are updated in response to amendments to 105 ILCS 5/27-23.7 by P.A. 100-137, requiring that school personnel available for help with a bully or to make a report about bullying be made known to parents/guardians, students, and school personnel. Continuous improvement updates are made to the footnotes and Legal References.</p>	<input type="checkbox"/>
<p>7:60-AP2, Establishing Student Residency</p>	<p>The procedure is updated for the same reasons discussed in 6:235-AP1, E1, <i>Student Authorization for Access to the District’s Electronic Networks</i>, above. Continuous improvements are also made to the procedure and footnotes.</p>	<input type="checkbox"/>
<p>7:70, Attendance and Truancy</p>	<p>The policy, footnotes, and Legal References are updated to incorporate amendments to 105 ILCS 5/26-1, by P.A. 100-185, excusing a student from attendance whose parent/guardian is on active military duty. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-20.60 (added by P.A. 100-163, eff. 1-1-18, final citation pending) requiring districts to make feminine hygiene products available; and 2. 105 ILCS 5/26-18, added by P.A. 100-156, eff. 1-1-18, requiring districts, beginning 7-1-18, to collect and review chronic absence data. <p>Minor continuous improvement updates are made to the footnotes and Legal References.</p>	<input type="checkbox"/>

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

7:150, Agency and Police Interviews	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. The Illinois TRUST Act, 5 ILCS 805/, added by P.A. 100-463, prohibiting law enforcement agencies from enforcing civil immigration laws; and 2. 105 ILCS 5/10-20.60 (added by P.A. 100-204, final citation pending) prohibiting student booking stations. 	<input type="checkbox"/>
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment	The policy and footnotes are updated to align with the same laws discussed in 7:20, <i>Harassment of Students Prohibited</i> .	<input type="checkbox"/>
7:190, Student Behavior	The policy and Legal References are unchanged. The footnotes are updated to address P.A. 100-105, eff. 1-1-18, which prohibits districts that receive State early childhood block grant funding from expelling children from their early childhood programs. 105 ILCS 5/2-3.71(a)(7) and 105 ILCS 5/10-22.6. Other minor continuous improvements are made the footnotes.	<input type="checkbox"/>
7:250, Student Support Services	<p>The policy and footnotes are updated. The policy now clarifies that the student support services which may be provided are from a <i>school nurse, school psychologist, school social worker, or school counselor</i>. The footnotes are updated to:</p> <ol style="list-style-type: none"> 1. Detail licensing requirements for these school service providers; and 2. Contrast licensing requirements for <i>professional counselors and clinical psychologists</i>. 	<input type="checkbox"/>
7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Problems	The procedure and footnotes are updated. The procedure now clarifies that the student support services which may be provided are from a <i>school nurse, school psychologist, school social worker, or school counselor</i> . The footnotes are updated to detail licensing requirements for these school service providers.	<input type="checkbox"/>
7:260, Exemption from Physical Education	The policy and footnotes are updated for the reasons discussed in policy 6:60, <i>Curriculum Content</i> , above.	<input type="checkbox"/>
7:270, Administering Medicines to Students	The policy and footnotes are updated. A new sentence is added to the policy for boards that choose to implement an undesignated opioid antagonist program that informs the community that the Ill. Dept. of Human Services is authorized to create a website about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment resources pursuant to 20 ILCS 301/20-30, added by P.A. 100-494, eff. 6-1-18. Footnotes include mention of the above law, along with P.A.s 100-201 (added a licensed physician assistant with <u>prescriptive authority</u> , a licensed advanced practice nurse with <u>prescriptive authority</u>) and 100-513 (added <u>registered</u> nurse), also discussed in the Student Health bundle, above.	<input type="checkbox"/>
7:270-AP1, Dispensing Medication	The procedure is updated for the reasons discussed above in policy 7:270, <i>Administering Medicines to Students</i> , above, and to add the Ill. State Board of Education’s model asthma episode emergency response protocol required by 2016 legislation.	<input type="checkbox"/>

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

7:270-AP2, Checklist for District Supply of Undesignated Epinephrine Auto-Injectors and/or Opioid Antagonists	The procedure is updated to add P.A.s 100-201 and 100-513 discussed above in policy 7:270, <i>Administering Medicines to Students</i> , and the Student Health bundle, above.	<input type="checkbox"/>
7:270-E, School Medication Authorization Form	This exhibit is updated to: <ol style="list-style-type: none"> 1. Add P.A.100-201, as discussed above in policy 7:270, <i>Administering Medicines to Students</i>, and the Student Health bundle, above. 2. Align with the Governor’s Executive Order 2016-10 and P.A. 100-159, as discussed in 6:235-AP1, E1, <i>Student Authorization for Access to the District’s Electronic Networks</i>, above, and the Use of Term Ward bundle, above. 	<input type="checkbox"/>
7:275, Orders to Forgo Life Sustaining Treatment	The policy is updated for the reasons discussed in 6:235-AP1, E1, <i>Student Authorization for Access to the District’s Electronic Networks</i> , above, and the Use of Term Ward bundle, above.	<input type="checkbox"/>
7:300-E1, Agreement to Participate	The exhibit is updated for the reasons discussed in 6:235-AP1, E1, <i>Student Authorization for Access to the District’s Electronic Networks</i> , above, and the Use of Term Ward bundle, above.	<input type="checkbox"/>
7:300-E3, Authorization for Medical Treatment	The exhibit is updated for the reasons discussed in 6:235-AP1, E1, <i>Student Authorization for Access to the District’s Electronic Networks</i> , above, and the Use of Term Ward bundle, above.	<input type="checkbox"/>
7:305, Student Athlete Concussions and Head Injuries	The policy, footnotes, and Cross References are updated to incorporate P.A. 100-309, as discussed in the Student Health bundle, above.	<input type="checkbox"/>
7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries	The procedure is revised for the reasons discussed in 7:305, <i>Student Athlete Concussions and Head Injuries</i> , above.	<input type="checkbox"/>
7:340, Student Records	The policy is unchanged. The footnotes and Legal References are updated to incorporate amendments to the Illinois School Student Records Act by P.A. 100-552, requiring that a parent’s or student’s request to inspect and copy records be granted no later than 10 business days (previously 15 school days) after the date of receipt of such a request by the official records custodian. A new statutory subsection, 105 ILCS 10/5(c-5), outlines how a school district may extend the timeline for response by an additional five business days from the original due date if one or more of six listed reasons applies, and also allows the person making the request and the school district to further agree to extend the timeline.	<input type="checkbox"/>
7:340-AP1, School Student Records	The procedure is updated for the reasons discussed in 7:340, <i>Student Records</i> , above.	<input type="checkbox"/>
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records	The exhibit and footnotes are updated for the reasons discussed in 7:340, <i>Student Records</i> , above.	<input type="checkbox"/>
8:30-AP, Definition of Child Sex Offender	The procedure is updated. Several public acts affected its content since 2013, but only the most recent amendment, P.A. 100-428, is listed. Other changes from public acts enacted between P.A. 97-699 and 100-428 are also redlined into this procedure.	<input type="checkbox"/>



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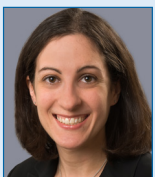
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Christine Crilly, Policy Services, preparation, formatting, quality assurance, editor

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

DRAFT UPDATE

Operational Services

Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.

- ~~5. Notification to an individual as required by 815 ILCS 530/12 whenever his or her personal information was acquired by an unauthorized person; personal information means either:
a. An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or
b. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.~~
- ~~6. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; personal information has the meaning stated in #5, above.~~

Commented [API]: In response to some Ill. Council of School Attorneys' opinions regarding the questionable application of the Personal Information Protection Act (PIPA, 815 ILCS 530/) to school districts, PIPA requirements have been deleted.

Consult the Board attorney before adoption of this policy. Districts may choose to provide or implement more protections than the statutory requirements outlined here.

OPTION: For Boards that have consulted with their attorney and want to include PIPA mandates in this Policy, "815 ILCS 530/, Personal Information Protection Act" will be added to the Legal References, and the following will be added as another paragraph immediately after this numbered list:

The Superintendent is also responsible for ensuring the District complies with the Personal Information Protection Act, 815 ILCS 530/. Compliance measures shall include each of the following:

1. Written or electronic notification to an individual as required by 815 ILCS 530/12 whenever his or her personal information was acquired by an unauthorized person; personal information means either:
 - a. An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or
 - b. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.
2. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; personal information has the meaning stated in #1, above.
3. Notification, no later than 45 days of the discovery of a security breach, to the Illinois Attorney General:
 - a. If the District suffers a breach of more than 250 Illinois residents; or
 - b. When the District provides notice as required in #1, above.

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~~7. Notification, within 45 days of the discovery of a security breach, to the Illinois Attorney General:~~

- ~~a. If the District suffers a breach of more than 250 Illinois residents; or~~
- ~~b. When the District provides notice as required in #5, above.~~

~~8.5~~ All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.

~~6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.~~

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal in accordance with District policy and procedures. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

LEGAL REF.: 5 ILCS 179/, Identity Protection Act.
50 ILCS 205/3, Local Records Act.
105 ILCS 10/, Illinois School Student Records Act.
~~815 ILCS 530/, Personal Information Protection Act.~~

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: ~~May 15, 2017~~

Commented [AP2]: Items #5 and #6 are not required to be in policy, but districts are required to perform the described actions. 5 ILCS 179/35(b). These compliance measures are covered in 4:15-AP, *Protecting the Privacy of Social Security Numbers*.

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DRAFT UPDATE

Putnam County Community Unit School District 535

5:20

General Personnel

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

Commented [AP1]: Added to clarify that harassment is a form of discrimination.

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Sexual Harassment Prohibited

The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint: Enforcement

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Commented [AP2]: While the names and contact information are required by law to be listed in policy, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs. **Please indicate your current Nondiscrimination Coordinator and Complaint Manager information on your PRESS Plus Response Form, attaching additional pages if necessary.**

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Nondiscrimination Coordinator:

Mr. Carl Carlson, Supt.
Name
400 E. Silverspoon Ave., Granville, IL 61326
Address
carlsonc@pcschools535.org
(815) 882-2800 x5
Telephone

Complaint Managers:

Ronda Cross, Principal
Putman Co. Primary School
Name
400 E. Silverspoon Ave., Granville, IL 61326
Address
crossr@pcschools535.org
(815) 882-2800 x1
Telephone

Mr. Carl Carlson
Superintendent
Name
400 E. Silverspoon Ave., Granville, IL 61326
Address
carlsonc@pcschools535.org
(815) 882-2800 x5
Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

DRAFT UPDATE

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq.; implemented by 29 C.F.R. §1604.11.
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq.; implemented by 34 C.F.R. Part 106§1604.11.
Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Burlington Industries v. Ellerth, 118 S.Ct. 2257524 U.S. 742 (1998).
Crawford v. Metro. Gov't of Nashville & Davidson County, 129 S.-Ct. 846555 U.S. 271 (2009).
Faragher v. City of Boca Raton, 118 S.Ct. 2275524 U.S. 775 (1998).
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028503 U.S. 60 (1992).
Harris v. Forklift Systems, 114 S.Ct. 367510 U.S. 17 (1993).
Jackson v. Birmingham Board of EducationEduc., 125 S.Ct. 1497544 U.S. 167 (2005).
Meritor Savings Bank v. Vinson, 106 S.Ct. 2399477 U.S. 57 (1986).
Oncale v. Sundown Offshore Services, 118 S.Ct. 998523 U.S. 75 (1998).
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 908 N.E.2d 39233 Ill.2d 125 (Ill., 2009).
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

ADOPTED: ~~October 21, 2013~~

DRAFT UPDATE

Putnam County Community Unit School District 535

5:90

General Personnel

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline ~~1-800-425-ABUSE (1-800-252-2873)(within Illinois); or 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY)~~, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. ~~Any District employee who believes a student is in immediate danger of harm, shall first call 911.~~

The report shall include, if known:

1. The name and address of the child, parent/guardian names, or other persons having custody;
2. The child's age;
3. The child's condition, including any evidence of previous injuries or disabilities; and
4. Any other information that the reporter believes may be helpful to DCFS for its investigation.

The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline ~~1-800-THE-LOST (1-800-843-5678)~~, or online at report.cybertip.org/ or www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every five years after that date.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims

Commented [API]: Updated to include more hotline numbers and a directive for employees to immediately call 911 if they believe a student is in immediate danger of harm.

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DRAFT UPDATE

of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

Special Superintendent Responsibilities

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

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

Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

LEGAL REF.: 105 ILCS 5/10-21.9.
20 ILCS 1305/1-1 et seq., Department of Human Services Act,
~~20 ILCS 2435/~~
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 5:20 (Workplace Harassment Prohibited), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: ~~December 21, 2015~~

Commented [AP2]: 105 ILCS 5/10-23.12(b), amended by P.A.s 100-413 (eff. 1-1-18) and 100-468 (eff. 6-1-18), permits DCFS to cooperate with school officials to distribute informational ANCRA materials in school buildings.

OPTION: Add the following sentence:
"The Superintendent or designee will display DCFS-issued materials that list the DCFS toll-free telephone number and methods for making a report under ANCRA in a clearly visible location in each school building."

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DRAFT UPDATE – REWRITTEN

Putnam County Community Unit School District 535

6:50

Instruction

School Wellness¹

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs.² 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).³

The Superintendent will ensure:⁴

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

¹ State or federal law requires this subject matter to be covered in policy and controls its content. The federal Child Nutrition and WIC Reauthorization Act of 2004 (Child Nutrition Act) requires school districts participating in a program authorized by the National School Lunch Act (NSLA, 42 U.S.C. §1751 et seq.) or the Child Nutrition Act to have a school wellness policy. Pub. L. 108-265, Sec. 204. State law required ISBE to "establish a State goal that all school districts have a wellness policy." 105 ILCS 5/2-3.139. ISBE complied in October 2007 by "instruct[ing] all public school districts to establish a School Wellness Policy." The federal and State laws list mandatory topics for the policy. The second sentence of this policy should be deleted if the district does not participate in the NSLA or the Child Nutrition Act.

See ISBE's numerous resources at: www.isbe.net/Pages/Nutrition-and-Wellness.aspx. Action for Healthy Kids is a national organization dedicated to overcoming the "epidemic of overweight, undernourished and sedentary youth by focusing on changes in schools;" see its resources at: www.actionforhealthykids.org/index.php.

This sample policy seeks to be both legally compliant and consistent with good governance principles. Both federal and State laws allow each school district to determine how the required topics are addressed. Good governance principles suggest that the board should establish goals with community and stakeholder input. The administration should determine how to achieve the goals. The board should monitor this policy by requesting and reviewing periodic implementation data.

The Ill. Dept. of Agriculture and ISBE are directed to create the Farm Fresh Schools Program. 105 ILCS 124/, Farm Fresh Schools Program Act; 30 ILCS 105/5.728, Farm Fresh Schools Program Fund. They are also directed to administer a grant program to further the Program's intent of "reduc[ing] obesity and improve[ing] nutrition and public health, as well as strengthen[ing] local agricultural economies by increasing access to and promoting the consumption of locally grown fruits and vegetables in schools and increasing physical activities and programs that promote pupil wellness." 105 ILCS 124/10.

² 7 C.F.R. §210.31(a) and (c)(1). The law does not require *school-based activities* to be listed in policy – only that boards implement them. Federal law requires consideration of *evidence-based strategies and techniques* when implementing school-based activities. A board that chooses to list these activities must update them as they change by readopting the policy.

For boards that have developed and wish to list their chosen evidence-based school-based activities, add the following sentence to the paragraph as the second sentence: "The District's school-based activities include: [list the chosen evidence-based school-based activities]."

For boards that have not yet developed and implemented their evidence-based school-based activities and need technical assistance, see the websites for:

1. The U.S. Dept. of Agriculture (USDA) at: <https://healthymeals.fns.usda.gov/local-wellness-policy-resources/wellness-policy-elements/other-school-based-activities>; and
2. The Alliance for a Healthier Generation (AHG) at: <https://www.healthiergeneration.org/>.

³ Healthy Hunger-Free Kids Act of 2010 (HHFKA); 42 U.S.C. §1758b (Pub.L. 111-296); 7 C.F.R. §§210.10 and 210.31(a).

⁴ *Id.*; 7 C.F.R. §210.31(c)(4) (identification of school official responsible for implementation of the policy), §210.31 (d)(2) (informing the public about the policy and making it available on an annual basis), §210.31 (d)(3) (informing the public of the progress toward meeting the goals of the policy by making triennial assessments available), and §210.31(e) (policy implementation, assessments, and updates). See also *f/n* 20, below.

This sample policy identifies the superintendent as the school official responsible to ensure compliance and oversee the policy. When the rules require specific identification of a school official, the policy does not include the delegation language or *designee*. [School boards] must identify the [school official(s)] responsible for oversight of [its wellness policy] to ensure compliance. [Boards] have discretion and are the most qualified to identify the best candidate for [their wellness] policy leadership as size, resources, and needs vary greatly among [school districts]. See Federal Register Vol. 81, No. 146 at 50155 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf.

For boards that wish to identify a school official other than the superintendent, delete *Superintendent* and replace it with the responsible school official's title.

Commented [AP1]: This policy and its footnotes, Legal References, and Cross References are updated in response to the 12-22-16 re-designation of 7 C.F.R. §§ 210.30 and 210.31 to §§ 210.31 and 210.30, respectively (wellness policy requirements, i.e., *Smart Snacks* regulations).

In addition, the PRESS Sample was revised to better align with the Alliance for Healthier Generation's (AHG) model policy after consultation with their field consultants. While AHG's model policy is mentioned in the federal *Smart Snack* regulations as a benchmark for school districts to use for comparison to their own wellness policies, AHG and its field consultants are not a regulatory agency or agents and has/have no power to require school districts to adopt its recommendations or suggested best practices.

The footnotes are provided here for your information; once this policy has been adopted, they will be removed.

A redlined version showing the changes made can be accessed at PRESS Online.

Consult the board attorney, the footnotes, and the *Smart Snacks* regulations themselves to make decisions based upon local needs.

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Commented [AP2]: OPTION: For boards that have developed and wish to list their chosen evidence-based school-based activities, add the following sentence to the paragraph as the second sentence: "The District's school-based activities include: [list the chosen evidence-based school-based activities]."

See footnote 2 for more information.

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Commented [AP3]: OPTION: For boards that wish to identify a school official other than the superintendent, delete *Superintendent* and replace it with the responsible school official's title.

See footnote 4 for more information.

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1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manuals; and
3. The community is informed about the progress of this policy’s implementation.

Goals for Nutrition Education and Nutrition Promotion ⁶

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 Board policy 6:60, *Curriculum Content*. ⁷

Goals for Physical Activity ⁸

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

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

The intent of the rule is that schools “notify households on an annual basis of the availability of the local school wellness policy information and provide information that would enable *interested households* to obtain additional details.” Fed. Reg. Vol. 81, No. 146 at 50160. However, the rule states, “[i]nform the *public* about the content and implementation of the local school wellness policy, and make the policy and any updates to the policy available to the public on an annual basis.”

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 websites for the *public*, and use the student handbook to distribute important information to *interested households*.

⁵ For boards that distribute their wellness policies via student handbooks and want to list that in the text of their policies, insert “and distributed to students and their parents/guardians through student handbooks”. For sample handbook language, see the Illinois Principals Association *Online Model Student Handbook (MSH)* at: www.ilprincipals.org/resources/model-student-handbook.

⁶ Goals for nutrition education and nutrition promotion are required topics, but the local board may determine what goals are appropriate. Pub. L. 108-265, Sec. 204(a)(1) and Pub. L. 111-296; 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.31(c)(1). Replace this policy’s text with a board’s own locally-developed nutritional education and promotion goals.

Nutrition promotion, required by Pub. L. 111-296, is not well-described or defined. The Food Nutrition Service (FNS) describes *nutrition promotion* more clearly in its technical assistance materials and the proposed 7 C.F.R. Part 210 rules (Fed. Reg. Vol. 79, No. 38 at 10695), dated Feb. 26, 2014, which state, “... evidence based techniques and scientifically-based nutrition messages targeted to a specific audience to inspire and motivate them to take action and use these techniques and messages to create environments and food service venues (classroom, cafeteria, a la carte, vending machines, school stores, snack bars, fundraisers, home, etc.) that encourage healthy nutrition choices, as well as enhance and encourage participation in school meal programs.”

More specific materials about nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, have also been developed by the FNS’ Team Nutrition at: www.fns.usda.gov/tn/resource-library.

Technical assistance for:

1. *Nutritional education* at: healthymeals.fns.usda.gov/nutrition-education-9.
2. *Nutritional promotion* at: healthymeals.fns.usda.gov/local-wellness-policy-resources/wellness-policy-elements/nutrition-promotion.
3. Goals development for and implementation of nutrition education and promotion are available from AHG at: www.healthiergeneration.org/.

⁷ 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n).

⁸ This is a required topic, but the local board may determine what goals are appropriate. Pub.L. 108-265, Sec. 204(a)(1); 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.31(a) and (c)(1).

Commented [AP4]: OPTION: For boards that distribute their wellness policies via student handbooks and want to list that in the text of their policies, insert “and distributed to students and their parents/guardians through student handbooks”.

See footnote 5 for more information.

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healthy lifestyle. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.⁹

- 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*.¹⁰
- 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 (ISBE).¹¹

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited¹²

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture’s (USDA) *Smart Snacks* rules).¹³

In addition, in order to promote student health and reduce childhood obesity,¹⁴ the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.¹⁵

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

⁹ 105 ILCS 5/27-5 and 27-6; 23 Ill.Admin.Code §1.425 (added at 40 Ill. Reg. 2990). See also f/n 19 in policy 6:60, *Curriculum Content*. For standards-based lesson plans and curricula for pre-kindergarten through grade eight, classroom-based lesson plans, recipes, guidance to improve the quality of school meals, and other materials for nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, see the resources developed by the FNS’ Team Nutrition at: www.fns.usda.gov/tn/resource-library.

¹⁰ *Id.*

¹¹ Schools must “set student learning objectives which meet or exceed goals established by the State.” 105 ILCS 5/2-3.63. The *Learning Standards* can be found on ISBE’s website at: www.isbe.net/Pages/Learning-Standards.aspx. See *State Goal 20: Achieve and maintain a health-enhancing level of physical fitness based upon continual self-assessment* at: www.isbe.net/Pages/PE-Health-Learning-Standards.aspx.

¹² 105 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/Pages/PE-Health-Learning-Standards.aspx. See also 23 Ill.Admin.Code §1.425 (g), (h); ISBE’s *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. 5-22-17)* at: www.isbe.net/Documents/fitness-asmt-faq.pdf.

¹³ The policy must include the nutrition guidelines selected by the board for “all foods available during the school day with the objective of promoting student health and reducing childhood obesity.” Pub. L. 108-265, Sec. 204(a)(2); 105 ILCS 5/2-3.139(a)(1); and 7 C.F.R. §210.10 and 210.31(a), (c)(2), and (c)(3)(i)-(iv). 42 U.S.C. 1758b(b)(2)(A) requires that each local school wellness policy include nutrition guidelines for all foods and beverages available for sale on the school campus during the school day to ensure they are consistent with the statutory and regulatory provisions governing school meals (7 C.F.R. §§210.10, 220.8 and 220.10) and competitive foods (7 C.F.R. §210.11) as applicable.

Prior to July 2016 when 7 C.F.R. § 210.10 and 7 C.F.R. § 210.31(c) (respectively) became effective, the current *Dietary Guidelines for Americans* published jointly by the U.S. Depts. of Health and Human Services and Agriculture (USDA) were used as nutrition guidelines.

¹⁴ 7 C.F.R. §§210.10 (meal requirements for lunches and after-school snacks); 210.11(c) (general nutrition standards for competitive food, i.e., *Smart Snacks*); and 210.31(a) and (c) (encompassing all other nutrition requirements, including foods not sold to students during the school day (classroom parties)).

¹⁵ 7 C.F.R. §210.31(c)(3)(iv).

¹⁶ 7 C.F.R. §§210.11(a)(2) and 210.31(c)(3)(iii); 23 Ill. Admin. Code §305.5. For a definition of *competitive foods*, see 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

DRAFT UPDATE – REWRITTEN

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.¹⁶

Exempted Fundraising Day (EFD) Requests 17

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.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. 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 for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals 18

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. 19

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

16 7 C.F.R. §210.31(c)(2). This sample policy does not apply competitive food standards to foods not sold in schools; i.e., foods that students bring into the school from home, etc.

The final [federal] rule does not require that local school wellness policy standards for foods provided in schools during the school day but not available for sale conform to the school meal requirements or the competitive foods standards. In fact, the preamble to the final rule reiterates this saying, “[a]gain, it should be noted that with regard to foods provided, but not sold, in schools, local jurisdictions have the discretion to adopt standards that conform to [the competitive food standards] or to adopt more or less stringent standards.” Similarly, the preamble to the final rule clearly states the rule does not require school boards to address standards for food brought from home for individual consumption. See Federal Register Vol. 81, No. 146 at 50158 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf. Emphasis added.

This sample policy adopts less stringent standards for foods not sold in schools. For boards that wish to adopt standards that conform to the competitive food standards or apply even more stringent standards to foods available, but not sold during the school day, delete the last sentence of this subhead: ~~Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., foods for classroom parties, school celebrations, and reward incentives.~~ and choose one of the following sentences to replace it:

Option 1: The District applies *competitive foods* standards listed in Board policy 4:120, *Food Services*, to foods available, but not sold, in schools.

Option 2: The District applies more stringent standards than the *competitive foods* standards to foods available, but not sold, in schools. These include [list the chosen standards to foods available, but not sold, in schools].

The AHG encourages school officials to consider prohibiting foods as a reward and using the *Smart Snacks* standards for foods available, but not sold during the school day. However, enforcing such standards against students who are sent to school with snacks from their parents/guardians is difficult and may be considered overreach. Further, such a standard may open the district to challenges. Consult the board attorney about enforcement of standards that meet the *competitive foods* standards – or even more stringent standards – upon foods available, but not sold during the school day, i.e., choosing Options 1 or 2, above.

17 Required by 23 Ill.Admin.Code §305.15(c)(2), 7 C.F.R. §§210.11(b)(4), (c)(2) and 210.30(c)(2) for participating schools that want to grant EFDs.

For elementary districts, delete these sentences: ~~The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. 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 for grades 9 through 12 in participating schools is set by ISBE rule.~~

For high school districts, delete this sentence: ~~EFDs are prohibited for grades eight and below in participating schools.~~

Detailed procedures are subject to change and are too complicated for policy text. This policy seeks to balance the requirement to include procedures in the policy for requesting an EFD by providing information about the initial steps and directing the superintendent or designee to inform the requestor of the current procedure. For a list of the number of available EFDs and a more detailed sample step-by-step procedure to request them, see 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

18 Inclusion in the policy is required for only those districts that participate in a program authorized by the NSLA or the Child Nutrition Act.

Commented [AP5]: OPTION: For boards that wish to adopt standards that conform to the competitive food standards or apply even more stringent standards to foods available, but not sold during the school day, delete the last sentence of this subhead: ~~Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., foods for classroom parties, school celebrations, and reward incentives.~~ and choose one of the following sentences to replace it:
Option 1: The District applies *competitive foods* standards listed in Board policy 4:120, *Food Services*, to foods available, but not sold, in schools.
Option 2: The District applies more stringent standards than the *competitive foods* standards to foods available, but not sold, in schools. These include [list the chosen standards to foods available, but not sold, in schools].

See footnote 16 for more information.

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DRAFT UPDATE – REWRITTEN

Monitoring ²⁰

At least every three years, the Superintendent shall 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 (a triennial report).²¹ This triennial 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
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment ²²

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

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

¹⁹ Child Nutrition Act of 1966 (42 U.S.C. §1771 *et seq.*) and NSLA (42 U.S.C. §1758).

²⁰ The policy must establish a plan for measuring implementation of the local wellness policy, including designation of one or more persons within the local educational agency at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy. Pub. L. 108-265, Sec. 204(a)(4); 105 ILCS 5/2-3.139(a)(4); and 7 C.F.R. §210.31(c)(5), (6), and (e)(1). 105 ILCS 110/3.5(a) requires ISBE to develop and maintain a nutrition and physical activity best practices database. Materials may be found at: www.isbe.net/Pages/Nutrition-and-Wellness.aspx.

⁴² U.S.C. §1758b (Pub. L. 111-296) requires the public to receive periodic measures with the listed items. The accepted practice is annual reports. There is very little guidance to assist school districts in complying with this requirement, and school districts were expected to be working toward developing a reasonable method to implement this requirement by the end of the 2011-2012 school year. Without guidance, to ensure compliance, superintendents should contact their Regional Office of Education regarding their school districts' efforts to comply with this requirement. A guide to help school districts conduct an evaluation of local wellness policies is available, along with more guidance at: www.fns.usda.gov/tn/healthy/wellnesspolicy_tools.html.

²¹ 7 C.F.R. §210.31(e)(2)(i)-(iii) and (3).

²² *Id.* and §210.31(f); see also the Local Records Act, 50 ILCS 205/. It governs retention of district records; its definition of *public record* is narrower than the definition in the Freedom of Information Act. These communications must be retained only when they contain: (1) evidence of the district's organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. Consult the board attorney for a more thorough analysis and a legal opinion about how to meet both of the federal records retention requirements discussed in *f/n* 25, below, and the Local Records Act.

DRAFT UPDATE – REWRITTEN

Community Involvement ²³

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates 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 the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*. ²⁴

Commented [AP6]: OPTION: For a district that wants to appoint or approve a local school wellness committee, add the following optional sentence as the last sentence of this subhead: "As necessary, the Superintendent or designee will convene a Wellness Committee with at least one representative from each of the listed groups."

See footnote 23 for more information.

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Commented [AP7]: OPTION: If a board wants to comply with the USDA's *encouragement* to include Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators or educators in the group to provide input about the policy, add:

“, Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators, educators” to the end of the first sentence in this subhead, immediately before: “, and community.”

See footnote 23 for more information.

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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.

²³ A board must establish a plan in its wellness policy for involving parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development of the school wellness policy. Pub.L. 108-265, Sec. 204(a)(5), amended by 42 U.S.C. §1758b (Pub.L. 111-296); 105 ILCS 5/2-3.139(a)(3); 7 C.F.R. §210.31(c)(5) (requirement to describe involvement plan in policy) and 7 C.F.R. §210.31(d)(1)(requirement to allow certain stakeholders to participate in policy development, etc.).

School districts have discretion in exactly how they implement this requirement, and [each [school district] is best suited to determine the distinctive needs of the community it serves. See Federal Register Vol. 81, No. 146 at 50155 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf.

This requirement's awkward wording notwithstanding, a board may take compliance steps by:

1. Seeking community input or involvement during this policy's adoption and monitoring phases, and inviting suggestions and comments during the public comment portion of board meetings from time to time. This method aligns with 2:140, *Communications To and From the Board* and 2:240, *Board Policy Development*.
2. Establishing a "local school wellness committee." This method is discussed in the preamble to 7 C.F.R. §210.31(d)(1), which suggests "identifying individuals" to serve on a "local school wellness policy committee." **However, the final text of 7 C.F.R. §210.31(d)(1) does not specifically require districts to establish a local school wellness policy committee – only that they "permit [groups listed in the policy above] to participate ..."** See also the citation to the Federal Register, in the second paragraph of this *f/n* above, discussing policy implementation discretion.

The default text of this policy follows item #1 above and does not establish a local school wellness committee. For a district that wants to appoint or approve a local school wellness committee, add the following optional sentence as the last sentence of this subhead: "As necessary, the Superintendent or designee will convene a Wellness Committee with at least one representative from each of the listed groups." Also list the Wellness Committee in 2:150-AP, *Superintendent Committees*. As much of the work of developing a plan to involve local stakeholders is administrative/staff work rather than governance work, best practice is for a Wellness Committee be an administrative committee, but consult the board attorney for guidance. See *f/n* 3 in policy 2:150, *Committees* for a discussion of Open Meetings Act implications of the Wellness Committee being a board committee.

If a board wants to comply with the USDA's *encouragement* to include Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators or educators in the group to provide input about the policy, add:

“, Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators, educators” to the end of the first sentence in this subhead, immediately before: “, and community.”

²⁴ If a board has not adopted the **Community Engagement** subhead in policy 8:10, *Connection with the Community*, delete the phrase at the end of the second sentence: "Individuals shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* ~~and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*."~~

A board may also choose to post this policy on its website and include it in the student handbook.

DRAFT UPDATE – REWRITTEN

Recordkeeping ²⁵

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, Pub. L. 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, Pub. L. 111-296.
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.
Local Records Act, 50 ILCS 205/.
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.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

ADOPTED:

Commented [AP8]: OPTION: While 7 C.F.R. §210.311(f) does not require the policy text to state what records must be kept, a board that wants to include that information may insert the following text: "Records must include: (1) this policy; (2) documentation demonstrating compliance with community involvement, including requirements to make the policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of this policy for each school under its jurisdiction."

See footnote 25 for more information.

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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.

²⁵ 7 C.F.R. §210.311(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.

See f/n 22, above regarding the Local Records Act and 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*.

While 7 C.F.R. §210.311(f) does not require the policy text to state what records must be kept, a board that wants to include that information may insert the following text: "Records must include: (1) this policy; (2) documentation demonstrating compliance with community involvement, including requirements to make the policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of this policy for each school under its jurisdiction."

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 it, 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 courses during the previous two 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.

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 with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. 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 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.

Commented [APowell1]: Updated in response to P.A. 100-465

The phrase "after recommendation by the Superintendent" is optional. If a superintendent does not bring this topic to the board for discussion, the board may not have a trigger to make the determination.

OPTION: If the Board engages in block scheduling, the second-to-last sentence will be replaced with the following:
"Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days, in a physical education course."

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14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
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 Education)

ADOPTED: ~~December 19, 2016~~

DRAFT UPDATE

Students

Equal Educational Opportunities

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

Sex Equity

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

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

Administrative Implementation

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

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LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).
Ill. Constitution, Art. I, §18.
105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60 (P.A.s 100-29 and 100-163, final citations pending), 5/10-22.5, and 5/27-1.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: ~~October 19, 2015~~

Commented [APowell1]: The Legal References have been updated.
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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's ~~ward's~~ educational curriculum within a reasonable time of their request.

Commented [APowell1]: Updated throughout in response to the Governor's Executive Order, 2016-10 (8-19-16), and P.A. 100-159, which mandate that the use of the term *ward* be eliminated in laws referring to children who are under the care of DCFS.

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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*).
4. Is otherwise authorized by Board policy.

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.

DRAFT UPDATE

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: ~~December 19, 2016~~

DRAFT UPDATE

Students

Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint: Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, ~~or a~~ Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Commented [APowell1]: Using "or any staff member with whom the student is comfortable speaking" is consistent with 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. By including "any staff member" in this list, 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.

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An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Mr. Carl Carlson, Supt.
Name
400 E. Silverspoon Ave., Granville, IL 61326
Address
carlsonc@pcschools535.org

(815) 882-2800 x5
Telephone

Complaint Managers:

Ronda Cross, Principal
Putman Co. Primary School
Name
400 E. Silverspoon Ave., Granville, IL 61326
Address
crossr@pcschools535.org
(815) 882-2800 x1
Telephone

Mr. Carl Carlson
Superintendent
Name
400 E. Silverspoon Ave., Granville, IL 61326
Address
carlsonc@pcschools535.org
(815) 882-2800 x5
Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Commented [AP2]: While the names and contact information are required by law to be listed in policy, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs. **Please indicate your current Nondiscrimination Coordinator and Complaint Manager information on your PRESS Plus Response Form, attaching additional pages if necessary.**
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LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972.
34 C.F.R. Part 106.
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County Board of Education, 526 U.S. 629 (1999).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998).
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited),
7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to
Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence
Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in
Extracurricular Activities)

ADOPTED: **November 17, 2014**

DRAFT UPDATE

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), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. 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 protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. 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.
6. 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.
7. The identification of supportive services that may be offered to truant, ~~or~~ chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family

Commented [APowell1]: 105 ILCS 5/26-1, amended by P.A. 100-185. Such a student must be granted five days of excused absences in any school year and, at the board's discretion, may be granted additional excused absences to visit the student's parent/guardian. The student and his/her parent/guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence and for ensuring that such assignments are completed by the student prior to his/her return to school from the excused absence period.

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Commented [APowell2]: 105 ILCS 5/26-18, added by P.A. 100-156, eff. 1-1-18, requires that, beginning 7-1-18, districts collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c).

For more information, see the footnotes available at PRESS Online.

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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*.

8. 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.
9. 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.
10. 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.
11. 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.
12. 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*.
13. 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, [Juvenile Court Act of 1987](#).
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: ~~December 19, 2016~~

DRAFT UPDATE

Putnam County Community Unit School District 535

2:260

School Board

Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (P.A. 100-29, final citation pending)
- 7.8. Bullying, 105 ILCS 5/27-23.7
- 8.9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
- 9-10. Curriculum, instructional materials, and/or programs
- 10-11. Victims' Economic Security and Safety Act, 820 ILCS 180
- 11-12. Illinois Equal Pay Act of 2003, 820 ILCS 112
- 12-13. Provision of services to homeless students
- 13-14. Illinois Whistleblower Act, 740 ILCS 174/.
- 14-15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
- 15-16. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Commented [AP1]: Added to the list because (new) Section 10-20.60 states that schools must process student complaints under the Ill. sex equity rules (23 Ill.Admin.Code § 200), which require a school to follow a written grievance procedure. Section 10-20.60 provides a separate basis for a complaint, although Title IX may also apply.

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DRAFT UPDATE

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

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

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

Investigation

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

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

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

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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school business days of the Board's decision the Superintendent shall inform the Complainant and the accused of the Board's action.

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

Appointing a Nondiscrimination Coordinator and Complaint Managers

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

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

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

Nondiscrimination Coordinator:

Mr. Carl Carlson, Supt.
Name
400 E. Silverspoon Ave., Granville, IL 61326
Address
carlsonc@pschools535.org
(815) 882-2800 x5
Telephone

Complaint Managers:

Ronda Cross, Principal
Name
Putman Co. Primary School
Address
400 E. Silverspoon Ave., Granville, IL 61326
Address
crossr@pschools535.org
(815) 882-2800 x1
Telephone

Mr. Carl Carlson
Name
Superintendent
Address
400 E. Silverspoon Ave., Granville, IL 61326
Address
carlsonc@pschools535.org
(815) 882-2800 x5
Telephone

Commented [APowell2]: While the names and contact information are required by law to be listed in policy, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs. **Please indicate your current Nondiscrimination Coordinator and Complaint Manager information on your PRESS Plus Response Form, attaching additional pages if necessary.**

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Commented [AP3]: Publicizing the contact information for the Nondiscrimination Coordinator and Complaint Managers through personnel handbooks, student handbooks, and/or on the district's website is a best practice.

OPTION: The board may add the following sentence to address publication of such contact information:
"The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis."

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LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60 (P.A. 100-29, final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
Illinois Genetic Information Privacy Act, 410 ILCS 513/.
Illinois Whistleblower Act, 740 ILCS 174/.
Illinois Human Rights Act, 775 ILCS 5/.
Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.
Equal Pay Act of 2003, 820 ILCS 112/.
Employee Credit Privacy Act, 820 ILCS 70/.
23 Ill.Admin.Code §§1.240 and 200_40.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities), 8:110 (Public Suggestions and Concerns)

ADOPTED: September 18, 2017

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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 or from school or to or from 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 [AP1]: Revised to more accurately reflect the statutory language of 105 ILCS 5/29-3.
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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 and /1-17.
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 (Employee Ethics;
Conduct; and Conflict of Interest), 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 19, 2016~~

DRAFT UPDATE

Operational Services

Facility Management and Building Programs

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

Standards for Managing Buildings and Grounds

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

Standards for Green Cleaning

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

Standards for Facility Construction and Building Programs

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

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

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

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LEGAL REF.: ~~42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.~~
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.60 (P.A. 100-163, final citation pending), and 5/17-2.11,
105 ILCS 140/, Green Cleaning Schools Act, and
105 ILCS 230/, School Construction Law.
410 ILCS 25/, Environmental Barriers Act.
820 ILCS 130/, Prevailing Wage Act.
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

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

ADOPTED: ~~December 15, 2014~~

Commented [AP1]: The Legal References have been updated for continuous improvement, and in response to 105 ILCS 5/10-20.60, (added by P.A. 100-163, eff. 1-1-18, final citation pending), which requires school districts to make feminine hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in the bathrooms of school buildings serving students in grades 6 through 12. **Note:** The statute does not delineate between types of bathrooms (student, staff, girls, boys, unisex, etc.). Consult with the board attorney about implementing this law.

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DRAFT UPDATE

Operational Services

Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

Commented [AP1]: The term *emergency operations and crisis response plan* is used because federal agencies refer to school *emergency operations plans* and the School Safety Drill Act (105 ILCS 128/) refers to *emergency and crisis response plans*.

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In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement drill to address a school shooting incident.

Commented [AP2]: The numbered list is updated to more accurately reflect statutory requirements.

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Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Illinois State Board of Education (29 Ill.Admin.Code Part 1500).

Commented [AP3]: The Annual Review section has been moved up to clearly indicate that it is related to the emergency operations and crisis response plan(s) and to the school safety drill plan.

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Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

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~~The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.~~

Commented [AP4]: 77 Ill.Admin.Code §527.600(d), (f).

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Commented [AP5]: 210 ILCS 74/15(c); 77 Ill.Admin.Code §527.700.

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Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the ~~Illinois Department of Public Health~~ IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

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

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

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

Lead Testing in Water

~~The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Illinois Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.~~

Commented [AP6]: Added in response to 225 ILCS 320/35.5, added by P.A. 99-922 and amended by P.A. 100-103, which requires that each source of potable water in school buildings constructed on or before 1-1-00, which may be occupied by more than 10 children in grades pre-K through 5, be tested for lead.

Testing for buildings constructed prior to 1-1-87 must be conducted by 12-31-17.

Testing for buildings constructed between 1-2-87 and 1-1-00 must be conducted by 12-31-18.

By 6-30-19, the IDPH will determine whether it is necessary and appropriate to require testing for buildings constructed after 1-1-00.

See the footnotes available at PRESS Online for more information.

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Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

Annual Review

~~The Board or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.~~

Commented [APowell7]: The Annual Review section has been moved up to clearly indicate that it is related to the emergency operations and crisis response plan(s) and to the school safety drill plan.

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DRAFT UPDATE

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.56, 5/18-12, ~~and 5/18-12.5,~~ and 105 ILCS 128/, School Safety Drill Act, implemented by 29 Ill.Admin.Code Part 1500.

210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: December 21, 2015

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, licensed and/or non-licensed healthcare professionals 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 initially complete the training by 9-1-16.~~
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.
12. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
13. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.

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*.

Commented [AP1]: Updated in response to mandates added to the Youth Sports Concussion Safety Act, 105 ILCS 5/22-80, amended by P.A. 100-309.

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Commented [AP2]: Training required by 105 ILCS 5/10-20.60, (added by P.A. 100-14, final citation pending).

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Commented [AP3]: Training required by 105 ILCS 5/10-20.17a and 23 Ill.Admin.Code §1.330.

Note: All of the in-services and trainings in the numbered list are required by law, but they are not required to be listed in policy.

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LEGAL REF.: [Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296, 7 C.F.R. Parts 210 and 235.](#)
105 ILCS 5/2-3.62, [5/10-20.17a, 5/10-20.60 \(P.A. 100-14, final citation pending\), 5/10-22.6\(c-5\), 5/10-22.39, 5/10-23.12, 5/22-80\(h\), 5/10-23.12, 5/24-5.2, 105 ILCS 25/1.15, Interscholastic Athletic Organization Act, and 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.](#)
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 [§§ 22.20, 226.800, and](#) Part 525.
[77 Ill.Admin.Code §527.800.](#)

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 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), [6:50 \(School Wellness\)](#), 6:160 (English Learners), [7:10 \(Equal Educational Opportunities\)](#), 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 19, 2016](#)

DRAFT UPDATE

Putnam County Community Unit School District 535

5:200

Professional Personnel

Terms and Conditions of Employment and Dismissal

The School Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Duty-Free Lunch, Salary, Assignments and Transfers, Dismissal, Evaluation

Please refer to the applicable collective bargaining agreement.

School Year and Day

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days. Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans' Day).

School Day

Teachers are required to work the school day adopted by the Board. The District accommodates employees who are nursing mothers according to provisions in State and federal law.

Also please refer to the applicable collective bargaining agreement.

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. School social worker has the meaning stated in 105 ILCS 5/14-1.09a.

LEGAL REF.: 105 ILCS 5/10-19, 5/14-1.09a, 5/18-8, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.

820 ILCS 260/1 et seq.

23 Ill.Admin.Code Parts 50 (Evaluation of Certified Employees) and 51 (Dismissal of Tenured Teachers).

Cleveland Board of Education v. Loudermill, 470 U.S. 532(1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED: February 21, 2017

Commented [AP1]: New subheading added in response to continuous improvement feedback from subscribers.

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Commented [AP2]: Optional. New subsection provides information to district employees and the community that 105 ILCS 5/14-1.09a, amended by P.A. 100-356, prohibits school social workers from moonlighting by providing services to students attending the districts in which they are employed.

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Putnam County Community Unit School District 535

5:220

Professional Personnel

Substitute Teachers

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

A substitute teacher must hold either a valid teaching or substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

Internal Substitution

Please refer to the following current agreement:

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

LEGAL REF.: 105 ILCS 5/21B-20(2) and 5/21B-20(3) ~~and 24-5.~~
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

ADOPTED: ~~December 15, 2014~~

Commented [API]: Amended to clarify requirements stated in 23 Ill.Admin.Code § 1.790.

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Professional Personnel

Suspension

Suspension Without Pay

The School Board may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Superintendent or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Superintendent or designee shall report the action to the Board at its next regularly scheduled meeting.

Suspension With Pay

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

Employees Under Investigation by Illinois Dept. of Children and Family Services (DCFS)

Upon receipt of a DCFS recommendation that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended by DCFS, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

Commented [AP1]: Optional. 325 ILCS 5/7.4(c-5), amended by P.A. 100-176, eff. 1-1-18, allows DCFS to recommend to districts that they remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment in the school district in which he or she is employed.

Consult the board attorney about suspending an employee without pay pursuant to a *DCFS 325 ILCS 5/7.4(c-5)-recommendation*. This language balances the interests of student safety and employee due process when the district receives a recommendation to a remove an employee who is the subject of a DCFS investigation from employment.

Note: Liability may exist when a district receives a *325 ILCS 5/7.4(c-5)-recommendation* and does not remove the employee as a result. See the footnotes available at PRESS Online for more information.

This information also appears in policy 5:290, *Educational Support Personnel – Employment Termination and Suspensions*. Consult the board attorney before removing this optional section in one policy but not the other.

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Commented [AP2]: The text "Board or Superintendent or designee" allows flexibility if the Superintendent were the subject of a DCFS investigation.

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Repayment of Compensation and Benefits

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must repay to the District all compensation and the value of all benefits received by him or her during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430/5-60(b).
105 ILCS 5/24-12.
~~325 ILCS 5/7.4(c-10).~~
~~Cleveland Board of Education v. Loudermill, 470 U.S. 532 105 S.Ct. 1487 (1985).~~
~~Barszcz v. Community College District No. 504, 400 F.Supp. 675 (N.D. Ill., 1975).~~
~~Massie v. East St. Louis School District No.189, 203 Ill.App.3d 965 (5th Dist. 564 N.E.2d 246 (Ill.App.5, 1990).~~

CROSS REF.: 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

ADOPTED: ~~February 21, 2017~~

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Educational Support Personnel

Employment Termination and Suspensions

Resignation and Retirement

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

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

Non-RIF Dismissal

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

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

Reduction in Force and Recall

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

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

Final Paycheck

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

Suspension

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

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provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
 - a. A suspension with pay; or
 - a-b. A suspension without pay.

LEGAL REF.: 5 ILCS 430 et seq.
105 ILCS 5/10-22.34c and 5/10-23.5
325 ILCS 5/7.4(c-10).
820 ILCS 105/4a.

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

ADOPTED: February 21, 2017

Commented [AP1]: Optional. 325 ILCS 5/7.4(c-5), amended by P.A. 100-176, eff. 1-1-18, allows DCFS to recommend to districts that they remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment in the school district in which he or she is employed.

Consult the board attorney about suspending an employee without pay pursuant to a *DCFS 325 ILCS 5/7.4(c-5)-recommendation*. This language balances the interests of student safety and employee due process when the district receives a recommendation to a remove an employee who is the subject of a DCFS investigation from employment.

Note: Liability may exist when a district receives a *325 ILCS 5/7.4(c-5)-recommendation* and does not remove the employee as a result. See the footnotes available at PRESS Online for more information.

This information also appears in policy 5:240, *Professional Personnel – Suspension*. Consult the board attorney before removing this optional sentence in one policy but not the other.

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Putnam County Community Unit School District 535

6:150

Instruction

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.: 105 ILCS 5/10-22.6a, 5/14-13.01, and 5/18-4.5, and 5/18-8.05.
23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: July 21, 2014

Commented [APowell1]: Updated in response to 105 ILCS 5/14-13.01(a), amended by P.A. 100-443.

P.A. 100-513 amended the definition in the Nurse Practice Act, 225 ILCS 65/50-10, to advanced practice registered nurse. This policy reflects that change in terminology, even though Section 22-80 was not similarly amended.

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Instruction

Graduation Requirements

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

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill.Admin.Code §1.440.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by the School Code, 105 ILCS 5/2-3.64a-5(c).

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty, this includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

Early Graduation

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

Certificate of Completion

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

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

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

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LEGAL REF.: ~~105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, and 5/27-22.10, and 70.~~
105 ILCS 70/ Educational Opportunity for Military Children Act.
23 Ill.Admin.Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 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)

ADOPTED: ~~April 18, 2016~~

Commented [APowell1]: The Legal References have been updated.
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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

Commented [APowell1]: 105 ILCS 5/10-20.60 (final citation pending), added by P.A. 100-133, eff. 1-1-18, requires school boards to require the district's high schools, if any, to inform all 11th and 12th grade students of dual enrollment and dual credit opportunities at public community colleges for qualified students.

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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~~Ongoing participation 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 or extracurricular 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 who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*. **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 American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

Commented [APowell2]: This policy excuses students from P.E. only during the marching band season because the statute allows the exemption "for ongoing participation in such marching band program." Thus, if the marching band season is over, the student's *ongoing participation* has ceased and the student no longer qualifies for the P.E. exemption. Common sense, however, would allow the exemption to continue until the end of the current grading period.

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Commented [APowell3]: 105 ILCS 5/27-6(b)(1). 105 ILCS 5/27-6(b), amended by P.A. 100-465, now states "on a case-by-case basis, excuse pupils in grades 7 through 12 who participate in an interscholastic or extracurricular athletic program." It does not require such participation to be *ongoing*. Common sense, however, would allow the exemption to continue only until the end of the grading period during which the athletic program is active.

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Commented [APowell4]: State law does not define *interscholastic athletic program* or *extracurricular athletic program*; however, 105 ILCS 5/22-80 defines *interscholastic athletic activity* as "any organized school-sponsored or school-sanctioned activity for students, generally outside of school instructional hours, under the direction of a coach, athletic director, or band leader, including, but not limited to, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, and wrestling."

OPTION: For boards that want to explain the meaning of *interscholastic or extracurricular athletic program*, insert the following option at the end of #3:
(organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader)

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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 §§1.425(e) 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 Education)

ADOPTED: ~~December 19, 2016~~

DRAFT UPDATE

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.
Illinois School Student Records Act, 105 ILCS 10/
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 19, 2016~~

Commented [APowell1]: The Legal References have been updated.

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DRAFT UPDATE

Students

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail,

Commented [APowell1]: Note: Every two years, each district must review and re-evaluate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, make necessary and appropriate revisions, and file the updated policy with ISBE. This notice serves as a courtesy to **PRESS Plus** subscribers to contact ISBE about this requirement. Boards may submit their policies to bullyingpolicy@isbe.net. If individuals need to speak to someone directly, they can contact Schena Warren Harris at swarren@isbe.net or 1-312-814-0940; Jeff Aranowski at jaranows@isbe.net; or the Safe & Healthy Climate division.

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Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the ~~District Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager,~~ or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District ~~named officials—Complaint Manager~~ or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Commented [APowell2]: The Nondiscrimination Coordinator has been added for consistency with Policy 2:260, *Uniform Grievance Procedure*

While the names and contact information are required by law to be listed in policy, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs. **Please indicate your current Nondiscrimination Coordinator and Complaint Manager information on your PRESS Plus Response Form, attaching additional pages if necessary.**

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Commented [APowell3]: By including all staff members in this list, 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.

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Nondiscrimination Coordinator:

Mr. Carl Carlson, Supt.

Name

400 E. Silverspoon Ave., Granville, IL 61326

Address

carlsonc@pcschools535.org

(815) 882-2800 x5

Telephone

Complaint Managers:

Ronda Cross, Principal

Name

400 E. Silverspoon Ave., Granville, IL

Address

crossr@pcschools535.org

Email

815-882-2800, ext. 1

Telephone

Carl Carlson, Superintendent

Name

400 E. Silverspoon Ave., Granville, IL

Address

carlsonc@pcschools535.org

Email

815-882-2800, ext. 5

Telephone

Anonymous Reporting call: 815-882-2800 ext. 5

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's ~~Internet~~-website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must ~~also~~ be distributed annually to parents/guardians, students, and school personnel; ~~(including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.~~
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.

Commented [APowell4]: 105 ILCS 5/27-23.7(b)(10), amended by P.A. 100-137.

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- c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

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LEGAL REF.: 405 ILCS 49/, Children’s Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED: ~~November 17, 2014~~

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Students

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical

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cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

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10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident.

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The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-

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alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local

Commented [APowell1]: Districts that receive early childhood block grant funding (authorized by 105 ILCS 5/1C-2 of the School Code) are prohibited from expelling children from their early childhood programs 105 ILCS 5/2-3.71(a)(7) and 105 ILCS 5/10-22.6, amended by P.A. 100-105, eff. 1-1-18.

OPTION: For districts that receive early childhood block grant funding, add the following:
Students enrolled in the District’s State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

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law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

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LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §~~7961454~~ et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and
110/3.10.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: ~~April 18, 2016~~

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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 school 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 school 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 school social worker. A student's parent~~(s)~~/guardian~~(s)~~ must consent to regular or continuing services from a social worker.
4. Guidance and school 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: ~~December 19, 2016~~

Commented [APowell1]: The policy now clarifies that the student support services which may be provided are from a *school* nurse, *school* psychologist, *school* social worker, or *school* counselor.

For more information and licensing requirements for these school service providers, see the footnotes available at PRESS Online.

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Students

Exemption from Physical 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. 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*.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

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.

Commented [APowell1]: State law does not define *interscholastic athletic program* or *extracurricular athletic program*; however, 105 ILCS 5/22-80 defines *interscholastic athletic activity* as "any organized school-sponsored or school-sanctioned activity for students, generally outside of school instructional hours, under the direction of a coach, athletic director, or band leader, including, but not limited to, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, and wrestling."

OPTION: For boards that want to explain the meaning of *interscholastic* or *extracurricular athletic program*, insert the following option:
Interscholastic or extracurricular athletic programs are organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader.

Issue 96, October 2017

Commented [APowell2]: 105 ILCS 5/27-6(b)(1). 105 ILCS 5/27-6(b), amended by P.A. 100-465, now states "on a case-by-case basis, excuse pupils in grades 7 through 12 who participate in an interscholastic or extracurricular athletic program." It does not require such participation to be *ongoing*. Common sense, however, would allow the exemption to continue only until the end of the grading period during which the athletic program is active.

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DRAFT UPDATE

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: ~~December 19, 2016~~

DRAFT UPDATE

Putnam County Community Unit School District 535

7:275

Students

Orders to Forgo Life-Sustaining Treatment

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child ~~or ward~~ must be signed by the ~~child's~~ student's physician and given to the Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act, 755 ILCS 40/.

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes:

1. The ~~child~~student, when appropriate;
2. The ~~child's~~ student's parent(s)/guardian(s);
3. Other medical professionals, e.g., licensed physician, physician's assistant, or nurse practitioner;
4. Local first responders for the building in which the ~~child~~ student is assigned to attend school;
5. The school nurse;
6. Clergy, if requested by the ~~child~~ student or his or her parent(s)/guardians(s);
7. Other individuals to provide support to the ~~child~~ student or his or her parent(s)/guardian(s); and
8. School personnel designated by the Superintendent.

The team shall determine guidelines to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event.

The District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

LEGAL REF.: Health Care Surrogate Act, 755 ILCS 40/
Cruzan v. Director, Missouri Dept. of Health, 497 U.S. 261 (1990).
~~In re: C.A., a minor, 236 Ill.App.3d 594/603 N.E.2d 1171 (Ill.App.1st Dist., 1992).~~

ADOPTED: ~~September 18, 2017~~

Commented [APowell1]: Updated in response to the Governor's Executive Order, 2016-10 (8-19-16), and P.A. 100-159, which mandate that the use of the term *ward* be eliminated in laws referring to children who are under the care of DCFS.

Issue 96, October 2017

DRAFT UPDATE

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. 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, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); 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 [APowell]: 105 ILCS 5/22-80(h), added by P.A. 99-245, amended by P.A.s 99-486 and 100-309. Individuals covered by this training mandate must take a training course from an authorized training provider prior to serving on a Concussion Oversight Team (Team) and at least once every two years (or if not serving on the Team, at least once every two years).

Physicians on Teams are required, to the greatest extent practicable, to periodically take an appropriate medical course on concussions. 105 ILCS 5/22-80(h)(3).

Note: *Licensed healthcare professionals* includes nurses and licensed clinical psychologists, physical therapists, occupational therapists, physicians' assistants, and athletic trainers working under the supervision of a physician. 105 ILCS 5/22-80(b). *Non-licensed healthcare professionals* is not specifically defined. As a matter of best practice and to reduce liability, all Team members should receive concussion training; however, consult with the board attorney for further guidance.

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DRAFT UPDATE

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*, 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, advanced practice registered nurse, physician assistant 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), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

ADOPTED: ~~December 19, 2016~~

Commented [APowell2]: The Youth Sports Concussion Safety Act, 105 ILCS 5/22-80, amended by P.A. 100-309, permits advanced practice nurses and physician assistants (in addition to physicians and athletic trainers working under physicians' supervision) to clear students who have suffered a concussion to return to play.

P.A. 100-513 amended the definition in the Nurse Practice Act, 225 ILCS 65/50-10, to advanced practice registered nurse. This policy reflects that change in terminology, even though Section 22-80 was not similarly amended.

Issue 96, October 2017

DRAFT UPDATE

Students

Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

DRAFT UPDATE

LEGAL REF.: ~~Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).~~
~~Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).~~
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; ~~implemented by~~ 34
C.F.R. Part 99.
Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/
105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, ~~and 5/14-1.01 et seq., and 10/~~
~~105 ILCS 10/, Illinois School Student Records Act.~~
50 ILCS 205/7.
750 ILCS 5/602.11.
23 Ill.Admin.Code Parts 226 and 375.

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal
Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct)

ADOPTED: ~~December 21, 2015~~

Commented [APowell1]: The Legal References have been updated.
Issue 96, October 2017

INTERGOVERNMENTAL AGREEMENT ON DEACTIVATION

This Intergovernmental Agreement on Deactivation is entered into by and between the Board of Education of Lostant Community Unit School District No. 425, (“Lostant”) and the Board of Education of Putnam County Community Unit School District No. 535 (“PCHS”).

WITNESSETH:

WHEREAS, the Boards of Education of Lostant and Putnam County deem it to be in their best interest to set forth certain details concerning the reassignments of students and other matters;

WHEREAS, Section 10 or Article VII of the Illinois Constitution, the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), and School Code Section 10.22.22b (105 ILCS 5/10-22.22b) provide authority for intergovernmental cooperation between school districts;

NOW THEREFORE, be it resolved by the Boards of Education of the parties hereto, as follows:

1. **Recitals**. The parties hereto hereby find that all of the recitals contained in the preamble to this Intergovernmental Agreement on Deactivation are full, true, and correct and do incorporate them into this Agreement by this reference.
2. **Purpose**. This Intergovernmental Agreement has been developed between Lostant Community Unit District #425, and Putnam County Community Unit School District No. 535, for the 2018-2019 and 2019-2020 school years due to the deactivation of Lostant High School by District #425.
3. **Acceptance of Students**. Putnam County agrees to accept any Lostant student, whose parents have so chosen to send said students to that particular school. Putnam County agrees to make all programs and activities available to Lostant students on the same basis as it does its own students. Lostant agrees to notify Putnam County no later than March 1 of the number of students that will attend a participating high school the following school year.
4. **Assessment Data and Other Student Data**. Putnam County agrees to communicate with Lostant with regards to the academic progress of Lostant students. Every semester, Putnam County will send to Lostant a list of students who are not passing and may not, or do not, have enough credits to move to the next grade level.

Putnam agrees to notify Lostant no later than quarterly, of student discipline issues and submit all student discipline data to Lostant.

5. **Summer and Alternative School Options**. Putnam County agrees to encourage any Lostant student up to the maximum extent permitted under the

law to attend summer school or alternative credit recovery options in order to minimize to the greatest extent possible any Lostant student from requiring more than four (4) years to graduate from Putnam County.

6. **Tuition Charges.** Lostant agrees to pay Putnam County a rate of 105% for 2018-2019 and 2019-2020 of the prior years' per capita tuition rate. In addition Lostant agrees to compensate Putnam County for the additional cost of educating any student in an individualized education program. Said additional compensation shall equal the total cost for the student in an individualized education program. Said additional compensation shall equal total cost for the student minus the tuition charge paid by Lostant, minus any reimbursement from outside sources. Tuition fees from a receiving school will be assessed on a per diem charge for actual enrollment days of Lostant students.
7. **Transportation.** Lostant is responsible for transportation to and from the bus stop located in McNabb. Neither Lostant nor Putnam County are responsible for transportation costs occurring due to student disciplinary actions or for the costs incurred due to participation in extra-curricular activities. Such transportation costs are the sole responsibility of the parent(s) or legal guardian of the students.
8. **Payment of Tuition.** Lostant will pay Putnam County on a quarterly basis based on monthly enrollment.
9. **General State Aid and Categorical Aid.** Lostant will receive general state aid and pupil transportation reimbursement from the State of Illinois. Categorical aid generated from both the federal and state government will be the asset of the receiving school.
10. **Rights and Responsibilities of Lostant Students Under the Deactivation.** Lostant students attending Putnam County will be considered Putnam County High School's students and as such are responsible for meeting all requirements, rules, and regulations of Putnam County. These requirements specifically include fees, graduation requirements, all rules and regulations Putnam County High School's Parent/Student Handbook, etc. Lostant students are expected to enroll at Putnam County for a full year. No student will be allowed to make a change of high school during the school year. Acceptance for less than a full year requires the approval of the Superintendent of the receiving district.

Lostant students will have equal access to any academic course or extra-curricular program offered to resident students of Putnam County.

Students, and parents of students of Lostant will follow the due process procedures as outlined in the Student Handbook and/or Board of Education policies of Putnam County.

When a student attends PCHS pursuant to this Agreement, the student at all times shall be subject to the due process procedures of the PCHS District as set forth within the PCHS Student Handbook and PCHS Board of Education Policies. Accordingly, PCHS shall have responsibility for handling and imposing discipline of any Lostant student attending PCHS pursuant to this Agreement. In addition, PCHS shall expeditiously review the facts and circumstances of any disciplinary incident involving a Lostant student with the Lostant administration, and shall inform the Lostant administration as to the disciplinary disposition of any such incident.

If a student attending PCHS pursuant to this Agreement engages in misconduct or disobedience when on Lostant property or attending Lostant-related activities, or on school buses operated under the authority of Lostant, the Lostant administration shall work in cooperation with PCHS as PCHS undertakes the disciplinary process and implements the appropriate level of discipline against this student, but PCHS shall retain full authority as provided herein to impose discipline in accordance with the PCHS Student Handbook and PCHS Board of Education Policies. PCHS hereby acknowledges Lostant's interest in ensuring that appropriate discipline is imposed in situations when a Lostant student attending PCHS pursuant to this Agreement engages in misconduct or disobedience when on Lostant property or attending Lostant-related activities, or on school buses operated under the authority of Lostant; accordingly, PCHS and Lostant administration and school officials shall cooperate when imposing student discipline under this provision, to the extent provided by law.

Should Lostant determine, after working cooperatively with PCHS, that disciplinary action or other related measure against a student is necessary with regard to access to Lostant's school campuses, school buses, and school-related activities, the Lostant Board of Education may take such action against the student where authorized under the PCHS Student Handbook, Board Policy, and applicable laws and regulations, that is not inconsistent with the disciplinary action imposed by PCHS; provided, however, that Lostant's action may be more restrictive with regard to access to Lostant's school campuses, school buses, and school-related activities.

If PCHS does discipline a Lostant student and for legal reasons, a third party having jurisdiction over both School Districts requires action from Lostant to implement discipline against such a student, the Lostant Board of Education will take disciplinary action against the student pursuant to the Lostant Student Handbook and Board Policies. The Lostant Board of Education may rely on the factual determinations and findings made by the PCHS Board of Education when doing so (the PCHS Board of Education shall act as the hearing office for Lostant in such a case).

11. **Change of Schools.** Students of Lostant will be allowed one (1) change of school during their four (4) year high school program. This change may only occur at the end of the full school year. Irrevocable notice of intent to change at the end of the school year must be provided to Lostant and the current

receiving district on or before July 1st of the current school year. A change of school is not allowed for a student who is, at the time of change, serving an expulsion from any one (1) of the receiving districts.

12. **Special Education Students.** Lostant students who are in need of “Special Education” programs will be placed only in those high schools which offer appropriate special education programs. The Lostant Board of Education reserves the right to have a representative at any staffing of the involved special education students from Lostant. The Lostant administrator must be consulted prior to scheduling dates for I.E.P. or 504 meetings.
13. **Amendment of Agreement.** This agreement may only be amended by the mutual written Agreement of the parties approved by the majority of the members of each of the participating Boards of Education.
14. **Severability.** If any provision of the Agreement is invalid for any reason, such invalidation shall not render invalid any other provision of this Agreement which can be given effect without the invalid provision.
15. **Governing Law.** This Agreement shall be construed and interpreted in accordance with the law and the Constitution of the State of Illinois.
16. **Renewal Clause.** The Districts agree to consider an extension of this contract in the fall of 2019. The deactivation section of the School Code requires an agreement be completed by January 1, 2020.

The terms presented in this INTERGOVERNMENTAL AGREEMENT ON DEACTIVATION have been agreed upon by the Superintendents and have been duly voted on and passed by the Boards of Education as follows:

LOSTANT COMMUNITY
UNIT SCHOOL DISTRICT #425

PUTNAM COUNTY COM.
UNIT SCHOOL DISTRICT #535

signed this 20th day of November , 2017

signed this day of

Superintendent

Superintendent

President, Board of Education

President, Board of Education

Secretary, Board of Education

Secretary, Board of Education

As Superintendent, I recommend to approve the renewal of the Intergovernmental Agreement between Putnam County CUSD #535 and the Lostant School District

Rationale

- For the past several years, Putnam County CUSD #535 and the Lostant School District have reviewed and renewed a two-year intergovernmental agreement. The agreement provides an educational avenue for students from Lostant in Grades 9-12 to attend the Putnam County School District if they choose too. After reviewing the edited IGA and speaking with the Lostant Superintendent Dr. Malahay, we are both in agreement that this edited IGA meets the needs for both districts. With that said, each district needs to formally approve the IGA to renew a two-year agreement.

District Goal

Demonstrate and maintain fiscal responsibility to all stakeholders

	<u>Registration</u>	<u>Add. Fees</u>	<u>Hotel</u>	<u>Parking</u>
Owen Mallery	\$465.00		\$665.87	\$222.00
Jason Judd	\$465.00		\$665.67	\$183.00
Adriane Shore	\$465.00		\$665.67	
Jim Gibson	\$465.00		\$665.67	
Rollie Copeland	\$465.00	\$280.00	\$665.67	
Rhiannon Baker	\$465.00	\$140.00	\$665.67	
Laurie Glenn	Did Not Attend			
Megan Goetz	\$510.70		\$665.67	
Angie Fay	\$465.00		\$665.67	\$222.00
Carl Carlson	<u>\$465.00</u>		<u>\$665.67</u>	<u>\$222.00</u>
	\$4,230.70	420	\$5,991.23	\$849.00

<u>Travel/Taxi</u>	<u>Meals</u>	<u>Total</u>
\$42.64		
\$25.00	\$92.45	
\$52.88	\$61.27	
\$69.00	\$25.00	
\$184.55	\$198.38	
<u>\$119.02</u>	<u>\$1,129.00</u>	
493.09	1506.1	\$13,490.12

As Superintendent, I recommend to approve the Board of Education Expenditure Report for the annual Triple I Conference in Chicago.

Rationale

- Newly formed requirements require local school boards to present detailed expenditures for the professional development and attendance at the annual Triple I Conference in Chicago. I have outlined hotel fees, registration fees, travel, meals, etc. Any spaces with no dollar amounts represents that reimbursement was not requested or there was no additional expenses. Overall, this is a very small percentage of the school budget for professional development. However, the information presented goes a long way in maximizing the governance skills of the school board.

District Goal

Demonstrate and maintain fiscal responsibility to all stakeholders

Mrs. Ronda Cross
Putnam County Primary

I am giving my resignation 12-1-2017 with 22 days notice to my last day, December 22nd 2017. I thank you for the experience and hope that the transition goes without notice.

Thank you
Mary Collie

As Superintendent, I recommend to approve hiring and transfer:

Hires

- Cassie Copeland as the 6th Grade Volleyball Coach

Resignation

- Mary Collie with regrets as Primary School Paraprofessional

Internal Transfer

- Melissa Faletti from Elementary Paraprofessional to Primary School Paraprofessional

Rationale

- Cassie Copeland is a Putnam County graduate and currently a student/athlete at IVCC. She was involved in just about every single activity offered by the school district throughout her entire school career. Cassie demonstrated a commitment and passion for everything she participated in. She also competes on the IVCC volleyball team. Cassie has a sound knowledge and strong work ethic. She will be a very successful 6th grade volleyball coach.
- Mary Collie submitted a letter of resignation effective after the last day of student attendance in December. We thank her for her service to the district and wish her the best.
- Melissa Faletti has requested to be transferred internally as a paraprofessional at the elementary school to the primary school. This does create a vacancy at the elementary that our administrative team will work on filling.

District Goal

Demonstrate increased academic achievement for all students

Putnam County Primary School

400 E. Silverspoon Street

Granville, Illinois 61326

RECOMMENDATION FOR VOLUNTARY MID-YEAR MOVEMENT OF SCHOOL STAFF

I am making the recommendation to voluntarily move Melissa Faletti from Putnam County Elementary School to Putnam County Primary School in order to fill the preschool paraprofessional vacancy.

I posted the position internally and externally. This will create a vacancy at PCES and I will assist Mrs. Balestri in every way possible to fill the position with the external postings I made last week.

Ronda Cross, PCPS Principal



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

It is my recommendation to hire the following Coach for Putnam County Junior High for the School Year:

- **Cassie Copeland- 6th Grade Volleyball Coach**
 - **Cassie is a former PCJH & PCHS Volleyball player and current Collegiate Volleyball Player at IVCC and majoring in Education to become a teacher.**
 - **Cassie and I spoke on several occasions and her goals for the season are:**
 1. **Develop student-athletes with an emphasis on academics.**
 2. **Teach and display good character and sportsmanship**
 3. **Teach fundamentals of the sport.**
 4. **Have Fun.**
 5. **Have girls enjoy playing a sport and being part of a team.**
 6. **Share her passion and enthusiasm for volleyball and being part of a team.**

Cassie has passed the IESA Coaching Certification Test- see attached.
Cassie has passed the IESA Concussion Test Course.

**Submitted by Mike Olson, PCJH Principal & Chris Newsome , PC Athletic Director
12/18/2017**

I, Cassandra Copeland, would like to be considered as the head coach for the Junior High's sixth grade volleyball team. I am interested in coaching and feel that I would be a good candidate for this position.

Resume:

My volleyball career started as a little girl watching her big sisters play in games. I would use the same techniques I saw in the games and use them back at home. From passing the ball back and forth with the roof of my garage to playing for Illinois Valley Community College, I was committed to the sport as soon as the seasons began. My dedication to volleyball has brought me where I am today and I will forever be grateful.

As a sixth grader my career officially began. I was a starter on the volleyball court and earned the captain position my eighth grade year. At eighth grade graduation I received the Sportsmanship Award for girl athletes. Freshman year I was also nominated as one of the captains of my team and received the Sportsmanship Award at the end of the season. Sophomore year may have been the highlight of my entire career. I was asked by varsity's head coach, Amy Bell, to accept the position as libero on the varsity team. I accepted the position and helped the team win second place in the Tri-County Conference Tournament and the title of Regional Champions. My Junior year was a regular season as I improved my skills. Senior year I was one of the captains throughout the season and matured into a leader for the underclassmen players to look up to. We received second place in the Tri-County Conference Tournament and came close to the Regional Championship title. I received the Somonauk All-Tournament Team Award, the Sportsmanship Award at the end of the season, and the All-Conference Team Award during the Tri-County Tournament the same year. After my last season as a Putnam County volleyball

player, I was asked to play for IVCC by volleyball head coach, Erin Polte. I accepted her request and recently completed my first season at the college. I hope to continue my volleyball career as a coach and will continue to pray for these future goals.

Thank you for your time in reading this, and I hope to hear back regarding the head coach position.

Cell: (815)-993-8300

Email: cassiercopeland@gmail.com

As Superintendent, I recommend to approve hiring and transfer:

Hires

- Cassie Copeland as the 6th Grade Volleyball Coach

Resignation

- Mary Collie with regrets as Primary School Paraprofessional

Internal Transfer

- Melissa Faletti from Elementary Paraprofessional to Primary School Paraprofessional

Rationale

- Cassie Copeland is a Putnam County graduate and currently a student/athlete at IVCC. She was involved in just about every single activity offered by the school district throughout her entire school career. Cassie demonstrated a commitment and passion for everything she participated in. She also competes on the IVCC volleyball team. Cassie has a sound knowledge and strong work ethic. She will be a very successful 6th grade volleyball coach.
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- Melissa Faletti has requested to be transferred internally as a paraprofessional at the elementary school to the primary school. This does create a vacancy at the elementary that our administrative team will work on filling.

District Goal

Demonstrate increased academic achievement for all students

SUPERINTENDENT EVALUATION

Date of Review: _____

Superintendent Goals **June 22, 2017** **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 16, 2017 Board Meeting
 - Plan to report Winter Benchmarking data at the February 20, 2018 Board Meeting
 - Plan to report Spring Benchmarking data at the May/June Board Meeting

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 21, 2017 Board of Education Meeting.
 - The final budget was approved at the September 18, 2017 Board of Education meeting.
 - A mid-year budget review will be presented at the January 16, 2018 Board of Education Meeting.
 - The tentative tax levy was approved at the November 20, 2017 Board of Education meeting. The finalized tax levy is scheduled for approval at the December 18, 2017 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. However, the good news is that state aid payments through the new funding formula remain paid as scheduled.
 - Investment updates have been given as needed. The most recent update was a CD being bid out as required and approved at the November 20,

2017 Board of Education Meeting. I continue to explore alternate means of possible investment options in order to maximize higher returns. The return rate on the last CD was 0.21% higher than a year ago.

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.

I am continuing to work through this process the best as possible. The difficulty with this goal remains the same challenge as last year in not knowing for sure the financial climate of the state. As I prepare for entering into negotiations, I plan to have a general projection for expenditures in particular due to the education fund being the biggest fund balance for the district. Once I am able to complete some initial projections I will make those available.

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 Mentoring Mtg. August 10, 2017
- IASA Superintendent's Conference Sept. 27-29, 2017
- ISDLAF + School Finance Preparing Tax Levy Seminar October 11, 2017
- IIRC – Report Card Webinar Oct. 16, 2017
- Evidence Based Funding Model – Heartland CC October 18, 2017
- Joint Annual Conference – Chicago November 17-20, 2017
- IASA New Superintendent's Mentoring Mtg. Nov. 30, 2017
- IASA EBFM Workshop in Peoria Jan. 17, 2018
- IASA ESSA Workshop in Peoria Feb. 8, 2018
- 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.

I have made an initial contact with IASA regarding our interest in conducting a board retreat revolving around self-evaluation and possibly long-term planning. The availability for the first retreat won't be until after the winter break.

Was this performance requirement met?

Yes_____ No_____

6. The superintendent will lead the administrative team and staff to continue improvements in assessment preparation regarding PARCC, PSAE, SAT and other local assessments. Updates regarding those assessments will be provided to the Board of Education as results are received.
 - PARCC Scores Reported at the November Board Meeting
 - Illinois Report Card (IRC) update reported at December 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 revisited 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 buildings 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 teacher evaluation process (2nd Year), with an emphasis on specific professional development plans for staff. Also, the superintendent will lead district efforts for implementation of the new Extracurricular Policy Handbook and Coaching Evaluations. 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.
 - As directed by the board of education, a committee was formed to develop a board approved coaching evaluation process and handbook. That committee met on two occasions to discuss and develop the draft. After several reviews by all committee members, a finalized proposal was presented to the school board and approved (May/June 2017).

- To date, coaches are following the outlined handbook and evaluation process. Mr. Newsome, District AD, has been conducting evaluations as required per the board approved evaluation tool.
- The PERA Committee will need to meet prior to the school year ending to revisit the results of our teacher evaluation tool as it concludes year two. This means that every teacher whether tenured or not would have had the opportunity to go through this new process. One development spreading across the country is some states are taking student growth out of the evaluation process. This is a complete and opposite shift from the rationale provided for the need to redevelop the tool. Currently, I have not heard that Illinois will abandon student growth as one of the major components. This will be something that we will need to keep an eye on moving forward.

Was this performance requirement met?

Yes _____ No _____

8. Over the course of the school year, the superintendent will provide clear, consistent, and timely information to all the members of the Board of Education.
- Friday Fliers are emailed to all board members highlighting events from the past week and what to look forward to in the days ahead.
 - Emails/text messages have been sent out in a timely manner in the event or need for important information to be shared as soon as possible.
 - I have made an effort to provide as much pertinent information for recommendations to the board in documents posted to Boardbook.
 - I have provided updates on new personnel hired, reported on progress made within the mentoring program, Parent Advisory Committee, and getting our newly formed PTO committee up and running. We will be scheduling our initial meeting shortly after the winter break.

Was this performance requirement met?

Yes _____ No _____