

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION MEETING AGENDA
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER
January 21, 2019
5:30 PM

“WHERE ALL STUDENTS WILL LEARN AND SUCCEED AND ALL MEANS **ALL**”

DISTRICT GOALS:

Demonstrate increased academic achievement for all students.
Improve communications among all stakeholders in the Putnam County School District and communities.
Maintain strong fiscal responsibility in the Putnam County School District.

I. CALL TO ORDER	
II. PLEDGE OF ALLEGIANCE	
III. ROLL CALL	
IV. ADJUSTMENTS TO THE AGENDA	
V. AUDIENCE PARTICIPATION/HEARING OF DELEGATIONS	
A. Student Liaisons	
B. Jodie Goetz - Mentoring Program Update	
VI. CORRESPONDENCE	
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B. Maternity Leave	
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D. Hires	
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., December 17, 2018
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, Mr. Copeland, Mr. Gibson, Ms. Glenn, Mr. Mallery and Mrs. Shore. Mr. Judd was absent. ROLL CALL

Under New Business letter F: Bank Proposal change of rates on Money Market Accounts. ADJUSTMENTS TO THE AGENDA

Tom Pfeffer from Gorentz & Associates presented the board the findings from the annual audit conducted this past summer. All the numbers reflect June 30, 2018. The audit conclude that the district earned a Financial Profile Score of 3.65 which puts the district in the designation category of Financial Recognition. There were no Student Liaisons in attendance. AUDIENCE PARTICIPATION/ HEARING OF DELEGATIONS

There were 2 thank you notes and 1 Christmas card. CORRESPONDENCE

Mr. Mallery moved and Mrs. Shore seconded the motion to approve the Consent Agenda: Regular and Executive session minutes of November 19, 2018; Treasurer's Report for the month of November, Financial Reports for the month of November, and bills for December 2018. On roll call the members voted as follows: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Motion carried. CONSENT AGENDA

The principals' reports are posted on BoardBook. PRINCIPALS' REPORTS

State funding: Total owed to district as of 12/17/18: \$162,556.73. The district is owed in only 2 categories; Special Education - \$28,212.93 and Transportation - \$134,343.82. Investment update: Working with the local banks to receive higher interest rates on the Money Market accounts. Transportation update: Mr. Carlson reported that there isn't much to update. Things are continuing to run relatively well. SUPERINTENDENT REPORT

There were no committee reports this month. The Parent Advisory Committee will resume meeting after the first of the year. COMMITTEE REPORTS

Ms. Glenn moved and Mr. Copeland seconded a motion to approve the 2018 tax levy. On roll call the members voted as follows: Ms. Glenn, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Mallery, aye; Mrs. Shore, aye; and Mrs. Baker, aye. Motion carried. OLD BUSINESS

PUTNAM COUNTY BOARD OF EDUCATION

December 17, 2018

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There were no FOIA Requests this month.

NEW BUSINESS

Press Plus Issue 99 – this was the first reading

Mrs. Shore moved and Mr. Copeland seconded a motion to have the Entry work completed at the Hennepin building at a cost of \$14,903.00 and \$8,743.00 for the door entry intercoms designed to integrate with phone system for the district. On roll call the members voted as follows: Mrs. Shore, aye; Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Mallery, aye; and Mrs. Baker, aye. Motion carried.

Mr. Copeland moved and Mr. Mallery seconded a motion to adopt resolution authorizing and approving notice to remedy to Alisa Stewart. On roll call the members voted as follows: Mr. Copeland, aye; Mr. Mallery, aye; Mrs. Shore, aye; Mrs. Baker, aye; Mr. Gibson, aye; and Ms. Glenn, aye. Motion carried.

Mrs. Baker moved and Mr. Mallery seconded a motion to approve the bid process through ERate application for increased internet speed. On roll call the members voted as follows: Mrs. Baker, aye; Mr. Mallery, aye; Mrs. Shore, aye; Mr. Copeland, aye; Mr. Gibson aye; and Ms. Glenn, aye. Motion carried.

Mr. Copeland moved and Mr. Mallery seconded a motion to accept the proposed rate changes from the area banks on the Money Market accounts. On roll call the members voted as follows: Mr. Copeland, aye; Mr. Mallery, aye; Mrs. Shore, aye; Mrs. Baker, aye; Mr. Gibson, aye; and Ms. Glenn, aye. Motion carried.

At 7:04 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 and school safety concerns and updates. All ayes, motion carried.

EXECUTIVE SESSION

At 7:37 p.m. Ms. Glenn moved and Mr. Copeland seconded the motion to return to open session. All ayes; motion carried.

Ms. Glenn moved and Mr. Copeland seconded the motion to approve, with regret, the retirement of Susan Holocker, Head Cook at the Junior High effective December 20, 2018. On roll call the member voted as follows: Ms. Glenn, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Mallery, aye; Mrs. Shore, aye; and Mrs. Baker, aye. Motion carried.

PERSONNEL

Mr. Mallery moved and Mr. Copeland seconded the motion to approve hiring Jamie Vice as a Paraprofessional at the Primary building. On roll call the members voted as follows: Mr. Mallery, aye; Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mrs. Shore, aye; and Mrs. Baker, aye. Motion carried.

At 7:39 p.m. Mr. Copeland moved and Ms. Glenn 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
December 17, 2018

CALL TO
ORDER

President Mr. Gibson called the meeting to order at 6:30 p.m.

ROLL CALL

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. Mr. Judd was absent.

EXECUTIVE
SESSION

At 7:04 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 and school safety concerns and updates. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

I. Retirement:

- a. Susan Holocker, Head Cook at PCJH effective December 20, 2018

II. Hires:

- a. Jamie Vice – Paraprofessional at PCPS

III. Superintendent goals – Mid-year review

- a. General goal discussion and update on where Mr. Carlson is on the goals. The only goal Mr. Carlson feels he hasn't worked on is getting a board retreat organized and scheduled.

IV. Board Retreat

- a. Mr. Carlson commented that he will be working to get a retreat lined up.

At 7:35 p.m. Mr. Mallery moved and Mrs. 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: _____

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

Board of Education
TAX LEVY HEARING
6:00 p.m., December 17, 2018

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

The following members were present to answer roll call: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, Ms. Glenn, aye; and Mrs. Shore, aye. Mr. Judd was absent. Mr. Mallery entered the meeting at 6:05 pm. ROLL CALL

The total tax levy for 2017 is \$5,596,446.00. 2018 TAX LEVY
Education fund: \$3,659,150
O/M fund: \$672,638
Transportation fund: \$269,055
Working cash fund: \$67,264
Municipal retirement: \$100,000
Social Security: \$140,000
Fire Prevention & Safety: \$67,264
Tort Immunity: \$500,000
Special Education: \$53,811
Leasing: \$67,264

There were no questions or comments from the public. AUDIENCE PARTICIPATION

At 6:07 p.m. Mrs. Baker moved and Mrs. Shore seconded the motion to adjourn. All ayes, motion carried. ADJOURN

Respectfully submitted.

Megan Goetz, Board Secretary

APPROVED _____
BOARD PRESIDENT DATE

BOARD SECRETARY DATE

Bills Payable List

Printed: 1/16/2019 12:19 PM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 1/1/2019 to 1/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
AFLAC						
		AFLAC-AFTER		96	11.71	10-481
		AFLAC-PRE TAX		96	102.57	10-481
		AFLAC-PRE TAX		96	10.79	20-481
		AFLAC-PRE TAX		96	102.30	10-481
		AFLAC-AFTER		96	11.71	10-481
		AFLAC-PRE TAX		96	10.79	20-481
		AFLAC-PRE TAX		96	0.27	40-481
					\$250.14	
AMAZON/SYNCB						
		PRIMARY-SUPPLIES		121	32.94	10-1111-410-5
		LEASE FD TECH SUPPLY		121	804.28	10-1112-410-1
		LEASE FD TECH SUPPLY		121	338.66	10-1112-410-1
53306		CROSS CAT SUPPLY - PRIM		121	38.48	10-1220-410-5
65531		LEASE FD TECH SUPPLY		121	253.42	10-1112-410-1
					\$1,467.78	
AMEREN ILLINOIS						
		JR HI-ELECTRICAL SERVICE		121	2,144.82	20-2542-466-3
		JR HI-ELECTRICAL SERVICE		121	31.53	20-2542-466-3
		JR HI-NATURAL GAS		121	757.93	20-2542-465-3
		JR HI-ELECTRICAL SERVICE		121	101.45	20-2542-466-3
		H S-NATURAL GAS SERVICE		121	1,273.14	20-2542-465-2
		H S- ELECTRIC SERVICE		121	50.50	20-2542-466-2
		H S- ELECTRIC SERVICE		121	1,538.60	20-2542-466-2
		PRIMARY NATURAL GAS		121	764.07	20-2542-465-5
		PRIMARY-ELECTRIC SERVIC		121	2,583.92	20-2542-466-5
		ELEMENTARY-ELECTRIC SERVI		121	1,178.12	20-2542-466-4
		ELEMENTARY-NATURAL GAS		121	734.40	20-2542-465-4
					\$11,158.48	
AMERICAN CENTRAL INSURANCE S						
		HEALTH CARE EXP FLEX PLAN		96	1,230.26	10-481
		DEP DAYCARE EXP FLEX PLAN		96	416.67	10-481
		DEP DAYCARE EXP FLEX PLAN		96	416.67	10-481
		HEALTH CARE EXP FLEX PLAN		96	1,220.99	10-481
		HEALTH CARE EXP FLEX PLAN		96	0.94	40-481
					\$3,285.53	
APLINGTON, KAUFMAN, MCCLINTO						
		COURT ORDER H		97	249.88	10-481
		COURT ORDER H		97	249.88	10-481
					\$499.76	
ARAMARK						
		ALL SCHOOL SERVICES		121	43.71	20-2542-321-1
		ALL SCHOOL SERVICES		121	43.71	20-2542-321-1
		ALL SCHOOL SERVICES		121	52.20	20-2542-321-1
		ALL SCHOOL SERVICES		121	133.81	20-2542-321-1
		ALL SCHOOL SERVICES		121	133.81	20-2542-321-1
		ALL SCHOOL SERVICES		121	52.20	20-2542-321-1

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		ALL SCHOOL SERVICES		121	155.26	20-2542-321-1
		ALL SCHOOL SERVICES		121	155.26	20-2542-321-1
					<u>\$769.96</u>	
AUDIO-TECHNICA						
		H S ATHLETIC-SUPPLIES		121	69.50	10-1501-410-2
					<u>\$69.50</u>	
BERNARDONI, PATRICIA						
		EPIC-PROF SERV		121	250.00	10-2210-321-1
					<u>\$250.00</u>	
BIO-RAD						
	27580	HS-SUPPLIES		121	124.00	10-1113-410-2
					<u>\$124.00</u>	
BONNELL INDUSTRIES						
		TRUCK REPAIR/MAINT PLOW		121	398.75	20-2542-320-3
					<u>\$398.75</u>	
BOUND TO STAY BOUND						
	34134	ED FOUNDATIONS SUPPLIES		121	416.77	10-2310-411-6
					<u>\$416.77</u>	
BUREAU COUNTY REPUBLICAN						
		INFO SERV-ADVERTISING		121	47.00	10-2630-350-1
		BOARD DUES/FEES TITA PCR 12/12		121	92.63	10-2310-640-6
					<u>\$139.63</u>	
CARLSON, MELISSA						
		EPIC-PROF SERV		121	400.00	10-2210-321-1
					<u>\$400.00</u>	
CAROLINA BIO SUPPLY						
	27581	HS-SUPPLIES		121	128.69	10-1113-410-2
					<u>\$128.69</u>	
CENTERPOINT ENERGY SERVICES I						
		H S-NATURAL GAS SERVICE		121	2,018.94	20-2542-465-2
		JR HI-NATURAL GAS		121	1,248.56	20-2542-465-3
		ELEMENTARY-NATURAL GAS		121	1,206.81	20-2542-465-4
		PRIMARY NATURAL GAS		121	1,199.22	20-2542-465-5
					<u>\$5,673.53</u>	
CIONI FORD, AL						
		DRIVERS ED R/M		121	32.00	10-1700-323-2
		TRUCK REPAIR/MAINT		121	71.50	20-2542-320-3
		TRANSP - YB SUPPLY		121	91.75	40-2550-411-1
					<u>\$195.25</u>	
COMTECH HOLDINGS INC						
		H S-BUILDING REPAIRS/MAI KITCHEN		121	2,495.34	20-2542-323-2
		H S-BUILDING REPAIRS/MAI HEATING COIL		121	385.55	20-2542-323-2
		ELEMENTARY-BLDG REPAIR REFRIGERATOR		121	1,187.88	20-2542-323-4
		H S-BUILDING REPAIRS/MAI OVEN		121	176.68	20-2542-323-2
					<u>\$4,245.45</u>	
CROSS, RONDA						

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		PFA COMM SUPP		121	5.00	10-1125-412-1
		PFA COMM SUPP		121	7.58	10-1125-412-1
		PRIMARY OFFICE - SUPPLIES		121	28.70	10-2410-410-5
					<u>\$41.28</u>	
CULLIGAN TRI CO SALES		ALL SCHOOL SERVICES		121	110.00	20-2542-321-1
					<u>\$110.00</u>	
CURRY, JOSHUA		H S TRAVEL		121	59.40	10-1113-332-2
		JR HI-TRAVEL		121	59.40	10-1112-332-3
					<u>\$118.80</u>	
DAVIS, ANNETTE E		MEDIA PROG-TRAVEL		121	109.01	10-2220-332-1
					<u>\$109.01</u>	
DAVIS, ANNETTE		EPIC-PROF SERV		121	250.00	10-2210-321-1
					<u>\$250.00</u>	
DE LAGE LANDEN PUBLIC FINANCE		SUP COPY MACHINE NEW CONTRACT		121	563.61	10-2320-323-1
		HEN R/M/COPIERS		121	563.61	10-1110-323-4
		JH R/M/COPIER		121	563.61	10-1112-323-3
		HS R/M / COPIER		121	563.61	10-1113-323-2
		PRIMARY R/M /COPIER		121	563.61	10-1111-323-5
					<u>\$2,818.05</u>	
DJ'S CARPET		ELEMENTARY-BLDG REPAIR ES FLOOR		121	365.22	20-2542-323-4
					<u>\$365.22</u>	
ELLENA, TYLER		EPIC-PROF SERV		121	125.00	10-2210-321-1
					<u>\$125.00</u>	
ENGLAND, KIMBERLY		EPIC-PROF SERV		121	125.00	10-2210-321-1
					<u>\$125.00</u>	
ERICKSON, MICHELLE		EPIC-TUITION REIMB		121	1,020.00	10-2210-320-1
					<u>\$1,020.00</u>	
FACTS 4 ME INC		PRIMARY MEDIA SOFTWARE		121	50.00	10-2220-470-5
					<u>\$50.00</u>	
FAIRMONT CHICAGO		BOARD DUES/FEES III CONFERENCE		121	5,384.55	10-2310-640-6
					<u>\$5,384.55</u>	
FICEK ELECTRIC & COMM		ELEMENTARY-BLDG REPAIR		121	300.00	20-2542-323-4
		ELEMENTARY-BLDG REPAIR		121	157.00	20-2542-323-4
		PRIMARY REPAIR/MAI CONF PHONE REPAIR		121	255.00	20-2542-323-5

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		JR HI BLDG. REP/ MAINT ALARM MONITORING		121	300.00	20-2542-323-3
		PRIMARY REPAIR/MAI ALARM MONITORING		121	300.00	20-2542-323-5
		H S-BUILDING REPAIRS/MAI		121	300.00	20-2542-323-2
					<u>\$1,612.00</u>	
FRONTIER						
		ELEM-TELEPHONE		121	144.35	20-2542-340-4
		H S - TELEPHONE SERVICE		121	205.98	20-2542-340-2
		PRIMARY-TELEPHONE SERV		121	95.40	20-2542-340-5
					<u>\$445.73</u>	
GERLING, JACKIE						
		EPIC-PROF SERV IEP MEETINGS		121	19.80	10-2210-321-1
					<u>\$19.80</u>	
GERLING, JACQUELINE						
		EPIC-PROF SERV		121	250.00	10-2210-321-1
					<u>\$250.00</u>	
GOETZ, JODIE L						
		EPIC-PROF SERV IEP MEETING		121	9.90	10-2210-321-1
					<u>\$9.90</u>	
GOETZ, JODIE						
		EPIC-PROF SERV		121	250.00	10-2210-321-1
					<u>\$250.00</u>	
GRAPHIC ELECTRONICS						
		H S ATHLETIC-AWARDS SPORTSMANSHIP AWAR		121	294.00	10-1501-487-2
		H S ATHLETIC-AWARDS		121	595.50	10-1501-487-2
		BOARD SUPPLIES		121	10.00	10-2310-410-6
					<u>\$899.50</u>	
GRASSERS						
		JR HI-BUILDING SUPPLIES/352623/352685		121	146.39	20-2542-410-3
		PRIMARY BLDG SUPPLY		121	5.99	20-2542-410-5
					<u>\$152.38</u>	
GUISTI ELECTRIC LLC						
		H S-BUILDING REPAIRS/MAI DRAIN TILE		121	560.00	20-2542-323-2
		ELEMENTARY-BLDG REPAIR ASBESTOS DISCON		121	160.00	20-2542-323-4
					<u>\$720.00</u>	
HAAGE, CHAD						
		LOSS PREV/REDUC SERVICES		121	125.00	80-1360-310-1
					<u>\$125.00</u>	
HEALTH CARE SERVICE CORPORAT						
		HLTH CRT S		96	2,439.60	10-481
		HLTH BP CRT S		96	10,081.40	10-481
		HLTH CRT F		96	3,371.71	10-481
		HLTH CRT F		96	5.63	80-481
		HLTH BP CRT F		96	2,837.04	10-481
		HLTH BP CRT F		96	4.74	80-481
		HLTH CRT E + S		96	738.36	10-481
		HLTH BP CRTE+S		96	780.60	10-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		HLTH NC E+S		96	369.18	10-481
		HLTH BP NC E+S		96	390.30	10-481
		HLTH BP ADM S		96	659.00	10-481
		HLTH NC F		96	562.89	10-481
		HLTH BP NC F		96	473.63	10-481
		HLTH NC S		96	1,284.00	10-481
		HLTH NC S		96	321.00	20-481
		HLTH BP NC S		96	5,306.00	10-481
		HLTH BP NC S		96	1,326.50	20-481
		HLTH BP EMP+C		96	348.63	20-481
		HLTH E + C		96	2,837.23	10-481
		HLTH BP E + C		96	3,834.93	10-481
		HLTH E + C		96	257.93	20-481
		HLTH ADM BP F		96	4,094.21	10-481
		HLTH ADM BP F		96	51.83	80-481
		HLTH NC S		96	311.20	20-481
		HLTH BP NC S		96	1,286.02	20-481
		HLTH E + C		96	2,837.23	10-481
		HLTH BP E + C		96	3,834.93	10-481
		HLTH NC S		96	1,293.80	10-481
		HLTH BP NC S		96	5,346.48	10-481
		HLTH CRT S		96	2,434.44	10-481
		HLTH BP CRT S		96	10,060.15	10-481
		HLTH E + C		96	257.93	20-481
		HLTH BP EMP+C		96	348.63	20-481
		HLTH ADM BP F		96	4,094.21	10-481
		HLTH BP ADM S		96	659.00	10-481
		HLTH CRT S		96	5.16	40-481
		HLTH BP CRT S		96	21.25	40-481
		HLTH NC E+S		96	369.18	10-481
		HLTH BP NC E+S		96	390.30	10-481
		HLTH CRT F		96	3,361.13	10-481
		HLTH BP CRT F		96	2,828.14	10-481
		HLTH NC F		96	562.89	10-481
		HLTH BP NC F		96	473.63	10-481
		HLTH CRT E + S		96	738.36	10-481
		HLTH BP CRTE+S		96	780.60	10-481
		HLTH CRT F		96	5.63	80-481
		HLTH BP CRT F		96	4.74	80-481
		HLTH ADM BP F		96	51.83	80-481
		HLTH CRT F		96	10.58	40-481
		HLTH BP CRT F		96	8.90	40-481
					<u>\$84,752.68</u>	
HEGGEN, JOHN		TRANSP - YB SUPPLY GAS		121	51.96	40-2550-411-1
					<u>\$51.96</u>	
HENNEPIN BLDG IMPREST		JH ATHL OFFICIALS		121	165.00	10-1501-319-3

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		JH ATHL DUES/FEES		121	75.00	10-1501-640-3
					<u>\$240.00</u>	
HENNEPIN FOOD MART						
		ELEMENTARY-BLDG SUPPLIES		121	13.98	20-2542-410-4
		HENN-CAFE FOOD 10014/10033		121	27.31	10-2560-410-4-421000
					<u>\$41.29</u>	
HENNEPIN WATER DISTRICT						
		ELEM-WATER		121	344.36	20-2542-322-4
		ELEM-WATER		121	94.36	20-2542-322-4
		ELEM-WATER		121	110.61	20-2542-322-4
		ELEM-WATER		121	372.37	20-2542-322-4
					<u>\$921.70</u>	
HIGH SCHOOL IMPREST						
		HS ATH DUES/FEES		121	625.00	10-1501-640-2
		HS ATHL OFFICIALS		121	2,440.00	10-1501-319-2
					<u>\$3,065.00</u>	
HILLMANN PEDIATRIC THERAPY						
		PHYS IMP-CONTRACT SERVIC		121	6,810.48	10-1204-319-1
					<u>\$6,810.48</u>	
HINCKLEY SPRING WATER CO						
		BOARD SUPPLIES		121	119.74	10-2310-410-6
					<u>\$119.74</u>	
HOLMES, MICHAEL						
		JR HI BLDG. REP/ MAINT WATER SAMPLING		121	500.00	20-2542-323-3
					<u>\$500.00</u>	
HULSTROM, NATALIE						
		EPIC-PROF SERV		121	400.00	10-2210-321-1
					<u>\$400.00</u>	
IDEAL ENVIROMENTAL						
		ELEMENTARY-BLDG REPAIR		121	2,820.00	20-2542-323-4
					<u>\$2,820.00</u>	
IL PRINCIPALS ASSOCIATION						
		PRINC-DUES/FEES		121	350.00	10-2410-640-1
					<u>\$350.00</u>	
IL STATE POLICE						
		BOARD DUES/FEES		121	27.00	10-2310-640-6
					<u>\$27.00</u>	
IL VALLEY CELLULAR						
		ALL SCHOOL SERVICES		121	258.69	20-2542-321-1
					<u>\$258.69</u>	
IL VALLEY LOCK AND KEY						
		PRIMARY BLDG SUPPLY		121	13.50	20-2542-410-5
		H S-BUILDING REPAIRS/MAI		121	577.58	20-2542-323-2
					<u>\$591.08</u>	
IMPACT NETWORKING, LLC						
		HS OFFICE - SUPPLIES		121	131.97	10-2410-410-2

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		JR HI OFFICE-SUPPLIES		121	131.97	10-2410-410-3
		HENN OFFICE - SUPPLIES		121	193.97	10-2410-410-4
					<u>\$457.91</u>	
JACKS GAS & SERVICE, INC.						
		JR HI-GROUNDS SUPPLIES		121	18.75	20-2543-410-3
					<u>\$18.75</u>	
JALARAM TRADING COMPANY						
		MEDICAID JH LIFE SKILLS		121	40.22	10-1220-411-11-499100
		PRIMARY CAFE FOOD / 1812117211172		121	33.32	10-2560-410-5-421000
		F/C SCIENCE SUPPLY		121	53.58	10-1113-412-2
		F/C SCIENCE SUPPLY /181212851147		121	119.56	10-1113-412-2
		MEDICAID JH LIFE SKILLS		121	39.72	10-1220-411-11-499100
		MEDICAID JH LIFE SKILLS		121	27.99	10-1220-411-11-499100
		MEDICAID JH LIFE SKILLS		121	25.23	10-1220-411-11-499100
					<u>\$339.62</u>	
JALLEY, KIMBERLY						
		EPIC-PROF SERV		121	250.00	10-2210-321-1
					<u>\$250.00</u>	
JESSEN, AMY						
		EPIC-PROF SERV		121	250.00	10-2210-321-1
					<u>\$250.00</u>	
JOHANNES BUS SERVICE INC.						
		CONTRACT REG		121	35,652.20	40-2550-325-1
		CONTRACT SERVICE-AV		121	1,306.63	40-2550-327-1
		CONTRACT-EX CURRIC		121	8,929.62	40-2550-328-1
		CONTRACT ECE ROUTES		121	8,968.96	40-2550-331-1
		CONTRACT SERVICE-SP ED R		121	20,740.74	40-2550-326-1
					<u>\$75,598.15</u>	
JOHN DEERE FINANCIAL						
		HIGH SCHOOL-BLDG SUPPLIE		121	25.00	20-2542-410-2
		JR HI-BUILDING SUPPLIES		121	25.00	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		121	25.00	20-2542-410-4
		PRIMARY BLDG SUPPLY		121	24.98	20-2542-410-5
					<u>\$99.98</u>	
JOHNSON, MICHELLE L.						
		EPIC-PROF SERV		121	125.00	10-2210-321-1
					<u>\$125.00</u>	
JUDD CONSTRUCTION INC						
		H S- GROUNDS CAP OUTLAY DRAIN HS		121	2,280.00	20-2543-540-2
					<u>\$2,280.00</u>	
JUDD, KYLIE						
		SW-TRAVEL		121	63.86	10-2110-332-1
					<u>\$63.86</u>	
JUNIOR HIGH IMPREST						
		JH ATHL DUES/FEES		122	150.00	10-1501-640-3
		JH ATHL OFFICIALS		122	240.00	10-1501-319-3

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					<u>\$390.00</u>	
KELLY SAUDER RUIPE						
		HIGH SCHOOL-BLDG SUPPLIE		121	15.18	20-2542-410-2
		JR HI-BUILDING SUPPLIES		121	15.20	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		121	15.20	20-2542-410-4
		PRIMARY BLDG SUPPLY		121	15.20	20-2542-410-5
					<u>\$60.78</u>	
KOHL WHOLESALE						
		JH BREAKFAST		121	432.65	10-2560-410-422000
		JR HI-CAFE FOOD		121	2,095.75	10-2560-410-3-421000
		HEN BREAKFAST		121	325.59	10-2560-410-1-4-422000
		HENN-CAFE FOOD		121	1,885.74	10-2560-410-4-421000
		HENN ELEM-CAFE MISC SUPP		121	44.30	10-2560-490-4-421000
		HS BREAKFAST		121	313.10	10-2560-410-1-2-422000
		HIGH SCHOOL- FOOD		121	3,251.20	10-2560-410-2-421000
		H S-CAFE MISC SUPPLIES		121	111.52	10-2560-490-2-421000
		PRIMARY BREAKFAST		121	263.55	10-2560-410-1-5-422000
		PRIMARY CAFE FOOD		121	1,715.69	10-2560-410-5-421000
					<u>\$10,439.09</u>	
KS STATE BANK						
		TORT SUPPLIES		122	3,320.00	80-2365-410-7
					<u>\$3,320.00</u>	
LADD FARM MART						
		H S-GROUNDS SUPPLIES TRACTOR WEIGHTS		121	73.75	20-2543-410-2
		JR HI-GROUNDS SUPPLIES TRACTOR WEIGHTS		121	73.75	20-2543-410-3
		ELEMENTARY-GROUNDS SUPPLY TRACTOR WE		121	73.75	20-2543-410-4
		PRIMARY-GROUNDS SUPPLIE TRACTOR SUPPL		121	73.75	20-2543-410-5
					<u>\$295.00</u>	
LASIK, JENNIFER						
		EPIC-TUITION REIMB		121	510.00	10-2210-320-1
					<u>\$510.00</u>	
LAWRENCE, SANDRA						
		EPIC-PROF SERV		121	250.00	10-2210-321-1
					<u>\$250.00</u>	
LENKAITIS, HELEN						
		EPIC-PROF SERV		121	250.00	10-2210-321-1
					<u>\$250.00</u>	
LIGHTED WAY ASSOCIATION I						
		LIGHTEDWAY/PEORIA		121	7,785.40	10-1912-670-1
					<u>\$7,785.40</u>	
LOCKER ROOM						
34106		JR HI PE RESALE		121	234.45	10-1112-497-3
					<u>\$234.45</u>	
LOUIS, WENDY						
		EPIC-PROF SERV		121	250.00	10-2210-321-1
					<u>\$250.00</u>	

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MACIE PUBLISHING COMPANY						
		MUSIC SUPPLY-ELEM		121	103.65	10-1115-410-4
		MUSIC SUPPLY-JH		121	103.65	10-1115-410-3
					\$207.30	
MACKIN EDUCATIONAL RESOURCE						
		JH MEDIA BOOKS		121	85.57	10-2220-411-3
					\$85.57	
MAIN, KATHERINE						
		NURSE-TRAVEL		121	385.83	10-2134-332-1
					\$385.83	
MAXCOM						
		ELEMENTARY-BLDG REPAIR		121	390.00	20-2542-323-4
					\$390.00	
MCNABB TELEPHONE COMPANY						
		PRIMARY-TELEPHONE SERV		121	294.62	20-2542-340-5
		ELEM-TELEPHONE		121	294.62	20-2542-340-4
		JR HI-TELEPHONE SERVICE		121	294.62	20-2542-340-3
		H S - TELEPHONE SERVICE		121	294.62	20-2542-340-2
		SUPT-TELEPHONE		121	294.61	20-2542-340-1
					\$1,473.09	
MEDIACOM						
		LEASE FD-NBS/MEDIACOM		121	344.87	10-2190-323-1
		LEASE FD-NBS/MEDIACOM		121	262.87	10-2190-323-1
					\$607.74	
MENARDS PERU						
		HIGH SCHOOL-BLDG SUPPLIE		121	12.50	20-2542-410-2
		JR HI-BUILDING SUPPLIES		121	12.50	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		121	12.48	20-2542-410-4
		PRIMARY BLDG SUPPLY		121	12.49	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		121	27.92	20-2542-410-2
		JR HI-BUILDING SUPPLIES		121	27.91	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		121	27.91	20-2542-410-4
		PRIMARY BLDG SUPPLY		121	27.91	20-2542-410-5
		PRIMARY BLDG SUPPLY		121	19.96	20-2542-410-5
		JR HI-BUILDING SUPPLIES		121	27.88	20-2542-410-3
		CROSS CAT SUPPLY - PRIM		121	71.34	10-1220-410-5
		HIGH SCHOOL-BLDG SUPPLIE		121	23.42	20-2542-410-2
		JR HI-BUILDING SUPPLIES		121	23.41	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		121	23.42	20-2542-410-4
		PRIMARY BLDG SUPPLY		121	23.42	20-2542-410-5
					\$374.47	
MEYER, COREY						
		HS-SUPPLIES		121	79.95	10-1113-410-2
		HS-SUPPLIES		121	12.99	10-1113-410-2
					\$92.94	
MIGNONE, MARIA						
		EPIC-PROF SERV		121	225.00	10-2210-321-1

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					<u>\$225.00</u>	
MUSIC IN MOTION						
		MUSIC SUPPLY-PRIM		121	83.70	10-1115-410-5
					<u>\$83.70</u>	
MUSIC SHOPPE, INC.						
		MUSIC RESALE		121	44.98	10-1115-495-1
		H S-BUILDING REPAIRS/MAI MICROPHONE REPA		121	100.00	20-2542-323-2
		MUSIC REPAIRS		121	49.99	10-1115-323-1
34115		MUSIC RESALE		121	108.10	10-1115-495-1
					<u>\$303.07</u>	
NCPERS GROUP LIFE INS.						
		NCPERS INSURANCE		96	56.00	10-481
		NCPERS INSURANCE		96	8.00	20-481
		NCPERS INSURANCE		96	72.00	10-481
		NCPERS INSURANCE		96	8.00	20-481
					<u>\$144.00</u>	
NETWORK BUSINESS SYSTEMS INC						
		LEASE FD-NBS/MEDIACOM		121	200.00	10-2190-323-1
					<u>\$200.00</u>	
NEUBAUM, SANDRA						
		EPIC-PROF SERV		121	250.00	10-2210-321-1
					<u>\$250.00</u>	
NEWSOME, BETHANY						
		H S-ATHLETIC TRAVEL		121	13.75	10-1501-332-2
					<u>\$13.75</u>	
NEWSOME, BETHANY						
		EPIC-PROF SERV		121	400.00	10-2210-321-1
					<u>\$400.00</u>	
NEWSOME, CHRISTOPHER						
		EPIC-PROF SERV		121	2,500.00	10-2210-321-1
					<u>\$2,500.00</u>	
NORTH CENTRAL BANK						
		SUPT OFFICE-SUPPLIES		121	13.59	10-2320-410-1
		SUPT OFFICE-SUPPLIES ADMIN MTG		121	72.00	10-2320-410-1
		EPIC TRAVEL		121	259.84	10-2210-332-1
		JR HI-DUES/FEES SPELLING BEE REGIST		121	235.00	10-1112-640-3
		JR HI-ATHLETIC SUPPLIES VB NET/EQUIP		121	219.00	10-1501-410-3
		H S ATHLETIC-SUPPLIES HALL OF FAME		121	30.00	10-1501-410-2
		H S ATHLETIC-SUPPLIES SOFTBALL NETS		121	362.97	10-1501-410-2
		H S-TEXTBOOKS		121	99.96	10-1113-420-2
		H S ATHLETIC-SUPPLIES SOFTBALL/BASEBALL		121	1,155.60	10-1501-410-2
		H S-GROUNDS SUPPLIES		121	85.45	20-2543-410-2
		H S ATHLETIC-SUPPLIES		121	265.47	10-1501-410-2
		PFA COMM SUPP		121	15.00	10-1125-412-1
		H S ATHLETIC-SUPPLIES HALL OF FAME		121	392.20	10-1501-410-2
		HIGH SCHOOL-BLDG SUPPLIE		121	23.99	20-2542-410-2

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		ELEMENTARY-BLDG SUPPLIES		121	5.62	20-2542-410-4
					<u>\$3,235.69</u>	
NORTHERN ILLINOIS ACADEMY						
		LIGHTEDWAY/PEORIA		121	13,593.56	10-1912-670-1
		LIGHTEDWAY/PEORIA		121	13,583.06	10-1912-670-1
					<u>\$27,176.62</u>	
ORKIN EXTERMINATING CO IN						
		ALL SCHOOL SERVICES		121	81.26	20-2542-321-1
		ALL SCHOOL SERVICES		121	84.59	20-2542-321-1
		ALL SCHOOL SERVICES		121	70.22	20-2542-321-1
		ALL SCHOOL SERVICES		121	83.33	20-2542-321-1
					<u>\$319.40</u>	
PCCU (NEC)						
		NEC-ADMIN/10 MONTH		99	144.82	10-481
		NEC-ADMIN/10 MONTH		99	1.06	80-481
		NEC 24/20		99	1,028.85	10-481
		NEC 24/20		99	0.30	80-481
		NEC 24/20		99	1,041.40	10-481
		NEC 24/20		99	0.30	80-481
		NEC-ADMIN/10 MONTH		99	144.82	10-481
		DED NEC		99	12.51	10-481
		NEC 24/20		99	1.76	40-481
		NEC-ADMIN/10 MONTH		99	1.06	80-481
					<u>\$2,376.88</u>	
PENSERV PLAN SERVICES INC						
		PENSERV PLAN SERVICES		97	2,979.50	10-481
		PENSERV PLAN SERVICES		97	50.00	20-481
		PENSERV PLAN SERVICES		97	12.50	80-481
		PENSERV PLAN SERVICES		97	3,177.47	10-481
		PENSERV PLAN SERVICES		97	2.03	40-481
		PENSERV PLAN SERVICES		97	50.00	20-481
		PENSERV PLAN SERVICES		97	12.50	80-481
					<u>\$6,284.00</u>	
PERMA- BOUND						
43673		ED FOUNDATIONS SUPPLIES		121	849.86	10-2310-411-6
50708		ED FOUNDATIONS SUPPLIES		121	173.14	10-2310-411-6
53317		ED FOUNDATIONS SUPPLIES		121	34.38	10-2310-411-6
27573		ED FOUNDATIONS SUPPLIES		121	856.97	10-2310-411-6
53317		ED FOUNDATIONS SUPPLIES		121	797.94	10-2310-411-6
					<u>\$2,712.29</u>	
POSITIVE PROMOTIONS						
		HENN OFFICE - SUPPLIES		121	247.08	10-2410-410-4
					<u>\$247.08</u>	
PRAIRIE FARMS PEORIA DIVISION						
		PFA FOOD SUPP MILK		121	40.08	10-1125-411-1
		PRIMARY CAFE FOOD MILK		121	840.00	10-2560-410-5-421000
		HIGH SCHOOL- FOOD MILK		121	719.00	10-2560-410-2-421000

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		HENN-CAFE FOOD MILK		121	643.00	10-2560-410-4-421000
		JR HI-CAFE FOOD MILK		121	593.00	10-2560-410-3-421000
					<u>\$2,835.08</u>	
PRAIRIECAT		LEASE FD TECH SOFTWARE		121	1,214.42	10-1113-470-1
					<u>\$1,214.42</u>	
PRIMARY IMPREST		PRINC OFFICE-POSTAGE		121	7.25	10-2410-341-1
		PFA COMM SUPP		121	55.96	10-1125-412-1
					<u>\$63.21</u>	
PUT CO PCEA/IEA DUES		NON-CERT DUES		96	483.69	10-481
		NON-CERT DUES		96	77.56	20-481
		IEA CERT DUES		96	2,484.48	10-481
		IEA CERT DUES		96	0.70	80-481
		IEA CERT DUES		96	0.70	80-481
		NON-CERT DUES		96	74.60	20-481
		IEA CERT DUES		96	2,480.61	10-481
		NON-CERT DUES		96	480.57	10-481
		NON-CERT DUES		96	6.08	40-481
		IEA CERT DUES		96	3.87	40-481
					<u>\$6,092.86</u>	
PUT CO SCHOOL (FED TRS)		TITLE I FED TRS		121	998.24	10-1250-210-36-430000
					<u>\$998.24</u>	
PUT CO SCHOOL (TRS HEALTH)		THIS ADMIN/10 MONTH		99	539.34	10-481
		THIS ADMIN/10 MONTH		99	3.95	80-481
		THIS P24/T20		99	3,831.54	10-481
		THIS P24/T20		99	1.13	80-481
		THIS P24/T20		99	3,878.28	10-481
		THIS P24/T20		99	1.13	80-481
		THIS ADMIN/10 MONTH		99	539.34	10-481
		DED THIS		99	46.59	10-481
		THIS P24/T20		99	6.49	40-481
		THIS ADMIN/10 MONTH		99	3.95	80-481
		H S-MEDICAL INSURANCE		121	168.41	10-1113-222-2
					<u>\$9,020.15</u>	
PUT CO SCHOOL (TRS)		TRS ADMI/10 MONTH		99	2,469.55	10-481
		TRS ADMI/10 MONTH		99	18.08	80-481
		TRS P24/T20		99	17,543.93	10-481
		TRS P24/T20		99	5.16	80-481
		TRS P24/T20		99	17,757.86	10-481
		TRS P24/T20		99	5.16	80-481
		TRS ADMI/10 MONTH		99	2,469.54	10-481
		DED TRS		99	213.30	10-481

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		TRS P24/T20		99	29.77	40-481
		TRS ADMI/10 MONTH		99	18.08	80-481
					<u>\$40,530.43</u>	
PUT CO SCHOOLS (IMRF)						
		IM IMRF		98	36.70	10-481
		IM IMRF		98	1,834.36	10-481
		IM IMRF		98	631.42	20-481
		IMRFBRD SHARE		98	4,448.93	50-481
		IMRFBRD SHARE		98	1,501.38	50-481
		IMRF VOL CONTRIBUTIONS		98	74.59	10-481
		IM IMRF		98	655.40	20-481
		IMRFBRD SHARE		98	1,558.42	50-481
		IM IMRF		98	2,108.25	10-481
		IMRFBRD SHARE		98	5,100.17	50-481
		IM IMRF		98	91.33	40-481
		IMRFBRD SHARE		98	217.19	50-481
		IMRF VOL CONTRIBUTIONS		98	74.59	10-481
		IM IMRF		98	36.70	10-481
					<u>\$18,369.43</u>	
PUTNAM CO COMM UNIT (IL)						
		IL State Tax		99	9,428.12	10-481
		IL State Tax		99	610.51	20-481
		IL State Tax		99	10.27	80-481
		IL State Tax		99	10,285.57	10-481
		IL State Tax		99	10.27	80-481
		IL State Tax		99	636.93	20-481
		IL State Tax		99	109.57	40-481
					<u>\$21,091.24</u>	
PUTNAM CO SD FIT						
		Federal Tax 2018		99	17,395.59	10-481
		Federal Tax 2018		99	1,295.35	20-481
		Federal Tax 2018		99	30.24	80-481
		Federal Tax 2019		99	18,492.90	10-481
		Federal Tax 2019		99	30.00	80-481
		Federal Tax 2019		99	1,362.68	20-481
		Federal Tax 2019		99	103.25	40-481
					<u>\$38,710.01</u>	
PUTNAM CO SD MEDICARE						
		MEDICARE (CERT)		99	2,334.94	10-481
		MEDICARE (CERT)		99	3.18	80-481
		MEDICARE (BRD PD)		99	2,334.94	50-481
		MEDICARE (BRD PD)		99	3.18	50-481
		MEDICARE (BRD PD)		99	2,455.87	50-481
		MEDICARE (CERT)		99	3.18	80-481
		MEDICARE (BRD PD)		99	3.18	50-481
		MEDICARE (CERT)		99	2,455.87	10-481
		MEDICARE (CERT)		99	3.38	40-481
		MEDICARE (BRD PD)		99	3.38	50-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$9,601.10</u>	
PUTNAM COUNTY SD FICA						
		MATCHING FICA		99	2,977.25	50-481
		MATCHING FICA		99	1,022.73	50-481
		FICA 2018		99	2,977.25	10-481
		FICA 2018		99	1,022.73	20-481
		FICA 2019		99	1,064.37	20-481
		MATCHING FICA		99	1,064.37	50-481
		FICA 2019		99	3,790.84	10-481
		MATCHING FICA		99	3,790.84	50-481
		FICA 2019		99	161.02	40-481
		MATCHING FICA		99	161.02	50-481
					<u>\$18,032.42</u>	
REGIONAL OFFICE OF EDUCATION 						
		TITLE I 7-5		121	30.00	10-2210-332-1
		EPIC TRAVEL		121	75.00	10-2210-332-1
					<u>\$105.00</u>	
ROBBINS SCHWARTZ						
		LEGAL FEES		121	7,597.69	10-2310-319-6
					<u>\$7,597.69</u>	
RODRIGUEZ, CARMELA						
		EPIC-TUITION REIMB		121	510.00	10-2210-320-1
					<u>\$510.00</u>	
ROLANDO, ALEX						
		JR HI BLDG. REP/ MAINT WATER TESTING		121	500.00	20-2542-323-3
					<u>\$500.00</u>	
SALE, JARED						
		H S-ATHLETIC TRAVEL		121	83.05	10-1501-332-2
					<u>\$83.05</u>	
SCHOOL SPECIALTY						
43712		HENN ELEM-SUPPLIES		121	80.44	10-1110-410-4
43711		HENN ELEM-SUPPLIES		121	21.66	10-1110-410-4
					<u>\$102.10</u>	
SHERWIN-WILLIAMS						
		HIGH SCHOOL-BLDG SUPPLIE		121	87.99	20-2542-410-2
					<u>\$87.99</u>	
SIENZA, KRIS						
		EPIC-TUITION REIMB		121	510.00	10-2210-320-1
					<u>\$510.00</u>	
STAPLES CREDIT PLAN						
		SUPT OFFICE-SUPPLIES		121	53.95	10-2320-410-1
					<u>\$53.95</u>	
STARVED ROCK REGION IPA						
		BOARD OF ED/TRAVEL		121	380.00	10-2310-332-6
					<u>\$380.00</u>	
STATE DISBURSEMENT UNIT						

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		CHILD SUPPORT		97	451.83	10-481
		CHILD SUPPORT		97	451.83	10-481
					<u>\$903.66</u>	
STEIMLE GARAGE						
		YELLOW BUS R/M		121	35.00	40-2550-322-1
					<u>\$35.00</u>	
STEWART, ALISA						
		EPIC-PROF SERV		121	125.00	10-2210-321-1
					<u>\$125.00</u>	
STREAMWOOD BEHAVIORAL HEAL						
		HOMEBOUND PROF SERV TUTORING		121	210.00	10-1204-318-1
					<u>\$210.00</u>	
SUMDOG, INC						
		PRIMARY-TEXTBOOKS		121	270.00	10-1111-420-5
					<u>\$270.00</u>	
SUMMIT FINANCIAL RESOURCES						
		PRIMARY CAFE FOOD		121	48.40	10-2560-410-5-421000
		HIGH SCHOOL- FOOD		121	48.39	10-2560-410-2-421000
		HENN-CAFE FOOD		121	67.33	10-2560-410-4-421000
		JR HI-CAFE FOOD		121	67.33	10-2560-410-3-421000
					<u>\$231.45</u>	
SUN LIFE FINANCIAL EMPLOYEE BE						
		DENTAL CERT S		96	170.40	10-481
		DENTAL BP CRT S		96	317.40	10-481
		DENTAL CRT F		96	262.03	10-481
		DENTAL CRT F		96	0.19	80-481
		DENTAL BP CRT F		96	486.71	10-481
		DENTAL BP CRT F		96	0.35	80-481
		DENTAL CERT S+		96	120.34	10-481
		DENT BP CRT S+		96	252.46	10-481
		DENT ADM BP F		96	160.56	10-481
		DENT ADM BP S		96	16.26	10-481
		DENT ADMIN E+S		96	29.70	10-481
		DENT ADMIN E+S		96	1.56	80-481
		DENT NC FAMILY		96	80.40	10-481
		DENT NC BP FAM		96	80.16	10-481
		DENT NC S+ 1		96	63.24	10-481
		DENT NC S+ 1		96	21.88	20-481
		DENT BP NC S+ 1		96	52.06	10-481
		DENT BP NC S+ 1		96	40.64	20-481
		DENT NC SINGLE		96	62.48	10-481
		DENT NC SINGLE		96	28.40	20-481
		DENT NC BP S		96	116.38	10-481
		DENT NC BP S		96	52.90	20-481
		DENT NC SINGLE		96	27.53	20-481
		DENT NC BP S		96	51.29	20-481
		DENTAL CERT S+		96	82.26	10-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		DENT BP CRT S+		96	181.76	10-481
		DENTAL CRT F		96	261.68	10-481
		DENTAL BP CRT F		96	486.06	10-481
		DENT NC SINGLE		96	63.35	10-481
		DENT NC BP S		96	117.99	10-481
		DENT NC S+ 1		96	21.88	20-481
		DENT BP NC S+ 1		96	40.64	20-481
		DENTAL CERT S		96	169.94	10-481
		DENTAL BP CRT S		96	316.56	10-481
		DENT ADM BP F		96	160.56	10-481
		DENT ADM BP S		96	16.26	10-481
		DENTAL CERT S		96	0.46	40-481
		DENTAL BP CRT S		96	0.84	40-481
		DENT NC S+ 1		96	63.24	10-481
		DENT BP NC S+ 1		96	52.06	10-481
		DENT NC FAMILY		96	80.40	10-481
		DENT NC BP FAM		96	80.16	10-481
		DENTAL CRT F		96	0.19	80-481
		DENTAL BP CRT F		96	0.35	80-481
		DENT ADMIN E+S		96	29.70	10-481
		DENT ADMIN E+S		96	1.56	80-481
		DENTAL CRT F		96	0.35	40-481
		DENTAL BP CRT F		96	0.65	40-481
					<u>\$4,724.22</u>	
SUN LIFE FINANCIAL EMPLOYEE BE						
		LIFE ADM BP		96	21.25	10-481
		LIFE CERT		96	85.83	10-481
		LIFE CERT		96	0.01	80-481
		LIFE CERT BP		96	160.63	10-481
		LIFE CERT BP		96	0.03	80-481
		LIFE NC		96	20.24	10-481
		LIFE NC		96	4.44	20-481
		LIFE NC BP		96	36.59	10-481
		LIFE NC BP		96	8.34	20-481
		LIFE NC		96	4.44	20-481
		LIFE NC BP		96	8.34	20-481
		LIFE CERT		96	88.68	10-481
		LIFE CERT BP		96	165.95	10-481
		LIFE ADM BP		96	21.25	10-481
		LIFE NC		96	20.03	10-481
		LIFE NC BP		96	36.20	10-481
		LIFE NC		96	0.21	40-481
		LIFE NC BP		96	0.39	40-481
		LIFE CERT		96	0.12	40-481
		LIFE CERT BP		96	0.21	40-481
		LIFE CERT		96	0.01	80-481
		LIFE CERT BP		96	0.03	80-481
					<u>\$683.22</u>	

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SUN LIFE FINANCIAL EMPLOYEE BE						
		VISION EMP		96	182.28	10-481
		VISION EMP		96	13.02	20-481
		VISION E+S		96	77.69	10-481
		VISION E+S		96	0.43	80-481
		VISION E+C		96	38.20	10-481
		VISION E+C		96	9.55	20-481
		VISION FAMILY		96	180.43	10-481
		VISION FAMILY		96	0.14	80-481
		VISION E+S		96	77.69	10-481
		VISION EMP		96	182.78	10-481
		VISION E+C		96	9.55	20-481
		VISION FAMILY		96	180.43	10-481
		VISION EMP		96	0.16	40-481
		VISION E+C		96	38.20	10-481
		VISION EMP		96	12.36	20-481
		VISION FAMILY		96	0.14	80-481
		VISION E+S		96	0.43	80-481
					\$1,003.48	
SUN LIFE FINANCIAL EMPLOYEE BE						
		LIFE VOL		96	82.16	10-481
		LIFE VOL		96	123.26	10-481
		LIFE VOL		96	0.04	40-481
					\$205.46	
SUPERINTENDENT IMPREST						
		SUPT OFFICE-POSTAGE		121	106.70	10-2320-341-1
		BOARD DUES/FEES		121	30.00	10-2310-640-6
		SUPT OFFICE-POSTAGE		121	6.70	10-2320-341-1
					\$143.40	
SUPPLYWORKS						
		HIGH SCHOOL-BLDG SUPPLIE		121	75.18	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE		121	69.96	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE		121	354.50	20-2542-410-2
		ELEMENTARY-BLDG SUPPLIES		121	75.18	20-2542-410-4
		JR HI-BUILDING SUPPLIES		121	75.18	20-2542-410-3
		PRIMARY BLDG SUPPLY		121	387.90	20-2542-410-5
		ELEMENTARY-BLDG SUPPLIES		121	4.00	20-2542-410-4
		PRIMARY BLDG SUPPLY		121	30.69	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE CARPET CLEANER		121	670.56	20-2542-410-2
		JR HI-BUILDING SUPPLIES CARPET CLEANER		121	670.56	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES CARPET CLEANER		121	670.55	20-2542-410-4
		PRIMARY BLDG SUPPLY CARPET CLEANER		121	670.55	20-2542-410-5
		PRIMARY BLDG SUPPLY		121	43.32	20-2542-410-5
		JR HI-BUILDING SUPPLIES		121	16.00	20-2542-410-3
		PRIMARY BLDG SUPPLY		121	59.28	20-2542-410-5
		PRIMARY BLDG SUPPLY		121	75.18	20-2542-410-5
					\$3,948.59	
TALX UC EXPRESS						

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		UNEMPLOYMENT INSUR		121	144.70	80-2363-380-7
					<u>\$144.70</u>	
THE BABY FOLD						
		LIGHTEDWAY/PEORIA		121	4,472.55	10-1912-670-1
					<u>\$4,472.55</u>	
THEISINGER, CLAYTON						
		EPIC-PROF SERV		121	2,500.00	10-2210-321-1
					<u>\$2,500.00</u>	
TOEDTER OIL COMPANY						
		TRUCK REPAIR/MAINT		121	94.74	20-2542-320-3
		DRIVERS ED SUPPLIES		121	33.84	10-1700-410-2
		EX CURRICULAR VAN		121	304.52	40-2550-324-1
		TRANSP - YB SUPPLY		121	243.60	40-2550-411-1
					<u>\$676.70</u>	
TRINITY CATHOLIC SCHOOL						
		HIGH SCHOOL- FOOD		121	33.00	10-2560-410-2-421000
					<u>\$33.00</u>	
VAR RESOURCES LLC						
		LEASE FD TECH SUPPLY		121	1,501.15	10-1112-410-1
					<u>\$1,501.15</u>	
VERONDA, STACY						
		EPIC-PROF SERV		121	250.00	10-2210-321-1
					<u>\$250.00</u>	
VILLAGE OF GRANVILLE						
		PRIMARY- WATER		121	257.75	20-2542-322-5
		HS- WATER		121	629.75	20-2542-322-2
					<u>\$887.50</u>	
VIPOND, JIM						
		EPIC-PROF SERV		121	250.00	10-2210-321-1
					<u>\$250.00</u>	
VOCABULARY SPELLING CITY						
		PRIMARY-TEXTBOOKS		121	162.00	10-1111-420-5
					<u>\$162.00</u>	
WARD, DEBBIE						
		HENN ELEM-TRAVEL		121	28.83	10-1110-332-4
		TITLE I 7-5 D WARD		121	380.29	10-2210-332-1
					<u>\$409.12</u>	
WASHINGTON NATIONAL INS CO						
		WASHINGTON NATL INS.		96	806.84	10-481
		WASHINGTON NATL INS.		96	125.05	20-481
		WASHINGTON NATL INS.		96	0.31	80-481
		WASHINGTON NATL INS.		96	833.04	10-481
		WASHINGTON NATL INS.		96	19.60	40-481
		WASHINGTON NATL INS.		96	125.05	20-481
		WASHINGTON NATL INS.		96	0.31	80-481
					<u>\$1,910.20</u>	

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WASTE MANAGEMENT						
		ALL SCHOOL SERVICES		121	412.57	20-2542-321-1
		ALL SCHOOL SERVICES		121	319.63	20-2542-321-1
		ALL SCHOOL SERVICES		121	239.29	20-2542-321-1
		ALL SCHOOL SERVICES		121	317.58	20-2542-321-1
					<u>\$1,289.07</u>	
WEINZIERL, HANNAH						
		EPIC-PROF SERV		121	375.00	10-2210-321-1
					<u>\$375.00</u>	
WHITESIDE, CAROLINE						
		EPIC-PROF SERV		121	400.00	10-2210-321-1
					<u>\$400.00</u>	
WIESBROCK, HAILEE						
		EPIC-PROF SERV		121	250.00	10-2210-321-1
					<u>\$250.00</u>	
				Report Total	<u><u>\$503,263.31</u></u>	

Revenue Ledger

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Education Fund 10							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Instruction							
Junior High							
1112 Junior High		FIRST PRIOR YEAR LEVY	203,002.87	3,475,989.96	3,617,938.00	141,948.04	96.08 10-1112
	203,002.87		3,475,989.96	3,617,938.00	141,948.04	96.08	** Function
Middle-Junior High							
1120 Middle-Junior High		TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	10-1122
	0.00		0.00	0.00	0.00	0.00	** Function
High School							
1130 High School		FIRST PRIOR YR LEASE	3,722.14	63,885.24	66,517.00	2,631.76	96.04 10-1130
	3,722.14		63,885.24	66,517.00	2,631.76	96.04	** Function
Accelerated Reading Program							
1140 Accelerated Reading Program		SP ED PRIOR YEAR LEVY	2,977.94	51,112.21	53,208.00	2,095.79	96.06 10-1141
	2,977.94		51,112.21	53,208.00	2,095.79	96.06	** Function
Speech & Lang. Impaired							
1210 Speech & Lang. Impaired		MOBILE HOME PRIVILEGE TA	0.00	0.00	0.00	0.00	10-1210
	0.00		0.00	0.00	0.00	0.00	** Function
Special Education Programs Pre-K							
1225 Special Education Programs Pre-K		CORP PERS PROP REPLC TAX	0.00	1,077,798.80	2,069,168.00	991,369.20	52.09 10-1230
	0.00		1,077,798.80	2,069,168.00	991,369.20	52.09	** Function
Remedial and Supplemental Programs Pre-K							
1275 Remedial and Supplemental Programs Pre-K		WETLANDS	0.00	0.00	0.00	0.00	10-1290
	0.00		0.00	0.00	0.00	0.00	** Function
Adult Education							
1310 Adult Education		PUPIL TUITION OTHER LEA	0.00	111,535.40	327,350.00	215,814.60	34.07 10-1312
	0.00		0.00	0.00	0.00	0.00	10-1313
	0.00		111,535.40	327,350.00	215,814.60	34.07	** Function
Upgrdg In Current Occupn							
1340 Upgrdg In Current Occupn		PUPIL TUI-SP ED OTHER LEA	0.00	36,458.55	36,459.00	0.45	100.00 10-1342
	0.00		36,458.55	36,459.00	0.45	100.00	** Function
Music							
		TAX INTEREST	0.00	0.00	0.00	0.00	10-1510
		ED-INT ON INVESTMENTS	1,344.63	7,433.48	19,000.00	11,566.52	39.12 10-1511
		INTEREST-SWANNEY BONDS	0.00	0.00	0.00	0.00	10-1512
		INTEREST-FARNSWORTH	0.00	0.00	100.00	100.00	0.00 10-1513

Revenue Ledger

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Education Fund 10							
Function	1000	Instruction					
Function	1502	Music					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number	
1502 Music	1,344.63	7,433.48	19,100.00	11,666.52	38.92	** Function	
Summer School							
STUDENT LUNCH	10,573.38	64,795.24	116,000.00	51,204.76	55.86	10-1611	
STUDENT BREAKFAST	0.00	0.00	16,000.00	16,000.00	0.00	10-1612	
MILK SALES (OTHER)	426.40	1,418.00	4,000.00	2,582.00	35.45	10-1614	
ADULT LUNCHES/BREAKFAST	303.60	2,252.95	5,000.00	2,747.05	45.06	10-1620	
1600 Summer School	11,303.38	68,466.19	141,000.00	72,533.81	48.56	** Function	
Gifted Programs							
HEAD START LUNCHES	0.00	0.00	0.00	0.00	0.00	10-1690	
1650 Gifted Programs	0.00	0.00	0.00	0.00	0.00	** Function	
Vocational Ed Handicapped							
H S ATHLETIC ADMISSIONS	2,814.00	7,110.00	15,000.00	7,890.00	47.40	10-1711-2	
JR HI-ATHLETIC ADMISSION	920.00	2,607.00	5,000.00	2,393.00	52.14	10-1711-4	
H S / JR HI TOURNEY REV	0.00	0.00	3,000.00	3,000.00	0.00	10-1714	
ADMISSION - OTHERS	0.00	1,334.00	11,000.00	9,666.00	12.13	10-1719	
1710 Vocational Ed Handicapped	3,734.00	11,051.00	34,000.00	22,949.00	32.50	** Function	
Vctnl Ed Lmt Eng Profrcncy							
ACTIVITY FEES HS	0.00	9,135.00	18,000.00	8,865.00	50.75	10-1720	
ACTIVITY FEES JR H	50.00	4,240.00	4,500.00	260.00	94.22	10-1720	
1720 Vctnl Ed Lmt Eng Profrcncy	50.00	13,375.00	22,500.00	9,125.00	59.44	** Function	
Vctnl Ed Acd /Econ Disadv							
OTHER DISTRICT REVENUE	0.00	200.00	1,000.00	800.00	20.00	10-1790	
JH PE RESALE	12.00	3,172.00	5,500.00	2,328.00	57.67	10-1790-1-3	
H S PE RESALE	0.00	1,932.50	4,000.00	2,067.50	48.31	10-1790-2	
	0.00	0.00	0.00	0.00	0.00	10-1791	
MUSIC RESALE	0.00	0.00	200.00	200.00	0.00	10-1792	
1730 Vctnl Ed Acd /Econ Disadv	12.00	5,304.50	10,700.00	5,395.50	49.57	** Function	
Bilingual Programs							
PRIM-TEXTBOOK RENTAL	0.00	5,775.00	7,000.00	1,225.00	82.50	10-1811	
H S- TEXTBOOK RENTAL	15.00	17,668.68	22,500.00	4,831.32	78.53	10-1811	
JR HI-TEXTBOOK RENTAL	0.00	8,580.00	8,500.00	(80.00)	100.94	10-1811	
ELEM-TEXTBOOK RENTAL	0.00	4,950.00	7,000.00	2,050.00	70.71	10-1811-4	
INSTRUMENT RENTAL	0.00	0.00	0.00	0.00	0.00	10-1819	
1800 Bilingual Programs	15.00	36,973.68	45,000.00	8,026.32	82.16	** Function	
Gifted Programs - Private Tuition							
DONATIONS	11,987.00	15,799.52	25,000.00	9,200.48	63.20	10-1920	

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Education Fund 10							
Function	1000	Instruction					
Function	1920	Gifted Programs - Private Tuition					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number	
		DONATIONS-NCF	0.00	0.00	0.00	0.00	10-1920
1920	Gifted Programs - Private Tuition		11,987.00	15,799.52	25,000.00	9,200.48	63.20 ** Function
Truants Alternative/Optional Education Programs							
		PSY LEA ASSESSEMENT	0.00	0.00	0.00	0.00	10-1940
		SW LEA ASSESSEMENT	0.00	0.00	0.00	0.00	10-1941
		SPEECH LEA ASSESS	0.00	0.00	2,100.00	2,100.00	0.00 10-1941
			0.00	0.00	0.00	0.00	10-1942
		REFUND EXPENSES	0.00	1,672.45	0.00	(1,672.45)	0.00 10-1950
		DRIVERS ED FEE	0.00	2,650.00	3,000.00	350.00	88.33 10-1970
		OTHER LOCAL REVENUE	45.50	22,096.08	110,000.00	87,903.92	20.09 10-1999
		INSURANCE/PLAY EQUIPMENT	0.00	0.00	0.00	0.00	0.00 10-1999
		INTERNET REVENUE	0.00	0.00	0.00	0.00	0.00 10-1999-1
1922	Truants Alternative/Optional Education Programs		45.50	26,418.53	115,100.00	88,681.47	22.95 ** Function
1000	Instruction		238,194.46	5,001,602.06	6,583,040.00	1,581,437.94	75.98 * Function
Support Services							
Comp Arts							
		POVERTY GRANT	0.00	0.00	0.00	0.00	0.00 10-2200
2196	Comp Arts		0.00	0.00	0.00	0.00	0.00 ** Function
Assessment/Testing							
		ROE FLOW THRU	0.00	0.00	0.00	0.00	0.00 10-2230
2230	Assessment/Testing		0.00	0.00	0.00	0.00	0.00 ** Function
2000	Support Services		0.00	0.00	0.00	0.00	0.00 * Function
Community Services							
Other Support Services							
		GENERAL STATE AID	80,019.26	400,096.30	880,212.00	480,115.70	45.45 10-3001
		HOLD HARMLESS GSA	0.00	0.00	0.00	0.00	0.00 10-3002
2900	Other Support Services		80,019.26	400,096.30	880,212.00	480,115.70	45.45 ** Function
Direction Of Community Sv							
		SP ED PRIV FAC TUITION	0.00	21,752.52	115,000.00	93,247.48	18.92 10-3100
		SP ED EXTRA ORDINARY	0.00	0.00	54,000.00	54,000.00	0.00 10-3105
		SP ED PERSONNEL	0.00	0.00	115,000.00	115,000.00	0.00 10-3110
		SP ED ORPHANAGE	0.00	0.00	31,207.00	31,207.00	0.00 10-3120
		SP ED SUMMER SCHOOL	0.00	0.00	960.00	960.00	0.00 10-3145
3100	Direction Of Community Sv		0.00	21,752.52	316,167.00	294,414.48	6.88 ** Function
Community Recreation Srv							
		CTEI GRANT-SRAVTE	0.00	0.00	19,688.00	19,688.00	0.00 10-3200

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Education Fund 10								
Function	3000	Community Services						
Function	3200	Community Recreation Srv						
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number		
		VOC AG STATE GRTS	0.00	0.00	12,000.00	12,000.00	0.00	10-3215
		VOC AG SUPPLEMENTAL	0.00	9,794.00	2,489.00	(7,305.00)	393.49	10-3235
		FCAE GRANT	0.00	0.00	0.00	0.00	0.00	10-3299
3200 Community Recreation Srv			0.00	9,794.00	34,177.00	24,383.00	28.66	** Function
<u>Civic Services</u>								
		TPI/TBE BILINGUAL ED	0.00	0.00	0.00	0.00	0.00	10-3305
		IL FREE LUNCH/BRKFST AIDE	584.32	1,840.39	3,500.00	1,659.61	52.58	10-3360
		IL BREAKFAST INITIATIVE	0.00	0.00	0.00	0.00	0.00	10-3360
		DRIVERS ED REIMBURSEMENT	0.00	6,335.18	15,000.00	8,664.82	42.23	10-3370-1
3300 Civic Services			584.32	8,175.57	18,500.00	10,324.43	44.19	** Function
<u>Welfare Activities Serv</u>								
		SCHOOL IMP-HOP	0.00	0.00	0.00	0.00	0.00	10-3610
		SCHOOL IMP BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	10-3640
		LEARNING IMP GRANT	0.00	0.00	0.00	0.00	0.00	10-3641
		NATL BOARD CERTIFIC	0.00	0.00	0.00	0.00	0.00	10-3651-1
		SAFE TO LEARN GRANT	0.00	0.00	0.00	0.00	0.00	10-3695
3600 Welfare Activities Serv			0.00	0.00	0.00	0.00	0.00	** Function
<u>Nonpublic School Pupils</u>								
		PRESCHOOL FOR ALL GRANT	0.00	60,000.00	261,362.00	201,362.00	22.96	10-3705
		READING IMPROVEMENT GRAN	0.00	0.00	0.00	0.00	0.00	10-3715
			0.00	0.00	0.00	0.00	0.00	10-3725
			0.00	0.00	0.00	0.00	0.00	10-3735
		ADA BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	10-3775
			0.00	0.00	0.00	0.00	0.00	10-3792
			0.00	0.00	0.00	0.00	0.00	10-3794
3700 Nonpublic School Pupils			0.00	60,000.00	261,362.00	201,362.00	22.96	** Function
<u>Home/School Services</u>								
			0.00	0.00	0.00	0.00	0.00	10-3800
3800 Home/School Services			0.00	0.00	0.00	0.00	0.00	** Function
<u>Other Community Services</u>								
		LIBRARY GRNT/OTHER STATE REV	0.00	1,442.00	5,000.00	3,558.00	28.84	10-3999
		RESPRO GRANT	0.00	0.00	0.00	0.00	0.00	10-3999
3900 Other Community Services			0.00	1,442.00	5,000.00	3,558.00	28.84	** Function
3000 Community Services			80,603.58	501,260.39	1,515,418.00	1,014,157.61	33.08	* Function
Nonprogrammed Charges								
<u>Other Community Services</u>								

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Education Fund 10							
Function	4000	Nonprogrammed Charges					
Function	4430	Payments Other Govt Units Out of State Transfers					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget Revenue	State Account Number	
4430 Payments Other Govt Units Out of State Transfers	32,767.80	211,023.85	299,716.00	88,692.15	70.41	**	Function
4000 Nonprogrammed Charges	52,648.49	335,945.77	623,204.00	287,258.23	53.91	*	Function
Provision For Contingences							
Provision For Contingences							
6000 Provision For Contingences	0.00	0.00	0.00	0.00	0.00	**	Function
Perm Trnf from W/C							
7120 Perm Trnf from W/C	0.00	0.00	0.00	0.00	0.00	**	Function
6000 Provision For Contingences	0.00	0.00	0.00	0.00	0.00	*	Function
10 Education Fund	371,446.53	5,838,808.22	8,721,662.00	2,882,853.78	66.95		Fund

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Oper, Build, & Maint Fund 20							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Instruction							
Junior High							
1112 Junior High		FIRST PRIOR YEAR LEVY	37,222.88	638,877.37	665,061.00	26,183.63	96.06 20-1112
	37,222.88		638,877.37	665,061.00	26,183.63	96.06	** Function
Middle-Junior High							
1120 Middle-Junior High		TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00 20-1122
	0.00		0.00	0.00	0.00	0.00	** Function
Special Education Programs Pre-K							
1225 Special Education Programs Pre-K		CORP PERS PROP REPL TAX	90,051.61	90,051.61	200,000.00	109,948.39	45.03 20-1230
	90,051.61		90,051.61	200,000.00	109,948.39	45.03	** Function
Music							
1502 Music		BLD-INT	40.01	233.72	5,000.00	4,766.28	4.67 20-1511
		INTEREST - TREE FUND	0.00	0.00	50.00	50.00	0.00 20-1515
	40.01		233.72	5,050.00	4,816.28	4.63	** Function
Pre-K Programs - Private Tuition							
1910 Pre-K Programs - Private Tuition		HOUSE RENT	0.00	0.00	0.00	0.00	0.00 20-1910
	0.00		0.00	0.00	0.00	0.00	** Function
Regular K-12 Programs - Private Tuition							
1911 Regular K-12 Programs - Private Tuition		FACILITY/GROUND RENT	0.00	0.00	1,000.00	1,000.00	0.00 20-1911
	0.00		0.00	1,000.00	1,000.00	0.00	** Function
Gifted Programs - Private Tuition							
1920 Gifted Programs - Private Tuition		DONATIONS	0.00	0.00	500.00	500.00	0.00 20-1920
	0.00		0.00	500.00	500.00	0.00	** Function
Truants Alternative/Optional Education Programs							
1922 Truants Alternative/Optional Education Programs		REFUND PR YR EXP-BLDG	0.00	0.00	1,000.00	1,000.00	0.00 20-1950
		TORNADO INS/FEM/DON	0.00	0.00	0.00	0.00	0.00 20-1950
		OTHER LOCAL REVENUE	0.00	9,182.52	18,000.00	8,817.48	51.01 20-1999
	0.00		9,182.52	19,000.00	9,817.48	48.33	** Function
1000 Instruction	127,314.50		738,345.22	890,611.00	152,265.78	82.90	* Function
Support Services							
Truants Alternative/Optional Education Programs							
1922 Truants Alternative/Optional Education Programs		OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00 20-2100
	0.00		0.00	0.00	0.00	0.00	** Function
2000 Support Services	0.00		0.00	0.00	0.00	0.00	* Function

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Oper, Build, & Maint Fund 20							
Function		3000	Community Services				
Function		3900	Other Community Services				
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Community Services							
<u>Other Community Services</u>							
			0.00	0.00	0.00	0.00	20-3920-1
			0.00	0.00	0.00	0.00	20-3925-1-1
			0.00	0.00	0.00	0.00	20-3999
3900	Other Community Services		0.00	0.00	0.00	0.00	** Function
3000	Community Services		0.00	0.00	0.00	0.00	* Function
Nonprogrammed Charges							
<u>Payments Other Govt Units Out of State Transfers</u>							
			0.00	0.00	0.00	0.00	20-4900
			0.00	0.00	0.00	0.00	20-4980
4430	Payments Other Govt Units Out of State Transfers		0.00	0.00	0.00	0.00	** Function
4000	Nonprogrammed Charges		0.00	0.00	0.00	0.00	* Function
Provision For Contingences							
<u>Provision For Contingences</u>							
		TRANSFER WC	0.00	0.00	168,458.00	168,458.00	0.00 20-7110
6000	Provision For Contingences		0.00	0.00	168,458.00	168,458.00	0.00 ** Function
<u>Perm Trnf from W/C</u>							
		PERM TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00 20-7130-1
		SALE/COMP FIXED ASSETS	0.00	0.00	0.00	0.00	0.00 20-7400
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	168,458.00	168,458.00	0.00 * Function
20	Oper, Build, & Maint Fund		127,314.50	738,345.22	1,059,069.00	320,723.78	69.72 Fund

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Debt Service Fund or Fund Group 30								
Function	1000	Instruction						
Function	1112	Junior High						
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
		FIRST PRIOR YEAR LEVY	1.34	2,805.61	2,807.00	1.39	99.95	30-1112
1112	Junior High		1.34	2,805.61	2,807.00	1.39	99.95	** Function
Music								
		B/I-INT INVESTMENTS	2,430.20	2,701.17	1,000.00	(1,701.17)	270.12	30-1511
1502	Music		2,430.20	2,701.17	1,000.00	(1,701.17)	270.12	** Function
1000	Instruction		2,431.54	5,506.78	3,807.00	(1,699.78)	144.65	* Function
Provision For Contingences								
Provision For Contingences								
		PERM TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00	30-7110-1
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	** Function
Perm Trnf from W/C								
		ACCRUED INT ON BONDS SOL	0.00	0.00	0.00	0.00	0.00	30-7230
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	* Function
30	Debt Service Fund or Fund Group		2,431.54	5,506.78	3,807.00	(1,699.78)	144.65	Fund

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Transportation Fund 40								
Function	1000	Instruction						
Function	1112	Junior High						
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
		FIRST PRIOR YR LEVY TRAN	14,889.15	255,550.91	266,027.00	10,476.09	96.06	40-1112
1112	Junior High		14,889.15	255,550.91	266,027.00	10,476.09	96.06	** Function
Middle-Junior High								
		1ST PRIOR YR LEVY-TORT	0.00	0.00	0.00	0.00	0.00	40-1122
1120	Middle-Junior High		0.00	0.00	0.00	0.00	0.00	** Function
Special Education Programs Pre-K								
		CORP REPLACEMNT PROP TAX	0.00	0.00	0.00	0.00	0.00	40-1230
1225	Special Education Programs Pre-K		0.00	0.00	0.00	0.00	0.00	** Function
Home Ec Occupations								
		ORPHANAGE TRANS REIMB	0.00	0.00	0.00	0.00	0.00	40-1441
1421	Home Ec Occupations		0.00	0.00	0.00	0.00	0.00	** Function
Music								
		TRANSP-INT	143.63	740.71	2,000.00	1,259.29	37.04	40-1511
1502	Music		143.63	740.71	2,000.00	1,259.29	37.04	** Function
Truants Alternative/Optional Education Programs								
		REFUND TRANSP	0.00	0.00	0.00	0.00	0.00	40-1950
		OTHER LOCAL REVENUE	0.00	0.00	48,000.00	48,000.00	0.00	40-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	48,000.00	48,000.00	0.00	** Function
1000	Instruction		15,032.78	256,291.62	316,027.00	59,735.38	81.10	* Function
Community Services								
Custody/Child Care Serv								
		REG TRANSPORTATION AID	0.00	96,203.61	384,238.00	288,034.39	25.04	40-3500
		VOC TRANSPORTATION AID	0.00	45,062.42	17,351.00	(27,711.42)	259.71	40-3505
		SP ED TRANSPORTATION AID	0.00	0.00	248,054.00	248,054.00	0.00	40-3510
		OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	40-3511
3500	Custody/Child Care Serv		0.00	141,266.03	649,643.00	508,376.97	21.75	** Function
Nonpublic School Pupils								
		ECE TRANSPORTATION	0.00	0.00	75,000.00	75,000.00	0.00	40-3705
3700	Nonpublic School Pupils		0.00	0.00	75,000.00	75,000.00	0.00	** Function
3000	Community Services		0.00	141,266.03	724,643.00	583,376.97	19.49	* Function
Nonprogrammed Charges								
Payments Other Govt Units Out of State Transfers								

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Transportation Fund 40							
Function	4000	Nonprogrammed Charges					
Function	4430	Payments Other Govt Units Out of State Transfers					
Description		M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
	IDEA ARRA	0.00	0.00	0.00	0.00	0.00	40-4857
4430	Payments Other Govt Units Out of State Transfers	0.00	0.00	0.00	0.00	0.00	** Function
4000	Nonprogrammed Charges	0.00	0.00	0.00	0.00	0.00	* Function
Provision For Contingences							
<u>Provision For Contingences</u>							
	PERM TRANSFER W/C	0.00	0.00	0.00	0.00	0.00	40-7110-1
6000	Provision For Contingences	0.00	0.00	0.00	0.00	0.00	** Function
<u>Perm Trnf from W/C</u>							
	PERMANENT TRANSFER	0.00	0.00	0.00	0.00	0.00	40-7130-1
7120	Perm Trnf from W/C	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences	0.00	0.00	0.00	0.00	0.00	* Function
40	Transportation Fund	15,032.78	397,557.65	1,040,670.00	643,112.35	38.20	Fund

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I.M.R.F./Soc. Sec. Fund 50							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Instruction							
Junior High							
		FIRST PRIOR YR LEVY-IMRF	5,271.63	90,640.64	94,297.00	3,656.36	96.12 50-1112
		FIRST PRIOR YR-SS	8,022.49	137,938.89	143,497.00	5,558.11	96.13 50-1112
1112	Junior High		13,294.12	228,579.53	237,794.00	9,214.47	96.13 ** Function
MUSIC							
		MEDICARE-FIRST PRIOR YR	0.00	0.00	0.00	0.00	0.00 50-1115
1115	MUSIC		0.00	0.00	0.00	0.00	0.00 ** Function
Accelerated Reading Program							
		FIRST PRIOR YR-S S	0.00	0.00	0.00	0.00	0.00 50-1150
1140	Accelerated Reading Program		0.00	0.00	0.00	0.00	0.00 ** Function
Special Education Programs Pre-K							
		CORP PERS PROP REPL TAX	0.00	0.00	0.00	0.00	0.00 50-1230
1225	Special Education Programs Pre-K		0.00	0.00	0.00	0.00	0.00 ** Function
Music							
		IMRF-INT	46.11	322.87	1,000.00	677.13	32.29 50-1511
1502	Music		46.11	322.87	1,000.00	677.13	32.29 ** Function
Truants Alternative/Optional Education Programs							
		OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00 50-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	0.00 ** Function
1000	Instruction		13,340.23	228,902.40	238,794.00	9,891.60	95.86 * Function
50	I.M.R.F./Soc. Sec. Fund		13,340.23	228,902.40	238,794.00	9,891.60	95.86 Fund

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Capital Projects Fund or Fund Group 60								
Function	1000	Instruction						
Function	1112	Junior High						
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
		FIRST PRIOR CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1112
1112	Junior High		0.00	0.00	0.00	0.00	0.00	** Function
Music								
		INTEREST-CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1511
1502	Music		0.00	0.00	0.00	0.00	0.00	** Function
Truants Alternative/Optional Education Programs								
		REFUND PRIOR YR EXP	0.00	0.00	0.00	0.00	0.00	60-1950
		OTHER LOCAL REV CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction		0.00	0.00	0.00	0.00	0.00	* Function
Community Services								
Other Community Services								
		INFRA IMPROVE-PLAN/CONST	0.00	0.00	0.00	0.00	0.00	60-3920
3900	Other Community Services		0.00	0.00	0.00	0.00	0.00	** Function
3000	Community Services		0.00	0.00	0.00	0.00	0.00	* Function
Provision For Contingencs								
Perm Trnf from W/C								
		IEMA/CDB TRANSFER	0.00	0.00	0.00	0.00	0.00	60-7800
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs		0.00	0.00	0.00	0.00	0.00	* Function
60	Capital Projects Fund or Fund Group		0.00	0.00	0.00	0.00	0.00	Fund

Revenue Ledger

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PUTNAM COUNTY CUSD #535

Working Cash Fund 70								
Function	1000	Instruction						
Function	1112	Junior High						
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
		FIRST PRIOR YR WRKG CASH	3,722.14	63,885.24	66,517.00	2,631.76	96.04	70-1112
1112	Junior High		3,722.14	63,885.24	66,517.00	2,631.76	96.04	** Function
Music								
		WC-INT	748.22	1,524.16	10,000.00	8,475.84	15.24	70-1511
1502	Music		748.22	1,524.16	10,000.00	8,475.84	15.24	** Function
1000	Instruction		4,470.36	65,409.40	76,517.00	11,107.60	85.48	* Function
Provision For Contingences								
Perm Trnf from W/C								
		PRINCIPAL ON BONDS SOLD	0.00	0.00	0.00	0.00	0.00	70-7210
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	* Function
70	Working Cash Fund		4,470.36	65,409.40	76,517.00	11,107.60	85.48	Fund

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Revenue Ledger

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Tort Immunity and Judgment Fund 80							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Instruction							
Junior High							
		FIRST PRIOR YEAR LEVY	17,189.57	295,558.08	307,485.00	11,926.92	96.12 80-1112
1112	Junior High		17,189.57	295,558.08	307,485.00	11,926.92	96.12 ** Function
Special Education Programs Pre-K							
		CORP PERS PROP REPLCMT TAX	0.00	0.00	0.00	0.00	0.00 80-1230-1
1225	Special Education Programs Pre-K		0.00	0.00	0.00	0.00	0.00 ** Function
Music							
		TORT-INTEREST	16.53	91.83	800.00	708.17	11.48 80-1511
1502	Music		16.53	91.83	800.00	708.17	11.48 ** Function
Truants Alternative/Optional Education Programs							
		REFUND PRIOR YR EXP	0.00	0.00	0.00	0.00	0.00 80-1950
		OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00 80-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	0.00 ** Function
1000	Instruction		17,206.10	295,649.91	308,285.00	12,635.09	95.90 * Function
80	Tort Immunity and Judgment Fund		17,206.10	295,649.91	308,285.00	12,635.09	95.90 Fund

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Revenue Ledger

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Fire Prevention/Life Safety 90								
Function	1000	Instruction						
Function	1112	Junior High						
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
		FIRST PRIOR YEAR LEVY L/	3,722.14	63,885.24	66,517.00	2,631.76	96.04	90-1112
1112	Junior High		3,722.14	63,885.24	66,517.00	2,631.76	96.04	** Function
Special Education Programs Pre-K								
		L/S CORP REPL TAX	0.00	0.00	0.00	0.00	0.00	90-1230
1225	Special Education Programs Pre-K		0.00	0.00	0.00	0.00	0.00	** Function
Music								
		LS-INT ON INVESTMENTS	53.98	213.18	500.00	286.82	42.64	90-1511
1502	Music		53.98	213.18	500.00	286.82	42.64	** Function
Truants Alternative/Optional Education Programs								
		OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	90-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction		3,776.12	64,098.42	67,017.00	2,918.58	95.65	* Function
Provision For Contingences								
Perm Trnf from W/C								
		TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00	90-7120
		SALE OF BONDS	0.00	0.00	0.00	0.00	0.00	90-7210
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	* Function
90	Fire Prevention/Life Safety		3,776.12	64,098.42	67,017.00	2,918.58	95.65	Fund
Report Total:			555,018.16	7,634,278.00	11,515,821.00	3,881,543.00	66.29	

Expenditure Report

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PUTNAM COUNTY CUSD #535

Education Fund 10

Function 1000 Instruction
Function 1110 Elementary
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
100	Salaries	49,195.94	291,196.06	636,650.00	345,453.94	124.42	45.74	
200	Employee Benefits	13,013.11	70,572.78	134,000.00	63,427.22	106.13	52.67	
300	Purchased Services	730.80	6,986.34	62,429.00	55,442.66	63.66	11.19	
400	Supplies And Materials	0.00	6,861.93	32,300.00	25,438.07	63.90	21.24	
500	Capital Outlay	0.00	6,400.00	49,500.00	43,100.00	13.33	12.93	
1110	Elementary	62,939.85	382,017.11	914,879.00	532,861.89	371.43	41.76	** Function
100	Salaries	35,561.32	212,225.04	475,000.00	262,774.96	64.70	44.68	
200	Employee Benefits	8,924.78	55,023.65	119,000.00	63,976.35	92.59	46.24	
300	Purchased Services	921.30	6,417.33	16,000.00	9,582.67	52.52	40.11	
400	Supplies And Materials	91.98	6,091.16	32,300.00	26,208.84	63.52	18.86	
500	Capital Outlay	0.00	0.00	1,500.00	1,500.00	0.00	0.00	
1111	Primary	45,499.38	279,757.18	643,800.00	364,042.82	273.34	43.45	** Function
100	Salaries	50,941.88	293,141.34	667,000.00	373,858.66	90.74	43.95	
200	Employee Benefits	14,363.99	79,811.86	177,000.00	97,188.14	90.20	45.09	
300	Purchased Services	810.00	6,793.88	16,500.00	9,706.12	68.58	41.18	
400	Supplies And Materials	3,293.74	59,250.02	203,600.00	144,349.98	131.82	29.10	
500	Capital Outlay	0.00	0.00	1,500.00	1,500.00	0.00	0.00	
600	Other Objects	0.00	120.00	1,000.00	880.00	12.00	12.00	
1112	Junior High	69,409.61	439,117.10	1,066,600.00	627,482.90	393.34	41.17	** Function
100	Salaries	65,946.05	378,084.17	821,137.00	443,052.83	201.27	46.04	
200	Employee Benefits	17,816.63	99,508.10	222,000.00	122,491.90	89.58	44.82	
300	Purchased Services	990.00	9,250.28	17,500.00	8,249.72	135.92	52.86	
400	Supplies And Materials	2,252.07	50,213.27	111,850.00	61,636.73	245.94	44.89	
500	Capital Outlay	0.00	0.00	1,500.00	1,500.00	0.00	0.00	
600	Other Objects	0.00	0.00	1,000.00	1,000.00	0.00	0.00	
1113	High School	87,004.75	537,055.82	1,174,987.00	637,931.18	672.71	45.71	** 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	6,855.74	41,101.74	85,000.00	43,898.26	71.79	48.35	
200	Employee Benefits	1,592.23	7,641.90	18,500.00	10,858.10	84.86	41.31	
300	Purchased Services	13.18	600.04	2,750.00	2,149.96	80.01	21.82	
400	Supplies And Materials	0.00	1,368.16	5,620.00	4,251.84	252.55	24.34	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	138.00	800.00	662.00	17.25	17.25	

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Expenditure Report

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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	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
1115	MUSIC	8,461.15	50,849.84	112,670.00	61,820.16	506.45	45.13	** 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	0.00	0.00	0.00	
1116	Accel Reader	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	11,258.38	65,800.52	137,500.00	71,699.48	117.79	47.85	
200	Employee Benefits	2,273.85	11,336.23	32,000.00	20,663.77	71.82	35.43	
300	Purchased Services	0.00	516.59	1,300.00	783.41	86.10	39.74	
400	Supplies And Materials	235.67	3,185.47	9,450.00	6,264.53	92.59	33.71	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1125	Pre-K Programs	13,767.90	80,838.81	180,250.00	99,411.19	368.29	44.85	** 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	750.00	5,000.00	4,250.00	15.00	15.00	
200	Employee Benefits	0.00	171.00	500.00	329.00	23.13	34.20	
300	Purchased Services	0.00	29,796.80	78,000.00	48,203.20	43.43	38.20	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1204	Physically Hndcap Homebound	0.00	30,717.80	83,500.00	52,782.20	81.55	36.79	** Function
300	Purchased Services	0.00	680.38	800.00	119.62	85.05	85.05	
1206	Visually Impaired (Vi)	0.00	680.38	800.00	119.62	85.05	85.05	** Function
300	Purchased Services	0.00	7,411.87	8,800.00	1,388.13	98.06	84.23	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	0.00	7,411.87	8,800.00	1,388.13	98.06	84.23	** Function
100	Salaries	4,424.72	28,875.94	54,000.00	25,124.06	53.47	53.47	
200	Employee Benefits	1,227.90	6,416.98	14,200.00	7,783.02	90.45	45.19	
300	Purchased Services	0.00	38,486.72	78,300.00	39,813.28	49.98	49.15	
400	Supplies And Materials	0.00	0.00	650.00	650.00	0.00	0.00	
1210	Speech & Lang.Impaired	5,652.62	73,779.64	147,150.00	73,370.36	193.91	50.14	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
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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Expenditure Report

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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	Current Budget	Budget Balance	Percent of Budget	% 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	71,259.27	399,045.18	997,000.00	597,954.82	164.59	40.02	
200	Employee Benefits	17,933.39	92,632.34	195,000.00	102,367.66	94.24	47.50	
300	Purchased Services	225.00	1,358.72	4,500.00	3,141.28	55.42	30.19	
400	Supplies And Materials	337.28	18,745.89	29,200.00	10,454.11	449.44	64.20	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	89,754.94	511,782.13	1,225,700.00	713,917.87	763.69	41.75	** 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	7,174.05	36,132.94	73,500.00	37,367.06	192.72	49.16	
200	Employee Benefits	1,711.25	9,070.96	20,000.00	10,929.04	87.91	45.35	
300	Purchased Services	0.00	26.95	500.00	473.05	5.39	5.39	
400	Supplies And Materials	0.00	157.81	800.00	642.19	31.56	19.73	
1225	Special Education Programs Pre-K	8,885.30	45,388.66	94,800.00	49,411.34	317.59	47.88	** Function
100	Salaries	6,967.96	37,507.77	86,430.00	48,922.23	89.86	43.40	
200	Employee Benefits	2,788.16	11,874.84	27,974.00	16,099.16	128.13	42.45	
300	Purchased Services	460.90	4,785.00	7,595.00	2,810.00	63.00	63.00	
400	Supplies And Materials	125.00	9,282.18	26,787.00	17,504.82	34.65	34.65	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1250	Remedial and Supplemental Programs K-12	10,342.02	63,449.79	148,786.00	85,336.21	315.64	42.65	** Function
100	Salaries	7,690.99	43,223.52	97,000.00	53,776.48	100.32	44.56	
200	Employee Benefits	2,191.39	11,150.86	25,700.00	14,549.14	86.19	43.39	
300	Purchased Services	114.45	539.67	3,500.00	2,960.33	47.51	15.42	
400	Supplies And Materials	196.77	1,942.44	8,889.00	6,946.56	40.99	21.85	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	500.00	500.00	0.00	0.00	
1401	VOCATIONAL AG	10,193.60	56,856.49	135,589.00	78,732.51	275.02	41.93	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	

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Education Fund 10

Function	1000	Instruction
Function	1402	INDUSTRIAL ARTS
Object	200	Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	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	2,436.74	14,475.62	29,700.00	15,224.38	64.44	48.74	
200	Employee Benefits	922.11	4,852.65	10,600.00	5,747.35	96.77	45.78	
300	Purchased Services	0.00	0.00	600.00	600.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1407	BUSINESS ED	3,358.85	19,328.27	40,900.00	21,571.73	161.20	47.26	** Function
100	Salaries	1,795.50	10,743.84	24,000.00	13,256.16	46.71	44.77	
200	Employee Benefits	272.14	1,028.30	2,900.00	1,871.70	18.77	35.46	
300	Purchased Services	64.90	245.85	1,000.00	754.15	24.59	24.59	
400	Supplies And Materials	0.00	0.00	300.00	300.00	0.00	0.00	
1459	CO-OP PROGRAM	2,132.54	12,017.99	28,200.00	16,182.01	90.06	42.62	** Function
100	Salaries	10,002.86	53,855.70	129,000.00	75,144.30	141.37	41.75	
200	Employee Benefits	1,819.32	3,282.60	6,000.00	2,717.40	188.78	54.71	
300	Purchased Services	1,880.80	8,340.96	36,900.00	28,559.04	115.26	22.60	
400	Supplies And Materials	357.13	5,764.61	17,700.00	11,935.39	87.66	32.57	
500	Capital Outlay	0.00	6,802.24	9,100.00	2,297.76	307.79	74.75	
600	Other Objects	1,415.00	9,853.00	13,000.00	3,147.00	109.17	75.79	
1501	ATHLETICS	15,475.11	87,899.11	211,700.00	123,800.89	950.03	41.52	** 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	
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	2,534.72	14,025.66	32,000.00	17,974.34	43.83	43.83	
200	Employee Benefits	374.91	749.83	3,000.00	2,250.17	24.99	24.99	
300	Purchased Services	0.00	0.00	500.00	500.00	0.00	0.00	
400	Supplies And Materials	0.00	2,624.69	6,300.00	3,675.31	101.90	41.66	
600	Other Objects	0.00	0.00	300.00	300.00	0.00	0.00	

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Expenditure Report

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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	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
1540	EXTRA CURRICULAR	2,909.63	17,400.18	42,100.00	24,699.82	170.72	41.33	** Function
100	Salaries	0.00	6,750.00	18,000.00	11,250.00	37.50	37.50	
200	Employee Benefits	0.00	0.00	3,200.00	3,200.00	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	7.50	250.00	242.50	3.00	3.00	
1600	Summer School	0.00	6,757.50	21,450.00	14,692.50	40.50	31.50	** Function
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	1,790.00	8,560.68	25,500.00	16,939.32	33.57	33.57	
200	Employee Benefits	274.15	1,270.63	3,300.00	2,029.37	38.16	38.50	
300	Purchased Services	0.00	4,429.10	7,000.00	2,570.90	259.73	63.27	
400	Supplies And Materials	119.29	479.97	2,000.00	1,520.03	24.00	24.00	
1700	Drivers Education Program	2,183.44	14,740.38	37,800.00	23,059.62	355.46	39.00	** Function
100	Salaries	0.00	500.00	0.00	(500.00)	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	0.00	500.00	0.00	(500.00)	0.00	0.00	** Function
600	Other Objects	22,492.70	182,457.83	400,000.00	217,542.17	45.61	45.61	
1912	Special Education Programs K-12 - Private Tuition	22,492.70	182,457.83	400,000.00	217,542.17	45.61	45.61	** Function
1000	Instruction	460,463.39	2,900,803.88	6,720,461.00	3,819,657.12	6,529.65	43.16	* Function
100	Salaries	9,646.06	57,453.62	117,000.00	59,546.38	97.50	49.11	
200	Employee Benefits	2,966.64	14,986.54	35,500.00	20,513.46	83.48	42.22	
300	Purchased Services	163.90	263.62	800.00	536.38	32.95	32.95	
400	Supplies And Materials	209.97	752.19	1,170.00	417.81	64.29	64.29	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	400.00	400.00	0.00	0.00	
2110	Attendance/Soc Wrk Serv	12,986.57	73,455.97	154,870.00	81,414.03	278.22	47.43	** Function
100	Salaries	3,718.46	22,104.42	49,000.00	26,895.58	45.11	45.11	
200	Employee Benefits	1,120.86	5,622.12	12,900.00	7,277.88	86.38	43.58	
300	Purchased Services	0.00	86.95	1,650.00	1,563.05	10.23	5.27	
400	Supplies And Materials	0.00	371.63	450.00	78.37	82.58	82.58	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	100.00	100.00	0.00	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	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
2120	Guidance Services	4,839.32	28,185.12	64,100.00	35,914.88	224.31	43.97	** Function
100	Salaries	3,666.42	22,026.14	48,000.00	25,973.86	45.89	45.89	
200	Employee Benefits	535.80	3,214.80	6,500.00	3,285.20	49.46	49.46	
300	Purchased Services	0.00	85.00	1,700.00	1,615.00	5.00	5.00	
400	Supplies And Materials	90.45	868.89	1,350.00	481.11	64.36	64.36	
2134	Nurse Services	4,292.67	26,194.83	57,550.00	31,355.17	164.71	45.52	** Function
100	Salaries	1,372.93	8,202.69	17,000.00	8,797.31	48.25	48.25	
200	Employee Benefits	412.02	2,202.61	6,000.00	3,797.39	36.71	36.71	
300	Purchased Services	0.00	0.00	1,650.00	1,650.00	0.00	0.00	
400	Supplies And Materials	0.00	379.94	1,500.00	1,120.06	25.33	25.33	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	410.00	0.00	(410.00)	0.00	0.00	
2140	Psychological Services	1,784.95	11,195.24	26,150.00	14,954.76	110.29	42.81	** 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	
2149	Other Psychological Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	799.77	4,739.75	9,500.00	4,760.25	49.89	49.89	
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	799.77	4,739.75	9,500.00	4,760.25	49.89	49.89	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	1,000.00	1,000.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2191	OTHER SUPPORT	0.00	0.00	1,000.00	1,000.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2192	TITLE V CHART COUNTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2193	Title IV	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	1,391.47	16,763.73	40,000.00	23,236.27	41.91	41.91	

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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	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
200	Employee Benefits	268.62	3,914.01	5,800.00	1,885.99	43.86	67.48	
300	Purchased Services	2,037.98	12,252.08	31,500.00	19,247.92	66.60	38.90	
400	Supplies And Materials	0.00	4,626.57	10,000.00	5,373.43	46.27	46.27	
2210	EPIC	3,698.07	37,556.39	87,300.00	49,743.61	198.63	43.02	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2218	Quality Assurance	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	11,646.74	67,401.52	139,000.00	71,598.48	135.08	48.49	
200	Employee Benefits	1,918.75	9,993.75	23,200.00	13,206.25	85.80	43.08	
300	Purchased Services	0.00	199.71	1,900.00	1,700.29	15.36	10.51	
400	Supplies And Materials	1,153.67	5,521.81	14,765.00	9,243.19	572.18	37.40	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2220	MEDIA PROGRAM	14,719.16	83,116.79	178,865.00	95,748.21	808.44	46.47	** Function
100	Salaries	6,907.91	43,747.51	81,000.00	37,252.49	105.79	54.01	
200	Employee Benefits	2.78	613.29	4,950.00	4,336.71	45.20	12.39	
300	Purchased Services	165.83	1,310.59	8,500.00	7,189.41	29.47	15.42	
400	Supplies And Materials	0.00	0.00	2,700.00	2,700.00	0.00	0.00	
2226	TECHNOLOGY	7,076.52	45,671.39	97,150.00	51,478.61	180.46	47.01	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2230	Assessment/Testing	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	263.10	1,315.50	6,700.00	5,384.50	38.69	19.63	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	12,220.00	14,428.37	47,295.00	32,866.63	132.60	30.51	

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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	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
400	Supplies And Materials	2,456.75	15,853.92	49,000.00	33,146.08	103.16	32.35	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	379.38	13,448.18	20,000.00	6,551.82	67.24	67.24	
2310	Brd Ed Services	15,319.23	45,045.97	122,995.00	77,949.03	341.69	36.62	** Function
100	Salaries	7,951.10	46,609.92	100,000.00	53,390.08	46.61	46.61	
200	Employee Benefits	3,192.74	19,675.48	40,000.00	20,324.52	97.25	49.19	
300	Purchased Services	1,605.90	9,733.32	18,500.00	8,766.68	103.88	52.61	
400	Supplies And Materials	226.41	2,311.06	0.00	(2,311.06)	0.00	0.00	
500	Capital Outlay	0.00	4,000.00	0.00	(4,000.00)	0.00	0.00	
600	Other Objects	0.00	1,525.00	0.00	(1,525.00)	0.00	0.00	
2320	Executive Adm. Serv	12,976.15	83,854.78	158,500.00	74,645.22	247.74	52.91	** Function
100	Salaries	43,271.44	262,112.03	548,000.00	285,887.97	167.18	47.83	
200	Employee Benefits	12,945.99	79,449.06	162,000.00	82,550.94	96.86	49.04	
300	Purchased Services	412.45	3,457.21	7,000.00	3,542.79	103.65	49.39	
400	Supplies And Materials	0.00	6,976.16	12,420.00	5,443.84	228.53	56.17	
500	Capital Outlay	0.00	0.00	1,500.00	1,500.00	0.00	0.00	
600	Other Objects	0.00	709.00	3,000.00	2,291.00	23.63	23.63	
2410	Office Of Principal Serv	56,629.88	352,703.46	733,920.00	381,216.54	619.86	48.06	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	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	9,825.15	58,007.76	118,000.00	59,992.24	49.16	49.16	
200	Employee Benefits	10.89	65.28	150.00	84.72	43.52	43.52	
300	Purchased Services	0.00	173.34	1,000.00	826.66	17.33	17.33	
400	Supplies And Materials	0.00	0.00	7,000.00	7,000.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	10,000.00	10,000.00	0.00	0.00	
600	Other Objects	0.00	0.00	1,500.00	1,500.00	0.00	0.00	
2520	Fiscal Services	9,836.04	58,246.38	137,650.00	79,403.62	110.01	42.31	** Function
100	Salaries	18,992.90	89,682.70	177,900.00	88,217.30	387.67	50.41	
200	Employee Benefits	2,222.38	13,348.24	28,325.00	14,976.76	185.15	47.13	
300	Purchased Services	0.00	0.00	2,800.00	2,800.00	0.00	0.00	

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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	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
400	Supplies And Materials	21,635.18	86,380.10	226,500.00	140,119.90	408.59	38.14	
500	Capital Outlay	0.00	0.00	6,000.00	6,000.00	0.00	0.00	
600	Other Objects	125.00	178.00	1,100.00	922.00	16.18	16.18	
2560	Food Services	42,975.46	189,589.04	442,625.00	253,035.96	997.59	42.83	** Function
300	Purchased Services	470.00	1,775.05	7,000.00	5,224.95	25.36	25.36	
2630	Information Services	470.00	1,775.05	7,000.00	5,224.95	25.36	25.36	** 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	
2640	Function 2640	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	5,000.00	5,000.00	0.00	0.00	
400	Supplies And Materials	0.00	2,495.00	14,600.00	12,105.00	29.41	17.09	
2660	DATA PROCESSING	0.00	2,495.00	19,600.00	17,105.00	29.41	12.73	** Function
2000	Support Services	188,403.79	1,043,825.16	2,298,775.00	1,254,949.84	4,386.60	45.41	* Function
600	Other Objects	0.00	48,697.78	55,000.00	6,302.22	88.54	88.54	
4120	Payments Sp Ed Programs	0.00	48,697.78	55,000.00	6,302.22	88.54	88.54	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
4140	Payments for CTE Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	5,000.00	5,000.00	0.00	0.00	
4190	Other Pymnts Gov In State	0.00	0.00	5,000.00	5,000.00	0.00	0.00	** Function
600	Other Objects	500.00	5,315.86	45,000.00	39,684.14	11.81	11.81	
4210	Payments for Regular Programs - Tuition	500.00	5,315.86	45,000.00	39,684.14	11.81	11.81	** Function
600	Other Objects	0.00	27,277.00	20,000.00	(7,277.00)	136.39	136.39	
4220	Payments for Special Education Programs - Tuition	0.00	27,277.00	20,000.00	(7,277.00)	136.39	136.39	** Function
600	Other Objects	0.00	19,125.00	57,000.00	37,875.00	33.55	33.55	
4240	Payments for CTE Programs - Tuition	0.00	19,125.00	57,000.00	37,875.00	33.55	33.55	** Function
4000	Nonprogrammed Charges	500.00	100,415.64	182,000.00	81,584.36	270.29	55.17	* Function
600	Other Objects	0.00	0.00	10,000.00	10,000.00	0.00	0.00	
6000	Provision For Contingences	0.00	0.00	10,000.00	10,000.00	0.00	0.00	** Function
6000	Provision For Contingences	0.00	0.00	10,000.00	10,000.00	0.00	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

Function	8000	Other Financing Uses
Function	8130	Prmt Trns From Ed Fund
Object	600	Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Current Budget	Budget Balance	Percent of Budget	% 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	649,367.18	4,045,044.68	9,211,236.00	5,166,191.32	11,186.55	43.91	Fund

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PUTNAM COUNTY CUSD #535

Oper, Build, & Maint Fund 20

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Current Budget	Budget Balance	Percent of Budget	% 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	25,317.78	169,089.61	395,900.00	226,810.39	446.48	42.71	
200	Employee Benefits	3,489.47	22,234.33	44,700.00	22,465.67	223.83	49.74	
300	Purchased Services	12,729.54	82,862.30	273,600.00	190,737.70	506.36	30.29	
400	Supplies And Materials	18,719.73	135,352.28	339,200.00	203,847.72	443.67	39.90	
500	Capital Outlay	8,357.16	44,671.91	96,000.00	51,328.09	224.97	46.53	
2542	Care & Upkeep Bldg Serv	68,613.68	454,210.43	1,149,400.00	695,189.57	1,845.30	39.52	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	549.39	5,668.08	51,000.00	45,331.92	42.47	11.11	
400	Supplies And Materials	139.67	2,578.64	12,500.00	9,921.36	106.22	20.63	
500	Capital Outlay	0.00	26,101.00	49,000.00	22,899.00	171.74	53.27	
600	Other Objects	0.00	0.00	50.00	50.00	0.00	0.00	
2543	Care Upkeep Grnds Serv	689.06	34,347.72	112,550.00	78,202.28	320.43	30.52	** Function
2000	Support Services	69,302.74	488,558.15	1,261,950.00	773,391.85	2,165.73	38.71	* 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	69,302.74	488,558.15	1,261,950.00	773,391.85	2,165.73	38.71	Fund

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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	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
5140	State Aid Anticipation Certificates	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	0.00	7,350.00	12,575.00	5,225.00	58.45	58.45	
5200	Debt Service - Interest on Long-Term Debt	0.00	7,350.00	12,575.00	5,225.00	58.45	58.45	** Function
600	Other Objects	0.00	100,000.00	100,000.00	0.00	100.00	100.00	
5320	General Obligation Bonds	0.00	100,000.00	100,000.00	0.00	100.00	100.00	** Function
600	Other Objects	0.00	500.00	500.00	0.00	100.00	100.00	
5400	Debt Service Other - Short Term Debt Principal	0.00	500.00	500.00	0.00	100.00	100.00	** Function
5000	Debt Services	0.00	107,850.00	113,075.00	5,225.00	258.45	95.38	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8140	Prmt Transf Of Interest	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
30	Debt Service Fund or Fund Group	0.00	107,850.00	113,075.00	5,225.00	258.45	95.38	Fund

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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	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
100	Salaries	3,396.94	20,066.58	42,000.00	21,933.42	141.27	47.78	
200	Employee Benefits	175.37	1,668.37	1,500.00	(168.37)	264.93	111.22	
300	Purchased Services	95,666.56	379,019.85	971,268.00	592,248.15	546.66	39.02	
400	Supplies And Materials	858.88	41,210.62	5,000.00	(36,210.62)	89.65	824.21	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2550	Pupil Transportation Ser	100,097.75	441,965.42	1,019,768.00	577,802.58	1,042.51	43.34	** Function
2000	Support Services	100,097.75	441,965.42	1,019,768.00	577,802.58	1,042.51	43.34	* 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	100,097.75	441,965.42	1,019,768.00	577,802.58	1,042.51	43.34	Fund

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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	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
200	Employee Benefits	1,652.53	7,005.48	21,550.00	14,544.52	177.93	32.51	
1110	Elementary	1,652.53	7,005.48	21,550.00	14,544.52	177.93	32.51	** Function
200	Employee Benefits	494.32	2,992.82	6,300.00	3,307.18	47.01	47.51	
1111	Primary	494.32	2,992.82	6,300.00	3,307.18	47.01	47.51	** Function
200	Employee Benefits	705.71	4,132.49	9,300.00	5,167.51	73.33	44.44	
1112	Junior High	705.71	4,132.49	9,300.00	5,167.51	73.33	44.44	** Function
200	Employee Benefits	1,334.89	7,996.29	18,000.00	10,003.71	229.91	44.42	
1113	High School	1,334.89	7,996.29	18,000.00	10,003.71	229.91	44.42	** 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	97.24	617.81	1,500.00	882.19	41.19	41.19	
1115	MUSIC	97.24	617.81	1,500.00	882.19	41.19	41.19	** 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	779.85	4,553.40	9,900.00	5,346.60	132.40	45.99	
1125	Pre-K Programs	779.85	4,553.40	9,900.00	5,346.60	132.40	45.99	** 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	10.32	75.00	64.68	13.76	13.76	
1204	Physically Hndcap Homebound	0.00	10.32	75.00	64.68	13.76	13.76	** 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	62.04	408.45	950.00	541.55	42.99	42.99	
1210	Speech & Lang.Impaired	62.04	408.45	950.00	541.55	42.99	42.99	** 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	5,215.67	32,672.07	77,200.00	44,527.93	131.25	42.32	
1220	Cross-Categorical (Cc)	5,215.67	32,672.07	77,200.00	44,527.93	131.25	42.32	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function

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

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
200	Employee Benefits	505.81	2,578.56	5,375.00	2,796.44	140.68	47.97	
1225	Special Education Programs Pre-K	505.81	2,578.56	5,375.00	2,796.44	140.68	47.97	** Function
200	Employee Benefits	93.42	585.05	1,650.00	1,064.95	59.61	35.46	
1250	Remedial and Supplemental Programs K-12	93.42	585.05	1,650.00	1,064.95	59.61	35.46	** Function
200	Employee Benefits	109.21	658.43	1,600.00	941.57	40.66	41.15	
1401	VOCATIONAL AG	109.21	658.43	1,600.00	941.57	40.66	41.15	** Function
200	Employee Benefits	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
200	Employee Benefits	33.33	249.71	475.00	225.29	52.57	52.57	
1407	BUSINESS ED	33.33	249.71	475.00	225.29	52.57	52.57	** 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	24.55	98.81	300.00	201.19	32.94	32.94	
1459	CO-OP PROGRAM	24.55	98.81	300.00	201.19	32.94	32.94	** Function
200	Employee Benefits	286.82	957.24	5,250.00	4,292.76	114.78	18.23	
1501	ATHLETICS	286.82	957.24	5,250.00	4,292.76	114.78	18.23	** 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	45.90	101.10	150.00	48.90	202.20	67.40	
1540	EXTRA CURRICULAR	45.90	101.10	150.00	48.90	202.20	67.40	** Function
200	Employee Benefits	0.00	0.00	450.00	450.00	0.00	0.00	
1600	Summer School	0.00	0.00	450.00	450.00	0.00	0.00	** 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	25.95	120.44	150.00	29.56	80.29	80.29	
1700	Drivers Education Program	25.95	120.44	150.00	29.56	80.29	80.29	** 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	11,467.24	65,738.47	160,175.00	94,436.53	1,613.50	41.04	* Function
200	Employee Benefits	348.73	2,181.04	4,700.00	2,518.96	136.36	46.41	
2110	Attendance/Soc Wrk Serv	348.73	2,181.04	4,700.00	2,518.96	136.36	46.41	** Function
200	Employee Benefits	51.94	310.76	775.00	464.24	40.10	40.10	

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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	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
2120	Guidance Services	51.94	310.76	775.00	464.24	40.10	40.10	** Function
200	Employee Benefits	700.16	4,089.88	8,500.00	4,410.12	95.54	48.12	
2134	Nurse Services	700.16	4,089.88	8,500.00	4,410.12	95.54	48.12	** Function
200	Employee Benefits	240.42	1,536.41	3,500.00	1,963.59	85.20	43.90	
2140	Psychological Services	240.42	1,536.41	3,500.00	1,963.59	85.20	43.90	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2149	Other Psychological Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	18.50	311.69	1,600.00	1,288.31	54.21	19.48	
2210	EPIC	18.50	311.69	1,600.00	1,288.31	54.21	19.48	** 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	1,211.39	7,080.77	14,300.00	7,219.23	91.44	49.52	
2220	MEDIA PROGRAM	1,211.39	7,080.77	14,300.00	7,219.23	91.44	49.52	** Function
200	Employee Benefits	1,356.69	7,694.52	15,700.00	8,005.48	96.81	49.01	
2226	TECHNOLOGY	1,356.69	7,694.52	15,700.00	8,005.48	96.81	49.01	** 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	46.06	141.89	1,425.00	1,283.11	22.72	9.96	
2310	Brd Ed Services	46.06	141.89	1,425.00	1,283.11	22.72	9.96	** Function
200	Employee Benefits	114.96	758.40	1,900.00	1,141.60	39.92	39.92	
2320	Executive Adm. Serv	114.96	758.40	1,900.00	1,141.60	39.92	39.92	** Function
200	Employee Benefits	1,298.31	4,456.73	8,000.00	3,543.27	57.53	55.71	
2365	Risk Management and Claims Services Payments	1,298.31	4,456.73	8,000.00	3,543.27	57.53	55.71	** Function
200	Employee Benefits	2,393.13	14,986.18	32,700.00	17,713.82	134.61	45.83	
2410	Office Of Principal Serv	2,393.13	14,986.18	32,700.00	17,713.82	134.61	45.83	** 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	1,845.53	10,974.51	23,600.00	12,625.49	94.35	46.50	
2520	Fiscal Services	1,845.53	10,974.51	23,600.00	12,625.49	94.35	46.50	** Function
200	Employee Benefits	4,610.27	31,529.61	64,500.00	32,970.39	505.89	48.88	

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 PUTNAM COUNTY CUSD #535

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	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
2542	Care & Upkeep Bldg Serv	4,610.27	31,529.61	64,500.00	32,970.39	505.89	48.88	** 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	484.76	2,743.10	5,000.00	2,256.90	282.62	54.86	
2550	Pupil Transportation Ser	484.76	2,743.10	5,000.00	2,256.90	282.62	54.86	** Function
200	Employee Benefits	3,521.76	17,002.73	33,800.00	16,797.27	568.99	50.30	
2560	Food Services	3,521.76	17,002.73	33,800.00	16,797.27	568.99	50.30	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2640	Function 2640	0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services	18,242.61	105,798.22	220,000.00	114,201.78	2,306.30	48.09	* 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	29,709.85	171,536.69	380,175.00	208,638.31	3,919.79	45.12	Fund

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PUTNAM COUNTY CUSD #535

Capital Projects Fund or Fund Group 60

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Current Budget	Budget Balance	Percent of Budget	% 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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 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	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
600	Other Objects	0.00	0.00	168,458.00	168,458.00	0.00	0.00	
8110	Permnt Trns Wrk Csh Abol	0.00	0.00	168,458.00	168,458.00	0.00	0.00	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8120	Prmnt Trnf Int From Wrkcs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	168,458.00	168,458.00	0.00	0.00	* Function
70	Working Cash Fund	0.00	0.00	168,458.00	168,458.00	0.00	0.00	Fund

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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	Current Budget	Budget Balance	Percent of Budget	% 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
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
1360	Special Interest	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	

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Tort Immunity and Judgment Fund 80

Function 1000 Instruction
 Function 1459 CO-OP PROGRAM
 Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
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	
1700	Drivers Education Program	0.00	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	0.00	0.00	0.00	0.00	0.00	0.00	* Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2134	Nurse Services	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2320	Executive Adm. Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	31,679.00	26,000.00	(5,679.00)	121.84	121.84	
2362	Workers Comp/Workers Occ Disease Acts Payments	0.00	31,679.00	26,000.00	(5,679.00)	121.84	121.84	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	289.40	10,000.00	9,710.60	2.89	2.89	
2363	Unemployment Insurance Act Payments	0.00	289.40	10,000.00	9,710.60	2.89	2.89	** Function
300	Purchased Services	0.00	57,722.00	57,645.00	(77.00)	100.13	100.13	
2364	Insurance Payments (regular or self-insurance)	0.00	57,722.00	57,645.00	(77.00)	100.13	100.13	** Function
100	Salaries	11,978.26	76,110.95	172,000.00	95,889.05	44.25	44.25	
200	Employee Benefits	917.40	2,490.05	0.00	(2,490.05)	0.00	0.00	
400	Supplies And Materials	3,320.00	13,697.80	35,000.00	21,302.20	39.14	39.14	
500	Capital Outlay	0.00	43,752.75	65,000.00	21,247.25	67.31	67.31	
2365	Risk Management and Claims Services Payments	16,215.66	136,051.55	272,000.00	135,948.45	150.70	50.02	** Function
300	Purchased Services	935.00	11,713.91	15,000.00	3,286.09	78.09	78.09	
2367	Educational, Inspectional, Sup Serv due to loss	935.00	11,713.91	15,000.00	3,286.09	78.09	78.09	** Function
300	Purchased Services	2,087.60	19,130.13	45,000.00	25,869.87	42.51	42.51	
2369	Legal Services	2,087.60	19,130.13	45,000.00	25,869.87	42.51	42.51	** 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	0.00	0.00	0.00	0.00	0.00	
2540	Function 2540	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	
2542	Care & Upkeep Bldg Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function

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Tort Immunity and Judgment Fund 80									
Function	2000	Support Services							
Function	2560	Food Services							
Object	100	Salaries							
Account	Description		M.T.D. Activity	Y.T.D. Activity	Current Budget	Budget Balance	Percent of Budget	% of Budget	State Account Number
100	Salaries		0.00	0.00	0.00	0.00	0.00	0.00	
2560	Food Services		0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services		19,238.26	256,585.99	425,645.00	169,059.01	496.17	60.28	* Function
80	Tort Immunity and Judgment Fund		19,238.26	256,585.99	425,645.00	169,059.01	496.17	60.28	Fund

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Expenditure Report

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 PUTNAM COUNTY CUSD #535

Fire Prevention/Life Safety 90								
Function	2000	Support Services						
Function	2548	L/S Capital Outlay						
Object	300	Purchased Services						
Account	Description	M.T.D. Activity	Y.T.D. Activity	Current Budget	Budget Balance	Percent of Budget	% 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>867,715.78</u>	<u>5,511,540.93</u>	<u>12,580,307.00</u>	<u>7,068,766.07</u>	<u>19,069.21</u>	<u>43.81</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
10-111-1	IMPREST FUND	13,800.00	0.00	13,800.00
10-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
10-110-1	CASH IN BANKS	1,772,283.55	(412,783.42)	1,359,500.13
10-121-1	REGULAR INVESTMENT ED	4,174,304.54	134,869.23	4,309,173.77
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	\$5,960,388.09	(\$277,914.19)	\$5,682,473.90
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	0.00	0.00	0.00
10-460-1	DISABILITY INS. PAYABLE	0.00	0.00	0.00
10-458-1	Delete This Account	0.00	0.00	0.00
10-456-1	Delete This Account	0.00	0.00	0.00
10-455-1	Delete This Account	0.00	0.00	0.00
10-459-1	Delete This Account	0.00	0.00	0.00
10-454-1	Delete This Account	0.00	0.00	0.00
10-452-1	Delete This Account	0.00	0.00	0.00
10-411-1	LOAN TO LIFE SAFETY	0.00	0.00	0.00
10-431-1	ACCOUNTS PAYABLE	6.46	(6.46)	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	\$6.46	(\$6.46)	\$0.00
10-706-1	NET PROFIT/LOSS	(2,071,684.19)	277,920.65	(1,793,763.54)
10-730-1	FUND BALANCE	(3,888,710.36)	0.00	(3,888,710.36)
	Total	(\$5,960,394.55)	\$277,920.65	(\$5,682,473.90)
	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	3,639.86	0.00	3,639.86
20-131	PAYROLL CASH	0.00	0.00	0.00
20-110-1	CASH IN BANKS	214,416.04	(32,087.04)	182,329.00
20-121-1	REGULAR INVESTMENT O/M	176,593.29	90,098.80	266,692.09
	Total	\$394,649.19	\$58,011.76	\$452,660.95
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	6.79	0.00	6.79
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	\$6.79	\$0.00	\$6.79
20-730-1	FUND BALANCE	(202,880.67)	0.00	(202,880.67)
20-706-1	NET PROFIT/LOSS	(191,775.31)	(58,011.76)	(249,787.07)
	Total	(\$394,655.98)	(\$58,011.76)	(\$452,667.74)
	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	634.76	0.00	634.76
30-121-1	REGULAR INVESTMENT B/I	121,604.72	2,431.54	124,036.26
	Total	\$122,239.48	\$2,431.54	\$124,671.02
30-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
30-730-1	FUND BALANCE	(227,014.24)	0.00	(227,014.24)
30-706-1	NET PROFIT/LOSS	104,774.76	(2,431.54)	102,343.22
	Total	(\$122,239.48)	(\$2,431.54)	(\$124,671.02)
	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	131,876.40	(85,211.47)	46,664.93
40-121-1	REGULAR INVESTMENT TRANS	591,633.10	146.50	591,779.60
40-131	PAYROLL CASH	0.00	0.00	0.00
40-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
	Total	\$723,509.50	(\$85,064.97)	\$638,444.53
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	(40,657.20)	85,064.97	44,407.77
40-730-1	FUND BALANCE	(682,852.30)	0.00	(682,852.30)
	Total	(\$723,509.50)	\$85,064.97	(\$638,444.53)
	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	242,821.96	(16,414.56)	226,407.40
50-121-1	REGULAR INVESTMENT IMRF	235,563.14	48.86	235,612.00
50-185-1	IMRF-LONG TERM INVESTMEN	0.00	0.00	0.00
	Total	\$478,385.10	(\$16,365.70)	\$462,019.40
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	3.92	(3.92)	0.00
50-493-1	MEDICARE BOARD SHARE	0.00	0.00	0.00
	Total	\$3.92	(\$3.92)	\$0.00
50-730-1	FUND BALANCE	(404,653.69)	0.00	(404,653.69)
50-706-1	NET PROFIT/LOSS	(73,735.33)	16,369.62	(57,365.71)
	Total	(\$478,389.02)	\$16,369.62	(\$462,019.40)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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

Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 70				
AP-Accrual-70	AP-Accrual for Fund 70	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
70-121-1	REGULAR INVESTMENT WC	1,189,872.12	314.13	1,190,186.25
70-185-1	INVESTMENT LONG TERM WC	1,279,289.01	434.81	1,279,723.82
70-141-1	W/C INTERFUND LOANS	0.00	0.00	0.00
70-110-1	CASH IN BANKS	58,659.13	3,721.42	62,380.55
	Total	\$2,527,820.26	\$4,470.36	\$2,532,290.62
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	(2,466,881.22)	0.00	(2,466,881.22)
70-706-1	NET PROFIT/LOSS	(60,939.04)	(4,470.36)	(65,409.40)
	Total	(\$2,527,820.26)	(\$4,470.36)	(\$2,532,290.62)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 80				
AP-Accrual-80	AP-Accrual for Fund 80	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
80-131	PAYROLL CASH	0.00	0.00	0.00
80-121-1	TORT-REG INVESTMENT	22,656.62	20.10	22,676.72
80-110-1	TORT-CASH IN BANKS	242,919.56	(2,052.26)	240,867.30
	Total	\$265,576.18	(\$2,032.16)	\$263,544.02
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	(224,480.10)	0.00	(224,480.10)
80-706-1	NET PROFIT/LOSS	(41,096.08)	2,032.16	(39,063.92)
	Total	(\$265,576.18)	\$2,032.16	(\$263,544.02)
	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	116,684.47	54.70	116,739.17
90-110-1	CASH IN BANK-LIFE SAFETY	58,659.13	3,721.42	62,380.55
	Total	\$175,343.60	\$3,776.12	\$179,119.72
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	(60,322.30)	(3,776.12)	(64,098.42)
90-730-1	FUND BALANCE	(115,021.30)	0.00	(115,021.30)
	Total	(\$175,343.60)	(\$3,776.12)	(\$179,119.72)
	Total	\$0.00	\$0.00	\$0.00

Fund Balance Report

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PUTNAM COUNTY CUSD #535

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
10	Education Fund	649,367.18	371,446.53	4,045,044.68	5,838,808.22	1,793,763.54	3,888,710.36	5,682,473.90
20	Oper, Build, & Maint Fund	69,302.74	127,314.50	488,558.15	738,345.22	249,787.07	202,880.67	452,667.74
30	Debt Service Fund or Fund Group	0.00	2,431.54	107,850.00	5,506.78	(102,343.22)	227,014.24	124,671.02
40	Transportation Fund	100,097.75	15,032.78	441,965.42	397,557.65	(44,407.77)	682,852.30	638,444.53
50	I.M.R.F./Soc. Sec. Fund	29,709.85	13,340.23	171,536.69	228,902.40	57,365.71	404,653.69	462,019.40
70	Working Cash Fund	0.00	4,470.36	0.00	65,409.40	65,409.40	2,466,881.22	2,532,290.62
80	Tort Immunity and Judgment Fund	19,238.26	17,206.10	256,585.99	295,649.91	39,063.92	224,480.10	263,544.02
90	Fire Prevention/Life Safety	0.00	3,776.12	0.00	64,098.42	64,098.42	115,021.30	179,119.72
		<u>\$867,715.78</u>	<u>\$555,018.16</u>	<u>\$5,511,540.93</u>	<u>\$7,634,278.00</u>	<u>\$2,122,737.07</u>	<u>\$8,212,493.88</u>	<u>\$10,335,230.95</u>

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PCPS Activity Fund December

Beginning Balance	\$8900.54
Deposits	\$1120.08
Expenditures	\$1662.45
Ending Balance	\$8358.17

Deposits

11/15/18	Shirts & Water	\$1120.08
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Expenditures

CK#			
989	12/10/18	Toni's Flowers	\$21.00
		Face Paint - FRN	
990	12/10/18	Locker Room	\$1320.00
		Shirts	
991	12/12/18	North Central Bank	\$193.61
		Walmart-teach app week	
992	12/20/18	Casey's	\$127.84
		Donuts	

PCPS Imprest Fund December

Beginning Balance	\$1198.89
Deposits	\$301.11
Expenditures	\$63.21
Ending Balance	\$1436.79

Deposits

12/17/18	\$301.11
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Expenditures

<u>CK#</u>	<u>ACCT#</u>		
673	10-2410-341-1	USPS Returning a book	\$7.25
674	10-1125-412-26	Casey's Pizza for a parent class	\$55.96

<i>Total request for reimbursement</i>	\$63.21
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PCES Activity Fund December 2018

Beginning Balance December 01, 2018	\$22046.21
Deposits December 2018	\$1063.26
Expenditures December 2018	\$20.97
Ending Balance December 31, 2018	\$23088.50

Deposits

12/11/18	Concessions (450.00) Science Grant \$1063.26 (200.00) Lifetouch (413.26)
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Expenditure

12/11/18 – Check #1395	Eric Masini Cupcakes for Staff	\$20.97
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Total Expenditures	\$20.97
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PCES Imprest Fund Report December 2018

Beginning Balance December 01, 2018	\$785.00
Balance December 31, 2018	\$1260.00
Request for reimbursement	\$240.00
Attain Maximum Balance	\$1,500.00

Deposits

12/20/18	Reimbursement from November	\$715.00
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Expenditures

Check#3256 – Voided		
12/10/18 – Check#3257	Rick Michael	\$55.00
	Ref 10-1501-319-3	
12/14/18 – Check#3258	Holy Family School	\$75.00
	Tournament	
12/20/18 – Check#3259	Joe Burgoni	\$55.00
	Ref 10-1501-319-3	
12/20/18 – Check#3260	Pete Heiden	\$55.00
	Ref 10-1501-319-3	

Total Expenditures	\$240.00
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Request for reimbursement	\$240.00
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Putnam County Junior High School
 Imprest Fund
 December, 2018
 Account #010-146

Beginning Balance	\$ 1,840.00
Replenishment Request	<u>960.00</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	<u>390.00</u>
Balance	\$ 2,410.00
Replenishment Request	<u>\$ 390.00</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>
6110	12/10	VOID			
6111	12/13	Joel Gerdovich	10-1501-319-3	official	60.00
6112	12/13	Joe Burgoni	10-1501-319-3	official	60.00
6113	12/18	Holy Family	10-1501-640-3	6 th Gr. Tourney	75.00
6114	12/18	Peru Parkside	10-1501-640-3	6 th Gr. Tourney	75.00
6115	12/18	Preston Lewis	10-1501-319-3	official	60.00
6116	12/18	Dylan Martin	10-1501-319-3	official	60.00

expenditures	390.00
Replenishment request	390.00

Michael Olson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School
 PCJH Cheerleading
 December, 2018
 Account #138-258

Beginning Balance		\$	4,323.99
Transfers In			179.90
Subtotal			4,503.89
Less Expenditures			4,194.66
Balance			309.23

<u>Check#</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
321	12/18	Team Leaders	uniforms	4,075.66
322	12/18	Jodi Slingsby	hair ties	119.00

Michael Olson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School
 PCJH Girls Athletic Fund
 December, 2018
 Account #010-707

Beginning Balance	\$ 18,222.03
Transfers In	<u>67.00</u>
Subtotal	18,289.03
Less Expenditures	<u>1,826.31</u>
Balance	16,462.72

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
742	12/18	Toni's	flowers	37.50
743	12/18	Locker Room	shirts	236.00
744	12/18	Locker Room	shirts	342.00
745	12/18	Chris Walker	reimburse	445.00
746	12/19	HFM	LPC	485.81
747	12/22	Kathy Stunkel	Shirts	280.00

 Michael Olson, Principal

 Sandra A. Troglgio, Secretary

Putnam County Junior High School
Puma Crew
December 2018
Account #010-561

Beginning Balance	\$2163.78
Transfers In	<u> </u>
Subtotal	\$2163.78
Less Expenditures	<u> 41.98 </u>
Balance	\$ 2121.80

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
665	12/5	Cosgroves	Concession Refill	41.98

Emily Whitney, Advisor

Putnam County Junior High School
 PCJH Staff Soda
 December, 2018
 Account #010-650

Beginning Balance	\$ 15,228.91
Transfers In	<u>2,167.75</u>
Subtotal	17,396.66
Less Expenditures	<u>3,453.24</u>
Balance	13,943.42

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1562	12/10	Jalaram Trading Co	dance	54.81
1563	12/12	Water Store	Water	13.97
1564	12/18	Cosgroves	dance	165.55
1565	12/18	Scholastic Book Fair	Book Fair	1,888.21
1566	12/18	St. Jude	fund raiser	1,030.75
1567	12/19	PC Food Pantry	donation	200.00
1568	12/19	St. Jude	donation	30.00
1569	12/20	Casey's	pizza	69.95

 Michael Olson, Principal

 Sandra A. Troglio, Secretary

Putnam County Junior High School
 Student Council
 December , 2018
 Account #138-096

Beginning Balance	\$ 1666.98
Transfers In	\$ 0.00
Subtotal	<u>\$ 1666.98</u>
Less Expenditures	<u>\$ 414.04</u>
Balance	\$ 1252.94

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1017	12-6	Cosgroves	concessions	374.04
1018	12-20	Kristin Erickson	gift cards- Christmas	40.00

Mike Olson, Principal

Kristin Erickson, Sponsor

Putnam County Junior High School
 PCJH Activity Fund
 December, 2018

<u>Account name & #</u>	<u>Beginning Bal</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Ending Bal.</u>
PCJH Cheerleading 138-258	\$ 673.71	179.90	4,194.66	\$ 309.23
PCJH Girls Athletic 010-707	18,222.03	67.00	1,826.31	16,462.72
PCJH Puma Crew 010-561	2,163.78	00.00	41.98	2,121.80
Staff Soda 010-650	15,228.91	2,167.75	3,453.24	13,943.42
PCJH Student Council 138-096	1,666.98	00.00	414.04	1,252.94

 Michael Olson, Principal

 Sandra A. Troglia, Secretary

General Ledger Report

Financial Report

December Activity Account Report

From Date: 12/1/2018
To Date: 12/31/2018

From Acct: 100
To Account: 604

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000100	Office	\$9,789.93	\$113.00	(\$1,211.80)	\$0.00	\$8,691.13	\$0.00	\$8,691.13
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	\$436.72	\$0.00	\$0.00	\$0.00	\$436.72	\$0.00	\$436.72
000115	PACC	\$106.67	\$0.00	\$0.00	\$0.00	\$106.67	\$0.00	\$106.67
000120	Baseball	\$2,269.71	\$0.00	\$0.00	\$0.00	\$2,269.71	\$0.00	\$2,269.71
000125	Girl's Softball	\$173.49	\$0.00	\$0.00	\$0.00	\$173.49	\$0.00	\$173.49
000130	PC Enterprises	\$968.24	\$0.00	\$0.00	\$0.00	\$968.24	\$0.00	\$968.24
000135	Golf	\$458.62	\$0.00	\$0.00	\$0.00	\$458.62	\$0.00	\$458.62
000137	Girls Golf	\$228.69	\$0.00	\$0.00	\$0.00	\$228.69	\$0.00	\$228.69
000140	Scholastic Bowl	\$413.63	\$0.00	\$0.00	\$0.00	\$413.63	\$0.00	\$413.63
000150	Interact Club	\$2,168.11	\$0.00	\$0.00	\$0.00	\$2,168.11	\$0.00	\$2,168.11
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	\$4,829.98	\$0.00	\$0.00	\$0.00	\$4,829.98	\$0.00	\$4,829.98
000300	Journalism	\$7,321.37	\$0.00	(\$4,566.64)	\$0.00	\$2,754.73	\$0.00	\$2,754.73
000310	Oldies Club	\$106.17	\$0.00	\$0.00	\$0.00	\$106.17	\$0.00	\$106.17
000320	Girl's Basketball	\$8,917.63	\$400.00	(\$6,223.00)	\$0.00	\$3,094.63	\$0.00	\$3,094.63
000325	Boy's Basketball	\$1,682.88	\$0.00	\$0.00	\$0.00	\$1,682.88	\$0.00	\$1,682.88
000330	Student Council	\$1,701.71	\$193.50	(\$55.36)	\$0.00	\$1,839.85	\$0.00	\$1,839.85
000340	N.H.S.	\$608.45	\$97.25	(\$177.36)	\$0.00	\$528.34	\$0.00	\$528.34
000345	Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000350	Landscaping	\$360.60	\$3.72	\$0.00	\$0.00	\$364.32	\$0.00	\$364.32
000360	FFA	\$2,544.32	\$0.00	(\$205.67)	\$0.00	\$2,338.65	\$0.00	\$2,338.65
000365	Greenhouse Project	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
000370	Cheerleading	\$3,701.19	\$230.00	(\$680.00)	\$0.00	\$3,251.19	\$0.00	\$3,251.19
000380	Panteras	\$1,191.32	\$1,530.00	(\$326.88)	\$0.00	\$2,394.44	\$0.00	\$2,394.44
000390	Media Club	\$1,286.32	\$0.00	\$0.00	\$0.00	\$1,286.32	\$0.00	\$1,286.32
000395	Computer Club	\$333.40	\$0.00	\$0.00	\$0.00	\$333.40	\$0.00	\$333.40
000400	Tournament Athletics	\$11,560.96	\$1,847.95	(\$2,783.41)	\$0.00	\$10,625.50	\$0.00	\$10,625.50
000405	PC Graduation Rollover	\$6,771.85	\$0.00	\$0.00	\$0.00	\$6,771.85	\$0.00	\$6,771.85
000410	Thespians	\$1,551.26	\$0.00	(\$867.86)	\$0.00	\$683.40	\$0.00	\$683.40
000420	Science Club	\$182.20	\$0.00	\$0.00	\$0.00	\$182.20	\$0.00	\$182.20
000425	Wrestling	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$5.00

General Ledger Report

Financial Report

December Activity Account Report

From Date: 12/1/2018
To Date: 12/31/2018

From Acct: 100
To Account: 604

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000430	Music (Band)	\$1,878.46	\$0.00	(\$156.42)	(\$489.00)	\$1,233.04	\$0.00	\$1,233.04
000440	Music (Chorus)	\$469.19	\$0.00	\$0.00	\$0.00	\$469.19	\$0.00	\$469.19
000500	Class of 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000510	Message Board	\$55.84	\$0.00	\$0.00	\$0.00	\$55.84	\$0.00	\$55.84
000515	ITP Class	\$676.18	\$0.00	\$0.00	\$0.00	\$676.18	\$0.00	\$676.18
000520	TP Coffee Shop	\$972.10	\$394.02	(\$403.74)	\$0.00	\$962.38	\$0.00	\$962.38
000525	Unified PE	\$1,816.30	\$0.00	(\$1,909.95)	\$489.00	\$395.35	\$0.00	\$395.35
000530	Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000540	Volleyball	\$3,270.11	\$104.00	\$0.00	\$0.00	\$3,374.11	\$0.00	\$3,374.11
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000600	Class of 2019	\$3,730.14	\$0.00	\$0.00	\$0.00	\$3,730.14	\$0.00	\$3,730.14
000602	Class of 2020	\$1,502.88	\$4,790.76	(\$3,175.67)	\$0.00	\$3,117.97	\$0.00	\$3,117.97
000603	Class of 2021	\$1,566.53	\$0.00	(\$232.13)	\$0.00	\$1,334.40	\$0.00	\$1,334.40
000604	Class of 2022	\$73.33	\$1,099.18	(\$242.90)	\$0.00	\$929.61	\$0.00	\$929.61
Group Total		\$90,121.01	\$10,803.38	(\$23,218.79)	\$0.00	\$77,705.60	\$0.00	\$77,705.60
Activity Accounts Grand Total		\$90,121.01	\$10,803.38	(\$23,218.79)	\$0.00	\$77,705.60	\$0.00	\$77,705.60

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
 Dec-18
 Clayton Theisinger, Principal

Balance November 30, 2018	\$4,083.80
replenishment requested	\$1,916.20
 Maximum Balance	 \$6,000.00
 Balance as of December 31, 2018	 \$2,935.00
Replenishment Requested	\$3,065.00

William Linder	10-1501-319-2	Fresh BB Official	\$50.00
Derek Neahrng	10-1501-319-2	Fresh BB Official	\$50.00
Bill Andreoni	10-1501-319-2	JVBB Official	\$50.00
John Dreisbech	10-1501-319-2	JVBB Official	\$50.00
Rick Moore	10-1501-319-2	VBB Official	\$65.00
Steve Mozina	10-1501-319-2	VBB Official	\$65.00
Brian Rewerts	10-1501-319-2	VBB Official	\$65.00
Pete Heider	10-1501-319-2	Fresh BB Official	\$50.00
Preston Lewis	10-1501-319-2	Fresh BB Official	\$50.00
Peoria High School	10-1501-640-2	Cross Country Meet	\$200.00
Mark Downey	10-1501-319-2	Wrestling Official	\$140.00
Mike Myers	10-1501-319-2	Fresh BB Official	\$50.00
Bill Miller	10-1501-319-2	Fresh BB Official	\$50.00
Joel Gerdovich	10-1501-319-2	JVBB Official	\$50.00
Terry Olszewski	10-1501-319-2	JVBB Official	\$50.00
Ken Miller	10-1501-319-2	VBB Official	\$65.00
Jerry McDowell	10-1501-319-2	VBB Official	\$65.00
Josh Rich	10-1501-319-2	VBB Official	\$65.00
Rick Michael	10-1501-319-2	JVBB Official	\$50.00
Marty Conrad	10-1501-319-2	JVBB Official	\$50.00
Molly Doughty	10-1501-319-2	VBB Official	\$65.00
Rick Moore	10-1501-319-2	VBB Official	\$65.00
Bradley Bristol	10-1501-319-2	VBB Official	\$65.00
Fieldcrest High School	10-1501-640-2	Pantera Comp	\$125.00
Jim Heth	10-1501-319-2	Fresh BB Official	\$50.00
Kevin Schultz	10-1501-319-2	Fresh BB Official	\$50.00
Mike Myers	10-1501-319-2	JVBB Official	\$50.00
Bill Miller	10-1501-319-2	JVBB Official	\$50.00
James Knauf	10-1501-319-2	VBB Official	\$65.00
John Earle	10-1501-319-2	VBB Official	\$65.00
Afton Calkins	10-1501-319-2	VBB Official	\$65.00
Morton High School	10-1501-640-2	Wrestling Invite	\$250.00
Thad Knirlberger	10-1501-319-2	Fresh BB Official	\$50.00

Robin Linton	10-1501-319-2	Fresh BB Official	\$50.00
Jett Wedekind	10-1501-319-2	JVBB Official	\$50.00
Marty Conrad	10-1501-319-2	JVBB Official	\$50.00
Dave Trueblook	10-1501-319-2	VBB Official	\$65.00
Mario Melendez	10-1501-319-2	VBB Official	\$65.00
Ronald Leiteritz	10-1501-319-2	VBB Official	\$65.00
University High School	10-1501-640-2	Track invite	\$175.00
Thad Knirlberger	10-1501-319-2	Fresh BB Official	\$50.00
Larry Laio	10-1501-319-2	Fresh BB Official	\$50.00
Robin Linton	10-1501-319-2	JVBB Official	\$50.00
Joel Gerdovich	10-1501-319-2	JVBB Official	\$50.00

SUPERINTENDENT IMPREST
DECEMBER 2018

BANK BALANCE		\$ 1,782.17
REPLENISHMENT REQUEST OCTOBER		\$ 186.55
IMPREST BALANCE		\$ 1,968.72
REPLENISHMENT AMOUNT REQUESTED		\$ 143.40
BALANCE		\$ 1,825.32
Check # 3901	Johannes VOID 40-2550—326-1	\$ (490.34)
Check # 3103	Johannes 40-2550-326-1	\$ 490.34
Check #3104	USPS Postage/Certified 10-2320-341-1	\$ 106.70
Check #3105	GNB – Safety Deposit Box 10-2310-640-6	\$ 30.00
Check #3106	USPS Certified to SAM 10-2320-341-1	\$ 6.70
TOTAL REIMBURSEMENT		\$ 143.40

Putnam County Community Unit School District #535

Treasurer's Report December 31, 2018

	Fund 10 EDUCATION	Fund 20 O & M	Fund 30 BOND & INT	Fund 40 TRANSPORT	Fund 50 IMRF/SS	Fund 70 WORK CASH	Fund 80 TORT	Fund 90 LIFE SAFETY	Outstanding Checks	Totals
Cash Balances, Beginning of Month	5,960,343.25	394,655.98	122,239.48	723,509.50	478,385.10	2,527,820.26	265,576.18	175,343.60	-	10,647,873.35
Add: Receipts	371,446.53	127,314.50	2,431.54	15,032.78	13,340.23	4,470.36	17,206.10	3,776.12		555,018.16
Less: Expenditures	649,367.18	69,302.74	-	100,097.75	29,709.85	-	19,238.26	-		867,715.78
Less: Outstanding Deposits										-
Interest										-
Adjusting Entries	51.30				3.92					55.22
District Balances 12/31/2018	5,682,473.90	452,667.74	124,671.02	638,444.53	462,019.40	2,532,290.62	263,544.02	179,119.72	-	10,335,230.95
Add: Outstanding Checks									18,327.57	18,327.57
Reconciliation Balance 12/31/18	5,682,473.90	452,667.74	124,671.02	638,444.53	462,019.40	2,532,290.62	263,544.02	179,119.72	18,327.57	10,353,558.52

(these balances should equal Total Cash & Investments)

Bank Balances Made up of the Following Funds

Account Type	APY	Fund 10	Fund 20	Fund 30	Fund 40	Fund 50	Fund 70	Fund 80	Fund 90	Totals
NOW Accounts:										
Granville Natl Bank .05%	0.15%	873,922.13	14,904.61	-	41,473.29	-	-	-	-	930,300.03
First State Bank	0.15%	485,578.00	167,424.39	634.76	5,191.64	226,407.40	62,380.55	240,867.30	62,380.55	1,250,864.59
North Central Bank	0.00%	-	-	-	-	-	-	-	-	-
Subtotal:		1,359,500.13	182,329.00	634.76	46,664.93	226,407.40	62,380.55	240,867.30	62,380.55	2,181,164.62
Money Market Accounts:										
First State Bank .30%	1.65%	494,786.17	107,633.50	96,337.39	76,474.43	75,952.12	85,979.07	7,821.83	80,933.02	1,025,917.53
North Central Bank .30%	1.65%	3,545,574.57	159,058.59	27,698.87	515,305.17	159,659.88	1,104,207.18	14,854.89	35,806.15	5,562,165.30
Eureka Savings Bank	0.35%	256,158.84	-	-	-	-	-	-	-	256,158.84
IL Fund	0.00%	11,654.19	-	-	-	-	-	-	-	11,654.19
INB	0.00%	1,000.00	-	-	-	-	-	-	-	1,000.00
Subtotal:		4,309,173.77	266,692.09	124,036.26	591,779.60	235,612.00	1,190,186.25	22,676.72	116,739.17	6,856,895.86
Certificates of Deposits										
First State Bank	2.52%						212,894.48			212,894.48
North Central Bank	1.58%						339,630.48			339,630.48
North Central Bank	1.57%						727,198.86			727,198.86
Subtotal:							1,279,723.82			1,279,723.82
Tree Fund / NCB CD			3,639.86							3,639.86
Imprest Fund		13,800.00								13,800.00
TOTAL CASH & INVESTMENTS:		5,682,473.90	452,660.95	124,671.02	638,444.53	462,019.40	2,532,290.62	263,544.02	179,119.72	10,335,224.16
Difference		-	6.79	-	-	-	-	-	-	6.79
Outstanding Checks									18,327.57	18,334.36

Daniel J. Wujch 1-14-19

92

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: January 2019

GENERAL INFORMATION

5 Essentials Survey

The *5 Essentials for School Improvement* is a series of surveys developed by researchers at the University of Chicago Consortium for School Research that have been adopted by Illinois as an annual learning conditions measure. The results of these surveys will account for 6.25% of a school's overall rating according to the *Every School Succeeds Act* framework. In past years, participation on this survey has been fairly steady by both teachers and students, but parent participation has been lacking. As a result, the school improvement team identified a goal of at least 20% parent participation. This threshold was identified because it is also the percentage needed for valid measure and reporting. Through use of the Thrillshare messaging system, promotion by teachers, and awareness at home games, PCHS has exceeded this mark. We look forward to obtaining the results and using the data as another tool for school improvement.

Paraprofessional Position

With the move of Mrs. Beth Sale to a cook position at PCJH, we reduced the number of paraprofessionals at the high school. Through discussions with the administrative team, we decided that our plan would be to not hire for the current semester and evaluate whether we are able to meet students' needs without this personnel. I have communicated with special education teachers and staff and informed them that I want regular reports on whether this lack of a paraprofessional is leaving gaps in our services. I asked them to treat this semester as a "pilot" in regards to this lack of position. If we find that gaps do exist in services, then we will advocate for posting this position for next year. However, we anticipate that with student transitions, we will be able to adequately meet needs with current staff.

ACADEMICS

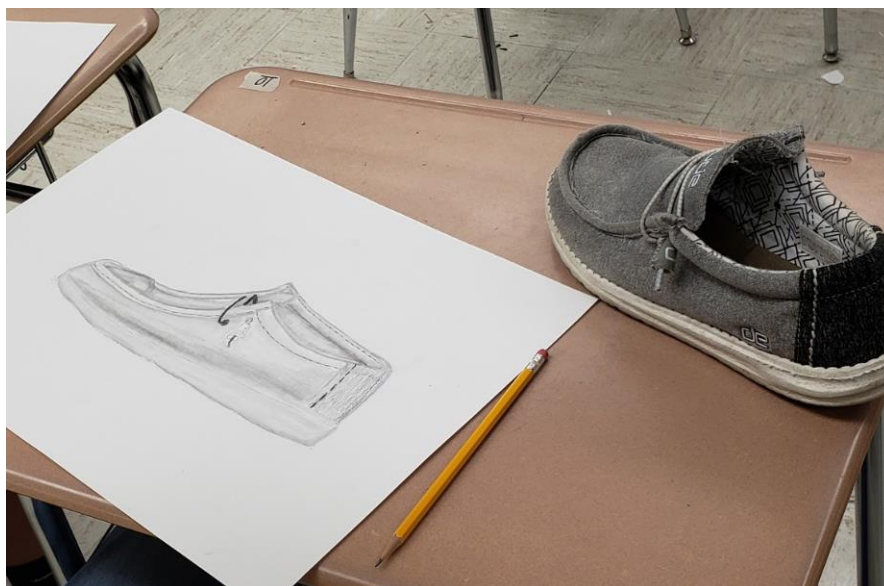
SAT Data Access – Teacher Training

During the institute day on January 7, 2019, Mr. Olson and I planned a training for all PCHS and PCJH teachers to learn about the data reporting system provided by CollegeBoard. This system provides detailed access to all aspects of assessments and results from the SAT Suite of Assessments from last year. As we continue in the use of these assessments in the following years, this system will allow us to longitudinally monitor the learning growth of students and make curricular improvements based on performance. In addition, teachers will gain detailed access to how students are responding to specific questions on the tests.

As a note, the State of Illinois has adopted and mandated that all students in grades 9 through 11 be administered the appropriate test from the SAT Suite of Assessments starting this year. At current time, high schools are provided a summative score in ESSA using graduation rate. However, predictions are that the State will eventually use logistical regression from these mandated assessments as the main academic measure for schools' designations in lieu of these graduation rates. Access and literacy of these assessments and scores now is bettering preparing us for this possible change.

Classroom Insights

In Mr. Josh Curry's Foundations of Art course, students are currently learning about realism and how to incorporate the concept into drawings. The current project is drawing one's shoe to illustrate the finer details. Photos below show this work in progress:



As part of a unit on making connections between historical events and literature, students in English I have been studying Elie Wiesel and his memoir “Night.” In the photo below, students read a newspaper article about the author and analyze how his personal experiences shaped his writing:



Enrollment

Enrollment as of January 10th, 2019 is as follows:

Freshman	59 (0)
Sophomore	75 (+1)
Junior	66 (+1)
Senior	72 (0)
Post-Grad	5 (0)
Other	1 (0)
Total	278 (+2)



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 January 21, 2019

Enrollment:

6th Grade- 70 (No Change- one student left and one enrolled)

7th Grade- 59 (No Change)

8th Grade- 63 (No Change)

Total= 192, 190 attending PCJH with 1 7th @ Truancy School and 1 8th @Ottawa Jr. High's Hearing Impaired/Spec Ed Program (No Change)

Student Activities

- Volleyball
 - We have 21 6th Graders, 14 7th Graders and 15 8th Graders playing Volleyball. They have played well in this early season.
- Boys Basketball
 - 6th Grade finished their season placing 3rd in the Oglesby Holy Family Tournament.
 - Our 8th Grade will play for the LTC Championship Jan. 23rd
- PUMA PACC
 - Ms. Judd has created the PUMA PACC- Positive Actions Create Change. They started the year by delivering a positive message to our students to have a great year.
- After School Activities
 - We have started and are having great numbers each Monday and Wednesday- averaging 25-30 students who receive extra homework help and social/emotional lessons.

Presentation on Vaping and E-Cigarettes

- OSF HealthCare has created a program focused on Middle School Students on Vaping and E-cigarettes that will be presented to the Jr High in February.
- This will supplement what we teach in our Health classes.
- The goal is to educate the students in the dangers of using the products and be proactive in preventing abuse of the products.

5 Essentials Survey

- We are in the process of completing our 5 Essential Surveys.
 - We have met the requirements for obtaining the results from students, staff, and parents.

STEM

- Our STEM program is getting better and better, and providing great opportunities for hands on, critical thinking activities. They are currently working on learning how to build towers that will hold an egg using principles of engineering.

Evaluations

- I have all the evaluation finished for all non-tenured staff and some of the tenured. I will complete the second rounds and the remaining tenured after break.
- I have had my first observation and Post Conference with Carl and we had a strong discussion on strengths, weaknesses, and on going success as the building leader.

School Improvement

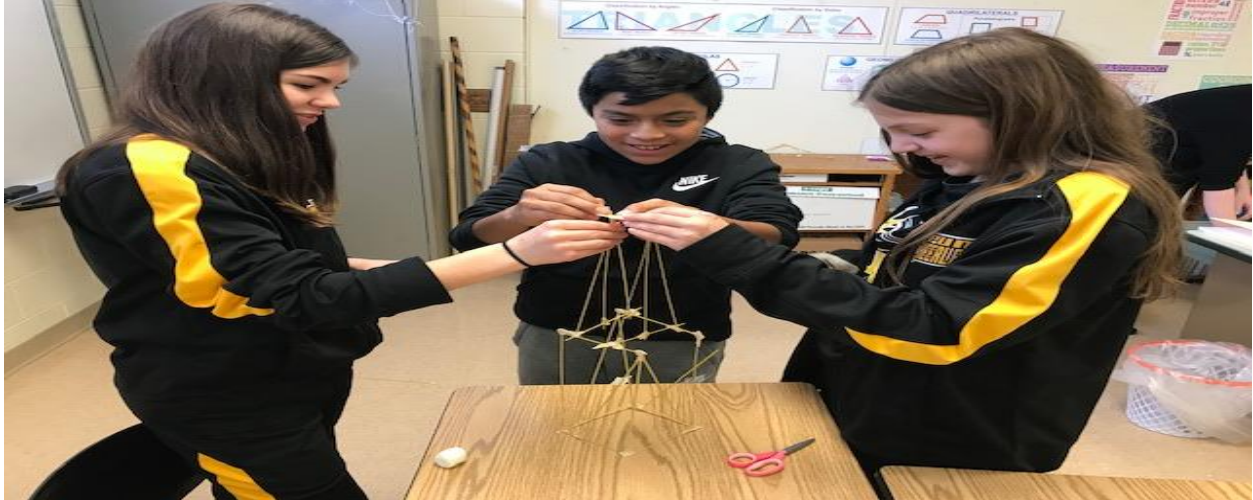
- Our Institute January 7th was spent looking at the PSAT suite to gain an understanding of what skills are important for success 6-12. We then spent time collaborating 6-12. The PCJH spent time looking at our instructional strategies to see how we can improve them.

Assessments

- PSAT- We will be taking in April
- MAP- We will be taking our Winter Assessments January 18 and I will have results in February.

December Students of the Month

6th- Cole Abraham, 7th-Claire McCook, 8th- Lauren Faletti



Students in STEM Class building bridge to hold an egg using the principles of engineering, critical thinking, and teamwork.



PCJH PE students starting our Square Dance Unit- the State Dance of Illinois and fun!



Greeting students each morning.



Putnam County Elementary School

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

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

January 2019 Board Report
Mrs. Courtney Balestri

Enrollment

3rd Grade = 56 (class sizes of 17, 19, 20) (+/-0)

4th Grade = 49 (class sizes of 16, 16, 17) (+/-0)

5th Grade = 51 (class sizes of 16, 17, 18) (+/-0)

Assessment

Students will be completing AimswebPlus Universal Screening on January 29th. Assessments will be given in the areas of reading and math. Results will be provided in the February board report.

ISBE has yet to release specific information about the Illinois Assessment of Readiness (IAR). Even though it has been renamed, the IAR is nearly identical to PARCC. We have been informed that the testing window will be mid-March through the end of April which mirrors the previous PARCC testing window. Unfortunately, the information that is most crucial when planning testing has yet to be released. I am anxiously awaiting to see the number of assessments for each subject and the time limit of each assessment. From that point I can then plan our testing schedule for our building. In years, past this is a schedule I get to my staff well in advance so they can plan accordingly. Additionally, in past years, we have been able to set a "testing week" in which testing is the main focus and the following week we get right back to our normal schedule. Unfortunately, where spring break falls this year and the Fine Arts Festival, we will be unable to completing the testing in one week. We will most likely test three days for one week, and two days the following week. This will include time for makeup testing for those who are absent. While the state provides a fairly large window to complete testing, I prefer to administer the assessment in the middle/late portion of the window. This allows for the maximum instructional time for students prior to testing. As little as one week of instruction could have a great impact on test results especially in the subject of math. However, I don't want to wait until the end of the window for fear of not completing portions of the assessments which would result in invalid data for our students and our building.

K-5 ELA Adoption Update

Our ELA adoption committee continue to make strides in our adoption process. We are currently reviewing our third of four series this school year. We have utilized several of our professional development days to meet with vendors, preview material, have grade level team discussions and complete rubrics for each series. Our committee is doing a great job at sticking to our timeline that was established at the beginning of the school year. I am confident that the committee will have a recommendation for a new ELA series in April.

5th Grade Boys Basketball

5th grade boys basketball has wrapped up their season. While the boys had a tough season with no wins, I am confident that the boys came out on top and learned a bigger lesson in what it takes to be a team and to show good sportsmanship no matter what the outcome.

Fire Escape Plan Finalists

Three lucky students were chosen as the winners of the fire escape drawing. Students were given the task to draw an escape route from their home if there were to be a fire. All drawings were then submitted to the Hennepin Fire Department for the contest. 1st place winners were surprised with a ride to school in the fire truck. Runner ups were acknowledged and given a gift certificate to subway.



1st Place: Cohen P., (3rd) Brooklin B. (4th), Teaghan S. (5th)

January Board Report

PRINCIPAL: RONDA CROSS

Putnam County Primary School Enrollment:

PreK - 79
K - 48
1 - 68
2 - 50

CALENDAR EVENTS:

- Jan. 22nd Universal Screening Begins
- Jan. 28th Day of Play Weed in Preschool
- Jan. 30th 100th Day of School
- Feb. 5th Chinese New Year Parade
- Feb. 14th Valentine's Day Parties/Program
- Feb. 14 & 15th Parent Teacher Conferences

Grant Update:

I have received notice this week that we have been allotted out Title I Allocations. The amount would be for \$20,095. Allocations are Title funds that have not been spent nationally and reallocated to states and from the state to the local school district. This is a very late date to receive allocations. I usually receive notice in November or early December. I am working with the administrative team to determine areas that are spent out, but have additional needs first and then I will proceed to areas that we were going to tackle next. I will get the allocations amendment submitted this month.

ELA Adoption Process:

We continue to plan and discuss our ELA series. On January 7th, we used the day to plan with the materials provided by Fountas and Pinnell. Unfortunately, the company did not provide us all the materials by the time our plan day arrived, but they did attempt to make it right by delivering the materials to the buildings the next day. Those materials have been distributed and the teachers will be working on implementation over the next 30 days.

January 7th Institute Day

Institute Day was GREAT! We started the day with some fun breakfast items, conversation of our holiday and New Year's Resolutions for home and school. This is a treasured day at PCPS. Teachers and paraprofessionals consume this time with curriculum planning, designing and creating new materials to make

learning high impact with as much fun or “game-like” feeling to things that are hard. Just a small sample of things that were accomplished:

Preschool: CQIP Checklist for the State, worked on preschool parent survey, lesson planning, completed United Way data, reviewed Rtl groups and materials/instruction; and planned upcoming events

Kindergarten: Reviewed the Rtl Expectations Chart and reading levels, Fountas and Pinnell planned, aligned math activities and pacing, worked on Unit 3 of Lucy Calkins writing; integrated primary comprehension toolkit and developed two new units

1st Grade: Planned Fountas and Pinnell, reviewed Lucy Calkins writing; planned 100th day of school activities, planned for Extension Office activities

2nd Grade: Planned Chinese New Year activities, reviewed Fountas and Pinnell, reviewed running records, discussed report cards and process with mentee, reviewed curriculum alignment for all content areas

PE: Visited PCES to work with mentor; plan and discuss PE units; discussed PCEF grant writing process for bowling and began bowling process/unit and contacts.

Special Education: Worked with paraprofessionals or reg ed teachers on needs of students

IPA Student Recognition Breakfast Kids:

This month I selected, with the help of my 2nd grade teachers, two outstanding students to take to the IPA Student Recognition Breakfast in February. They are Mason Askeland and Brooklyn Gorski. Other amazing students nominated were: Bailee Vice, Caiden Arhens, Lilly Mini, Callen Wiesbrock. Students were nominated based on their character and academic effort.



2nd Grade Santa Drop

Mrs. Bell and three of her student check the structural engineering of their parachute and egg during the Santa Drop STEM activity. A special thanks to Ms. Trovero and Mr. Schmitt for making the activity thrilling for the kids!

Student & Staff Surfers of the Week!



Laila Rivera – Kindergarten



Addan Correa - Kindergarten



Calvin Fiedler – Kindergarten



Isaac Rodriguez – 1st Grade



Treyvon Childress – 1st Grade



Liam Askeland - Kindergarten



Mrs. Bush – 2nd Grade Teacher

**2019 is off to a FABULOUS start at PCPS...
Wonderful effort and work for kiddos is going on everywhere!**

Transportation Report

January 21, 2019

I conducted our monthly administrative team meeting on Wednesday, January 16, 2019. Irene Parola was in attendance at the meeting and provided a few updates. There was a huge issue that developed on Monday, January 14, 2019. The 8th Grade boys' basketball team was rescheduled to play in the LTC Tournament Championship game. The game was moved from Saturday due to snow. Mr. Olson notified the bus company of the cancelled game and then later informed of the rescheduled time. He received confirmation that the information was received. The bus company failed to properly write down the event a no driver was assigned. By the time a replacement driver was at the JH, the game was shortly forfeited due to our team not showing up on time according to IESA by-laws. Fortunately, the opposing school agrees to play the game and is being rescheduled for Wednesday, January 23rd in Gridley at 5:30.

I have invited Irene to attend the Board meeting Monday night as this may be a topic of discussion if parents, players, or concerned community members may want to address the board. I understand that parents, families, and fans want to place blame somewhere and that tensions at the time were very high. School personnel were not at fault in this and fortunately the game will still be played.

- I am proud to report that overall things continue to go well. We will be battling some potentially harsh winter weather over the next several days!!

State Funding Update 1/21/19

The state still owes in the following categories

Special Education	\$ 55,547.00
Transportation	\$266,170.00
Driver's Education	\$ 3,229.00
<u>Ag Grant</u>	<u>\$ 2,547.00</u>
	\$327,493.00

Investment Report
January 21, 2019

There is no investment update for this month. The next CD comes due in March and will go for bids as required.

BUDGET UPDATE 12/31/2018

REVENUE

<u>FUND</u>	<u>BUDGET AMOUNT</u>	<u>REVENUE YTD</u>	<u>BUDGET BALANCE</u>	
Education	\$8,721,662	\$5,838,808	\$2,882,854	67%
O/M	\$1,059,069	\$738,345	\$320,724	70%
B/I	\$3,807	\$5,507	(\$1,700)	145%
Transportation	\$1,040,670	\$397,558	\$643,112	38%
IMRF	\$238,794	\$228,902	\$9,892	96%
Working Cash	\$76,517	\$65,409	\$11,108	85%
Tort Immunity	\$308,285	\$295,651	\$12,634	96%
Life Safety	\$67,017	\$64,098	\$2,919	96%
	<u>\$11,515,821</u>	<u>\$7,634,278</u>	<u>\$3,881,543</u>	<u>66%</u>

EXPENDITURES

<u>FUND</u>	<u>BUDGET AMOUNT</u>	<u>EXPENDITURES YTD</u>	<u>BUDGET BALANCE</u>	
Education	\$9,211,236	\$4,045,045	\$5,166,191	44%
O/M	\$1,261,950	\$488,558	\$773,392	39%
B/I	\$113,075	\$107,850	\$5,225	95%
Transportation	\$1,019,768	\$441,965	\$577,803	44%
IMRF	\$380,175	\$171,537	\$208,638	45%
Working Cash	\$168,458	\$0	\$168,458	0%
Tort Immunity	\$425,645	\$256,586	\$169,059	60%
Life Safety	\$0	\$0	\$0	0%
	<u>\$12,580,307</u>	<u>\$5,511,541</u>	<u>\$7,068,766</u>	<u>44%</u>

Update Memo

Please distribute to board members and appropriate staff.

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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 Ken Carter at kcarter@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.

PRESS

Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1226; Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219; Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1211; or Brian Zumpf, Director, Policy Services, 630/629-3776, ext. 1214.

Please 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, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words.

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

PRESS Bundles

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., legislation, administrative rules, **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 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 when necessary.

Governance

The school board governance-related laws passed during the 100th General Assembly's session included:

1. 105 ILCS 5/10-16.5, amended by P.A. 100-1055, eff. 1-1-19. It changes the school board member oath of office to add six additional board member responsibilities, including, but not limited to a board member's "role in the equitable and quality education of every student in the school district" and

that board members “shall strive to work together with the district superintendent to lead the school district toward fulfilling the vision the board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.”

2. 105 ILCS 5/24-12 and 105 ILCS 5/24A-4, amended by P.A. 100-768. An Alliance initiative, this law answers the Open Meetings Act (OMA) questions that arose when *Education Reform* (Senate Bill 7) laws passed years ago by specifically exempting the Reduction in Force (RIF) and Performance Educational Reform Act (PERA) Joint Committees from the OMA.
3. 105 ILCS 5/10-10.5, amended by P.A. 100-800, eff. 1-1-19. It requires a board to submit a proposition to its voters when it fails to fill a vacancy created with an area of residence qualification.

The following **PRESS** materials are updated:

- 2:70, Vacancies on the School Board – Filling Vacancies
- 2:80, Board Member Oath and Conduct
- 2:80-E, Board Member Code of Conduct
- 2:150, Committees
- 2:150-AP, Superintendent Committees

Employee Benefits

The General Assembly addressed several employee benefit laws. Those laws included:

1. The Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19, provides that a school district that enters into a contract or employment agreement that contains a provision for severance pay with an employee must include specified provisions in the contract. It also limits severances that exceed an amount greater than 20 weeks of compensation and prohibits severance if an employee is fired for *misconduct* (including sexual harassment or sexual discrimination).
2. The Local Records Act, 50 ILCS 205/, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements it enters into because an employee or contractor was *found* to have engaged in sexual harassment or sexual discrimination. Certain restrictions apply.
3. For school years beginning on or after July 1, 2018, the Ill. Pension Code, 40 ILCS 5/, amended by P.A. 100-587, caps end-of-career salary increases for Ill. Teachers Retirement System (TRS) members at three percent (formerly six percent).
4. The Nursing Mothers in the Workplace Act, 820 ILCS 260/, amended by P.A. 100-1003, requires employers to provide employees reasonable paid break time for nursing mothers to express milk.

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 – 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” 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.

5. The Ill. Wage Payment and Collection Act, 820 ILCS 115/, amended by P.A. 100-1094, requires employers to reimburse employees for all *necessary expenditures* or losses incurred by the employee that are within the scope of employment and directly related to services performed for the employer.

The following **PRESS** materials are updated:

- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 2:260, Uniform Grievance Procedure
- 3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process

- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:10-AP, Workplace Accommodations for Nursing Mothers
- 5:20, Workplace Harassment Prohibited
- 5:60, Expenses
- 5:200, Terms and Conditions of Employment and Dismissal
- 5:300, Schedules and Employment Year

Safety

The following laws addressing safety issues impacted several sample materials in the IASB **PRESS PRM**:

1. 775 ILCS 50/5(e), amended by P.A. 100-671, eff. 1-1-19, requires school administrators to post the Ill. Dept. of Human Service's model human trafficking notice in the administrative office or another location in view of school employees.
2. 20 ILCS 2630/3.3, amended by P.A. 100-718, establishes authority for the Ill. Dept. of State Police to collect fees from districts wishing to participate in the Federal Rap Back Service.
3. 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-984, eff. 1-1-19, establishes a definition of *school resource officer* and incorporates certification requirements for school resource officers contained in the new 50 ILCS 705/10.22.
4. 105 ILCS 128/20, amended by P.A. 100-996, eff. 1-1-19, requires that schools conduct active shooter drills

no later than 90 days after the first day of school each year, that the drill be conducted when students are normally present, and that all personnel and students present participate unless exempted by administrators or school support personnel.

The following **PRESS** materials are updated:

- 3:60-E, Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security – RENAMED & REWRITTEN
- 4:170, Safety
- 4:170-AP1, Comprehensive Safety and Security Plan
- 4:170-AP2, Routine Communications Concerning Safety and Security
- 5:30, Hiring Process and Criteria
- 5:30-AP2, Investigations
- 7:150-AP, Agency and Police Interviews – **REWRITTEN**
- 7:190-AP7, Student Discipline Guidelines
- 7:190-E3, Memorandum of Understanding

Teacher Licensure & Recruitment

Laws impacting licensure qualifications and teacher recruitment include:

1. 40 ILCS 5/16-118 and 105 ILCS 5/21B-20, amended by P.A. 100-596, permit until 6-30-20, substitute teachers who are TRS annuitants to teach up to 120 paid days or 600 paid hours in each school year (increased from 100 paid days or 500 paid hours). The amendments to 105 ILCS 5/21B-20, amended by P.A. 100-596, also established a Short-Term Substitute Teaching License (eff. 7-1-18 through 6-30-23) and require boards to develop, in collaboration with teachers or their exclusive bargaining representatives, a short-term substitute teacher training program.

2. 40 ILCS 5/16-150.1, amended by P.A. 100-743, allows TRS annuitants to return to teaching in a subject shortage area until 6-30-19 (previously 6-30-13).
3. 105 ILCS 5/24-5(b-5), added by P.A. 100-855, allows schools to require new substitute teachers to provide evidence of physical fitness to perform duties, and requires new substitute teachers to provide evidence of freedom of communicable diseases.

The following **PRESS** materials are updated:

- 5:190, Teacher Qualifications
- 5:220, Substitute Teachers
- 5:220-AP, Substitute Teachers

Instruction & Curriculum | School Calendar & Day

Many School Code provisions were amended to clarify existing instruction and curriculum requirements. Other changes adding new requirements also occurred. These included:

1. 105 ILCS 5/18-8.05(F), repealed by P.A. 100-582, formerly allowed flexible scheduling options for parent-teacher conferences yet ISBE rules implementing it are still in effect at 23 Ill.Admin.Code §1.420(f).
2. 105 ILCS 5/27-20.4, amended by P.A. 100-634, eff. 1-1-19, permits schools to meet Black history study requirements through an online program or course.
3. 105 ILCS 5/27-9.1, amended by P.A. 100-684, requires all grade 6-12 sex education courses to include material and instruction on what constitutes sexual consent and what may be considered sexual harassment or sexual assault.
4. Two Public Acts addressed dual credit opportunities:
 - a. 105 ILCS 5/10-20.62, renumbered and amended by P.A. 100-792, eff. 1-1-19, mandates that qualified dual enrollment students are allowed to enroll in and earn an unlimited amount of academic credits from dual credit courses if the courses are taught by an Illinois Instructor.
 - b. The Dual Credit Quality Act, 110 ILCS 27/, amended by P.A. 100-1049, requires community college districts to enter into a dual credit partnership agreement with any school districts within their jurisdictions that request one. It also created new provisions governing out-of-state dual credit contracts, recognition of dual credit coursework completion, and the development of a Model Partnership Agreement through a Dual Credit Committee involving collaboration between ISBE and the Ill. Community College Bd.
5. 105 ILCS 5/10-22.6, amended by P.A. 100-1035, allows in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel. It also permits districts to employ a school social worker or licensed mental health professional to oversee an in-school suspension program.
6. 105 ILCS 5/27-23.1, amended by P.A. 100-1043, requires ISBE to assist school districts that offer an evidence-based parenting educational model. It also requires ISBE to implement a 3-year pilot program for parenting education beginning with the 2019-2020 school year.
7. 105 ILCS 5/27-23.11, added by P.A. 100-1056, requires all boards serving K-8 students to adopt a policy on educating students on the effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

The following **PRESS** materials are updated:

- 2:20-E, Waiver and Modification Request Resource Guide
- 5:230, Maintaining Student Discipline
- 6:20, School Year Calendar and Day
- 6:60, Curriculum Content
- 6:60-AP, Comprehensive Health Education Program
- 6:60-~~AP~~, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes – **RENUMBERED**
- 6:60-AP, E2, Resources for Biking and Walking Safety Education – **NEW**
- 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students
- 7:190, Student Behavior
- 7:190-E2, Student Handbook Checklist
- 7:200, Suspension Procedures

Student Health

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

1. 105 ILCS 5/22-33 (*Ashley's Law*), added by P.A. 100-660, requires school districts to authorize a parent, guardian or designated caregiver of a student who is a qualifying patient to administer a medical cannabis infused product to the student on school premises or a school bus if both the student and the parent, guardian or designated caregiver have been issued registry identification cards. Certain restrictions apply.
2. 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19, changes the definition of asthma medication to mean quick-relief asthma medication approved by the U.S. Food and Drug Administration for the treatment of respiratory distress. It also allows school districts to maintain a supply of undesignated asthma medication.
3. 105 ILCS 5/22-30, amended by P.A. 100-759, eff. 1-1-19 addressed a district supply of undesignated opioid antagonists.
4. 105 ILCS 5/22-30, amended by P.A. 100-799, eff. 1-1-19, amends the definition of epinephrine injector to include pre-filled syringes approved by the U.S. Food and Drug Administration and deleted *auto-* from ~~auto-~~ injector.

5. The Communicable Disease Prevention Act, 410 ILCS 315/, amended by P.A. 100-741, requires the Ill. Dept. of Public Health (IDPH) to provide all students entering sixth grade and their parent(s)/guardian(s) with written information about the link between human papillomavirus (HPV) and certain cancers, as well as the availability of an HPV vaccine.
6. The Dept. of Public Health Powers and Duties Law, 20 ILCS 2310/, amended by P.A.s 100-977 and 100-747, eff. 1-1-19, requires the IDPH to:
 - a. Develop, provide, or approve and publish informational materials for school districts regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations (P.A. 100-977). Also 105 ILCS 5/27-8.1, amended by P.A. 100-977, requires school districts to include such materials when they provide information on school health issues to students' parent(s)/guardian(s).
 - b. Develop, publish, and disseminate a brochure regarding the effects of concussions in children, and requires schools to distribute this brochure to any child (or the child's parent/guardian) who may have sustained a concussion (P.A. 100-747, eff. 1-1-19).
7. A big change for high school and unit school districts, 105 ILCS 5/27-8.1, amended by P.A. 100-829, requires all children entering kindergarten, second, sixth, and ninth grades to have a dental examination.
8. 105 ILCS 5/10-22.39, amended by P.A. 100-903, requires in-service training to identify the warning signs of mental illness and suicidal behavior in youth at least once every two years for all licensed school personnel and administrators who work with K-12 students.
9. The Hunger-Free Students' Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092, allows students, regardless of ability to pay, to accumulate a minimum school lunch debt of \$500 dollars. Once the \$500 threshold has been passed, the law allows schools to go through the Office of the Illinois Comptroller's offset system to attempt to recoup the money owed.
10. 105 ILCS 5/14-6.01, amended by P.A. 100-1112, requires schools boards to provide notice that students found ineligible for special education services under the Individuals with Disabilities Education Act may be eligible for services under Section 504 of the Rehabilitation Act of 1973.

The following **PRESS** materials are updated:

- 4:45, Insufficient Fund Checks and Debt Recovery
- 4:130, Free and Reduced-Price Food Services
- 4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications
- 5:100, Staff Development Program
- 6:120-AP1, E1, Notice to Parents/Guardians Regarding Section 504 Rights
- 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
- 7:190, Student Behavior
- 7:260, Exemption from Physical Education
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine ~~Auto~~-Injectors, and/or Opioid Antagonists – **RENAMED**
- 7:270-E1, School Medication Authorization Form – **RE-NUMBERED**
- 7:270-E2, School Medication Authorization Form – Medical Cannabis – **NEW**
- 7:285-AP, Implementing a Food Allergy Management Program
- 7:290, Suicide and Depression Awareness and Prevention
- 7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness Prevention Program
- 7:305, Student Athlete Concussions and Head Injuries
- 7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries

Student Attendance & Truancy

Several School Code provisions were amended regarding how schools must address student attendance and truancy issues. Those legislative amendments included:

1. 105 ILCS 5/10-22.6, amended by P.A. 100-810, requires school districts to make reasonable efforts to provide ongoing professional development on the appropriate and available supportive services for the promotion of student attendance and engagement.
2. 105 ILCS 5/26-2, amended by P.A. 100-825, removes the ability of a school district to deny reenrollment for 17 year old students who fail to meet minimum academic standards.
3. 105 ILCS 5/26-12, amended by P.A. 100-825, prohibits a truant minor from being expelled for nonattendance unless: he/she has accrued 15 consecutive days of absences without valid cause; and the student cannot be located or the student has been located but the school district cannot, after exhausting all available support services, compel the student to return to school.
4. 105 ILCS 5/26-2a, amended by P.A. 100-918, defines a truant as a child who is absent without valid cause for more than 1% but less than 5% of the past 180 school days.

The following **PRESS** materials are updated:

- 2:120, Board Member Development
- 5:100, Staff Development Program
- 7:70, Attendance and Truancy
- 7:190, Student Behavior

Miscellaneous

The following **PRESS** materials are updated due to miscellaneous legislative, administrative rule, clean-up, and/or continuous review changes. These are also detailed in the [Revisions to Policies, Administrative Procedures, and Exhibits Table](#) in numerical order beginning on p. 8.

Please also 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 when necessary.

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

- 3:40, Superintendent
- 4:15, Identity Protection
- 6:50, Wellness
- 6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct
- 7:250, Student Support Services
- 7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs Problems

Progress Report - The contents of this table frequently change.

Topics	Our Response
<p>IEP – Assistive Technology</p> <p>105 ILCS 4/14-8.02(b), amended by P.A. 100-993, provides that if a child’s individualized education program (IEP) team determines that the child does not require assistive technology services or devices, the team shall include a statement in the child’s IEP that informs the child’s parent/guardian of the decision and the basis for it.</p>	<p>No PRESS materials are affected.</p>
<p>Youth With Disabilities</p> <p>The Interagency Coordinating Council Act, 20 ILCS 3970/, repealed by P.A. 100-866, added responsibilities in 20 ILCS 4095/15 to the work of the Employment and Economic Opportunity for Persons with Disabilities Task Force that concern the post-secondary transition of youth with disabilities.</p>	<p>No PRESS materials are affected.</p>
<p>Due Process Hearing Written Decision Timeline</p> <p>105 ILCS 5/14-8.02a(g-55), amended by P.A. 100-849, clarifies that written due process hearing decisions must be issued within 10 calendar days, excluding Saturday, Sunday, and any State holiday, after the conclusion of the due process hearing.</p>	<p>No PRESS materials are affected.</p>
<p>ESEA Section 8546 Policy Requirement</p> <p>On 6-27-18, the U.S. Dept. of Education’s Office of Elementary and Secondary Education issued a <i>Dear Colleague Letter</i> to all Chief State School Officers reminding them of their obligation under Section 8546 of the Elementary and Secondary Education Act (ESEA) that “every State, SEA, or LEA that receives ESEA funds must have in place laws, regulations, or policies that prohibit the SEA, an LEA, or school, as well as any school employee, contractor, or agent, from providing a recommendation of employment for an employee, contractor, or agent that the SEA, LEA, or school, or the individual acting on behalf of the SEA, LEA, or school, knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.”</p>	<p>No PRESS materials are affected at this time. We will monitor the situation, collaborate with ISBE, and update if necessary.</p>

Progress Report *continued* - The contents of this table frequently change.

Topics	Our Response
<p>Substitute Teacher Recruitment</p> <p>105 ILCS 5/2-3.173, added by P.A. 100-813, requires ISBE to implement a program and adopt rules to allow school districts to supplement their substitute teacher recruitment with the use of recruiting firms by 1-1-19.</p>	<p>No PRESS materials are affected.</p>
<p>Ill. Human Rights Act Complaint Timeline</p> <p>775 ILCS 5/7A-102, amended by P.A. 100-1066; 23 Ill.Admin.Code Part 2520, amended at 42 Ill.Reg. 17235, extends the timeline for filing a complaint under the Ill. Human Rights Act from 180 days to 300 days.</p>	<p>No PRESS materials are affected.</p>
<p>IDPH Certificate of Child Health Examination Form</p> <p>The IDPH Social and Emotional Learning Stakeholder group began meeting in March 2018 to review changes to the IDPH Certificate of Child Health Examination Form and develop the rules required by 105 ILCS 5/27-8.1, amended by P.A. 99-927, that will require that health examinations to contain age-appropriate developmental and age-appropriate social and emotional screenings. The IDPH anticipates this process will take 12-18 months, and the law's requirements will not be implemented until at least the 2019-2020 school year.</p>	<p>We will address any required changes once the IDPH Certificate of Child Health Examination Form is updated and IDPH rules are established, in approximately 12-18 months.</p>
<p>School Bus Identification</p> <p>625 ILCS 5/12-806, amended by P.A. 100-791, specifies that its restrictions on the use of a school bus's signs, stop signal arm, and flashing signal system apply when a school bus is transporting passengers over 18 years old not in connection with an activity of the district.</p>	<p>No PRESS materials are affected.</p>

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

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
2:20-E, Waiver and Modification Request Resource Guide	<p>The exhibit is updated in response to:</p> <ol style="list-style-type: none"> 105 ILCS 5/2-3.25g, amended by P.A. 100-465, governing waivers of mandates in the School Code. 105 ILCS 5/18-8.05(F), repealed by P.A. 100-582. This allowed flexible scheduling options for parent-teacher conferences, and ISBE rules implementing it are still in effect at 23 Ill.Admin.Code §1.420(f). 	<input type="checkbox"/>
2:70, Vacancies on the School Board – Filling Vacancies	<p>The policy is unchanged. The footnotes are updated to:</p> <ol style="list-style-type: none"> Clarify the meanings of infamous crime and official misconduct. Incorporate 105 ILCS 5/10-10.5, amended by P.A. 100-800, eff. 1-1-19, which requires a board proposition to be submitted to voters if a board failed to fill a vacancy due to area of residence requirements. 	<input type="checkbox"/>
2:80, Board Member Oath and Conduct	The policy and footnotes are updated. The oath reflects 105 ILCS 5/10-16.5, amended by P.A. 100-1055, eff. 1-1-19.	<input type="checkbox"/>
2:80-E, Board Member Code of Conduct	The exhibit is unchanged.	<input type="checkbox"/>
2:120, Board Member Development	The policy and footnotes are updated in response to 105 ILCS 5/10-22.6, amended by P.A. 100-810. It requires school districts to make reasonable efforts to provide ongoing professional development about appropriate and available supportive services for the promotion of student attendance and engagement.	<input type="checkbox"/>
2:150, Committees	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/24-12 and 105 ILCS 5/24A-4, amended by P.A. 100-768, exempting the Reduction in Force (RIF) and Performance Educational Reform Act (PERA) Joint Committees from the Open Meetings Act.	<input type="checkbox"/>
2:150-AP, Superintendent Committees	The procedure is updated to align with the same law discussed in 2:150, Committees, above. The Title I Parent Advisory Committee subhead is updated as underscored for continuous improvement and to reflect changes in federal law.	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	<p>The exhibit is updated in response to a new transparency law 50 ILCS 205/3c, amended by P.A. 100-1040. It requires school districts to post certain information within 72 hours about severance agreements when an employee or contractor is found to have engaged in sexual harassment or sexual discrimination.</p> <p>A note is also added to discuss the Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19. It prohibits severance agreements for employees with contract provisions from receiving any severance when they are fired for misconduct, which includes sexual harassment and/or discrimination.</p>	<input type="checkbox"/>
2:260, Uniform Grievance Procedure	The policy is unchanged. The footnotes are updated to reflect 50 ILCS 205/3c, added by P.A. 100-1040 and the Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19. Both laws are discussed in 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i> , above, and in 3:40-E, <i>Checklist for the Superintendent Employment Contract Negotiation Process</i> , below.	<input type="checkbox"/>

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

3:40, Superintendent	The policy is unchanged. The footnotes are updated to reflect an amendment to 23 Ill. Admin.Code §25.355 and for continuous improvement.	<input type="checkbox"/>
3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process	<p>The exhibit is updated in response to:</p> <ol style="list-style-type: none"> 1. 40 ILCS 5/15-155(g-1), amended by P.A. 100-587 (the threshold to prevent school districts from granting double-digit pension-boosting raises to employees approaching retirement was reduced from six percent (in place since 2005) to three percent). 2. Severance pay restriction, prohibition, and transparency laws: <ol style="list-style-type: none"> a. The Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19 provides severance pay restrictions and prohibitions – most notably prohibiting severances for employees who are fired for misconduct (discussed above in 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records). b. 50 ILCS 205/3c, added by P.A. 100-1040 provides specific transparency requirements for severance agreements with employees who are found to have engaged in sexual harassment and/or discrimination as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. 	<input type="checkbox"/>
3:60-E, <u>Event Reporting and Notice</u> Requirements for Building Principals Concerning School Safety and Security	This exhibit is RENAMED and REWRITTEN . It is updated with additional items and separates reporting requirements from notice requirements.	<input type="checkbox"/>
4:15, Identity Protection	The policy is unchanged. The footnotes are updated to clarify requirements under the Personal Information Protection Act, 815 ILCS 530/, amended by P.A. 99-503. An option is also clarified. Districts choosing that option should update the policy.	<input type="checkbox"/>
4:45, Insufficient Fund Checks and Debt Recovery	The policy, Legal References, and footnotes are updated in response to the Hunger-Free Students’ Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092.	<input type="checkbox"/>
4:130, Free and Reduced-Price Food Services	The policy is unchanged. The footnotes include a new option for boards that want to inform their communities about the Hunger-Free Students’ Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092.	<input type="checkbox"/>
4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications	The exhibit is updated in response to the Hunger-Free Students’ Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092.	<input type="checkbox"/>
4:170, Safety	The policy is updated in response to 105 ILCS 128/20, amended by P.A. 100-996, eff. 1-1-19, requiring schools to conduct active shooter drills no later than 90 days after the first day of school each year. The footnotes are updated to discuss this addition and for continuous improvement. A correction is made to a Legal References citation.	<input type="checkbox"/>
4:170-AP1, Comprehensive Safety and Security Plan	The procedure and footnotes are updated in response to 105 ILCS 128/, amended by P.A. 100-996, eff. 1-1-19, and 105 ILCS 5/10-20.67 (final citation pending), amended by P.A. 100-984, eff. 1-1-19. Additional continuous improvement updates are made to the procedure.	<input type="checkbox"/>
4:170-AP2, Routine Communications Concerning Safety and Security	The procedure is updated in response to Ashley’s Law, 105 ILCS 5/22-3, added by P.A. 100-660, to add reference to 7:270-E2, <i>School Medication Authorization Form – Medical Cannabis</i> .	<input type="checkbox"/>

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

5:10, Equal Employment Opportunity and Minority Recruitment	The policy is unchanged. The footnotes are updated to incorporate amendments to the Right to Breastfeed Act, 820 ILCS 260/, amended by P.A. 100-1003, the Medical Cannabis Pilot Program Act, 410 ILCS 130/, amended by P.A. 100-660, and <i>Ashley's Law</i> , 105 ILCS 5/22-33, added by P.A. 100-660.	<input type="checkbox"/>
5:10-AP, Workplace Accommodations for Nursing Mothers	The procedure and footnotes are updated to reflect amendments to the Nursing Mothers in the Workplace Act, 820 ILCS 260/, amended by P.A. 100-1003. It prohibits employers from reducing an employee's compensation for time used for the purpose of expressing milk or nursing a baby.	<input type="checkbox"/>
5:20, Workplace Harassment Prohibited	The policy is unchanged. The footnotes discuss a new sexual harassment reporting hotline and website, along with discussions about the new severance pay restriction, prohibition, and transparency laws (1) the Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19, and (2) 50 ILCS 205/3c, amended by P.A. 100-1040, both discussed in 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i> and 3:40-E, <i>Checklist for the Superintendent Employment Contract Negotiation Process</i> above.	<input type="checkbox"/>
5:30, Hiring Process and Criteria	<p>The policy, footnotes, Legal References, and cross references are updated in response to:</p> <ol style="list-style-type: none"> 1. 20 ILCS 2630/3.3, added by P.A. 100-718 (federal Rap Back Service). 2. Continuous improvements related to: <ol style="list-style-type: none"> a. <i>Facebook Password Law</i>, 820 ILCS 55/10, amended by P.A. 99-610. b. IASB Foundational Principles of Governance. <p>Legal References are also updated for style and two cross references are added.</p>	<input type="checkbox"/>
5:30-AP2, Investigations	The procedure is updated for the reasons discussed in 5:30, <i>Hiring Process and Criteria</i> , above.	<input type="checkbox"/>
5:60, Expenses	The policy, footnotes, and Legal References are updated in response to the Ill. Wage Payment Collection Act (WPCA), 820 ILCS 115/9.5, added by P.A. 100-1094, eff. 1-1-19. The optional policy sentence clarifies that school districts are not responsible for losses due to employee negligence, normal wear, or losses due to theft, unless the theft was due to the district's own negligence. Legal References are updated in response to the WPCA and for style.	<input type="checkbox"/>
5:100, Staff Development Program	<p>The policy is unchanged. A Legal Reference is updated. Footnotes options for the staff development program text include are updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-22.39(b), amended by P.A. 100-903, eff. 1-1-19 (changing training for licensed school personnel and administrators who work with students in grades kindergarten (previously grade 7) through 12). 2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19 (adding appropriate and available services for the promotion of student attendance and engagement to the list of professional development requirements pertaining to the adverse consequences of school exclusion, etc.). 	<input type="checkbox"/>
5:190, Teacher Qualifications	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/21B-20, amended by P.A. 100-596 (teacher shortage provisions); and 23 Ill.Admin.Code Part 25, amended at 42 Ill. Reg. 8830 (governing educator licensure).	<input type="checkbox"/>

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

5:200, Terms and Conditions of Employment and Dismissal	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. 820 ILCS 260, amended by P.A. 100-1003. It requires employers to provide employees reasonable paid break time for nursing mothers to express milk. 2. 105 ILCS 5/18-8.05(F), repealed by P.A. 100-582. It governed clock hour requirements for student attendance days. 3. Continuous improvement. 	<input type="checkbox"/>
5:220, Substitute Teachers	<p>The policy, footnotes, and Legal References are updated in response to:</p> <ol style="list-style-type: none"> 1. 40 ILCS 5/16-118, amended by P.A. 100-596, permitting substitute teachers who are TRS annuitants to teach up to 120 paid days or 600 paid hours in each school year (instead of 100 paid days or 500 paid hours). 2. 105 ILCS 5/21B-20, amended by P.A. 100-596, establishing a Short-Term Substitute Teaching License (eff. 7-1-18 through 6-30-23). 3. 40 ILCS 5/16-150.1, amended by P.A. 100-743, allowing TRS annuitants to return to teaching in a subject shortage area until 6-30-19 (previously 6-30-13). 4. 105 ILCS 5/24-5(b-5), added by P.A. 100-855, allowing schools to require new substitute teachers to provide evidence of physical fitness to perform duties, and requiring new substitute teachers to provide evidence of freedom of communicable diseases. <p>Additional continuous improvement updates are made to the footnotes.</p>	<input type="checkbox"/>
5:220-AP, Substitute Teachers	The procedure and footnotes are updated. See 5:220, Substitute Teachers, above.	<input type="checkbox"/>
5:230, Maintaining Student Discipline	The policy is unchanged. Footnote 3 is updated in response to 105 ILCS 5/10-22.6, amended by P.A. 100-1035. It allows in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel.	<input type="checkbox"/>
5:300, Schedules and Employment Year	The policy is unchanged. A footnote is updated in response to 820 ILCS 260, amended by P.A. 100-1003 (requiring employers to provide employees reasonable paid break time for nursing mothers to express milk).	<input type="checkbox"/>
6:20, School Year Calendar and Day	The policy is unchanged. Footnote 5 is updated in response to the repeal of 105 ILCS 5/18-8.05(F), which governed clock hour requirements for student attendance days. Additional continuous improvement updates are made to the footnotes and Legal References.	<input type="checkbox"/>
6:50, School Wellness	The policy is unchanged. Footnotes are updated to reflect a state rule amendment and updated web links.	<input type="checkbox"/>
6:60, Curriculum Content	<p>The policy, footnotes, and Legal References are updated to:</p> <ol style="list-style-type: none"> 1. More comprehensively discuss driver education course requirements. 2. Clarify that a unit of instruction is to be determined by the Superintendent or designee. 3. Reflect the requirement of 105 ILCS 5/27-23.11, added by P.A. 100-1056, to make education available to students in grades kindergarten through 8 concerning methods of preventing and avoiding traffic injuries related to walking and bicycling. 4. Reflect the requirements of 105 ILCS 5/27-23.1, amended by P.A. 100-1043, for ISBE to assist school districts that offer an evidence-based parenting educational model and to implement a 3-year pilot program for parenting education beginning with the 2019-2020 school year 5. Other minor style changes. 	<input type="checkbox"/>

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

6:60-AP, Comprehensive Health Education Program	<p>The procedure and its footnotes are updated to:</p> <ol style="list-style-type: none"> 1. Reflect statutes amended by new Public Acts. 2. Reflect the requirement of 105 ILCS 5/27-23.11, added by P.A. 100-1056, to make education available to students in grades kindergarten through 8 concerning methods of preventing and avoiding traffic injuries related to walking and bicycling. 	<input type="checkbox"/>
6:60-AP, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes	The exhibit is RENUMBERED . The exhibit and its footnotes are updated to allow a waiver of attendance for all areas of instruction required by 105 ILCS 5/27-9.1.	<input type="checkbox"/>
6:60-AP, E2, Resources for Biking and Walking Safety Education	This NEW exhibit lists educational resources related to biking and walking safety education.	<input type="checkbox"/>
6:120-AP1, E1, Notice to Parents/Guardians Regarding Section 504 Rights	The exhibit and footnotes are updated for continuous improvement. A new footnote is added in response to 105 ILCS 5/14-6.01, amended by P.A. 100-1112, requiring schools boards to provide notice that students found ineligible for special education services under the Individuals with Disabilities Education Act may be eligible for services under Section 504 of the Rehabilitation Act of 1973.	<input type="checkbox"/>
6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct	Legal Reference correction.	<input type="checkbox"/>
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students	<p>The policy, footnotes, and Legal References are updated to incorporate:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-20.62, renumbered and amended by P.A. 100-792, eff. 1-1-19, mandating that qualified dual enrollment students are allowed to enroll in and earn an unlimited amount of academic credits from dual credit courses taught by an Ill. Instructor. 2. The Dual Credit Quality Act, 110 ILCS 27/, amended by P.A. 100-1049, requiring community college districts to enter into a dual credit partnership agreement with any school districts within their jurisdiction that request one. 3. 23 Ill.Admin.Code §1.425, amended at 42 Ill. Reg. 11542, governing substitutions for physical education. 4. 105 ILCS 5/2-3.173, added by P.A. 100-992, establishing a registered apprenticeship program. 	<input type="checkbox"/>
7:70, Attendance and Truancy	<p>The policy, footnotes, and Cross References are updated to incorporate amendments to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/26-2(c), amended by P.A. 100-825, to only permit reenrollment denial to a student 17 years of age or older for failure to meet minimum attendance standards. 2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19, requiring ongoing professional development on appropriate and available supportive services to promote student attendance and engagement. 3. 105 ILCS 5/26-12, amended by P.A. 100-825, prohibiting punitive action “unless available supportive services and other school resources have been provided to the student.” <p>Additional continuous improvement updates are made to the footnotes and Cross References.</p>	<input type="checkbox"/>

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

<p>7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students</p>	<p>The policy, footnotes, and Legal References are updated to incorporate amendments to:</p> <ol style="list-style-type: none"> 1. The Communicable Disease Prevention Act, 410 ILCS 315/, amended by P.A. 100-741, requires the Ill. Dept. of Public Health (IDPH) to provide all students entering sixth grade and their parent(s)/guardian(s) with written information about the link between human papillomavirus (HPV) and certain cancers, as well as the availability of an HPV vaccine. 2. The Dept. of Public Health Powers and Duties Law, 20 ILCS 2310/, amended by P.A. 100-977, requires the IDPH to develop, provide, or approve and publish informational materials for school districts regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations. An accompanying amendment to 105 ILCS 5/27-8.1 requires school districts to include such materials when they provide information on school health issues to students' parent(s)/guardian(s). 3. 105 ILCS 5/27-8.1, amended by P.A. 100-829, requires all children entering kindergarten, second, sixth, and ninth grades to have a dental examination. Note: The addition of ninth grade affects high school and unit school districts. <p>Additional continuous improvement updates are made to the policy, footnotes and Legal References.</p>	<input type="checkbox"/>
<p>7:150-AP, Agency and Police Interviews</p>	<p>The exhibit is REWRITTEN. It now directs the reader to the <i>Ill. Council of School Attorney Guidelines for Interviews of Students at School by Law Enforcement Authorities</i> and provides a website link.</p>	<input type="checkbox"/>
<p>7:190, Student Behavior</p>	<p>The policy, footnotes, and Legal References are updated to incorporate amendments to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-22.6, amended by P.A. 100-1035, allowing in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel. 2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19, requiring ongoing professional development on appropriate and available supportive services to promote student attendance and engagement. 3. 105 ILCS 5/22-33 (<i>Ashley's Law</i>), added by P.A. 100-660, requiring school districts to authorize a parent, guardian or designated caregiver of a student who is a qualifying patient to administer a medical cannabis infused product to the student on school premises or a school bus if both the student and the parent, guardian or designated caregiver have been issued registry identification cards. 4. 105 ILCS 5/26-2a, amended by P.A. 100-918, defining a truant. <p>Additional continuous improvement updates are made to the policy, footnotes and Legal References.</p>	<input type="checkbox"/>
<p>7:190-AP7, Student Discipline Guidelines</p>	<p>The procedure and footnotes are updated for continuous improvement and to incorporate:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, discussed 7:190, <i>Student Behavior</i>, above. 2. 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-984, eff. 1-1-19, defining school resource officer. 	<input type="checkbox"/>

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

7:190-E2, Student Handbook Checklist	<p>The exhibit is updated to reflect:</p> <p>105 ILCS 5/27-23.11, added by P.A. 100-1056 (make education available to students in grades kindergarten through 8 concerning methods of preventing and avoiding traffic injuries related to walking and bicycling); and</p> <p><i>Ashley's Law</i>, 105 ILCS 5/22-33, added by P.A. 100-660 and 410 ILCs 130/, amended by P.A. 100-660 (allows students to be given medical cannabis infused products at school or on the school bus subject to certain conditions).</p>	<input type="checkbox"/>
7:190-E3, Memorandum of Understanding	<p>The exhibit and footnotes are updated to reflect 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-984, eff. 1-1-19 (definition of school resource officer and certification requirements). In addition, information about including a district's targeted school violence prevention program in the MOU is added. Other minor continuous improvement updates are made.</p>	<input type="checkbox"/>
7:200, Suspension Procedures	<p>The policy is unchanged. The footnotes are updated for continuous improvement and to incorporate amendments to 105 ILCS 5/10-22.6 by P.A.s 100-810 and 100-1035 (see 7:190, <i>Student Behavior</i>, above).</p>	<input type="checkbox"/>
7:250, Student Support Services	<p>The policy is updated for continuous improvement. The footnotes are updated to incorporate:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/14-1.09, amended by P.A. 100-750 (amending the definition of school psychologist); and 2. 23 Ill.Admin.Code §§ 1.760(a), 23.130, 25.235, amended at 42 Ill. Reg. 8900 (governing school support personnel). 	<input type="checkbox"/>
7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health <u>Needs Problems</u>	<p>RENAMED. The procedure is updated for continuous improvement. The footnotes are updated to align with the same laws discussed in 7:250, <i>Student Support Services</i>, above.</p>	<input type="checkbox"/>
7:260, Exemption from Physical Education	<p>The policy, footnotes, and Legal References are updated in response to 23 Ill.Admin.Code §1.425, amended at 42 Ill. Reg. 11542, governing substitutions for physical education and to align with 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students</i>.</p>	<input type="checkbox"/>
7:270, Administering Medicines to Students	<p>The policy, footnotes, Legal References, and Administrative Procedure References are updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19 (district supply of undesignated asthma medication); 2. <i>Ashley's Law</i>, 105 ILCS 5/22-33, added by P.A. 100-660 and 410 ILCs 130/, amended by P.A. 100-660 (allows students to be given medical cannabis infused products at school or on the school bus subject to certain conditions); 3. 105 ILCS 5/20-30, amended by P.A. 100-799, eff. 1-1-19 (defining epinephrine injector to mean an auto-injector and a pre-filled syringe); and 4. 105 ILCS 5/22-30, amended by P.A. 100-759, eff. 1-1-19 (district supply of undesignated opioid antagonists). 	<input type="checkbox"/>

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

7:270-AP1, Dispensing Medication	The procedure and Legal References are updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above.	<input type="checkbox"/>
7:270-AP2, Checklist for District Supply of Undesignated <u>Asthma Medication</u> , Epinephrine Auto -Injectors, and/or Opioid Antagonists	RENAMED. The procedure and Legal References are updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above.	<input type="checkbox"/>
7:270-E1, School Medication Authorization Form	RENUMBERED. The exhibit is updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above.	<input type="checkbox"/>
7:270-E2, School Medication Authorization Form – Medical Cannabis	NEW. The exhibit is created in response to <i>Ashley’s Law</i> , 105 ILCS 5/22-33, added by P.A. 100-660 and 410 ILCS 130/, amended by P.A. 100-660.	<input type="checkbox"/>
7:285-AP, Implementing a Food Allergy Management Program	The procedure is updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above along with continuous improvement pinpoint legal citations.	<input type="checkbox"/>
7:290, Suicide and Depression Awareness and Prevention	The policy, footnotes, and Legal References are updated to incorporate amendments to 105 ILCS 5/10-22.39 by P.A. 100-903, eff. 1-1-19. It requires in-service training to identify the warning signs of mental illness and suicidal behavior in youth at least once every two years for all licensed school personnel and administrators who work with K-12 students. Other continuous improvement updates are made.	<input type="checkbox"/>
7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness Prevention Program	The procedure is updated for the same reasons discussed in 7:290, <i>Suicide and Depression Awareness and Prevention</i> , above.	<input type="checkbox"/>
7:305, Student Athlete Concussions and Head Injuries	The policy and footnotes are updated in response to the Youth Sports Concussion Safety Act, 105 ILCS 5/22-80, amended by P.A. 100-747, eff. 1-1-19. It requires schools to distribute an IDPH brochure to any child (or the child’s parent/guardian) who may have sustained a concussion. Other continuous improvement updates are made.	<input type="checkbox"/>
7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries	The procedure is updated for the same reasons discussed in 7:305, <i>Student Athlete Concussions and Head Injuries</i> , above.	<input type="checkbox"/>



The IASB Office of General Counsel's mission is to honestly, professionally, and credibly protect and preserve IASB through legal risk management and compliance services for the IASB Board of Directors and staff; promote best practices to IASB members; create educational products and services; and maintain strong, collaborative relationships with the public education community.



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Acknowledgement to PRESS Advisory Board

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

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Special Acknowledgement to IASB Administrative Assistants

The following individuals provide us with excellent assistance between and during the drafting of each **PRESS** issue. We also thank them and appreciate their dedication and contributions to the quality of this service.

Christine Crilly, Office of General Counsel, preparation, formatting, quality assurance, editor

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

Document Status: Draft Update

2:80 Board Member Oath and Conduct

Each School Board member, before taking his or her seat on the Board, shall take the following oath of office:

I, (*name*), **do solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Putnam County Community Unit School District 535, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I **further swear** (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; **and**

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District; [PRESSPlus1](#)

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for (*name of School District*);

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for (*name of School District*); and

I shall strive to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

Each Board member who is taking office shall read the oath during an open meeting and swear or affirm to follow it as indicated in the oath.

The Board adopts the Illinois Association of School Boards' "Code of Conduct for Members of School Boards." A copy of the Code shall be displayed in the regular Board meeting room.

LEGAL REF.:

105 ILCS 5/10-16.5.

CROSS REF.:1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:50 (Board Member Term of Office), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational School Board Meeting)

ADOPTED: November 17, 2014

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-16.5, amended by P.A. 100-1055, eff. 1-1-19, added six additional board member responsibilities to the school board member oath of office. To ensure compliance, those members that are newly elected or

appointed and returning by re-appointment and/or re-election should take the oath as the policy directs it to be administered. **Issue 99, October/November 2018**

Document Status: 5-Year-Review - Needs Review

2:80-E Exhibit - Board Member Code of Conduct

As a member of my local School Board, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:

1. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my Board membership for personal gain or publicity.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in School Board meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonably knowledgeable about local, State, national, and global education issues.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by my State and national school board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep my Board focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance.

DATED: October 21, 2013

Document Status: Draft Update

2:120 Board Member Development

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

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

Mandatory Board Member Training

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

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

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

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, [PRESSPlus1](#) and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., *Senate Bill 100 training topics*.

Board Self-Evaluation

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

New Board Member Orientation

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

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

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

LEGAL REF.:5 ILCS 120/1.05 and 120/2.

105 ILCS 5/10-16a and 5/24-16.5.

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

ADOPTED: ~~December 19, 2016~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6, amended by P.A. 100-810. **Issue 99, October/November 2018**

Document Status: Draft Update

4:130 Free and Reduced-Price Food Services

Notice

The Superintendent or designee shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal. [PRESSPlus1](#)

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

LEGAL REF.:

U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.

U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.

105 ILCS 125/ et seq. and 126/.

23 Ill.Admin.Code §305.10 et seq.

ADOPTED: December 21, 2009

Question 1. See Comment PRESSPlus1. Has the Board adopted the optional sentence to inform the community about students' rights under the HFSBRA? Type yes or no. If yes, PRESS Plus will add the Hunger-Free Students' Bill of Rights Act to the Legal References.

Answer:

PRESSPlus Comments

PRESSPlus 1. The Hunger-Free Students' Bill of Rights Act (HFSBRA) (105 ILCS 123/, added by P.A. 100-1092) requires the district to provide a free meal or snack to a student who requests it, regardless of his or her ability to pay.

The HFSBRA does not contain a publication requirement. For boards that wish to inform their communities about students' rights under the HFSBRA, insert the following sentence:

The status of a student's appeal or eligibility for free or reduced-price food services shall not relieve the District of its obligation to provide him or her with a free meal or snack under the Hunger-Free Students' Bill of Rights Act if he or she requests one, regardless of his or her ability to pay.

See **Questions** to indicate whether the Board has adopted this optional sentence. **Issue 99, October/November 2018**

Document Status: Draft Update

4:130-E Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications

On District letterhead, website, in student handbook, newsletters, bulletins, and/or calendars

Date:

To: ~~Students~~, Parents/Guardians, ~~Students~~, and Staff

Re: Eligibility and Meal Charge Notifications

The following notification is provided at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services* and 4:140, *Waiver of Student Fees*. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the ~~parents/guardians~~ of students are unable to pay for their ~~child(ren)~~'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. ~~Department~~ Dept. of Agriculture, and distributed by the ~~Illinois~~ Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your ~~child(ren)~~'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/, added by P.A. 100-1092). The District will make reasonable efforts to collect charges classified as delinquent debt.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact ~~parents(s)/guardian(s)~~ to attempt collection of the owed money when the amount owed is more than the amount of five lunches. ~~PRESSPlus1~~ If a parent/guardian regularly fails to provide meal money for the ~~child(ren)~~ that he/she is responsible for in the District and does not qualify for free meal benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

LEGAL REF.:

Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296).

7 C.F.R. §245.5.

~~105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.~~

23 Ill.Admin.Code Part 305, School Food Service.

~~DATED: May 15, 2017~~

Question 1. See Comment ~~PRESSPlus1~~. Has the Board adopted a lower amount than five meals to trigger contact with a student's parent/guardian to collect owed monies? Type yes or no. If yes, type the number of meals adopted.

Answer:

PRESSPlus Comments

PRESSPlus 1. The Hunger-Free Students' Bill of Rights Act allows school districts to determine a lower amount than five meals to trigger contact with a student's parent/guardian to collect owed monies. Before the board and the superintendent engage in a conversation about lowering this number, the superintendent may want to consider a conversation with his or her staff regarding the logistics of contacting a student's parent(s)/guardian(s) more than once per week (five lunches (the law states one free lunch or snack per day)) as setting a lower number may be impracticable for staff members to implement. See **Questions** to indicate whether a lower amount has been adopted.

If a lower amount is adopted, and if the district's policy 4:45 includes language regarding the Local Debt Recovery Program that may become available through the Illinois Office of the Comptroller in the future, ensure that the number matches the number listed in policy 4:45, *Insufficient Fund Checks and Debt Recovery*. If the Local Debt Recovery Program is included in policy 4:45, see the **Question** listed for 4:45 in **PRESS Plus** Issue 99. (If the Local Debt Recovery Program is not included in the district's policy 4:45, policy 4:45 is not included in Issue 99 for your district.)

Issue 99, October/November 2018

Document Status: Draft Update

4:170 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.

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 and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel. [PRESSPlus1](#)

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).

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.

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.

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 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.

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.

LEGAL REF.:

105 ILCS 5/10-20.2, 5/10-20.5~~67~~, 5/18-12, and 5/18-12.5.

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: January 16, 2018

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 128/20, amended by P.A. 100-996, eff. 1-1-19. **Issue 99, October/November 2018**

Document Status: Draft Update

5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80 (c) of the School Code.

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration. [PRESSPlus1](#)

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. [PRESSPlus2](#) The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. Department Dept. of State Police and/or Statewide Sex Offender Database. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws. [PRESSPlus3](#)

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/ 21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's personal online account, [PRESSPlus4](#) such as social networking website, including a request for passwords to such accounts sites.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

820 ILCS 55/, Right to Privacy in the Workplace Act.

~~Employee Credit Privacy Act~~, 820 ILCS 70/, Employee Credit Privacy Act.

~~Right to Privacy in the Workplace Act, 820 ILCS 55/.~~

Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.

Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.

Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.

~~105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 et seq.~~

~~820 ILCS 55/ and 70/.~~

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985) ~~483 N.E.2d 956 (Ill.App.1, 1985)~~, *aff'd in part and remanded* 115 Ill.2d 482 ~~505 N.E.2d 314 (Ill., 1987)~~.

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984) ~~468 N.E.2d 822 (Ill.App.2, 1984)~~.

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945) ~~59 N.E.2d 695 (Ill.App.1, 1945)~~.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel - Duties and Qualifications)

~~ADOPTED: November 17, 2014~~

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-16.7. The foundation for a productive employment relationship begins with a board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: www.iasb.com/pdf/found_prin.pdf. See also 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, for best practice discussions about establishing the board-superintendent employment relationship and contract. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/10-21.9(b) and 105 ILCS 5/21B-10. The School Code requires the board president to keep a conviction record confidential. It is impossible to know whether a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases on a successful superintendent candidate will come back with a conviction record.

Therefore, in accordance with best practice (ensuring compliance and aligning with good governance principles), this policy does not assign a designee for the board president to complete this task. However, to balance the requirement to keep conviction records confidential with the practical implementation of ensuring a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases are performed on each successful superintendent applicant, a board president may want to designate the duty to order these checks to the individuals otherwise listed in 105 ILCS 5/10-21.9(b). **Issue 99, October/November 2018**

PRESSPlus 3. If a board wants to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, including the federal *Rap Back Service* (20 ILCS 2630/3.3, added by P.A. 100-718) and/or checks through consumer reporting agencies regulated by the Fair Credit Reporting Act (15 U.S.C. § 1681 *et seq.*), consult the board attorney. **Issue 99, October/November 2018**

PRESSPlus 4. Revised to more closely align to the legislative changes made to 820 ILCS 55/10 (*Facebook Password Law*) by P.A. 99-610. A *personal online account* is defined as an online account used primarily by a person for personal purposes. *Personal online account* does not include an account created, maintained, used, or accessed for the business purpose of a person's employer or prospective employer. **Issue 99, October/November 2018**

Document Status: Draft Update

5:60 Expenses

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

The School Board shall reimburse employees for expenses necessary for the performance of their duties, provided the expenses have been approved by the Superintendent or designee. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required.

The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. [PRESSPlus1](#) Employees must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses, attaching receipts to the voucher if possible. Expense vouchers shall be presented to the Board in its regular bill process.

LEGAL REF.:

50 ILCS 150/, Local Government Travel Expense Control Act.

105 ILCS 5/10-22.32.

820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

ADOPTED: February 21, 2017

PRESSPlus Comments

PRESSPlus 1. Optional. 820 ILCS 115/9.5, added by P.A. 100-1094, eff. 1-1-19. The purpose of this sentence is to provide information to employees and the community about Ill. Wage Payment and Collection Act exclusions from reimbursable expenses. **Issue 99, October/November 2018**

Document Status: Draft Update

5:100 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 two 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 two 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 two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two 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 licensed school personnel and administrators who work with students in grades kindergarten through 12 to identify the warning signs of mental illness and suicidal behavior in youth adolescents and teens PRESSPlus1 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 five 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.
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, the appropriate and available supportive services for the promotion of student attendance and engagement, PRESSPlus2 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 on or after 8-19-2014 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.

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*.

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, 5/10-20.610 (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), and 5/24-5.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

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.

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: January 16, 2018

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-22.39(b), amended by P.A. 100-903, eff. 1-1-19. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19. **Issue 99, October/November 2018**

Document Status: Draft Update

5:220 Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent. [PRESSPlus1](#)

A substitute teacher must hold either a valid teaching or substitute license or short-term 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.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days. [PRESSPlus2](#)

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. [PRESSPlus3](#) Beginning July 1, 2020, a substitute teacher who is a TRS annuitant may substitute teach 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.

Short-Term Substitute Teachers [PRESSPlus4](#)

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. [PRESSPlus5](#) Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

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 5/10-20.67 (P.A. 100-596, final citation pending), 5/21B-20(2), and 5/21B-20(3), and 5/21B-20(4).

23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

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

ADOPTED: January 16, 2018

PRESSPlus Comments

PRESSPlus 1. Each board may require new substitute teacher employees to furnish evidence of physical fitness to perform duties assigned and must require new substitute teacher employees to furnish evidence of freedom from communicable disease. 105 ILCS 5/24-5(b-5), added by P.A. 100-855. Evidence may consist of a physical examination, which must be

performed within 90 days before the time it is presented to the board, and the substitute teacher bears the cost of the physical examination. Id. A new or existing substitute teacher may also be subject to additional health examinations as required by the Ill. Dept. of Public Health or by order of a local public health official. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/21B-20(4), added by P.A. 100-596. (Eff. 7-1-18 through 6-30-23) **Issue 99, October/November 2018**

PRESSPlus 3. 40 ILCS 5/16-118, amended by P.A. 100-596. **Issue 99, October/November 2018**

PRESSPlus 4. 105 ILCS 5/21B-20(4), added by P.A. 100-596, governs Short-Term Substitute Teaching Licenses, which may be issued from 7-1-18 until 6-30-23. Short-Term Substitute Teaching Licenses are not eligible for endorsements. Id. Applicants for a Short-Term Substitute Teaching License must hold an associate's degree or have completed at least 60 credit hours from a regionally accredited institution of higher education. Individuals who have had their Professional Educator License or Educator License with Stipulations suspended or revoked are not eligible to be short-term substitutes. Id. Short-term substitutes may not be hired for teacher absences lasting six or more days. **Issue 99, October/November 2018**

PRESSPlus 5. 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-596, requires boards to conduct this training. This requirement provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for a short-term substitute teacher training program that provides individuals who hold a Short-Term Substitute Teaching License with information on curriculum, classroom management techniques, school safety, and district and building operations. See also 5:220-AP, *Substitute Teachers*, and f/n 3 in 5:220-AP. These expectations will be most effective when they reflect local conditions and circumstances. Training and curriculum for a short-term substitute teacher training program may be subjects of mandatory collective bargaining, therefore consulting with the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new programs for staff without first offering to negotiate them with the applicable exclusive bargaining representative.

School boards may choose to also offer this training program to individuals who hold a Substitute Teaching License and/or substitute teachers holding a Professional Educator License. This provision repeals on 7-1-23. **Issue 99, October/November 2018**

Document Status: Draft Update

6:20 School Year Calendar and Day

School Calendar

The School Board, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.:

105 ILCS 5/10-19, 5/10-24.46, ~~5/18-8.05~~ [PRESSPlus1](#) 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.

10 ILCS 5/11-4.1.

23 Ill.Admin.Code §1.420(f).

Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir., 1995).

CROSS REF.:2:20 (Powers and Duties of the School Board; Indemnification), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

~~ADOPTED: December 15, 2014~~

PRESSPlus Comments

PRESSPlus 1. Repealed by 100-582, eff. 3-23-18. **Issue 99, October/November 2018**

Document Status: Draft Update

6:60 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. Before the completion of grade 5, students will be offered at least one unit of cursive instruction.
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: [PRESSPlus1](#) (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) 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.
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 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.

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 as determined by the Superintendent or designee 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. [PRESSPlus2](#)
16. In all schools, the curriculum includes a unit of instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction as determined by the Superintendent or designee 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.
20. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling. [PRESSPlus3](#)

LEGAL REF.:

Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.

Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

47 C.F.R. §54.520

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, 5/27-20.7, 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, 5/27-23.11, 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)

PRESSPlus Comments

PRESSPlus 1. The driver's education course requirements added to this policy are not new. They have been added to make the policy's discussion of the course more comprehensive. **Issue 99, October/November 2018**

PRESSPlus 2. Edited to clarify that a *unit of instruction* is to be determined by the Superintendent or designee. **Issue 99, October/November 2018**

PRESSPlus 3. 105 ILCS 5/27-23.11, added by P.A. 100-1056, requires districts that maintain any of the grades kindergarten through 8 to adopt policy language regarding biking and walking safety education. The law is silent about how to educate students on this topic. See 6:60-AP, E1, *Resources for Biking and Walking Safety Education*, for additional information. **Issue 99, October/November 2018**

Document Status: Draft Update

6:240 Field Trips and Recreational Class Trips

Title has been updated. Original Title: Field Trips and Recreational Class Trips

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip; and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, *Waiver of Student Fees* free or reduced school lunches. [PRESSPlus1](#) All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

Recreational Class Trips

Recreational class trips are permissible provided they do not interfere with the District's educational goals. The provisions in this policy concerning field trips are also applicable to recreational class trips, except those regarding educational value.

LEGAL REF.:

105 ILCS 5/29-3.1.

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)

~~ADOPTED: May 20, 2013~~

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 98, May/June 2018**

Document Status: Draft Update

6:250 Community Resource Persons and Volunteers

The School Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee; [PRESSPlus1](#)
5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the *Child Murderer and Violent Offender Against Youth Registration Act*, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

720 ILCS 5/12C-50.1, *Failure to Report Hazing*.

730 ILCS 150/1 *et seq.*, *Sex Offender Registration Act*.

730 ILCS 152/101 *et seq.*, *Sex Offender Community Notification Law*. ~~and~~

730 ILCS 154/75 *et seq.* ~~105~~, *Murderer and Violent Offender Against Youth Community Notification Law*.

730 ILCS 154/101 *et seq.*, *Murderer and Violent Offender Against Youth Registration Act*.

CROSS REF.: 4:170 (Safety), 4:175 (*Convicted Child Sex Offender; Screening; Notifications*), 5:90 (*Abused and Neglected Child Reporting*), 5:280 (*Duties and Qualifications*), 8:30 (*Visitors to and Conduct on School Property*), 8:95 (*Parental Involvement*)

~~ADOPTED: January 21, 2014~~

PRESSPlus Comments

PRESSPlus 1. Updated to reflect a long-standing School Code provision that schools may use resource persons and volunteers for crisis intervention services. **Issue 98, May/June 2018**

Document Status: Draft Update

6:310 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 or high school courses offering dual credit courses at both the college and high school level [PRESSPlus1](#)
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 Tech Prep 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; registered apprenticeship program. [PRESSPlus2](#) 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 or a registered apprenticeship program 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 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. 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; [PRESSPlus3](#)
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.

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.

110 ILCS 27/, Dual Credit Quality Act.

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: January 16, 2018~~

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-20.62, renumbered and amended by P.A. 100-792, eff. 1-1-19, mandates that qualified dual enrollment students are allowed to enroll in and earn an unlimited amount of academic credits from dual credit courses taught by an Illinois Instructor.

The Dual Credit Quality Act, 110 ILCS 27/, amended by P.A. 100-1049, requires community college districts to enter into a dual credit partnership agreement with any school districts within their jurisdiction that request one. If the district and community college cannot agree within 180 days of a district's initial request to enter into a partnership agreement, the two parties must use the model partnership agreement located at 110 ILCS 27/19, added by P.A. 100-1049, eff. 1-1-19. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/2-3.173, added by P.A. 100-992, established a registered apprenticeship program. **Issue 99, October/November 2018**

PRESSPlus 3. 23 Ill.Admin.Code §1.425(e)(2), added at 42 Ill. Reg. 11542, defines *interscholastic* and *extracurricular athletic programs* as "those programs that are sponsored by the school district as defined by school district policy." Boards have no authority to honor parental excuses based upon students' participation in athletic training, activities or competition conducted outside the auspices of the school district. 23 Ill.Admin.Code §1.425(e)(6), added at Ill. Reg. 11543. **Issue 99, October/November 2018**

Document Status: Draft Update

7:70 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, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement. [PRESSPlus1](#)
9. 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.
10. 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.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant minor [PRESSPlus2](#) for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. 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.

13. A process for a 17 year old resident to participate in the District's various programs and resources for truant. 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*.
14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum ~~academic or~~ attendance PRESSPlus3 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.: 5:100 (Staff Development Program), 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: January 16, 2018~~

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/26-12, amended by P.A. 100-825. A truant minor may not be expelled for nonattendance unless he or she has accrued 15 consecutive days of absences without valid cause and the student cannot be located by the school district or the school district has located the student but cannot, after exhausting all available support services, compel the student to return to school. **Issue 99, October/November 2018**

PRESSPlus 3. 105 ILCS 5/26-2(c)(3), amended by P.A. 100-825. **Issue 99, October/November 2018**

Document Status: Draft Update

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all female students entering sixth grade and their parent(s)/guardian(s) information about the link between human papilloma virus (HPV) and cervical HPV-related cancers and the availability of the HPV vaccine. [PRESSPlus1](#)
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s). [PRESSPlus2](#)

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

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

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

Dental Examination [PRESSPlus3](#)

All children in kindergarten and the second, **and sixth, and ninth** grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

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

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious **or medical** grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if **the examining physician, advanced registered practice nurse, or physician assistant** provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Homeless Child

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

LEGAL REF.:

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act, **42 U.S.C. §11431 et seq.**

105 ILCS 5/27-8.1 and 45/1-20.

410 ILCS 45/7.1 and 315/2e.

23 Ill.Admin.Code §1.530.

77 Ill.Admin.Code Part 665.

77 Ill.Admin.Code Part 690.

CROSS REF.:6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: May 15, 2017

PRESSPlus Comments

PRESSPlus 1. The Communicable Disease Prevention Act, 410 ILCS 315/, amended by P.A. 100-741. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/27-8.1(8.5), added by P.A. 100-977, eff. 1-1-19. **Issue 99, October/November 2018**

PRESSPlus 3. 105 ILCS 5/27-8.1, amended by P.A. 100-829, now requires students entering ninth grade to have a dental examination. **Issue 99, October/November 2018**

Document Status: Draft Update

7:190 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, and ~~medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law~~). [PRESSPlus1](#)
 - 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 cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited ~~unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law~~.
 - 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.
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. 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. [PRESSPlus2](#)
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-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 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.

LEGAL REF.:

~~20 U.S.C. §6081, Pro-Children Act of 1994.~~ ~~Gun-Free Schools Act, 20 U.S.C. §7961 et seq.~~

~~Pro-Children Act of 1994, 20 U.S.C. §6081.~~ ~~20 U.S.C. §7961 et seq.,~~ Gun Free Schools 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, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.~~

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: January 16, 2018

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/22-33 (*Ashley's Law*), added by P.A. 100-660, provides that school districts "shall authorize a parent or guardian or any other individual registered with the Ill. Dept. of Public Health as a designated caregiver of a student who is a registered qualifying patient to administer a medical cannabis infused product to the student on the premises of the child's school or on the child's school bus if both the student (as a registered qualifying patient) and the parent or guardian or other individual (as a registered designated caregiver) have been issued registry identification cards under the Compassionate Use of Medical Cannabis Pilot Program Act." Once the product is administered, the designated caregiver must remove the product from the school premises/bus. The product may not be administered in a manner that would (in the school or district's opinion) create a disruption or expose other students to the product, and schools are not required to authorize use of the product if the school or district would lose federal funding as a result. For more discussion, see 7:270, *Administering Medicines to Students*. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/10-22.6, amended by P.A. 100-1035, allows in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. Providing programming during in-school suspensions is not required, however providing such programming will help distinguish them from exclusionary suspensions. **Issue 99, October/November 2018**

Document Status: Draft Update

7:250 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/guardian 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 ~~need/problems~~ **PRESSPlus1** that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such ~~need/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.:

405 ILCS 49/, Children's Mental Health Act of 2003.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

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: January 16, 2018

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 99, October/November 2018**

Document Status: Draft Update

7:260 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.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course: [PRESSPlus1](#)

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

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: January 16, 2018

PRESSPlus Comments

PRESSPlus 1. Updated in response to 23 Ill.Admin.Code §1.425, amended at 42 Ill. Reg. 11542. The board may insert additional criteria; if additional criteria is adopted, insert it and select "Adopted with Additional District Edits" as the Save Status. **Issue 99, October/November 2018**

Document Status: Draft Update

7:270 Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

Self-Administration of Medication

A student may possess an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Asthma Medication [PRESSPlus1](#)

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law.

Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, [PRESSPlus2](#) may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Designated Caregiver Administration of Medical Cannabis [PRESSPlus3](#)

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District, [PRESSPlus4](#) and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*. [PRESSPlus5](#)

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. [PRESSPlus6](#) Smoking and/or vaping medical cannabis is prohibited. [PRESSPlus7](#)

After administering the product to the student, the designated caregiver shall immediately [PRESSPlus8](#) remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. [PRESSPlus9](#)

Discipline of a student for being administered a product by a designated caregiver pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication. [PRESSPlus10](#)

The **Designated Caregiver Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated asthma medication, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parent(s)/guardians of students, should rely on the District for the availability of undesignated asthma medication. This policy does not guarantee the availability of undesignated medications. Students and their parent(s)/guardian(s) should consult their own physician regarding these medication(s).

LEGAL REF.:

105 ILCS 5/10-20.14b, 5/10-22.21b, ~~and 5/22-30~~, and 5/22-33.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program Act, and scheduled to be repealed on July 1, 2020.

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

CROSS REF.:7:285 (Food Allergy Management)

~~ADOPTED: October 17, 2016~~

Question 1. Has the Board adopted the optional subsection regarding a School District Supply of Undesignated Asthma Medication? Type yes or no.

Answer:

Question 2. Has the Board adopted the subsection regarding Designated Caregiver Administration of Medical Cannabis? Type yes or no.

Answer:

PRESSPlus Comments

PRESSPlus 1. Optional. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19. The law permits a district to maintain a supply of undesignated asthma medication in any secure location that is accessible before, during, and after school where a person is most at risk, including, but not limited to a classroom or the nurse's office, and use them when necessary. The P.A. 100-726, eff. 1-1-19, amendment requiring accessibility before, during, and after school does not address the logistical issues that classrooms are typically locked before and after school. Consult the board attorney about the implementation issues with this new phrase in the law.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated asthma medication, implement a plan for its use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is when the district provides them, but does not have them accessible before, during, and after school where an asthmatic person is most at risk as required by 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19.

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the

assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated asthma medication in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

See **Questions** to indicate whether the board has adopted the School District Supply of Undesignated Asthma Medication subsection.

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PRESSPlus 2. 105 ILCS 5/22-30(a), amended by P.A. 100-726, eff. 1-1-19, defines *trained personnel* as any school employee or volunteer personnel authorized in Sections 10-22.34, 10-22.34a, and 10-22.34b of the School Code who has completed training required by 105 ILCS 5/22-30(g), amended by P.A. 100-726, eff. 1-1-19 to recognize and respond to anaphylaxis, an opioid overdose, or respiratory distress. ISBE must develop the training curriculum for trained personnel, and it may be conducted online or in person. **Issue 99, October/November 2018**

PRESSPlus 3. 105 ILCS 5/22-33(g), added by P.A. 100-660 (*Ashley's Law*), allows students to be given medical cannabis infused products at school or on the school bus and requires school boards to adopt a policy to implement the law. **Important: Implementation of this policy may cause a district to lose federal funding. Consult the board attorney.**

See **Questions** to indicate whether the board has adopted the Designated Caregiver Administration of Medical Cannabis subsection.

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PRESSPlus 4. The laws are silent about copies of the cards being provided to the district. Requiring copies of the registry cards is a best practice. Consult the board attorney about any records laws implicated in requiring and maintaining copies of these registry cards. **Issue 99, October/November 2018**

PRESSPlus 5. A completed and signed school medication authorization form is not required by *Ashley's Law* but is a best practice and consistent with this sample policy's language for other medications. See sample exhibit 7:270-E2, *School Medication Authorization Form - Medical Cannabis*, available by logging in to **PRESS Online** at iasb.com. **Issue 99, October/November 2018**

PRESSPlus 6. Consult the board attorney regarding the controversial issue of students using at, or bringing to school, cannabis-infused products without THC that are derived from *industrial hemp* (hemp oil or cannabidiol (CBD) oil, the naturally occurring cannabinoid constituent of cannabis). **Issue 99, October/November 2018**

PRESSPlus 7. Optional sentence. 410 ILCS 130/10(q), amended by P.A. 100-660, and scheduled to be repealed on July 1, 2020, prohibits medical cannabis from being smoked. District administrators may find providing this information to the community helpful to enforcement of this policy. **Issue 99, October/November 2018**

PRESSPlus 8. The word *immediately* is not in *Ashley's law*. It is added to ensure legal compliance with federal laws that could affect federal funding. For example, consider administrators who may be in the situation where a designated caregiver provides his or her child the product and then wants to volunteer in the school or greet another child in the school while carrying the product in the building which may violate the Cannabis Control Act (720 ILCS 550/). Consult the board attorney about the best term to use here, if any, as nothing in the law addresses these common scenarios that school administrators will encounter. **Issue 99, October/November 2018**

PRESSPlus 9. 105 ILCS 5/22-33(e), added by P.A. 110-660. **Issue 99, October/November 2018**

PRESSPlus 10. Discuss with the board attorney whether the board should remove this sentence when the district reaches full implementation of this section. **Issue 99, October/November 2018**

Document Status: Draft Update

7:290 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.1663(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate [PRESSPlus1](#)
 - a. ~~For students in grades 7 through 12, implementation shall incorporate~~ The training required by 105 ILCS 5/10-22.39 for ~~school guidance counselors, teachers, school social workers, and other~~ licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. ~~For all students, implementation shall incorporate Illinois~~ Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
 - a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
 - b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
 - c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - d. State and/or federal resources that address emotional or mental health safety plans for students who are at a potentially increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.:

105 ILCS 5/2-3.166~~3~~, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.

745 ILCS 10/.

CROSS REF.:2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED:December 21, 2015

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-22.39, amended by P.A. 100-903, eff. 1-1-19, requires licensed school personnel and administrators who work with students in kindergarten through grade 12 to be trained to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques. **Issue 99, October/November 2018**

Document Status: Draft Update

7:305 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 member(s) 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.
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 staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available. [PRESSPlus1](#)
9. Include a requirement for certified athletic trainers to complete and submit a monthly report to the IHSA 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: January 16, 2018

PRESSPlus Comments

PRESSPlus 1. Required by 20 ILCS 2310/2310-307, added by P.A. 100-747, eff. 1-1-19. **Issue 99, October/November 2018**

Document Status: Draft Update - Rewritten

3:40-E Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

The School Board hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7. As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: www.iasb.com/pdf/found_prin.pdf. [PRESSPlus1](#)

The foundation for a productive employment relationship begins when the Board identifies the most qualified superintendent candidate (*successful superintendent candidate*) after an established interview process. The Board then extends an offer of employment to the successful superintendent candidate. The employment search process and resulting relationship should consist of mutual respect and a clear understanding of respective roles, responsibilities, and expectations. This relationship should begin with the Board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See *Principles* at: www.iasb.com/pdf/found_prin.pdf.

Below, the *Checklist for the Superintendent Employment Contract Negotiation Process (Checklist)* provides a column entitled **Superintendent Contract Term Considerations for the Board**. It lists common superintendent employment contract terms and points of consideration for boards to prepare for during the contract formation process. Another column entitled **Explanation, Special Considerations, and Resources** provides extra information about these common superintendent employment contract terms.

The *Checklist* is intended to serve as a resource to educate and guide the Board through the employment contract negotiation process with its successful superintendent candidate. Board members who are educated about the content within the *Checklist* are crucial to successful negotiation processes. An educated contract formation and negotiation process, along with a well-written contract and job description for the Superintendent, all set the foundation for mutual respect and a clear understanding of the Board and Superintendent's respective roles, responsibilities, and expectations. **Important:** This *Checklist* is a resource for contract formation; it is not a list of *must have* items for a superintendent's employment contract or a basis for a board to re-open contracts currently in effect. [PRESSPlus2](#)

Prior to providing the successful superintendent candidate an offer for employment and contract for review, consideration, and negotiation, consult the Board Attorney about the *Checklist* and the scope of the terms the Board wishes to offer the successful superintendent candidate. The Board and the successful superintendent candidate should expect and encourage the other to seek the advice of their respective attorneys during the employment contract formation process.

Many attorneys agree and best practices suggest that boards and successful superintendent candidates work with their own separate attorneys in an amicable and cooperative manner to complete the employment contract negotiation process.

Board Attorney. Prior to providing any successful superintendent candidate with an offer for employment and a contract for review, consideration, and negotiation, best practices suggest consulting the Board Attorney about the *Checklist*. **Note:** Boards should view a successful superintendent candidate retraining his or her own attorney as a best practice (as opposed to a warning sign). Each party is beginning the employment relationship in a cooperative manner to set an appropriate foundation to the future working relationship.

Power and Duties of the Superintendent

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duties	Does the Board enumerate the duties of the Superintendent in the employment contract? <ol style="list-style-type: none"> 1. Are the statutory duties of the Superintendent listed? 2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment? See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.
	How will the Board address outside activities of the Superintendent?

Full-time, Attention and Energy Clause	<ol style="list-style-type: none"> 1. How will the Board define <i>outside activities</i>? 2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract? 3. Will the Board require approval/notification before the Superintendent engages in outside activities?
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Employment and Compensation

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duration of Contract	<p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p>
Salary	<p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> 1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (prior to 7-1-18 (40 ILCS 5/15-155(g), amended by P.A. 100-587)) or three percent (40 ILCS 5/15-155 (g-1), amended by P.A. 100-587) prior to retirement? PRESSPlus3 2. What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary of \$177,412 (P.A. 100-23 now makes school districts responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds \$177,412)? 3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)? <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> 1. A fixed salary for each year of the contract. 2. A guaranteed minimum salary. 3. Compensation increases.
Severance Agreements	<p>The Government Severance Pay Act (GSPA), 5 ILCS 415/10, added by P.A. 100-895, eff. 1-1-19, requires the following contract provisions: PRESSPlus4</p> <ol style="list-style-type: none"> 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. See the <i>Severance Pay</i> row under the Changes to the Superintendent's Employment Contract subhead below for a definition of what misconduct means in the context of this law.
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	<p>How does the Board want to address:</p> <ol style="list-style-type: none"> 1. Pension contributions (TRS-THIS)? 2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation? 3. Unforeseen pension reform issues?

Conditions of Employment

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	Does the Board want to require the successful superintendent candidate to guarantee that as the

Administrative License	future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?
Criminal Background Check Law	105 ILCS 5/10-21.9. See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> and the subhead entitled Fingerprint-based Criminal History Records Information Check in administrative procedure 5:30-AP2, <i>Investigations</i> .
Other Background Check Laws	<p>Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9 and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 <i>et seq.</i>, Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party <i>consumer reporting agencies</i>, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer.</p> <p>820 ILCS 75/, Ill. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (<i>a/k/a ban the box law</i>).</p> <p>820 ILCS 55/, Ill. Right to Privacy in the Workplace Act, prohibits employers from:</p> <ol style="list-style-type: none"> 1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account; 2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and 3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's use of a lawful product off District property during nonworking hours, i.e., tobacco or alcohol. <p>820 ILCS 70/, Ill. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a <i>bona fide occupational requirement</i>, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than \$100; and (3) involve having access to confidential and financial information. Note: Any one of these grounds alone is sufficient.</p>
Medical Examination	<p>105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</p> <p>The Americans With Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r).</p> <p>See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns 18 and 19.</p>
Tenure	<p>Suspension of Tenure</p> <p>With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost.</p> <p>Continued Tenure</p> <p>Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure.</p> <p>See 105 ILCS 5/10-23.8 and the <i>Duration of Contract</i> row in the Employment and Compensation checkbox, above.</p>

Evaluations and Goals

Superintendent	
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Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
<p>Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent</p>	<p>105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine.</p> <p>Regarding its goals and indicators, has the Board:</p> <ol style="list-style-type: none"> 1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states “and other information as the Board may determine”)? 2. Included them in the body of the employment contract? Or as an exhibit to it? 3. Set them to be: <ol style="list-style-type: none"> a. Measurable and achievable, i.e., are they within the Superintendent’s control? b. Objective, subjective or a combination of both? 4. Set a timeline for achievement, and if so is it on an: <ol style="list-style-type: none"> a. Annual basis? b. Prior to completion of the employment contract? 5. Set them as procedural, substantive, or a combination of both? <p>For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see:</p> <p>IASB’s <i>Field Services Catalog</i> at: www.iasb.com/pdf/fieldservicecatalog.pdf.</p> <p>Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for boards to hold their superintendents accountable for district performance, including academic achievement:</p> <p><i>Setting District Goals and Direction</i> (leads a board and superintendent to develop their own district-language for specific measurable, and attainable goals and indicators)</p> <p><i>The Superintendent Evaluation Process</i> (describes an effective method of holding the superintendent accountable)</p> <p><i>The Board and its Superintendent</i> (workshop assisting a board in developing an effective relationship with its superintendent).</p>
<p>Superintendent Evaluation</p>	<p>Once the Board has developed its goals and indicators (as discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to:</p> <ol style="list-style-type: none"> 1. “Direct, through policy, its superintendent in his or her charge of the administration of the school district;” and 2. Evaluate the superintendent in his or her “administration of school board policies and his or her stewardship of the assets of the district.” <p>How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?</p> <p>Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? Note: Some districts do not consider the superintendent evaluation to be a <i>one-time event</i> and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime.</p> <p>Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent’s evaluation process?</p> <p>What evaluation instrument will be used? How will the evaluation be documented?</p>

Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?

Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine?

For more information about best practices when planning for and evaluating the Superintendent, see:

The Superintendent Evaluation Process at: www.iasb.com/training/superintendent-evaluation-process.pdf;

IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: www.iasb.com/principles.cfm; stating "the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy".

Expenses and Benefits

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Expenses	<p>How will the Board address expenses in its employment contract negotiations with the successful superintendent candidate?</p> <p>Business</p> <ol style="list-style-type: none"> 1. What standard will the Board use, e.g., reasonable, itemized, etc.? 2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent's expenses? <p>Transportation</p> <p>Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include:</p> <ol style="list-style-type: none"> 1. Vehicle insurance reimbursement(s) 2. Vehicle repair reimbursement(s) 3. A travel allowance only at either a set amount or the District's per mile rate 4. A vehicle 5. Out-of-district travel
Insurance	<p>Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate?</p> <p>Some items successful superintendent candidates request include:</p> <ol style="list-style-type: none"> 1. Insurance contributions as part of a Cafeteria Plan, or in the alternative, the Board paying the premiums. 2. Specific insurance coverages from the Board, such as health, dental, vision, life, disability, etc.
Vacation	<p>Will the Board address vacation days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many days? 2. Will vacation days accumulate? And, if so, how? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process. 4. Will the Board address reimbursement for unused days?
Sick Leave/Days	<p>Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. Will sick leave be limited to annual sick leave days in the District's teachers' contract?

Sick Leave/Days	<ol style="list-style-type: none"> 2. How will sick day accumulation be addressed? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.
Professional Activities and Organizations Memberships in Community Organizations	<p>Will the Board address memberships in professional activities/organizations and/or community organizations its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many organizations will the Board allow the Superintendent to join? 2. Which organizations will be allowed? 3. What is the Board's limit for the cost of dues to professional organizations?
Retirement	<p>Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then:</p> <ol style="list-style-type: none"> 1. Has the Board thoroughly examined and addressed: <ol style="list-style-type: none"> a. Any consequences or other penalties to it? b. The impact of any prior salary increases? c. Potential pension reform issues? 2. Often, a successful superintendent candidate's attorney has interest in the following issues: <ol style="list-style-type: none"> a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc. b. Whether a potential retirement payment will be properly creditable for TRS purposes. Note: Ultimately, only TRS has the authority to determine creditability.
Annuities and Other Deferred Compensation	<p>Will the Board address any type of annuities and other deferred compensation issues? If yes, then:</p> <ol style="list-style-type: none"> 1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary? 2. Will it contribute creditable earnings for TRS purposes?

Changes to the Superintendent's Employment Contract

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Non-Renewal at End of Contract	<p>How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it?</p> <ol style="list-style-type: none"> 1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable? 2. Will the Board require the Superintendent to remind it of the non-renewal date? 3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification? 4. Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal?
Renewal at End of Contract	<p>Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then:</p> <ol style="list-style-type: none"> 1. What date would be the earliest that the Board could renew its employment contract with the Superintendent? 2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.
Contract Extensions	<p>Will the Board agree to allow for an extension of its employment contract during its term? If yes, then:</p> <ol style="list-style-type: none"> 1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board's stated goals and indicators of student performance and academic improvement and other information it required? 2. Will the Board agree to extend a one-year contract when the Superintendent is not required to

	<p>meet any goals?</p> <p>See 105 ILCS 5/10-23.8.</p>
Terminations	<p>If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term?</p> <ol style="list-style-type: none"> 1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement? 2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent? 3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other? 4. Will the Board terminate the employment contract for permanent disability of the Superintendent? <ol style="list-style-type: none"> a. How will the Board define permanent disability in the contract? b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or c. Will the Board consider duration of absence; e.g., 90-days or exhaustion of sick leave, whichever is greater? <p>See PRESS sample policy 5:180, <i>Temporary Illness or Temporary Incapacity</i>.</p> <ol style="list-style-type: none"> 5. What standard will the Board use to terminate the employment contract for cause? Items to consider include: <ol style="list-style-type: none"> a. Any conduct detrimental/prejudicial to the District;* b. Just cause; c. Sufficient to dismiss a tenured teacher; d. Material breach of contract; or e. Not arbitrary and capricious. <p>*50 ILCS 205/3c, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See Severance Pay row directly below.</p> 6. Will the Board agree to provisions for hearing and due process for the Superintendent? 7. How will the Board address death of its Superintendent during the duration of the employment contract?
Severance Pay	<p>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1), added by P.A. 100-895, eff. 1-1-19:</p> <ol style="list-style-type: none"> 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c, amended by P.A. 100-1040 limits sexual harassment or discrimination to instances when an employee is "found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964." For more discussion about these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.
Liquidated Damages	<p>Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?</p> <ol style="list-style-type: none"> 1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys? 2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?

Amendments	How will the Board and Superintendent agree to allow for amendments to the employment contract?
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What technical clauses need to be in the Superintendent's employment contract?

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Technical clauses (common in contracts)	<p>If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent's attorney reviewed them?</p> <ol style="list-style-type: none"> 1. Notice 2. Applicable law 3. Headings and numbers 4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract? 5. Counterparts 6. Effect of Policy Amendments 7. Severability 8. Advice of Counsel

Miscellaneous Issues

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Obligations Under the Employment Contract	<p>Do all members of the Board understand the District's obligations under the employment contract and what not complying with them will mean to the District?</p> <p>Specifically, are Board members aware of the Board's specific obligations regarding:</p> <ol style="list-style-type: none"> 1. The Superintendent Evaluation 2. Goal setting 3. Required notifications/actions by each party prior to termination of the employment contract
Ongoing Monitoring of Each Party's Compliance with the Contract	Are the Board and Superintendent actually complying with the terms of the employment contract? Has the Board Attorney explained how the Board should monitor compliance with the employment contract?
Legislative Issues	How might pending pension reform legislation or other trending legislation affect the employment contract?

PRESSPlus Comments

PRESSPlus 1. This Board exhibit is REWRITTEN for Issue 99. For a redline showing the changes made, see PRESS Online at iasb.com. **Issue 99, October/November 2018**

PRESSPlus 2. Added for clarity. **Issue 99, October/November 2018**

PRESSPlus 3. P.A. 100-587 amended the threshold to prevent school districts from granting double-digit pension-boosting raises to employees approaching retirement. It was reduced from six percent (in place since 2005) to three percent. **Issue 99, October/November 2018**

PRESSPlus 4. The Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19, prohibits severance agreements for employees with contract provisions from receiving any severance when they are fired for misconduct, which includes sexual harassment and/or discrimination. **Issue 99, October/November 2018**

Recommendation to Approve PRESS Plus Issue 99

As superintendent, I recommend to approve PRESS Plus Issue 99 as attached to the BoardBook agenda.

Rationale

The PRESS Plus Issue 99 was presented for review at the December 17, 2018 board meeting as new business. While the list of amendments is quite extensive, the majority of changes are updating references and aligning with new case laws or other passed legislation. The recommendation is to accept each update as outlined. This will ensure that our policies remain current and updated.

District Goal

To promote increased communication among all stakeholders



Lamboley, Ann <lamboleya@pcschools535.org>

Re: School Board meeting dates/schedule for rest of 2018-19 school year?

1 message

Lamboley, Ann <lamboleya@pcschools535.org>
 To: "Carlson, Carl" <carlsonc@pcschools535.org>

Wed, Dec 19, 2018 at 10:03 AM

Good morning,

Putnam County CUSD 535's board meetings occur on the 3rd Monday of every month with the exceptions being January and February. During these months the meeting occurs on the 3rd Tuesday. Attached is the 2018-2019 schedule. The meetings take place in the media center at Putnam County Primary School located at 400 E. Silverspoon Ave., Granville, IL 61326. It is not uncommon nor common for the absence of a board meeting in the month of July. You can contact the district office in advance to determine whether one will take place.

Thank you for your inquiry.

Ann Lamboley
 Administrative Secretary
 Putnam County CUSD #535
 400 E. Silverspoon Ave.
 Granville, IL 61326
 815-882-2800 x 5

On Wed, Dec 19, 2018 at 9:25 AM Carlson, Carl <carlsonc@pcschools535.org> wrote:

Ann,

This appears to be a FOIA request. When I was at my superintendent meeting yesterday some others received this same request.

Can you provide the necessary information?

Thanks,
 Carl

----- Forwarded message -----

From: **Brad Roikola** <brad.roikola@gmail.com>
 Date: Tue, Dec 18, 2018 at 11:39 AM
 Subject: School Board meeting dates/schedule for rest of 2018-19 school year?
 To: Undisclosed recipients <brad.roikola@gmail.com>

Hello,

I am trying to understand when the remaining school board meeting dates are for the rest of the year.

I was hoping you could tell me:

- What the "cadence" is for your district's school board meetings (like, "Second Monday of the month at 6pm")
- The location of the school board meetings
- If there are any months that the school board does not meet or alters its schedule (like over the summer or spring break)
- If there is a pdf of a school board calendar or some other document, please attach it to your response

I was unable to find this information on your website, so I respectfully ask that you not tell me to just "check the website".

I am not trying to be difficult at all, just obtain regular information about when the school board meetings are held for the rest of the year so I can put it on my calendar.

Thanks very much. I hope you can help me on this simple request.

Best,

Brad Roikola

PS - If this information is centralized on an Illinois state database, I have not been able to find it. Feel free to send that link, if you know of it.

Thank you very much and Happy Holidays!!!

--

Carl B. Carlson
Superintendent
Putnam County CUSD #535
400 E. Silverspoon Avenue
Granville, IL 61326
Phone: 815-882-2800 x 5
Fax: 815-882-2802
Cell: 217-917-2257
Email: carlsonc@pcschoools535.org



SKM_C36818121911010.pdf

173K

Putnam County CUSD #535
Board of Education meeting dates
2018-2019

Monday, May 21, 2018	PCPS Media Center 6:30 p.m.
Monday, June 16, 2018	PCPS Media Center 6:30 p.m.
Monday, July 16, 2018	PCPS Media Center 6:30 p.m.
Monday, August 20, 2018	PCPS Media Center 6:30 p.m.
Monday, September 17, 2018	PCPS Media Center 6:30 p.m.
Monday, October 15, 2018	PCPS Media Center 6:30 p.m.
Monday, November 19, 2018	PCPS Media Center 6:30 p.m.
Monday, December 17, 2018	PCPS Media Center 6:30 p.m.
Tuesday, January 22, 2019	PCPS Media Center 6:30 p.m.
Tuesday, February 19, 2019	PCPS Media Center 6:30 pm.
Monday, March 19, 2019	PCPS Media Center 6:30 p.m.
Monday, April 15, 2019	PCPS Media Center 6:30 p.m.
Monday, May 20, 2019	PCPS Media Center 6:30 p.m.
Monday, June 17, 2019	PCPS Media Center 6:30 p.m.
Monday, July 15, 2019	PCPS Media Center 6:30 p.m.



Illinois Retired Teachers Association

Dear District Official / FOIA Officer:

This is a request under the Illinois Freedom of Information Act. Today's date is January 15, 2019

RECORDS REQUESTED: Please provide the name and email address of all teachers or administrators who are retiring in 2019.

Please provide the requested records electronically. Please email to nmihelich@irtaonline.org

This is a request by the Illinois Retired Teachers Association, a 501c4 not-for-profit Illinois organization.

Sincerely,

Nathan Mihelich
Illinois Retired Teachers Association
www.irtaonline.org
217-523-8488

PLEASE WATCH: A special video highlighting a few of the "2018 Excellence in Education Grant Program" Recipients!



Illinois Retired Teachers Association | [Website](#)



Illinois Retired Teachers Association | 828 S Second St FL 4, Springfield, IL 62704

Unsubscribe carlsonc@pcschoools535.org

Update Profile | About our service provider

Sent by nmihelich@irtaonline.org in collaboration with



Lambole, Ann <lamboleya@pcschoools535.org>

FOIA response for Putnam County CUSD #535

1 message

Lambole, Ann <lamboleya@pcschoools535.org>
To: Nathan Mihelich <nmihelich@irtaonline.org>

Tue, Jan 15, 2019 at 10:02 AM

Good morning,

The following employee is the one teacher/administrator who is retiring at the end of the 2018-2019 school year:

David Myers myersd@pcschoools535.org

Thank you for your inquiry.

Ann Lambole
Administrative Secretary
Putnam County CUSD #535
400 E. Silverspoon Ave.
Granville, IL 61326
815-882-2800 x 5



IRS issues standard mileage rates for 2019

IR-2018-251, December 14, 2018

WASHINGTON — The Internal Revenue Service today issued the 2019 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2019, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 58 cents per mile driven for business use, up 3.5 cents from the rate for 2018,
- 20 cents per mile driven for medical or moving purposes, up 2 cents from the rate for 2018, and
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate increased 3.5 cents for business travel driven and 2 cents for medical and certain moving expense from the rates for 2018. The charitable rate is set by statute and remains unchanged.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, except members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Notice-2019-02](#).

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. These and other limitations are described in section 4.05 of [Rev. Proc. 2010-51](#).

[Notice 2019-02](#), posted today on [IRS.gov](#), contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

Page Last Reviewed or Updated: 14-Dec-2018

Recommendation to approve setting mileage reimbursement rate

As superintendent, I recommend setting the mileage reimbursement rate at \$0.58/mile starting at the beginning of 2019 calendar year

Rationale

- The Internal Revenue Service issued the optional standard mileage rates used to calculate the deductible costs of operating an automobile. Beginning January 1, the standard mileage rate was set at 58 cents per mile. Currently, Putnam County CUSD #535 has the rate set at 55 cents per mile. Based on the IRS reported changed in deductible costs, the recommendation is to set the mileage reimbursement rate at 58 cents per mile to start at the beginning of the 2019 calendar year. This would be a three cent per mile increase from the past year.

District Goal

Maintain strong fiscal responsibility in the Putnam County School District.

Recommendation to Approve Graduation Dates

As superintendent, I recommend the board of education approves the graduation dates as follows:

- Junior High School Graduation Thursday, May 16, 2019 at 6:00 PM
- High School Graduation Friday, May 17, 2019 at 7:00 PM

Rationale

Each year, based on the calendar and use of emergency days, the high school and junior high graduation dates are set by school board approval. This year's dates as listed are being recommended for approval. Currently, the last scheduled day of school is Friday, May 24th. Two of those days will be used for finals for the remaining high school students. These have been the corresponding dates for the past several years. Also, this allows the necessary time for planning, printing, ordering and such that takes place for families for these two events.

District Goal

To promote increased communication among all stakeholders



January 17, 2019

Putnam County Community Unit School District 535
Attn: Carl Carlson
400 E Silverspoon Ave
Granville, IL 61326

RE: Master Lease-Purchase Agreement on PUT6153

Dear Mr. Carlson:

Enclosed please find the following documentation for the lease of Computer Equipment:

- Invoice for the documentation fee and first lease payment
- Resolution Form
- Master Lease-Purchase Agreement No. PUT6153
 - Schedule No. 101
 - Exhibit A Equipment Description
 - Exhibit B Rental Payments
 - Exhibit C Receipt Certificate
 - Exhibit D Statement of Essential Use
 - Please complete the questions listed on this document.
 - Exhibit E Insurance Coverage
 - Please fill in the name and address of your insurance agent where indicated. It is important that you request a certificate of insurance be forwarded to our office just as soon as possible.
- Certificate As To Use of Proceeds
- General and No Litigation Certificate
- 8038-G

We will take care of filing this form with the IRS. Please sign both copies in **blue ink** where indicated.

Please sign and seal all documents where indicated and return all of the executed documents, along with your check in the amount of \$4,376.00 to my attention. I can be reached at (701)476-0221 if you have any other questions pertaining to the documentation. Thank you.

Sincerely,
Kinetic Leasing, Inc.

Austin Young
Equipment Financing Specialist

www.kineticlease.com

PHONE 701.476.0221
800.558.7337
FAX 701.476.0277

2575 41st Street South
Suite 1 PO Box 9785
Fargo, ND 58106-9785

INVOICE



2575 41st St. S, Ste. 1
PO Box 9785
Fargo, ND 58106-9785
800.558.7337

Page No. 1
INVOICE NO. 206750
Customer # PUT

INVOICE DATE 1/17/19 DUE DATE 2/01/19

INVOICE TO:

REMIT TO:

Putman County Community Unit School
ATTN: Carl Carlson
400 E Silverspoon Ave
Granville, IL 61326

Kinetic Leasing, Inc.
P.O. Box 9785
Fargo, ND 58106

AGREEMENT #	DESCRIPTION	FROM	THROUGH	AMOUNT
Lease # PUT6153-101	(565) Dell Chromebooks			
	Lease Payment	2/01/19	2/28/19	4,026.00
	Documentation Fee	2/01/19	2/28/19	350.00
<p>PLEASE RETURN DUPLICATE WITH PAYMENT. TERMS: NET CASH ON DUE DATE PURSUANT TO AGREEMENT, LATE CHARGES MAY APPLY FOR PAYMENTS NOT PAID WHEN DUE. PLEASE REFER TO OUR INVOICE NO. ON YOUR REMITTANCE.</p>				<p>Invoice Subtotal 4,376.00 Sales Tax .00 ----- 4,376.00</p>

PAY THIS AMOUNT

RESOLUTION
MASTER LEASE-PURCHASE NO. PUT6153

A RESOLUTION AUTHORIZING THE NEGOTIATION, EXECUTION, AND DELIVERY OF A MASTER LEASE-PURCHASE AGREEMENT IN THE PRINCIPAL AMOUNT OF \$148,538.50, BETWEEN KINETIC LEASING, INC., AS LESSOR, AND PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT 535, AS LESSEE, UNDER WHICH THE LESSEE WILL LEASE CERTAIN COMPUTER EQUIPMENT; AND PRESCRIBING OTHER DETAILS IN CONNECTION THEREWITH.

WHEREAS, Putnam County Community Unit School District 535 (the "District") is a District duly organized and existing pursuant to the Constitution and laws of the State of Illinois, and

WHEREAS, the Board of Supervisors (the "Board") of the District is authorized pursuant to Illinois law, to purchase and hold real and personal property for the use of the District and to lease any real or personal property, either as lessor or lessee, when deemed by the Board to be in the best interests of the District and its inhabitants; and

WHEREAS, the Board hereby finds and determines that the execution of a Master Lease-Purchase Agreement (the "Equipment Lease") for the purpose of leasing with the option to purchase the equipment designated and set forth in Schedule A to the Equipment Lease is appropriate and necessary to the function and operations of the District; and

WHEREAS, Kinetic Leasing, Inc. (the "Lessor"), duly organized, existing, and in good standing under the laws of the State of North Dakota, shall act as Lessor under the Equipment Lease; and

WHEREAS, the obligation of the District to pay Rental Payments (as defined in the Equipment Lease) shall be from year to year only; shall constitute currently budgeted expenditures of the District; shall not constitute a mandatory charge or requirement in any ensuing budget year; and shall not constitute a general obligation or a multiple fiscal year direct or indirect debt or other financial obligation whatsoever of the District within the meaning of any constitutional or statutory limitation or requirement concerning the creation of indebtedness, nor a mandatory payment obligation of the District in any ensuing fiscal year beyond any fiscal year during which the Equipment Lease shall be in effect; and

WHEREAS, the Equipment Lease shall not directly or indirectly obligate the District to make any payments beyond those appropriated for any fiscal year during which the Equipment Lease shall be in effect and the Equipment Lease shall terminate (or not be renewed) in the event that the District does not appropriate Rental Payments under the Equipment Lease;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT 535:

Section 1. The District Chairperson and the District Superintendent acting on behalf of the District, are hereby authorized to negotiate, enter into, execute, and deliver the Equipment Lease in substantially the form set forth in the document presently before the Board, which document is available for public inspection at the office of the Superintendent. The District Chairperson and District Superintendent acting on behalf of the District, are hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Equipment Lease, as the District Chairperson and District Superintendent upon advice of counsel, deem necessary and appropriate. The District Chairperson is authorized to execute the Receipt Certificate(s) in form as attached to the Equipment Lease.

Section 2. The Equipment Lease shall be in the principal amount of \$148,538.50 bearing interest as set forth in Exhibit B of the Equipment Lease; the Equipment Lease to contain an option to purchase by the District as therein set forth.

Section 3. The obligation of the District to make Rental Payments under the Equipment Lease is subject to annual appropriation by the Board and constitutes an undertaking of the District to make current expenditures. No provision of this resolution or the Equipment Lease shall be construed or interpreted as a delegation of governmental

powers or as constituting or giving rise to a general obligation or other indebtedness or a multiple fiscal year direct or indirect debt or other financial obligation of the District within the meaning of any constitutional or statutory debt limitation, of the Illinois Constitution, nor a mandatory charge or requirement against the District in any ensuing fiscal year beyond the current fiscal year. The District shall have no obligation to make any payment to the Lessor or its assigns except in connection with the payment of the Rental Payments under the Equipment Lease and certain other payments, for which funds have been specifically appropriated and encumbered by the District for such purpose, under the Equipment Lease, which payments may be terminated (and the Equipment Lease not renewed) by the District in accordance with the provisions of the Equipment Lease.

Section 4. The Board hereby determines and declares that (a) the Rental Payments due under the Equipment Lease constitute the fair rental value of the Equipment and do not exceed a reasonable amount; and (b) the leasing of the Equipment pursuant to the Equipment Lease is in the best interests of the District and its inhabitants.

Section 5. All other related contracts and agreements, necessary and incidental to the Equipment Lease are hereby authorized.

Section 6. The District reasonably anticipates to issue not more than \$10,000,000 of tax-exempt obligations (other than "private activity bonds" which are not "qualified 501(c)(3) bonds") during the period from January 1, 2019 to December 31, 2019 and hereby designates the Equipment Lease as a qualified tax-exempt obligation for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended.

Section 7. This resolution shall take effect immediately upon its adoption and approval.

ADOPTED AND APPROVED this 21st day of January, 2019.

(SEAL)



**LESSEE: PUTNAM COUNTY COMMUNITY
UNIT SCHOOL DISTRICT 535**

By: _____

Name/Title: Carl Carlson/Superintendent

Date: January 21, 2019

ATTEST:

By: _____



Name/Title: James Gibson/Board President

MASTER LEASE-PURCHASE AGREEMENT NO. PUT6153

This MASTER LEASE-PURCHASE AGREEMENT ("Lease") is made and entered into as of this 21st day of January 2019, by and between Kinetic Leasing, Inc. (the "Lessor") with its offices at 2575 41st Street S, Suite 1, Fargo, ND 58104 and Putnam County Community Unit School District 535 (the "Lessee") with its office at 400 E. Silverspoon Avenue, Granville, IL 61326, wherein it is agreed as follows:

1. **LEASE OF EQUIPMENT; LEASE SCHEDULES.** Subject to the terms and conditions hereof, Lessor agrees to lease to Lessee and Lessee agrees to lease from Lessor all the equipment described in one or more Lease Schedules ("Schedule") which are entered into from time to time by Lessor and Lessee. Each Schedule incorporates the terms and conditions of this Lease together with all exhibits, riders, attachments and addenda thereto and each such Schedule shall be independent of any other Schedule entered into hereunder. The items of equipment described in Exhibit A attached to each Schedule, together with all replacement parts, repairs, additions and accessories incorporated therein or affixed thereto shall herein collectively be called the "Equipment".
2. **ACCEPTANCE; TERM.** Lessee shall execute and deliver to Lessor one or more receipt certificates ("Receipt Certificates") each of which shall indicate that each item or portion of each item of Equipment described therein has been accepted for use by Lessee or for delivery to an equipment vendor on behalf of Lessee under a Schedule to this Lease and is satisfactory to Lessee for all purposes. This Lease will become effective upon the execution hereof by Lessee and Lessor.

The term of each Schedule will commence on the date Lessee and Lessor executes such Schedule and shall terminate on the last day of Lessee's fiscal year (a "Fiscal Year") in which the Schedule has commenced (the "Original Term"). Unless earlier terminated pursuant to the provisions hereof, the term of each Schedule shall be automatically renewed at the end of the Original Term and each renewal term thereof for a renewal term of one additional Fiscal Year (a "Renewal Term") unless an Event of Non-appropriation shall have occurred as described under Section 5 hereof. The "Lease Term" shall collectively mean the Original Term and all Renewal Terms. The Lease Term shall also terminate upon payment by Lessee of the last Rental Payment required to be made by it in accordance with Exhibit B thereto, unless earlier terminated or not renewed pursuant to Section 5 hereof.

The Lease Term, assuming all annual renewals of this Lease pursuant to Section 5 hereof, does not exceed the weighted average useful life of the Equipment.

3. **RENTAL PAYMENTS.** Subject to Section 5 hereof, Lessee shall pay to Lessor or its assignee the rental payments ("Base Rental Payments") in the amounts and at the times as set forth in Exhibit B to each Schedule. Base Rental Payments, together with additional amounts owed by the Lessee hereunder, are collectively referred to as ("Rental Payments"). A portion of each Rental Payment is paid as and represents the payment of interest as set forth in each Exhibit B. The Rental Payments will be payable for the Lease Term in dollars (U.S.), without notice or demand at the office of Lessor (or such other place as Lessor or its assignee may designate from time to time in writing). Provided that the Rental Payments have been appropriated as set forth in Section 5 hereof, in the event any Rental Payment is received by Lessor or its assignee later than ten (10) days from the due date, Lessee shall pay Lessor on demand as a late charge, ten percent (10%) of such overdue amount, limited, however, to the maximum amount allowed by law.

EXCEPT AS SPECIFICALLY PROVIDED IN SECTION 5 HEREOF, THE RENTAL PAYMENTS WILL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS AND WILL NOT BE SUBJECT TO ANY SETOFF, DEFENSE, COUNTERCLAIM, ABATEMENT OR RECOUPMENT FOR ANY REASON WHATSOEVER. All Rental Payments shall be payable out of the general funds of Lessee or out of any other available funds which have been appropriated by the governing body of Lessee to pay the Rental Payments pursuant to Section 5 hereof.

Lessee and Lessor acknowledge and agree that the Rental Payments shall constitute currently budgeted expenditures of Lessee. Lessee's obligations to pay Rental Payments shall be subject to Lessee's annual right to terminate or not renew this Lease (as further provided in Section 5 hereof), and shall not constitute a mandatory charge, requirement or liability in any ensuing fiscal year of Lessee's beyond the then current fiscal year. No provision of this Lease shall be construed or interpreted as a delegation of governmental powers or as creating indebtedness or a multiple-fiscal year direct or indirect debt or other financial obligation whatsoever of Lessee

within the meaning of any constitutional or statutory debt limitation of the applicable State laws. This Lease shall not directly or indirectly obligate Lessee to make any payments beyond the funds legally available to Lessee for its then current Fiscal Year. Lessee shall be under no obligation whatsoever to exercise its option to purchase the Equipment under this Lease. No provision of this Lease shall be construed to pledge or to create a lien on any class or source of Lessee moneys, nor shall any provision of this Lease restrict the future issuance of any bonds or obligations of Lessee payable from any class or source of moneys of Lessee.

Lessor may revoke acceptance of each Schedule at any time prior to receipt of Lessee's first Receipt Certificate thereunder if Lessor determines that (i) any written representation made to it by Lessee proves to have been false or misleading in any material respect when made, (ii) subsequent to the making of any such representation there has occurred a material change such that any such representation as made is not true and correct, (iii) any event which would constitute a default under the Lease has occurred, or (iv) there has been a substantial and material change in Lessee's financial condition or operations which has a material adverse effect on Lessee's creditworthiness.

4. **DELIVERY; PAYMENT OF EQUIPMENT COST.** The Equipment has been or will be delivered to Lessee by the supplier thereof (the "Equipment Vendor") at Lessee's address above or such other location specified in Exhibit A to each Schedule (the "Equipment Location"). Lessee will pay all transportation and other costs, if any, incurred in connection with the delivery and installation of the Equipment. Upon Lessor's receipt of a Receipt Certificate and, if applicable, a Payment Request Form (under any related Escrow Agreement as may be entered into in respect of any Schedule) for all or a portion of the Equipment and any other documentation required by Lessor, Lessor will pay, or if applicable, cause an Escrow Agent to pay, the Purchase Price of such Equipment to be paid to the Equipment Vendor therefor, if applicable, or to the Lessee in payment or reimbursement for certain prior payments in connection with the delivery and installation of the Equipment (provided that such reimbursements may be made in compliance with federal income tax laws).

5. **TERMINATION FOR GOVERNMENTAL NON-APPROPRIATIONS.** Lessee is a political subdivision of the State of Illinois. Lessee's Fiscal Year ending on June 30 of each calendar year. If Lessee does not appropriate sufficient funds to continue making the Rental Payments for any of Lessee's Fiscal Years subsequent to the one in which this Lease is executed and entered into, then this Lease shall be terminated effective upon expiration of the Fiscal Year in respect of which sufficient funds to make the Rental Payments were last appropriated by the governing body of Lessee and Lessee shall not, upon the occurrence of this "Event of Non-appropriation", be obligated to make any Rental Payments due beyond said Fiscal Year.

Lessee represents that the funds necessary to pay Rental Payments, if any, due in Lessee's now current Fiscal Year have been appropriated.

Lessee shall have an annual option to terminate or not renew this Lease which termination or non-renewal shall be conclusively determined by whether or not the governing body of Lessee has, on or before the last day of each Fiscal Year during the Lease Term, duly enacted an appropriation ordinance or resolution for the ensuing Fiscal Year which includes by specific line item reference sufficient amounts authorized and directed to be used to pay the Rental Payments due in the following Fiscal Year.

The officer of Lessee at any time charged with the responsibility of formulating budget proposals is hereby directed to include in the annual budget proposals submitted to the governing body of Lessee, items for all payments required under this Lease for the ensuing Fiscal Year, until such time (if any) as the governing body of Lessee may determine to terminate or not renew this Lease; it being the intention of the governing body of Lessee that any decision to terminate or not renew this Lease shall be made solely by the governing body of Lessee and not by any other official of Lessee.

Lessee shall, in any event, promptly furnish Lessor or its assignee with copies of its annual budget within seven days after the budget is adopted, but not later than the fourth day after the end of such Fiscal Year, provided that telephonic notice is provided by Lessee to Lessor or its assignee of the adoption of the budget not later than the end of the first business day of the next succeeding Fiscal Year. If such budget and appropriation are not adopted, Lessee shall notify Lessor or its assignee as further provided herein.

Lessee shall give Lessor immediate notice of Lessee's intent to terminate or not renew this Lease under this Section 5, which notice shall contain the termination date (which shall be the end of the last of Lessee's Fiscal Years for which appropriations for the Rental Payments were made) (the "Termination Date") and Lessee shall comply with the provisions of Section 22 of this Lease. Failure to give such notice shall not mean that termination of this Lease (or an Event of Non-appropriation) has not occurred.

In the event of an early termination of this Lease under this Section, all obligations of Lessee to make Rental Payments which would otherwise be due hereunder after the Termination Date shall cease.

6. LIMITATION ON WARRANTIES. LESSOR MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, AS TO THE VALUE, DESIGN, CONDITION, MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE OR FITNESS FOR THE USE OF ANY OF THE EQUIPMENT OR AS TO ITS TITLE THERETO OR ANY OTHER REPRESENTATION OR WARRANTY WITH RESPECT TO THE EQUIPMENT. Lessor hereby assigns to Lessee for and during the Lease Term its interest in any manufacturer's or Equipment Vendor's warranties or guaranties, express or implied, issued on or applicable to the Equipment and Lessor authorizes Lessee to obtain the customary services furnished in connection with such warranties or guaranties at Lessee's expense. Lessee acknowledges that the Equipment has been purchased by Lessor in accordance with Lessee's specifications from Equipment Vendors selected by Lessee; that Lessor is not a manufacturer or dealer of such Equipment and takes no part in or responsibility for the installation of the Equipment, and that Lessor has made no representation or warranty and assumes no obligation with respect to the merchantability, condition, quality or fitness of the Equipment or the enforcement of the manufacturer's warranties or guaranties.

7. TITLE. All right, title and interest in and to each item of the Equipment shall be vested in Lessor immediately upon Lessee's acceptance of the Equipment. Title to the Equipment shall be held in the name of Lessor until Lessor's rights, title and interest in the Equipment are conveyed by Lessor to Lessee as provided in Section 15 hereof. In the event that the Equipment shall include vehicles, the certificates of title thereto shall be in the name of Lessor until conveyed as set forth in Section 15 hereof.

8. PERSONAL PROPERTY. The Equipment is and will remain personal property and will not be deemed to be affixed or attached to real estate or any building thereon. If requested by Lessor, Lessee will, at its expense, furnish a landlord or mortgage waiver with respect to the Equipment.

9. USE; REPAIRS. Lessee will use the Equipment in a careful manner for the use contemplated by the manufacturer of the Equipment and shall comply with all laws, ordinances, insurance policies and regulations relating thereto, and will pay all costs, claims, damages, fees and charges arising out of its possession, use or maintenance. Lessee, at its expense, will keep the Equipment in good repair and will furnish all parts, mechanisms and devices required therefor. If the Equipment is such as is customarily covered by a maintenance agreement, Lessee will furnish Lessor with a maintenance agreement with a party satisfactory to Lessor.

10. ALTERATIONS. Lessee will not make any alterations, additions or improvements to the Equipment without Lessor's prior written consent unless such alterations, additions or improvements may be readily removed without damage to the Equipment.

11. LOCATION; INSPECTION. The Equipment will not be removed from, or if the Equipment consists of rolling stock its permanent base will not be changed from, the Equipment Location without Lessor's prior written consent which will not be unreasonably withheld. Lessor will be entitled to enter upon the Equipment Location or elsewhere during reasonable business hours to inspect the Equipment or observe its use and operation.

12. LIENS AND TAXES. Lessee shall keep the Equipment free and clear of all levies, liens and encumbrances except those created under this Lease. Lessee shall pay, when due, all charges and taxes (local, state and federal) which may now or hereafter be imposed upon the ownership, leasing, rental, sale, purchase, possession or use of the Equipment, excluding, however, all taxes on or measured by Lessor's income. If Lessee fails to pay said charges and taxes when due, Lessor shall have the right, but shall not be obligated, to pay said charges and taxes. If Lessor pays any charges or taxes for which Lessee is responsible or liable under this Lease, Lessee shall, upon demand, reimburse Lessor therefor as additional rent the amount of any such charges or taxes plus interest thereon at the highest rate allowed by law to the date of said reimbursement.

13. RISK OF LOSS; DAMAGES; DESTRUCTION. Lessee assumes all risk of loss of or damage to the Equipment from any cause whatsoever, and no such loss of or damage to the Equipment shall relieve Lessee of the obligation to make Rental Payments or to perform any other obligation under this Lease. In the event of damage to any item of Equipment, Lessee will immediately place the same in good repair with the proceeds of any insurance recovery applied to the cost of such repair. If Lessor determines that any item of the Equipment is lost, stolen, destroyed or damaged beyond repair Lessee, at its option, will either: (a) replace the same with like equipment in good repair, or (b) on the next Rental Payment date pay Lessor; (i) all amounts owed by Lessee under this Lease,

including the Rental Payment due on such date; and (ii) an amount equal to the applicable Termination Value set forth in each Exhibit B.

In the event that Lessee is obligated to make such payment with respect to less than all of the Equipment, Lessor will provide Lessee with the pro rata amount of the Rental Payment and the Termination Value or balance of the Rental Payments then remaining unpaid hereunder, as applicable, to be made by Lessee with respect to the Equipment which has suffered the event of loss.

14. **INSURANCE.** Lessee will, at its expense, maintain at all times during the Lease Term, fire and extended coverage, public liability and property damage insurance with respect to the Equipment in such amounts, covering such risks, and with such insurance companies as shall be satisfactory to Lessor. In no event will the insurance limits be less than the amount of the then applicable Termination Value as provided in Section 15 below. Each insurance policy will name Lessee as an insured and Lessor or its assigns as an additional insured and loss payee, and will contain a clause requiring the insurer to give Lessor at least thirty (30) days prior written notice of any alteration in the terms of such policy or the cancellation thereof. The proceeds of any such policies will be payable to Lessee and Lessor or its assigns as their interests may appear.

Upon acceptance of the Equipment and upon each insurance renewal date, Lessee will deliver to Lessor a certificate evidencing such insurance. In the event of any loss, damage, injury or accident involving the Equipment, Lessee will promptly provide Lessor with written notice thereof and make available to Lessor all information and documentation relating thereto.

15. **PURCHASE OPTION.** On each Base Rental Payment due date, Lessee shall have an option to purchase the Equipment for an amount equal to (a) the Rental Payment then due plus (b) the Termination Value set forth in each Exhibit B. Lessee's right hereunder shall be conditioned upon Lessee's having performed all terms and conditions hereof in a timely fashion and no Event of Default shall have occurred either during the term of the Lease nor at the time this option to purchase is sought to be exercised. Further, Lessee shall, as a condition precedent, give notice of its intention to exercise its option at least thirty (30) days prior to the date upon which it seeks to exercise said right. At such time as Lessee shall have fully paid the total Rental Payments for the entire Lease Term under each Schedule and Lessee shall have fully paid and performed all other obligations hereunder and thereunder and provided no Event of Default has occurred and is continuing, Lessee may at its option pay to Lessor the sum of **ONE DOLLAR (\$1.00)**, whereupon Lessor shall transfer and convey all of its right, title and interest in the Equipment under such Schedule to Lessee as is, where is, without warranty, express or implied, except Lessor will warrant to Lessee that the Equipment is free and clear of any liens created by Lessor. On the date of receipt of the total Rental Payments for the entire Lease Term under each Schedule and the sum of \$1.00, Lessor shall deliver to Lessee such deeds, releases, bills of sale, certificates of title and other documents and instruments as Lessee shall reasonably require to evidence the transfer of all right, title and interest of Lessor in such Equipment to the Lessee free and clear of all liens and encumbrances created by or arising, directly or indirectly, through Lessor.

16. **LESSEE CERTIFICATION.** Lessee warrants that it is a state, or a political subdivision thereof, as defined in Section 103(a) of the Internal Revenue Code of 1986, as amended, (the "Code") and the related regulations and rulings thereunder, or the District of Columbia, and that Lessee's obligation under this Lease constitutes an enforceable obligation issued on behalf of a state or political subdivision thereof, such that any interest income derived under this Lease and due Lessor or its assignee, including but not limited to those amounts designated as interest in Exhibit B, will qualify for exclusion from gross income for Federal income tax purposes by Lessor, its assignee, and any participants with such, under Section 103 of the Code.

Lessee further warrants that (a) Lessee has the legal capacity to enter into this Lease and is not in contravention of any town/city, district, county, or state statute, rule, regulation, or other governmental provision; and (b) during the Lease Term, the Equipment will be used by Lessee only for the purpose of performing governmental or proprietary functions of Lessee consistent with the permissible scope of Lessee's authority and will not be used in a trade or business of any person or entity other than Lessee.

17. **GENERAL TAX AND ARBITRAGE COVENANT.** The Lessee hereby covenants that, notwithstanding any other provision of this Lease, it shall not take any action, or fail to take any action, if any such action or failure to take action would adversely affect the exclusion from gross income of the interest component of the Rental Payments under Section 103 of the Code. The Lessee shall not, directly or indirectly, use or permit the use of the property financed with the Lease, or any portion thereby, by any person other than a governmental unit (as such term is used in Section 141 of the Code), in such manner or to such extent as would result in the loss of exclusion from gross income for federal income tax purposes of the interest component of the Rental Payments.

The Lessee shall not take any action, or fail to take any action, if any such action or failure to take action would cause the Rental Payments to be "private activity bonds" within the meaning of Section 141 of the Code, and in furtherance thereof, shall not make any use of the property financed with the Lease, or any portion thereof, or any other funds of the Lessee, that would cause the Lease Payments to be "private activity bonds" within the meaning of Section 141 of the Code. To that end, so long as any Lease Payments are outstanding, the Lessee, with respect to the property financed with the Lease and such other funds, will comply with applicable requirements of the Code and all regulations of the United States Department of the Treasury issued thereunder to the extent such requirements are, at the time, applicable and in effect.

The Lessee shall not, directly or indirectly use or permit the use of the Equipment, or other funds of the Lessee, or take or omit to take any action, that would cause the Rental Payments to be "arbitrage bonds" within the meaning of Section 148 of the Code. To that end, the United States Department of the Treasury issued thereunder to the extent such requirements are, at the time, in effect and applicable to the Rental Payments.

The Lessee shall not take or omit to take any action that would cause the Rental Payments to be "federally guaranteed" within the meaning of Section 149(b) of the Code.

18. **INDEMNIFICATION.** If for any reason the usage of the Equipment would cause any interest payment hereunder to lose its exclusion from gross income for federal income tax purposes, or if Lessee fails to comply with the information reporting requirements of Section 149(e) of the Code or if Lessee fails to keep a record of all assignments of the Lease pursuant to Section 149(a) of the Code (as provided in Section 28 hereof), then Lessee agrees to the extent allowed by law, to pay Lessor, its assignees, and any participants with such, an additional amount which, together with the amount of interest to be paid by Lessee under this Lease, puts Lessor, its assignees, and any participants with such, in the same after-tax position they would have been in had such payments been excluded from gross income for federal income tax purposes under Section 103 of the Code.

To the extent allowed by law, Lessee agrees to be solely responsible for and to indemnify Lessor for, from and against, any and all claims, actions, proceedings, expenses, damages, liabilities or losses, including reasonable attorney's fees and court costs arising in connection with this Lease or the Equipment, including, but not limited to, its selection, purchase, delivery, possession, use, operation or return and the recovery of claims under insurance policies thereon. This covenant of indemnity shall continue in full force and effect notwithstanding the payment of all Rental Payments and the conveyance of title to the Equipment to Lessee, as provided in this Lease, or the termination of this Lease in any manner whatsoever.

19. **ESSENTIAL USE.** It is the intent of the current governing body of Lessee to make Rental Payments for the full Lease Term but this statement of intent shall not be construed as contractually obligating or otherwise binding Lessee. In this regard Lessee represents that: (a) the use of the Equipment is essential to Lessee's proper, efficient and economic functioning or to the services that Lessee provides to its citizens, (b) Lessee has an immediate need for and expects to make immediate use of substantially all the Equipment, which need is not temporary or expected to diminish in the foreseeable future, and (c) the Equipment will be used by Lessee only for the purpose of performing one or more of its governmental or proprietary functions consistent with the permissible scope of its authority.

20. **ASSIGNMENT.** Without Lessor's prior written consent, Lessee will not assign, transfer, pledge, hypothecate or grant any security interest in or otherwise dispose of this Lease or the Equipment or any interest in this Lease or the Equipment.

Lessor, without the consent of Lessee, may assign its right, title and interest in and to this Lease, the Equipment and any other documents executed with respect to this Lease, and/or grant or assign a security interest in this Lease and the Equipment, in whole or in part. Any such assignees shall have all of the rights of Lessor under this Lease. Subject to the foregoing, this Lease inures to the benefit of and is binding upon the heirs, executors, administrators, successors and assigns of the parties hereto. Any assignment or reassignment of any of Lessor's right, title or interest in this Lease or the Equipment shall only be effective upon receipt by Lessee of a duplicate original of the counterpart document by which the assignment or reassignment is made, disclosing the name and address of each such assignee and, where applicable, to whom further payments hereunder should be made. Notwithstanding the above, Lessor may assign any interest in this Lease upon terms which provide that the assignor or assignee will act as a collection and paying agent ("Agent") for holders of certificates of participation in this Lease, provided Lessee receives written notification of the name and address of the Agent and a copy of the agency agreement. Lessee agrees to acknowledge in writing any assignments if so requested.

LESSEE AGREES THAT UPON NOTICE OF SUCH ASSIGNMENT IT SHALL PAY DIRECTLY TO LESSOR'S ASSIGNEE, SUBJECT TO SECTION 5 HEREOF, WITHOUT ABATEMENT, DEDUCTION OR SETOFF ALL AMOUNTS WHICH BECOME DUE HEREUNDER AND FURTHER AGREES THAT IT WILL NOT ASSERT AGAINST LESSOR'S ASSIGNEE ANY DEFENSE, CLAIM, COUNTERCLAIM OR SETOFF ON ACCOUNT OF ANY REASON WHATSOEVER WITH RESPECT TO ANY RENTAL PAYMENTS OR OTHER AMOUNTS DUE HEREUNDER AND WITH RESPECT TO ANY ACTION BROUGHT TO OBTAIN POSSESSION OF THE EQUIPMENT PURSUANT TO THIS LEASE.

21. **EVENTS OF DEFAULT.** The term "Event of Default", as used in this Lease, means the occurrence of any one or more of the following events:

(a) Lessee fails to make any Rental Payment (or any other payment such as late charges, reimbursements or holdover rent which may be due hereunder) within each Fiscal Year as it becomes due after renewal in accordance with the terms of this Lease, and any such failure continues for ten (10) days after the due date thereof;

(b) Lessee fails to perform or observe any other covenant, condition, or agreement to be performed or observed by it hereunder and such failure is not cured within twenty (20) days after receipt of written notice thereof by Lessor;

(c) The discovery by Lessor that any statement, representation, or warranty made by Lessee in this Lease or in any writing delivered by Lessee pursuant hereto or in connection herewith is false, misleading, or erroneous in any material respect;

(d) Lessee becomes insolvent, makes an assignment for the benefit of creditors, applies or consents to the appointment of a receiver, trustee, conservator or liquidator of Lessee of all or a substantial part of its assets, or a petition for relief is filed by Lessee under Federal bankruptcy, insolvency or similar laws; or a petition in a proceeding under any bankruptcy, insolvency or similar laws is filed against Lessee and is not dismissed within thirty (30) days thereafter; or

(e) Lessee shall be in default under any other Schedule under this Agreement.

22. **REMEDIES.** Upon the occurrence of an Event of Default, Lessor may, at its option, exercise any one or more of the following remedies:

(a) By written notice, and to the extent allowed by the law of the jurisdiction governing of this Lease, to Lessee declare an amount equal to all Rental Payments which have been appropriated for the Fiscal Year during which the Event of Default occurred and all other amounts then due under this Lease, to be immediately due and payable, whereupon the same shall become immediately due and payable;

(b) By written notice to Lessee, request Lessee to (and Lessee agrees that it will), at Lessee's expense, promptly return the Equipment to Lessor in the manner set forth in Section 22 hereof, or Lessor, at its option, may enter upon the premises where the Equipment is located and take immediate possession of and remove the same;

(c) Sell or lease the Equipment or sublease it for the account of Lessee, holding Lessee liable for all appropriated Rental Payments and other payments hereunder, including but not limited to late charges, if any, which may be due under Section 3, reimbursements, if any, which may be due under Section 12 and holdover rent, if any, which may be due if the Lessee fails to relinquish and deliver the Equipment as required under Section 22) due to the effective date of such selling, leasing or subleasing; and

(d) Exercise any other right, remedy or privilege which may be available to it under applicable law including the right to (i) proceed by appropriate court action to enforce the terms of this Lease; (ii) recover damages for the breach of this Lease; and (iii) rescind this Lease as to any or all of the Equipment in accordance with applicable laws and procedures.

In addition, to the extent allowed by law, Lessee will remain liable for all covenants and indemnities under this Lease and for all legal fees and other costs and expenses, including court costs, incurred by Lessor with respect to the enforcement of any of the remedies listed above or any other remedy available to Lessor.

23. **TERMINATION PROCEDURE.** In the event Lessor is entitled under the provisions of this Lease, including any termination hereof pursuant to Sections 5 and 22 hereof, to obtain possession of the Equipment, Lessee shall make the Equipment available to Lessor free of all liens and encumbrances in at least as good condition and repair as when delivered to Lessee, ordinary wear and tear resulting from proper use alone excepted. Lessee

agrees, at its expense, to advise Lessor of the location or locations where the Equipment may be found, permit Lessor access to the Equipment, voluntarily relinquish possession of the Equipment to Lessor, deliver the Equipment to a reasonable location specified by Lessor, and fully cooperate with Lessor in all respects in the removal of and redelivery of the Equipment to Lessor. Lessee agrees to execute and deliver to Lessor all documents reasonably requested by Lessor to evidence the termination of Lessee's leasehold interest in the Equipment.

24. **LAW GOVERNING.** This Lease shall be governed by the laws of the State of Illinois.

25. **NOTICES.** All notices to be given under this Lease shall be made in writing and mailed by certified mail to the other party at its address set forth herein or at such address as the party may provide in writing from time to time. Any such notices shall be deemed to have been received five (5) days subsequent to mailing.

26. **SECTION HEADINGS.** All section headings contained herein are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Lease.

27. **DELIVERY OF RELATED DOCUMENTS.** Lessee will execute or provide, as requested by Lessor, annual budget and financial information and such other documents and information, including an opinion of Lessee's counsel as to the validity and enforceability of this Lease, as are reasonably necessary with respect to the transaction contemplated by this Lease.

28. **ENTIRE AGREEMENT; WAIVER; EXECUTION IN COUNTERPARTS.** This Lease, together with the Schedules and exhibits attached hereto and thereto are made a part hereof and any other attachments hereto and other documents or instruments executed by Lessee and Lessor in connection herewith constitute the entire agreement between the parties with respect to the lease of the Equipment. This Lease and any Schedule shall not be modified, amended, altered, or changed except with the written consent of Lessee and Lessor. Any provision of this Lease or any Schedule found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Lease. The waiver by Lessor of any breach by Lessee of any term, covenant or condition hereof shall not operate as a waiver of any subsequent breach hereof.

This Lease may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

29. **APPOINTMENT.** In compliance with Section 149(a) of the Internal Revenue Code of 1986, as amended, Lessee hereby designates Lessor to be its agent for the purposes of maintaining a book entry system identifying the ownership or interest in and to this Lease and each Schedule and Lessor hereby accept its duties as agent hereunder.

30. **SECTION 265(B) (3) CERTIFICATION.** LESSEE CERTIFIES THAT IT HAS DESIGNATED THE OBLIGATION CREATED BY THIS LEASE AS A "QUALIFIED TAX-EXEMPT OBLIGATION" IN ACCORDANCE WITH SECTION 265(B)(3) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, AND FURTHER IT HAS NOT DESIGNATED MORE THAN \$10,000,000 OF OBLIGATIONS AS QUALIFIED TAX-EXEMPT OBLIGATIONS IN ACCORDANCE WITH SUCH SECTION FOR THE CURRENT CALENDAR YEAR AND REASONABLY ANTICIPATES THAT THE TOTAL AMOUNT OF QUALIFIED TAX-EXEMPT OBLIGATIONS TO BE ISSUED BY LESSEE DURING THE CURRENT CALENDAR YEAR WILL NOT EXCEED \$10,000,000.

31. **ADDITIONAL PROVISIONS.** Any amendments to the standard language of this Lease will be set forth in riders attached hereto and made a part hereof.

**LESSEE: PUTNAM COUNTY COMMUNITY UNIT
SCHOOL DISTRICT 535**

(SEAL)



By: _____

Name/Title: Carl Carlson/Superintendent

Date: January 21, 2019

ATTEST:

By: _____

Name/Title: James Gibson/Board President



LESSOR: KINETIC LEASING, INC.

By: _____

Name/Title: _____

Date: _____

SCHEDULE NO. 101
TO MASTER LEASE-PURCHASE AGREEMENT NO. PUT6153
DATED: JANUARY 21, 2019

LESSEE: Putnam County Community Unit School District 535
400 E. Silverspoon Avenue
Granville, IL 61326

LESSOR: Kinetic Leasing, Inc.
2575 41st Street S, Suite 1
Fargo, ND 58104

1. **EQUIPMENT DESCRIPTION.** The Equipment covered by this Schedule is as described in Exhibit A hereto.
2. **TERM AND ACCEPTANCE.** The Term of this Schedule shall commence upon execution hereof by Lessee and Lessor and terminate upon the payment by Lessee of the last Rental Payment required to be made by it in accordance with Exhibit B hereto unless terminated earlier pursuant to Lessee's option to terminate (or not renew) under Section 5 of the Lease. Lessee hereby authorizes its Chairperson to execute and deliver each Receipt Certificate and, if applicable, each Payment Request Form under an Escrow Agreement.
3. **RENTAL PAYMENTS.** The Rental Payments required to be made under this Schedule and in accordance with the terms of the Lease shall be made in the amounts, in dollars (U.S.), and at the times set forth on Exhibit B hereto unless terminated earlier pursuant to Lessee's option to terminate (or not renew) under Section 5 of the Lease. All Rental Payments and other amounts which may be due hereunder or under the Lease shall be paid to Lessor at its address set forth above or in such other manner of which Lessor shall notify Lessee.
4. **CERTAIN REPRESENTATIONS AND WARRANTIES AND DESIGNATION.** (a) Lessee hereby confirms, represents and warrants as follows: (i) all representations and warranties made by Lessee in the Lease (specifically including those contained in Section 16 of the Lease) or any document or certificate furnished pursuant to the Lease are true and correct as of the date hereof with the same effect as though made on the date hereof; (ii) there has not occurred nor is there presently continuing an Event of Default under the terms of the Lease, nor any other event which with the giving of notice or the lapse of time, or both, would become an Event of Default; and (iii) funds sufficient for the payment by Lessee of the Rental Payments and other amounts with respect to this Schedule for its current Fiscal Year have been duly budgeted and appropriated and are available for such payment by Lessee. (b) Lessee has the legal capacity to enter into the Lease and is not in contravention of any town/city, district, county, or constitution, state statute, rule, regulation, or other governmental provision.

LESSEE CERTIFIES THAT IT HAS DESIGNATED THE OBLIGATION CREATED BY THIS LEASE AS A QUALIFIED **TAX-EXEMPT OBLIGATION** IN ACCORDANCE WITH SECTION 265(B)(3) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, AND FURTHER IT HAS NOT DESIGNATED MORE THAN \$10,000,000 OF OBLIGATIONS AS QUALIFIED TAX-EXEMPT OBLIGATIONS IN ACCORDANCE WITH SUCH SECTION FOR THE CURRENT CALENDAR YEAR AND REASONABLY ANTICIPATES THAT THE TOTAL AMOUNT OF QUALIFIED TAX-EXEMPT OBLIGATIONS TO BE ISSUED BY LESSEE DURING THE CURRENT CALENDAR YEAR WILL NOT EXCEED \$10,000,000.

5. **GENERAL PROVISIONS.** All defined terms used in this Schedule shall have the meanings set forth in the Master Lease-Purchase Agreement first referred to above (the "Lease"). This Schedule is deemed to be an integral part of the Lease. All terms and conditions of the Lease are incorporated herein by reference except that other Schedules entered into pursuant to the Lease shall not be deemed to be incorporated herein. Any reference to Lessor in the Schedule shall mean Lessor and its assigns or successors except as otherwise provided.

LESSEE ACKNOWLEDGES RECEIPT OF A SIGNED TRUE AND EXACT COPY OF THIS SCHEDULE.

LESSEE: PUTNAM COUNTY COMMUNITY UNIT
SCHOOL DISTRICT 535

(SEAL)



By: _____

Name/Title: Carl Carlson/Superintendent

Date: January 21, 2019

ATTEST:

By: _____



Name/Title: James Gibson/Board President

LESSOR: KINETIC LEASING, INC.

By: _____

Name/Title: _____

Date: January 21, 2019

EXHIBIT A

**TO SCHEDULE NO. 101, DATED AS OF JANUARY 21, 2019 TO
MASTER LEASE-PURCHASE AGREEMENT NO. PUT6153, DATED AS OF JANUARY 21, 2019**

Equipment Location: 402 E. Silverspoon Avenue, Granville, IL 61326

EQUIPMENT DESCRIPTION

QTY.	SERIAL NO.	DESCRIPTION
		VENDOR: VIVACITY TECH
350		Chromebook Ready Package includes: <ul style="list-style-type: none"> • Laser Etching; No limits on size, character count, or images • White Glove; included device enrollment & Chrome OS updates, CSV exports & advanced configurations available on request for no additional fee • Asset Tagging; Provide your own or choose from one of ours at no additional cost
5		Dell 3180-2NN30-NT-A/B <ul style="list-style-type: none"> • Dell Chromebook 11 3180, 11.6" Non-touchscreen, 4GB RAM, Black • Ruggedized Chromebook for Education • Intel Celeron N3060 Processor with 4GB Memory & 32GB SSD • Primary 3-Cell 42W/HR Battery • 11.6" HD IPS 16:9 (1366 x 768) with Corning Gorilla Glass NBT • Grade A or Grade B recertified
350		Dell 3180-2NN30-NT-A/B <ul style="list-style-type: none"> • Dell Chromebook 11 3180, 11.6" Non-touchscreen, 4GB RAM, Black • Ruggedized Chromebook for Education • Intel Celeron N3060 Processor with 4GB Memory & 32GB SSD • Primary 3-Cell 42W/HR Battery • 11.6" HD IPS 16:9 (1366 x 768) with Corning Gorilla Glass NBT • Grade A or Grade B recertified
350		V7 CCK5FIT-1N <ul style="list-style-type: none"> • V7 Notebook Carrying Case • Essential Black work in case with handle strap for 11.6 IN Chromebook
350		Google Chrome Management <ul style="list-style-type: none"> • Track assets • Pre-install & block apps • Create user groups • Control user access • Configure network access • Customize user features

Equipment Location: 13183 N. 350th Ave, McNabb, IL 61335

EQUIPMENT DESCRIPTION

QTY.	SERIAL NO.	DESCRIPTION
		VENDOR: VIVACITY TECH
215		Chromebook Ready Package includes: <ul style="list-style-type: none"> • Laser Etching; No limits on size, character count, or images • White Glove; included device enrollment & Chrome OS updates, CSV exports & advanced configurations available on request for no additional fee • Asset Tagging; Provide your own or choose from one of ours at no additional cost
5		Dell 3180-2NN30-NT-A/B <ul style="list-style-type: none"> • Dell Chromebook 11 3180, 11.6" Non-touchscreen, 4GB RAM, Black • Ruggedized Chromebook for Education • Intel Celeron N3060 Processor with 4GB Memory & 32GB SSD • Primary 3-Cell 42W/HR Battery • 11.6" HD IPS 16:9 (1366 x 768) with Corning Gorilla Glass NBT • Grade A or Grade B recertified
215		Dell 3180-2NN30-NT-A/B <ul style="list-style-type: none"> • Dell Chromebook 11 3180, 11.6" Non-touchscreen, 4GB RAM, Black • Ruggedized Chromebook for Education • Intel Celeron N3060 Processor with 4GB Memory & 32GB SSD • Primary 3-Cell 42W/HR Battery • 11.6" HD IPS 16:9 (1366 x 768) with Corning Gorilla Glass NBT • Grade A or Grade B recertified
215		V7 CCK5FIT-1N <ul style="list-style-type: none"> • V7 Notebook Carrying Case • Essential Black work in case with handle strap for 11.6 IN Chromebook
215		Google Chrome Management <ul style="list-style-type: none"> • Track assets • Pre-install & block apps • Create user groups • Control user access • Configure network access • Customize user features

Description of Financed Amount:

Cost of above Equipment	\$148,538.50
Cost of related charges:	
Shipping	\$
Physical Modifications (specify)	\$ 0.00
Other (Specify)	\$ 0.00
Add: Sales or other tax, if applicable	\$ 0.00
Less: Down payment, if applicable	\$ 0.00
Net Financed Amount:	\$148,538.50

**LESSEE: PUTNAM COUNTY COMMUNITY UNIT
SCHOOL DISTRICT 535**

(SEAL)



By: _____

Name/Title: Carl Carlson/Superintendent

Date: January 15, 2019

ATTEST:

By: _____

Name/Title: James Gibson/Board President



EXHIBIT B**TO SCHEDULE NO. 101, DATED AS OF JANUARY 21, 2019 TO
MASTER LEASE-PURCHASE AGREEMENT NO. PUT6153, DATED AS OF JANUARY 21, 2019****BASE RENTAL PAYMENTS**

Base Rental Payment Date	Base Rental Payment Amount	Interest Portion	Principal Portion	Termination Value
February 1, 2019	\$4,026.00	\$0.00	\$4,026.00	\$146,490.00
March 1, 2019	\$4,026.00	\$537.87	\$3,502.13	\$142,891.00
April 1, 2019	\$4,026.00	\$511.18	\$3,514.82	\$139,282.00
May 1, 2019	\$4,026.00	\$498.43	\$3,527.57	\$135,662.00
June 1, 2019	\$4,026.00	\$485.65	\$3,540.35	\$132,032.00
July 1, 2019	\$4,026.00	\$472.81	\$3,553.19	\$128,391.00
August 1, 2019	\$4,026.00	\$459.93	\$3,566.07	\$124,739.00
September 1, 2019	\$4,026.00	\$447.00	\$3,579.00	\$121,077.00
October 1, 2019	\$4,026.00	\$434.03	\$3,591.97	\$117,404.00
November 1, 2019	\$4,026.00	\$421.01	\$3,604.99	\$113,721.00
December 1, 2019	\$4,026.00	\$407.94	\$3,618.06	\$110,026.00
January 1, 2020	\$4,026.00	\$394.83	\$3,631.17	\$106,321.00
February 1, 2020	\$4,026.00	\$381.66	\$3,644.34	\$102,605.00
March 1, 2020	\$4,026.00	\$368.45	\$3,657.55	\$98,879.00
April 1, 2020	\$4,026.00	\$355.19	\$3,670.81	\$95,141.00
May 1, 2020	\$4,026.00	\$341.88	\$3,684.12	\$91,392.00
June 1, 2020	\$4,026.00	\$328.53	\$3,697.47	\$87,633.00

July 1, 2020	\$4,026.00	\$315.13	\$3,710.87	\$83,863.00
August 1, 2020	\$4,026.00	\$301.67	\$3,724.33	\$80,081.00
September 1, 2020	\$4,026.00	\$288.17	\$3,737.83	\$76,289.00
October 1, 2020	\$4,026.00	\$274.62	\$3,751.38	\$72,485.00
November 1, 2020	\$4,026.00	\$261.02	\$3,764.98	\$68,671.00
December 1, 2020	\$4,026.00	\$247.37	\$3,778.63	\$64,845.00
January 1, 2021	\$4,026.00	\$233.68	\$3,792.32	\$61,008.00
February 1, 2021	\$4,026.00	\$219.93	\$3,806.07	\$57,160.00
March 1, 2021	\$4,026.00	\$206.13	\$3,819.87	\$53,301.00
April 1, 2021	\$4,026.00	\$192.28	\$3,833.72	\$49,430.00
May 1, 2021	\$4,026.00	\$178.39	\$3,847.61	\$45,548.00
June 1, 2021	\$4,026.00	\$164.44	\$3,861.56	\$41,655.00
July 1, 2021	\$4,026.00	\$150.44	\$3,875.56	\$37,751.00
August 1, 2021	\$4,026.00	\$136.39	\$3,889.61	\$33,835.00
September 1, 2021	\$4,026.00	\$122.29	\$3,903.71	\$29,908.00
October 1, 2021	\$4,026.00	\$108.14	\$3,917.86	\$25,969.00
November 1, 2021	\$4,026.00	\$93.94	\$3,932.06	\$22,019.00
December 1, 2021	\$4,026.00	\$79.68	\$3,946.32	\$18,057.00
January 1, 2022	\$4,026.00	\$65.38	\$3,960.62	\$14,083.00
February 1, 2022	\$14,125.00	\$51.02	\$14,073.98	\$0.00

Compound Period: Annual
Nominal Annual Rate: 4.348%

AMORTIZATION SCHEDULE – US RULE, 360 day year

(SEAL)



**LESSEE: PUTNAM COUNTY COMMUNITY UNIT
SCHOOL DISTRICT 535**

By: _____

Name/Title: Carl Carlson/Superintendent

Date: January 21, 2019

ATTEST:

By: _____

Name/Title: James Gibson/Board President



EXHIBIT C

**SCHEDULE NO. 101
TO MASTER LEASE-PURCHASE AGREEMENT NO. PUT6153**

RECEIPT CERTIFICATE

The undersigned Lessee under that certain Schedule No. 101, dated as of January 21, 2019, to Master Lease-Purchase Agreement No. PUT6153, dated as of January 21, 2019, negotiated for the purpose of acquiring Equipment with Kinetic Leasing, Inc. as Lessor, hereby acknowledges receipt in good condition of all of the Equipment described on Exhibit A of Schedule No. 101 to said Master Lease-Purchase Agreement this 21st day of January 2019, and hereby certifies that the Equipment is satisfactory and in accordance with specifications.

Further, Lessee hereby confirms that it will commence Rental Payments for the Equipment as specified in Exhibit B of Schedule No. 101 to Master Lease-Purchase Agreement No. PUT6153, with the first payment being due on February 1, 2019.

**LESSEE: PUTNAM COUNTY COMMUNITY UNIT
SCHOOL DISTRICT 535**



By: _____

Name/Title: Carl Carlson/Superintendent

Date: January 21, 2019


EXHIBIT D

**TO SCHEDULE NO. 101, DATED AS OF JANUARY 21, 2019 TO
MASTER LEASE-PURCHASE AGREEMENT NO. PUT6153, DATED AS OF JANUARY 21, 2019**

STATEMENT OF ESSENTIAL USE/SOURCE OF FUNDS

The above referenced Lease is to provide financing for the lease purchase of equipment rather than for the short-term rental of equipment. For this reason, periodic payment amounts are calculated to amortize the full cost of the Equipment over the agreed payment term. Because we do not consider your repayment commitment to be a debt or multiple fiscal year financial obligation, as those terms would be defined by State constitution or regulations, the Lease includes a non-appropriation clause as a result of which the Lease is not renewed and is subject to funds being encumbered for repayment by your governing body. This non-appropriation clause provides some risk that the Equipment will be returned during the life of the Lease.

As evidence of the declaration of intent of your governing body to retain the Equipment throughout the Lease Term, we need a description of your understanding of the essential governmental use intended for the Equipment, together with an understanding of the sources from which Rental Payments are expected to be made. To satisfy this requirement, please address the following points either by completing this form or sending a separate letter:

- 
1. What is the specific use of this Equipment?

 2. Why is the Equipment essential to the operation of your organization?

 3. Does the Equipment replace existing equipment?
If so, why is the replacement being made?

 4. What is your estimate of the useful life of the Equipment to your operations?

 5. What is the expected source of funds for payments due under the Lease for the current fiscal and future years?



**LESSEE: PUTNAM COUNTY COMMUNITY UNIT
SCHOOL DISTRICT 535**

By: _____

Name/Title: Carl Carlson/Superintendent

Date: January 21, 2019

EXHIBIT E

INSURANCE COVERAGE DISCLOSURE

TO MASTER LEASE-PURCHASE AGREEMENT NO. PUT6153

RE: INSURANCE COVERAGE REQUIREMENTS

1. In accordance with the Master Lease-Purchase Agreement, Lessee certifies that it has instructed the insurance agent named below (please fill in name, address, and telephone and fax number):

to issue: (check to indicate coverage)

- _____ a. All Risk Physical Damage Insurance on the Equipment evidenced by a Certificate of Insurance and Long Form Loss Payable Clause naming Kinetic Leasing, Inc. and/or its assigns as **Loss Payee**.

Coverage Required: Termination Value Specified.

- _____ b. Public Liability Insurance evidenced by a Certificate of Insurance naming Kinetic Leasing, Inc. and/or its assigns as an **Additional Insured**.

Proof of insurance coverage will be provided to Kinetic Leasing, Inc., prior to the time that the Equipment is delivered to Lessee;

OR

2. Pursuant to the Master Lease-Purchase Agreement, Lessee represents and warrants, in addition to other matters under the Master Lease-Purchase Agreement, that it is lawfully self-insured for: (check to indicate coverage)

- _____ a. All Risk, Physical Damage in the amount(s) specified in 1(a) above.

- _____ b. Public Liability for not less than the amount(s) specified in 1(b) above.

**LESSEE: PUTNAM COUNTY COMMUNITY UNIT
SCHOOL DISTRICT 535**



By: _____

Name/Title: Carl Carlson/Superintendent

Date: January 21, 2019

**MASTER LEASE-PURCHASE AGREEMENT NO. PUT6153
BETWEEN
KINETIC LEASING, INC., AS LESSOR
AND
PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT 535, AS LESSEE**

CERTIFICATE AS TO USE OF PROCEEDS

I, the undersigned officer of PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT 535 (the "District") being the person duly charged, with others, with responsibility for the execution and delivery by the District of that certain Master Lease-Purchase Agreement No. PUT6153 dated January 21, 2019 (the "Lease"), between Kinetic Leasing, Inc., as lessor (the "Lessor"), and Lessee, HEREBY CERTIFY that:

1. The Lease was executed and delivered by the District under and pursuant to Illinois law to finance the acquisition of certain Equipment described therein.
2. Prior to the date of execution and delivery of the Lease the District did not incur and pay any costs related to the Equipment, for which costs the District expects to be reimbursed with net proceeds of the Lease.
3. The Equipment will be acquired and installed, with due diligence, and, based upon the provisions of the Lease, the Equipment is expected to be acquired and installed on or before February 1, 2019.
4. All of the spendable proceeds of the Lease will be expended on the Equipment and related expenses within six months from the date of the Lease. The original proceeds of the Lease, and the interest to be earned thereon, do not exceed the amount necessary for the purpose for which the Lease is executed and delivered.
5. Pursuant to the Lease, the District is entitled to the use and lease of the Equipment in consideration for the obligation of the District to make Rental Payments under the Lease. The Equipment will be used in furtherance of the public purposes of the District. The District does not intend to sell the Equipment or its interest in the Lease or to otherwise dispose of the Equipment during the term of the Lease. The District is not the owner of the Equipment during the term of the Lease.
6. The District expects to make payments under the Lease from its general funds on the basis of annual appropriations in amounts equal to the Rental Payments under the Lease. No other moneys are pledged to the Lease or reasonably expected to be used to pay Rental Payments under the Lease. No sinking fund, reserve fund or similar fund is expected to be created by the District with respect to the Lease and the Rental Payments.
7. The District hereby covenants that it will perform all acts within its power which are or may be necessary to insure that the Interest Portion of the Rental Payments due under the Lease will at all times not become included in gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the "Code") and the regulations promulgated thereunder. In connection with this covenant, the District will comply with all arbitrage rebate provisions of the Code in the event that the transaction represented by the Lease becomes subject to such provisions.
8. The Lease is hereby designated as a "qualified tax-exempt obligation" as such term is defined in Section 265(b)(3) of the Code.

9. The District, including all entities or governmental units which are subordinate thereto, does not reasonably anticipate to issue in the aggregate more than \$10,000,000 of "qualified tax-exempt obligations" during the calendar year ending December 31, 2019.

To the best of my knowledge, information and belief the expectations herein expressed are reasonable and there are no facts, estimates or circumstances other than those expressed herein that would materially affect the expectations herein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of Putnam County Community Unit School District 535 as of the 21st day of January 2019.

**LESSEE: PUTNAM COUNTY COMMUNITY
UNIT SCHOOL DISTRICT 535**

(SEAL)



By: _____

Name/Title: Carl Carlson/Superintendent

Date: January 21, 2019

ATTEST:

By: _____

Name/Title: James Gibson/Board President



**MASTER LEASE-PURCHASE AGREEMENT NO. PUT6153
BETWEEN**

**KINETIC LEASING, INC., AS LESSOR
AND
PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT 535, AS LESSEE**

DISTRICT GENERAL AND NO LITIGATION CERTIFICATE

The undersigned officers of Putnam County Community Unit School District 535, (the "District") being the persons duly charged, with others, with responsibility in connection with the execution and delivery by the District of that certain agreement entitled "Master Lease-Purchase Agreement No. PUT6153" dated as of January 21, 2019 (the "Lease"), between Kinetic Leasing, Inc., as lessor (the "Lessor"), and the District, as lessee, HEREBY CERTIFY that:

1. The District is a political subdivision of the State of Illinois duly organized and existing under the Constitution and laws of the State Illinois.
2. For the period from January 1, 2019, to and including the date of this Affidavit, the following have been and now are the duly elected or appointed, qualified and acting Chairperson of the Board of Trustees of the District (the "Board"), and the Superintendent of the District:

Board President: James Gibson

Superintendent: Carl Carlson

3. Closing of the Lease shall be made at such other time as the Lessor and the District shall mutually agree upon (the "Closing Time").
4. The District has duly performed all of its obligations to be performed at or prior to the Closing Time and each of the representations and warranties of the District contained in the Lease is true and correct as of the Closing Time.
5. The District has authorized, by all necessary action, the execution and delivery or receipt and due performance of the Lease, by the adoption of a resolution of the Board, (the "Lease Resolution"), and such other agreements and documents as may be required to be executed and delivered or received by the District in order to carry out, give effect to and consummate the transactions contemplated by the Lease Resolution.
6. On or before the date hereof, said District Chairperson and District Superintendent did execute counterparts of the Lease.
7. None of the proceedings or authority for the execution and delivery of the Lease, or the Lease Resolution have been modified, amended or repealed.
8. No litigation is now pending, or to our knowledge threatened, seeking to restrain or to enjoin the execution or delivery by the District of the Lease or in any way affecting the Rental Payments (as defined in the Lease) or any authority for or the validity of the Lease, the Lease Resolution or the existence or powers of the District.
9. The District is not on this date in violation of any of the covenants set forth in the Lease.

10. The execution, adoption and delivery of the Lease, and the Lease Resolution and the other certificates contemplated therein and compliance by the District with the provisions thereof will not conflict with or constitute on the part of the District a breach of or a default under the Illinois or laws of the State, any existing law, court or administrative regulation, deed or order or any agreement, ordinance, resolution, indenture, mortgage, lease or other instrument to which the District is subject or by which it is bound.

11. The individuals named below were authorized in the Lease Resolution to execute the Receipt Certificates in form as attached to the Lease, and their signatures set forth opposite their names are their genuine signatures:

Name	Office	Signature
<u>James Gibson</u>	<u>Board President</u>	_____
<u>Carl Carlson</u>	<u>Superintendent</u>	_____
_____	_____	_____



IN WITNESS WHEREOF, we have hereunto subscribed our names and affixed the official seal of Putnam County Community Unit School District 535, as of the 21st day of January 2019.

**LESSEE: PUTNAM COUNTY COMMUNITY
UNIT SCHOOL DISTRICT 535**

(SEAL)

By: _____

Name/Title: James Gibson/Board President

Date: January 21, 2019



ATTEST:

By: _____

Name/Title: Megan Goetz/Board Secretary



Information Return for Tax-Exempt Governmental Obligations

► Under Internal Revenue Code section 149(e)
 ► See separate instructions.

OMB No. 1545-0720

Caution: If the issue price is under \$100,000, use Form 8038-GC.

Part I Reporting Authority		If Amended Return, check here <input type="checkbox"/>	
1 Issuer's name Putnam County Community Unit School District 535		2 Issuer's employer identification number (EIN) 36 2580500	
3 Number and street (or P.O. box if mail is not delivered to street address) 400 E Silverspoon Ave		Room/suite	4 Report number (For IRS Use Only) 3
5 City, town, or post office, state, and ZIP code Granville, IL 61326		6 Date of issue 01/21/2019	
7 Name of issue PUT6153-101		8 CUSIP number	
9 Name and title of officer of the issuer or other person whom the IRS may call for more information Carl Carlson/Superintendent		10 Telephone number of officer or other person (815) 882-2800	

Part II Type of Issue (enter the issue price) See instructions and attach schedule			
11 Education		11	148,538 50
12 Health and hospital		12	
13 Transportation		13	
14 Public safety		14	
15 Environment (including sewage bonds).		15	
16 Housing		16	
17 Utilities		17	
18 Other. Describe ►		18	
19 If obligations are TANs or RANs, check only box 19a <input type="checkbox"/>			
If obligations are BANs, check only box 19b <input type="checkbox"/>			
20 If obligations are in the form of a lease or installment sale, check box <input checked="" type="checkbox"/>			

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.					
	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	02/01/2022	\$ 148,538.50	\$ N/AP	3 years	4.350 %

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)				
22 Proceeds used for accrued interest		22	N/AP	
23 Issue price of entire issue (enter amount from line 21, column (b))		23	148,538	50
24 Proceeds used for bond issuance costs (including underwriters' discount)	24	N/AP		
25 Proceeds used for credit enhancement	25	N/AP		
26 Proceeds allocated to reasonably required reserve or replacement fund	26	N/AP		
27 Proceeds used to currently refund prior issues	27	N/AP		
28 Proceeds used to advance refund prior issues	28	N/AP		
29 Total (add lines 24 through 28)		29	N/AP	
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)		30	148,538	50

Part V Description of Refunded Bonds (Complete this part only for refunding bonds.)		
31 Enter the remaining weighted average maturity of the bonds to be currently refunded	►	N/AP years
32 Enter the remaining weighted average maturity of the bonds to be advance refunded	►	N/AP years
33 Enter the last date on which the refunded bonds will be called (MM/DD/YYYY)	►	N/AP
34 Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY) N/AP		

Part VI Miscellaneous

- | | |
|------------|------|
| 35 | N/AP |
| 36a | N/AP |
| 37a | N/AP |
- 35** Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)
- 36a** Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions)
- b** Enter the final maturity date of the GIC ▶ _____
- 37** Pooled financings: **a** Proceeds of this issue that are to be used to make loans to other governmental units
- b** If this issue is a loan made from the proceeds of another tax-exempt issue, check box and enter the name of the issuer ▶ N/AP and the date of the issue ▶ N/AP
- 38** If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box
- 39** If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box
- 40** If the issuer has identified a hedge, check box

Signature and Consent	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS' disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.			
	▶ _____ Signature of issuer's authorized representative	_____ Date	▶ Carl Carlson/Superintendent Type or print name and title	
Paid Preparer's Use Only	Preparer's signature ▶ _____	Date _____	Check if self-employed <input type="checkbox"/>	Preparer's SSN or PTIN _____
	Firm's name (or yours if self-employed), address, and ZIP code ▶ _____	EIN _____	Phone no. () _____	

Information Return for Tax-Exempt Governmental Obligations

► Under Internal Revenue Code section 149(e)

► See separate instructions.

Caution: If the issue price is under \$100,000, use Form 8038-GC.

OMB No. 1545-0720

Part I Reporting Authority		If Amended Return, check here <input type="checkbox"/>	
1 Issuer's name Putnam County Community Unit School District 535		2 Issuer's employer identification number (EIN) 36 2580500	
3 Number and street (or P.O. box if mail is not delivered to street address) 400 E Silverspoon Ave		Room/suite	4 Report number (For IRS Use Only) 3
5 City, town, or post office, state, and ZIP code Granville, IL 61326		6 Date of issue 01/21/2019	
7 Name of issue PUT6153-101		8 CUSIP number	
9 Name and title of officer of the issuer or other person whom the IRS may call for more information Carl Carlson/Superintendent		10 Telephone number of officer or other person (815) 882-2800	

Part II Type of Issue (enter the issue price) See instructions and attach schedule			
11 Education		11	148,538 50
12 Health and hospital		12	
13 Transportation		13	
14 Public safety		14	
15 Environment (including sewage bonds)		15	
16 Housing		16	
17 Utilities		17	
18 Other. Describe ►		18	
19 If obligations are TANs or RANs, check only box 19a <input type="checkbox"/>			
If obligations are BANs, check only box 19b <input type="checkbox"/>			
20 If obligations are in the form of a lease or installment sale, check box <input checked="" type="checkbox"/>			

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.					
	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	02/01/2022	\$ 148,538.50	\$ N/AP	3 years	4.350 %

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)					
22	Proceeds used for accrued interest			22	N/AP
23	Issue price of entire issue (enter amount from line 21, column (b))			23	148,538 50
24	Proceeds used for bond issuance costs (including underwriters' discount)	24	N/AP		
25	Proceeds used for credit enhancement	25	N/AP		
26	Proceeds allocated to reasonably required reserve or replacement fund	26	N/AP		
27	Proceeds used to currently refund prior issues	27	N/AP		
28	Proceeds used to advance refund prior issues	28	N/AP		
29	Total (add lines 24 through 28)	29	N/AP		
30	Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30	148,538 50		

Part V Description of Refunded Bonds (Complete this part only for refunding bonds.)		
31	Enter the remaining weighted average maturity of the bonds to be currently refunded	N/AP years
32	Enter the remaining weighted average maturity of the bonds to be advance refunded	N/AP years
33	Enter the last date on which the refunded bonds will be called (MM/DD/YYYY)	N/AP
34	Enter the date(s) the refunded bonds were issued (MM/DD/YYYY)	N/AP

Part VI Miscellaneous

- | | | |
|--|------------|---------------------------------------|
| 35 Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) | 35 | N/AP |
| 36a Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions) | 36a | N/AP |
| b Enter the final maturity date of the GIC ▶ _____ | | |
| 37 Pooled financings: a Proceeds of this issue that are to be used to make loans to other governmental units | 37a | N/AP |
| b If this issue is a loan made from the proceeds of another tax-exempt issue, check box <input type="checkbox"/> and enter the name of the issuer ▶ <u>N/AP</u> and the date of the issue ▶ <u>N/AP</u> | | |
| 38 If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box | | ▶ <input checked="" type="checkbox"/> |
| 39 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box | | ▶ <input type="checkbox"/> |
| 40 If the issuer has identified a hedge, check box | | ▶ <input type="checkbox"/> |

Signature and Consent	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.		
	▶ _____ Signature of issuer's authorized representative	_____ Date	▶ <u>Carl Carlson/Superintendent</u> Type or print name and title
Paid Preparer's Use Only	Preparer's signature ▶ _____	Date _____	Check if self-employed <input type="checkbox"/>
	Firm's name (or yours if self-employed), address, and ZIP code ▶ _____	EIN _____	Preparer's SSN or PTIN _____
		Phone no. () _____	

Recommendation to Approve Leasing Agreement for Chromebooks

As superintendent, I recommend the board of education approve the leasing agreement with Kinetic for new Chromebooks at the JH and HS.

Rationale

The recommendation is being made because our current Chromebook lease has expired. Ethan Sproul secured some other quotes for the same product, warranty, and casing. This group came in with the best pricing and warranty service. Also, the monthly amount we pay now will drop quite a bit saving the district additional dollars. The JH and HS lease will be for three years. The company will buy back the devices for fair market value at the end of the lease. This is a clean and concise agreement that will reestablish our Chromebook rotation as needed.

The recommendation is to approve the leasing agreement as outlined. As superintendent, I want to ensure all services remain the highest in quality while being fiscally responsible.

District Goal

To promote increased communication among all stakeholders and maintain fiscal responsibility.



This Agreement has been written in "Plain English". When we use the words **You** and **Your** in this Agreement, we mean the Customer described below. When we use the words **We**, **Us**, and **Our**, we mean **Impact Networking, LLC**, Our address is 13875 W. Boulton Blvd., Lake Forest, IL 60045.

CUSTOMER INFORMATION	Customer Name PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT 535	Agreement Number
	Billing Street Address/City/County/State/Zip 400 E SILVERSPON AVENUE Granville IL 61326	Customer Phone Number (815) 882-2800
	Equipment Location (if different from above)	Federal Tax ID Number
SUPPLIER	Supplier Name, Address, Phone ("SUPPLIER") Impact Networking, LLC, 13875 W. Boulton Blvd., Lake Forest, IL 60045	

EQUIPMENT	Make / Model / Accessories	Serial Number	Starting Meter
1	4-Konica Minolta bizhub 808		
4			

RENTAL TERMS Term in Months <u>60</u> (months)	RENTAL PAYMENT AMOUNT \$ <u>\$2,818.05</u> (plus applicable taxes) Rental Payment Period is Monthly Unless Otherwise Indicated	Documentation Fee/Origination Fee: \$150.00
		Supplier Fuel/Freight Fee: \$19.50 per month
		Total Number Advance Payments: <u>1</u>
		Total Advance Payment Amount: \$ <u>\$2,818.05</u>

Overage Meter Frequency: Monthly Quarterly Semi-Annual Annual

Monthly Copy Allowance:

Meter Type	Allowance	Meter Type	Allowance
B&W	: 195,405		
Color	: 1,000		

Overage Copy Charge:

Meter Type	Overage Rate	Meter Type	Overage Rate
B&W	: \$0.0050		
Color	: \$0.0500		

END OF TERM OPTIONS	You will have the following options at the end of the original term, provided the Lease has not terminated early and no event of default under this Lease has occurred and is continuing: <input checked="" type="checkbox"/> Fair Market Value Purchase Option <input type="checkbox"/> \$1.00 Purchase Option <input type="checkbox"/> Fixed Price Purchase Option of 9% of Total Cash Price
----------------------------	---

YOU HAVE SELECTED THE EQUIPMENT DESCRIBED ABOVE (SUCH EQUIPMENT, TOGETHER WITH ANY AND ALL ACCESSORIES, ACCESSORIES, ADDITIONS AND REPLACEMENTS THERETO, THE "EQUIPMENT", THE SUPPLIER AND ITS REPRESENTATIVES ARE NOT AGENTS OF ANY ASSIGNEE OF OWNER AND ARE NOT AUTHORIZED TO MODIFY THE TERMS OF THIS AGREEMENT. YOU ARE AWARE OF THE NAME OF THE MANUFACTURER OF EACH ITEM OF EQUIPMENT AND YOU WILL CONTACT EACH MANUFACTURER FOR A DESCRIPTION OF YOUR WARRANTY RIGHTS. WE MAKE NO WARRANTIES TO YOU, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY OR OTHERWISE. WE PROVIDE THE EQUIPMENT TO YOU AS-IS. YOU AGREE TO USE THE EQUIPMENT ONLY IN THE LAWFUL CONDUCT OF YOUR BUSINESS, AND NOT FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES. WE SHALL NOT BE LIABLE FOR CONSEQUENTIAL OR SPECIAL DAMAGES. WE MAKE NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE LEGAL, TAX OR ACCOUNTING TREATMENT OF THIS AGREEMENT AND YOU ACKNOWLEDGE THAT WE ARE AN INDEPENDENT CONTRACTOR AND NOT A FIDUCIARY OF CUSTOMER. YOU WILL OBTAIN YOUR OWN LEGAL, TAX AND ACCOUNTING ADVICE RELATED TO THIS AGREEMENT AND WILL MAKE YOUR OWN DETERMINATION OF THE PROPER AGREEMENT TERM FOR ACCOUNTING PURPOSES.

YOUR PAYMENT OBLIGATIONS ARE ABSOLUTE AND UNCONDITIONAL AND ARE NOT SUBJECT TO CANCELLATION, REDUCTION OR SETOFF FOR ANY REASON WHATSOEVER. BOTH PARTIES AGREE TO WAIVE ALL RIGHTS TO A JURY TRIAL. THIS AGREEMENT SHALL BE DEEMED FULLY EXECUTED AND PERFORMED IN ILLINOIS OR THE STATE OF OWNER OR ITS ASSIGNEE'S PRINCIPAL PLACE OF BUSINESS, AS ELECTED BY OWNER OR ITS ASSIGNEE, AND SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH SUCH LAWS. IF THIS AGREEMENT IS ASSIGNED, YOU AGREE THAT ANY DISPUTE ARISING UNDER OR RELATED TO THIS AGREEMENT WILL BE ADJUDICATED IN THE FEDERAL OR STATE COURT WHERE THE ASSIGNEE'S CORPORATE HEADQUARTERS IS LOCATED AND WILL BE GOVERNED BY THE LAWS OF THAT STATE. YOU HEREBY CONSENT TO PERSONAL JURISDICTION AND VENUE IN THAT COURT AND WAIVE ANY RIGHT TO TRANSFER VENUE. YOU HEREBY IRREVOCABLY SUBMIT GENERALLY AND UNCONDITIONALLY TO THE JURISDICTION OF ANY SUCH COURT SO ELECTED BY THE OWNER OR ITS ASSIGNEE IN RELATION TO SUCH MATTERS.

TO HELP THE GOVERNMENT FIGHT THE FUNDING OF TERRORISM AND MONEY LAUNDERING ACTIVITIES, FEDERAL LAW REQUIRES ALL FINANCIAL INSTITUTIONS TO OBTAIN, VERIFY AND RECORD INFORMATION THAT IDENTIFIES EACH PERSON WHO OPENS AN ACCOUNT. WHAT THIS MEANS TO YOU: WHEN YOU OPEN AN ACCOUNT, WE WILL ASK FOR YOUR NAME, ADDRESS AND OTHER INFORMATION THAT WILL ALLOW US TO IDENTIFY YOU. WE MAY ALSO ASK TO SEE IDENTIFYING DOCUMENTS. BY SIGNING THIS AGREEMENT, YOU ACKNOWLEDGE RECEIPT OF PAGES 1 AND 2 OF THIS AGREEMENT AND AGREE TO THE TERMS OF PAGES 1 AND 2. ORAL AGREEMENTS OR COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT ARE NOT ENFORCEABLE. TO PROTECT YOU AND US FROM MISUNDERSTANDING OR DISAPPOINTMENT, ANY AGREEMENTS WE REACH COVERING SUCH MATTERS ARE CONTAINED IN THIS WRITING, WHICH IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US, EXCEPT AS WE MAY LATER AGREE IN WRITING TO MODIFY IT.

You agree that by providing a telephone number to a cellular or other wireless device, you are expressly consenting to receiving communications from us, our affiliates and agents (for non-marketing purposes) at that number, including, but not limited to, prerecorded and artificial voice messages, text messages, and calls from automated telephone dialing systems; these calls may incur fees from your cellular provider; and this consent applies to each such telephone number you provide to us now or in the future.

TERMS AND CONDITIONS

1. **COMMENCEMENT OF AGREEMENT.** Commencement of this Agreement and acceptance of the Equipment shall occur upon delivery of the Equipment to you ("Commencement Date"). To the extent that the Equipment includes intangible property or associated services such as periodic software licenses and prepaid database subscription rights, such intangible property shall be referred to as "Software". You understand and agree that we have no right, title or interest in the Software and you will comply throughout the Rental Term ("Term") of this Agreement with any license and/or other agreement ("Software License") entered into with the supplier of the Software ("Software Supplier"). You are responsible for entering into any Software License with the Software Supplier no later than the Commencement Date of this Agreement. You agree to inspect the Equipment upon delivery and verify by telephone or in writing such information as we may require. If you signed a purchase order or similar agreement for the purchase of the Equipment, by signing this Agreement you assign to us all of your rights, but none of your obligations under it. All attachments, accessories, replacements, replacement parts, substitutions, additions and repairs to the Equipment shall form part of the Equipment under this Agreement.

2. **IMAGE CHARGES.** Each month during the Term of this Agreement, you agree to remit to us the Rental Payment and all other sums when due and payable at the address we provide to you from time to time. In return for the Rental Payment, you are entitled to produce the Monthly Copy Allowance for each applicable copy type each month. You agree that you will remit payments to us in the form of company checks (or personal checks in the case of sole proprietorships), direct debit or wires only. You also agree cash and cash equivalents are not acceptable forms of payment for this Agreement and that you will not remit such forms of payment to us. Payment in any other form may delay processing or be returned to you. Furthermore, only you or your authorized agent as approved by us will remit payments to us. Rental Payments will include any freight, delivery, installation and other expenses we finance on your behalf at your request. You also agree to pay us the applicable Overage Copy Charge (plus applicable taxes) for each metered image that exceeds the applicable Monthly Copy Allowance for each copy type. You acknowledge that the Equipment includes a separate meter for each copy type and that you understand the differences between the copy types. We may estimate the number of images produced if you do not provide us with meter readings within seven (7) days of request. We will adjust the estimated charge for excess images upon receipt of actual meter readings. Notwithstanding any adjustments, you will never pay us less than the Rental Payment. You agree that after the first twelve (12) months of the Term (or any extension or renewal) of this Agreement, and at the end of each following twelve (12) month period thereafter, the Rental Payments and Overage Copy Charges may be increased by an amount equal to the lesser of: (a) up to 15% of the Rental Payments and Overage Copy Charges in effect at the end of the prior twelve (12) month period; or (b) the maximum percentage permitted by applicable law. At our option, you will: (a) provide us by telephone or facsimile the actual meter readings when requested by us; (b) provide us (or our agent) access to the Equipment to obtain meter readings; or (c) allow us (or our agent) to attach an automatic meter reading device to the Equipment. We may audit any automatic meter reading device periodically. Rental Payments are due whether or not you receive an invoice. If you have a dispute with the Supplier regarding the Equipment or any service, repair or maintenance of the Equipment (including without limitation, any Equipment designated "Service Only"), you shall continue to pay us all Rental Payments and Overage Copy Charges without deduction or withholding of any amounts. You authorize us to adjust the Rental Payments by not more than 15% to reflect any reconfiguration of the Equipment or adjustments to reflect applicable sales taxes or the cost of the Equipment by the manufacturer and/or Supplier. You agree to pay us an interim payment from and including the Commencement Date through, but not including, the payment due date of the month next following the Commencement Date (the "Interim Rent Period") at a rate equal to 1/30th of the Rental Payment set forth herein for each calendar day during the Interim Rent Period.

3. **OTHER CHARGES.** You agree to: (a) pay all assessments, taxes and charges governmentally imposed upon Owner's purchase, ownership, possession, leasing, renting, operation, control or use and pay all premiums and other costs of insuring the Equipment; (b) reimburse us for all costs and expenses incurred in enforcing this Agreement; and (c) pay all other costs and expenses for which you are obligated under this Agreement. You agree, at

Continued on Page 2

OWNER ("We", "Us")	CUSTOMER ("You")
Impact Networking, LLC	PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT 535
By: X _____	(Customer Full Legal Name)
Name: _____	By: X _____
Title: _____ Date: _____	Name: _____ Title: _____
	Date: _____ Federal Tax ID: _____

our discretion, to either: (1) reimburse us for all personal property and other similar taxes and governmental charges associated with the ownership, possession or use of the Equipment when billed by the jurisdictions; or (2) remit to us each month our estimate of the pro-rated equivalent of such taxes and governmental charges. In the event that the Billing Period sums includes a separately stated estimate of personal property and other similar taxes, you acknowledge and agree that such amount represents our estimate of such taxes that will be payable with respect to the Equipment during the Term. As compensation for our internal and external costs in the administration of taxes related to this Agreement, you agree to pay us a processing fee by asset or contract per year during the Term, not to exceed the maximum permitted by applicable law. The Tax Administrative Fee, at our sole discretion, may be increased by an amount not exceeding 10% thereof for each subsequent year of the Term to reflect our increased cost of administration and we will notify you of any such increase by indicating such increased amount in the relevant invoice or in such other manner as we deem appropriate. We may take on your behalf any action required under this Agreement which you fail to take, and upon receipt of our invoice you will promptly pay our costs (including insurance premiums and other payments to affiliates), plus reasonable processing fees. Restrictive endorsements on checks you send to us will not reduce your obligations to us. We may charge you a return check or non-sufficient funds charge of \$25 for any check which is returned by the bank for any reason (not to exceed the maximum amount permitted by law). You agree to pay a monthly Fuel/Freight Fee, specified on page 1 of this Agreement, which will be remitted by us to the Supplier. In addition, we may charge you and you agree to pay us a UCC filing fee of \$35.00 and reimburse us for all costs involved in documenting and servicing this Agreement.

4. **LATE CHARGES.** For any payment which is not received within three (3) days of its due date, you agree to pay a late charge not to exceed the higher of 10% of the amount due or \$35 (not to exceed the maximum amount permitted by law) as reasonable collection costs.

5. **MAINTENANCE AND SERVICE, OWNERSHIP AND USE.** The Supplier identified on page 1 of this Agreement ("Supplier") has agreed to provide FULL SERVICE MAINTENANCE DURING NORMAL BUSINESS HOURS, INCLUDING ALL TONER, DEVELOPER AND PARTS NECESSARY TO PRODUCE IMAGES. YOU MUST PURCHASE COPIER PAPER AND STAPLES SEPARATELY. You acknowledge that: (a) the Supplier is solely responsible for all service maintenance of the Equipment set forth herein; (b) in the event that we assign this Agreement, our assignee (1) shall not be responsible for any service, repair or maintenance of the Equipment; and (2) will bill (on a pass through basis) on behalf of Supplier any applicable Overage Copy Charges and the portion of the Rental Payment attributable to service maintenance of the Equipment, whether "Service Only" or not; and (c) no assignee of us shall be a party to any service maintenance agreement. You agree to pay for service maintenance outside of the Supplier's normal business hours for service required by your negligence or misuse of the Equipment at Supplier's customary rates. We reserve a security interest in the Equipment to secure all of your obligations under this Agreement. We own the Equipment and you have the right to use the Equipment under the terms of this Agreement. If this Agreement is deemed to be a secured transaction, you grant us a first priority security interest in the Equipment to secure all of your obligations under this Agreement. We hereby assign to you all our rights under any manufacturer and/or supplier warranties, so long as you are not in default hereunder. You must keep the Equipment free of liens. You may not remove the Equipment from the address indicated on page 1 of this Agreement without first obtaining our approval. You agree to: (a) keep the Equipment in your exclusive control and possession; (b) use the Equipment in conformity with all insurance requirements, manufacturer's instructions and manuals; (c) keep the Equipment repaired and maintained in good working order and as required by the manufacturer's warranty and specifications; and (d) give us reasonable access to inspect the Equipment and its maintenance and other records. If any Equipment is designated "Service Only", you acknowledge and agree that: (1) we do not own such Equipment; (2) we are not providing such Equipment to you pursuant to the terms of this Agreement; (3) Supplier has agreed to provide full service maintenance of such Equipment pursuant to the terms outlined above; and (4) the portion of the Rental Payment which relates to such Equipment includes only the full service maintenance of such Equipment and not the use or rental of the Equipment.

6. **INDEMNITY.** You are responsible for all losses, damages, claims, infringement claims, injuries and attorneys' fees and costs, including, without limitation, those incurred in connection with responding to subpoenas, third party or otherwise ("Claims"), incurred or asserted by any person, in any manner relating to the Equipment, including its use, condition or possession. You agree to defend and indemnify us against all Claims, although we reserve the right to control the defense and to select or approve defense counsel. This indemnity continues beyond the termination of this Agreement for acts or omissions which occurred during the Term of this Agreement. You also agree that this Agreement has been entered into on the assumption that we are the owner of the Equipment for U.S. federal income tax purposes and will be entitled to certain U.S. federal income tax benefits available to the owner of the Equipment. You agree to indemnify us for the loss of any U.S. federal income tax benefits resulting from the failure of any assumptions in this Agreement to be correct or caused by your acts or omissions inconsistent with such assumption or this Agreement. In the event of any such loss, we may increase the Rental Payments and other amounts due to offset any such adverse effect.

7. **LOSS OR DAMAGE.** If any item of Equipment is lost, stolen or damaged you will, at your option and cost, either: (a) repair the item or replace the item with a comparable item reasonably acceptable to us; or (b) pay us the sum of: (i) all past due and current Rental Payments, Overage Copy Charges and other charges; (ii) the present value of all remaining Rental Payments and other charges for the effected item(s) of Equipment; and (iii) the Fair Market Value of the effected item(s) of Equipment. We will then transfer to you all our right, title and interest in the effected item(s) of Equipment AS-IS AND WHERE-IS, WITHOUT ANY WARRANTY AS TO CONDITION, TITLE OR VALUE. Insurance proceeds shall be applied toward repair, replacement or payment hereunder, as applicable. In this Agreement, "Fair Market Value" of the Equipment means its fair market value at the end of the Term, assuming good order and condition (except for ordinary wear and tear from normal use), as estimated by us. No such loss or damage shall relieve you of your payment obligations under this Agreement.

8. **INSURANCE/COLLATERAL PROTECTION.** You agree (a) to keep the Equipment fully insured through a carrier acceptable to us against loss at its replacement cost, with us named as loss payee; (b) you also agree to obtain a general public liability insurance policy from anyone who is acceptable to us and to include us as an insured on the policy; (c) to provide proof of insurance satisfactory to us no later than thirty (30) days following the commencement of this Agreement (or at commencement if we so elect), and thereafter upon our written request; (d) if you fail to obtain and maintain property loss insurance satisfactory to us and/or you fail to provide proof of such insurance to us within thirty (30) days of the commencement of the Agreement (or at commencement if we so elect), we have the option, but not the obligation, to do as provided in either (A) or (B) as follows, as determined in our discretion: (A) We may secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we place insurance on the Equipment, we will not name you as an insured and your interests may not be fully protected. If we secure insurance on the Equipment, you will pay us for the insurance premiums and related charges on which we may make a profit and you acknowledge the premiums may be higher than the premiums that you would pay if you placed the insurance independently, and may result in a profit to us through an investment in reinsurance. Any insurance proceeds received will be applied, at our option, (i) to repair, restore or replace the Equipment, or (ii) to pay us the remaining balance of the Agreement plus our estimated residual value, both discounted at 3% per year, provided we elect to apply this subsection A. (B) We may bill you and you shall pay us a monthly property damage surcharge of up to .0035 of the total stream of payments as a result of our administrative costs, credit risk or other costs. We may make a profit on this program. Provided you are current in paying the property damage surcharge and all other obligations under this Agreement at the time of a loss (intentional acts are not included), the remaining balance owed on this Agreement will be forgiven, provided we elected to apply this subsection B. NOTHING IN THIS SECTION WILL RELIEVE YOU OF YOUR OBLIGATION TO MAINTAIN LIABILITY INSURANCE COVERING THE EQUIPMENT.

9. **DEFAULT.** You will be in default under this Agreement if: (a) you fail to remit to us any payment within ten (10) days of the due date or breach any other obligation under this Agreement; (b) a petition is filed by or against you or any guarantor under any bankruptcy or insolvency law; (c) any representation made by you is false or misleading in any material respect; (d) you become insolvent, are liquidated or dissolved, merge, transfer a material portion of your ownership interest or assets, stop doing business, or assign rights or property for the benefit of creditors; or (e) you default under any other agreement with us or our assignees.

10. **REMEDIES.** If you default, we may do one or more of the following: (a) recover from you, AS LIQUIDATED DAMAGES FOR LOSS OF BARGAIN AND NOT AS A PENALTY, the sum of: (i) all past due and current Rental Payments, Overage Copy Charges and other charges; (ii) the present value of all remaining Rental Payments and other charges, discounted at the rate of 3% per annum (or the lowest rate permitted by law, whichever is higher); and (iii) the Fair Market Value of the Equipment; (b) declare any other agreements between us in default; (c) require you to return all of the Equipment in the manner outlined in Section 11, or take possession of the Equipment, in which case we shall not be held responsible for any losses directly or indirectly arising out of, or by reason of the presence and/or use of any and all proprietary information residing on or within the Equipment, and to lease or sell the Equipment or any portion thereof, and to apply the proceeds, less reasonable selling and administrative expenses, to the amounts due hereunder; (d) charge you interest on all amounts due us from the due date until paid at the rate of 1-1/2% per month, but in no event more than the lawful maximum rate; and (e) charge you for expenses incurred in connection with the enforcement of our remedies including, without limitation, repossession, repair and collection costs, attorneys' fees and court costs. These remedies are cumulative, are in addition to any other remedies provided for by law, and may be exercised concurrently or separately. Any failure or delay by us to exercise any right shall not operate as a waiver of any other right or future right.

11. **END OF TERM OPTIONS: RETURN OF EQUIPMENT.** If you are not in default, at least 30 days prior to the end of the Term (or the Renewal Term) you shall give us written notice of your intention at the end of the Term (or the Renewal Term) which election cannot be revoked, to either: (a) return all, but not less than all, of the Equipment at your expense; or (b) purchase all, but not less than all, of the Equipment AS-IS AND WHERE-IS WITHOUT ANY WARRANTY AS TO CONDITION, TITLE OR VALUE for the Fair Market Value, plus applicable sales and other taxes. IF YOU FAIL TO PROVIDE US WITH SUCH 30 DAY PRIOR WRITTEN NOTICE, OR HAVING NOTIFIED US, YOU FAIL TO EITHER RETURN THE EQUIPMENT, OR PURCHASE ALL OF THE EQUIPMENT AT THE END OF THE TERM OF THIS AGREEMENT, THEN THIS AGREEMENT SHALL AUTOMATICALLY RENEW ON A MONTH-TO-MONTH BASIS (THE "RENEWAL TERM") and all of the provisions of this Agreement shall continue to apply, including, without limitation, your obligations to remit Rental Payments, Overage Copy Charges and other charges, until all of the Equipment is returned to us (either because we demand return of the Equipment or you decide to return the Equipment). If you are in default, or at the end of the Term (or the Renewal Term), you shall: (1) return all of the Equipment, freight and insurance prepaid at your cost and risk, to wherever we indicate in the continental United States, with all manuals and logs, in good order and condition (except for ordinary wear and tear from normal use), packed per the shipping company's specifications; and (2) securely remove all data from any and all disk drives or magnetic media prior to returning the Equipment (and you are solely responsible for selecting an appropriate removal standard that meets your business needs and complies with applicable laws). You will pay us for any loss in value resulting from the failure to maintain the Equipment in accordance with this Agreement or for damages incurred in shipping and handling.

12. **ASSIGNMENT.** You may not assign or dispose of any rights or obligations under this Agreement or sublease the Equipment without our prior written consent. We may, without notifying you: (a) assign all or any portion of this Agreement or our interest in the Equipment; and (b) release information we have about you and this Agreement to the manufacturer, Supplier or any prospective investor, participant or purchaser of this Agreement. If we do make an assignment under subsection 12(a) above, our assignee will have all of our rights under this Agreement, but none of our obligations. You agree not to assert against our assignee claims, offsets or defenses you may have against us.

13. **MISCELLANEOUS.** Notices must be in writing and will be deemed given five (5) days after mailing to your (or our) business address. You represent that: (a) you have authority to enter into this Agreement and by so doing you will not violate any law or agreement; and (b) this Agreement is signed by your authorized officer or agent. This Agreement is the entire agreement between us, and cannot be modified except by another document signed by us. This Agreement is binding on you and your successors and assigns. All financial information you have provided is true and a reasonable representation of your financial condition. You authorize us, our agent or our assignee to: (a) obtain credit reports and make credit inquiries; (b) furnish your information, including credit application, payment history, and account information to credit reporting agencies and our assignees, potential purchasers or investors, and parties having an economic interest in this Agreement or the Equipment, including, without limitation, the seller, Supplier or any manufacturer of the Equipment; and (c) you irrevocably grant us the power to prepare, sign on your behalf (if applicable), and file, electronically or otherwise, Uniform Commercial Code ("UCC") financing statements and any amendments thereto or continuation thereof relating to the Equipment, and containing any other information required by the applicable UCC. Any claim you have against us must be made within two (2) years after the event which caused it. If a court finds any provision of this Agreement to be unenforceable, all other terms shall remain in effect and enforceable. You authorize us to insert or correct missing information on this Agreement, including your proper legal name, serial numbers and any other information describing the Equipment. At our sole discretion, we may permit the early termination of this Agreement. If permitted, you agree to pay us a fee for such privilege. THE PARTIES INTEND THIS TO BE A "FINANCE LEASE" UNDER ARTICLE 2A OF THE UCC. YOU WAIVE ALL RIGHTS AND REMEDIES CONFERRED UPON A LESSEE BY ARTICLE 2A (508-522) OF THE UCC. YOU FURTHER HEREBY ACKNOWLEDGE AND AGREE THAT WE AND/OR THE SUPPLIER MAY MAKE A PROFIT ON ANY AND ALL FEES REFERENCED HEREIN AND, IN SO DOING WAIVE ANY AND ALL CLAIM WHICH YOU MAY HAVE FOR UNJUST ENRICHMENT. We may receive compensation from the manufacturer and/or Supplier of the Equipment in order to enable us to reduce the cost of this Agreement below what we otherwise would charge. If we received such compensation, the reduction in the cost of this Agreement is reflected in the Rental Payment.

14. **ELECTRONIC TRANSMISSION OF DOCUMENTATION.** This Agreement may be executed in counterparts. The executed counterpart which has our original signature and/or is in our possession shall constitute chattel paper as that term is defined in the UCC and shall constitute the original agreement for all purposes, including, without limitation: (i) any hearing, trial or proceeding with respect to this Agreement; and (ii) any determination as to which version of this Agreement constitutes the single true original item of chattel paper under the UCC. If you sign and transmit this Agreement to us by facsimile or other electronic transmission, the transmitted copy shall be binding upon the parties. You agree that the facsimile or other electronic transmission of this Agreement manually signed by us, when attached to the facsimile or other electronic copy signed by you, shall constitute the original agreement for all purposes. The parties further agree that, for purposes of executing this Agreement, and subject to our prior approval and at our sole discretion: (a) a document signed and transmitted by facsimile or other electronic transmission shall be treated as an original document; (b) the signature of any party on such document shall be considered as an original signature; (c) the document transmitted shall have the same effect as a counterpart thereof containing original signatures; and (d) at our request, you, who executed this Agreement and transmitted its signature by facsimile or other electronic transmission shall provide the counterpart of this Agreement containing your original manual signature to us. No party may raise as a defense to the enforcement of this Agreement that a facsimile or other electronic transmission was used to transmit any signature of a party to this Agreement.



Maintenance Agreement

Bill to Location

PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT 535
COMPANY NAME

Carl Carlson
CONTACT

400 E SILVERSPoon AVENUE
ADDRESS

Granville IL 61326
CITY STATE ZIP

carlsonc@pcschooLs535.org
EMAIL

(815) 882-2800
PHONE FAX

Agreement Type Selection

- Basic Maintenance Agreement
- MPS Basic Agreement
Includes auto meters for networked devices.
- MPS Platinum Agreement
Includes MPS Basic plus auto toner fulfillment and proactive service for properly reporting networked devices.

Each Agreement includes:

- 3 hour response time guaranteed with state-of-the-art call system.
- Emergency calls available 7 days a week / 24 hours a day.
- Full line factory trained technicians.
- All parts replaced at no charge (unless otherwise noted.)
- Proactive preventative maintenance, including 100% labor and parts.

Agreement includes 8.5"x11" and 11"x17" paper
PHT01 - Premium High Tech paper supplied per contracted volume.

Billing Interval Selection

Base Amount Billing:

- Annual Semi-Annual Quarterly Monthly

Excess Image Billing:

- Semi-Annual Quarterly Monthly

Device(s) or Group(s) Covered

	Base Amount	Image Allowance		Excess Image Charge	
		B&W	COLOR	B&W	COLOR
Konica Minolta bizhub 368e, Konica Minolta bizhub C368					
4-Konica Minolta bizhub 808		195,405	1,000	\$ 0.00500	\$ 0.05000
Total Payment Amount:	in lease				

Notes/Special Instructions

Putnam County CUSD to receive \$4,500 rebate check

The term of this Agreement is 60 months from the effective date. Impact agrees to furnish the Customer in accordance with the terms and conditions of this Agreement. This contract is for 60 months(s) or the stated amount of copies, whichever comes first. Any copies above the stated amount will be billed at the Excess Image Charge. Contract includes all supplies except paper and staples, unless Paper Plus Maintenance Agreement is selected. All contracts that include supplies are based on manufacturers specified yield at 5% print or copy coverage. Any additional supplies beyond this specification will be charged to the customer at normal supply rates. Freight for delivery of supplies and parts is charged to the client on all agreements.

Contract Effective Dates:

From

To

Agreement: Please return with advanced payment in full. This contract is legally binding upon signature and/or purchase order. No service will be performed until payment is received. This agreement is non-cancellable for the term specified, except as provided herein. The additional terms and conditions on the reverse side of this page hereof are incorporated in and made part of this agreement. Only the Impact Networking, LLC CEO or President is authorized to change, alter, or amend the terms or conditions of this agreement.

Impact Authorized Signature _____ Date _____

Customer Authorized Signature _____ Date _____

Printed Name and Title _____

Printed Name and Title _____

Maintenance Agreement

- 1. SCOPE OF SERVICES:** The charges established by this Agreement include payment for maintenance by Impact Networking, LLC (here- after referred to as "Impact") (during normal business hours): inspection, adjustments, parts replacement, drums and cleaning material required for the proper operation as determined by Impact. Paper and staples must be separately purchased by customer. This Agreement covers both the labor and the material for adjustments, repairs and replacements of parts as required under normal use of the equipment except as hereinafter provided. Damage to the equipment or its parts arising out of misuse, abuse, negligence, incorrect power and/or outlet, or causes beyond Impact's control are not covered. In addition, Impact may terminate this Agreement in the event the equipment is modified, damaged, altered or serviced by personnel other than those employed by Impact.
- 2. LABOR PERFORMED:** Labor performed during a service call includes lubrication and cleaning of the equipment and adjustment, repair or replacement of parts. All parts necessary for the normal maintenance of the equipment and subject to the general scope of coverage, will be furnished free of charge during a service call included in the maintenance service provided by this Agreement, unless otherwise noted.
- 3. SERVICE LIMITATIONS:** Customer agrees Impact will not be required to make adjustments, repairs or replacements made necessary resulting from (i) unauthorized third parties performing any maintenance, repair or replacement, (ii) Customer modifying, relocating, damaging (including without limitation, unavoidable accidents), abusing or misusing the Equipment (including without limitation, the spilling of toner or other substance in the machine), and the breaking of lids, hinges, cassettes, etc., (iii) unauthorized Equipment alteration and tampering, or interconnection with non-compatible Equipment, (iv) obsolete Equipment or components deemed beyond repair in the sole judgment of Impact, (v) placing the Equipment in an area that does not conform to Impact space, electrical and environmental requirements (including without limitation, excessive dust, chemical residues, abnormal high or low temperatures), (vi) telephone or electrical power failure, (vii) strikes, accidents, embargoes, or war, (viii) Acts of God, lightning or other incidents of excess voltage or power surges, or (ix) Customer using toner, drum, processing units, ink, film, etc., from any source other than a service provider authorized by Impact. If maintenance is made necessary resulting from any of the above listed occurrences or other work not covered under the remedial maintenance obligation, at Impact's election, Impact may either (a) provide such maintenance and bill to Customer at Impact's then current rates for labor and parts (which shall be due and payable in full upon receipt of invoice) or (b) terminate this Agreement.. Customer agrees that Impact will not be required to make adjustments, repairs, or replacements if Impact is not provided reasonable access to the Equipment.
- 4. ADVANCE INSPECTION:** Impact reserves the right to inspect all equipment to be covered under this Agreement to determine its mechanical condition. Equipment that is identified as requiring immediate repair will be identified to Customer. Customer, at its option, can elect to have said unit repaired at the then current hourly service labor rate plus parts or may elect to have the unit excluded from the Agreement.
- 5. REMEDIAL MAINTENANCE:** During the term of this Agreement, Impact agrees to perform the maintenance and repair that will keep the Equipment in good working order and condition, normal wear and tear excepted. If Impact is notified by Customer during the term of this Agreement that the equipment is not in good working condition, Impact will, during Impact's established normal service hours, make necessary adjustments and repairs including replacement of parts (if parts are included as part of the terms of this Agreement). If parts are not included in this Agreement, Impact will promptly provide a quote for the appropriate part(s). Impact's normal service hours are 8:00 a.m. to 5:00p.m. Monday through Friday, excluding holidays. Impact may from time to time adjust these hours as may be required in the course of business, at which time the customer will be advised. Customer agrees to pay for all travel and labor time for service calls after Impact's normal service hours, on weekends and on holidays at overtime rates in effect at the time the service call is made. Impact provides 24/7 service by calling 888-752-0052. Applicable rates will be given at time of call. Service at times other than Impact's established normal service hours may be furnished on an "as available basis" at published rates then in effect. Replacement parts may have been used and/or reconditioned. Parts that have been replaced will remain the property of Impact.
- 6. RECONDITIONING:** When, in its sole discretion, Impact determines a shop reconditioning is necessary to keep the equipment in working condition, Impact will submit to Customer an estimate of needed repairs and the cost thereof, which will be in addition to any other charges payable under this Agreement, refunding the unused portion of the maintenance charge. Thereafter, service will be available by Impact on a per call basis at Impact's published rates.
- 7. CUSTOMER RESPONSIBILITY:** Customer will be responsible for daily care and cleaning of the top glass, dusting Equipment, replenishing toner, replacing disposal tank, clearing jams, etc., (where applicable). Customer also agrees to provide suitable electrical service and maintain proper environmental conditions.
- 8. AUTOMATIC RENEWAL OR TERMINATION:** This Agreement shall become effective upon Customer signature or Purchase Order Number and shall continue until the end of the agreed copy volume or time, whichever occurs first, unless canceled by Impact or if Customer breaches any of its obligations hereunder or otherwise to Impact. Unless otherwise indicated, this is an annual contract. This Agreement shall be renewed automatically unless Customer notifies Impact, in writing, not less than ninety (90) days prior to the renewal date. Impact reserves the right to cancel this contract at its discretion upon five (5) days written notice. You agree that after the first twelve (12) months of the Term (or any extension or renewal) of this Agreement, and at the end of each following twelve (12) month period thereafter, the Maintenance Charges are subject to change in accordance with current volume, current prices and equipment age.
- 9. CHARGES:** The initial charge for maintenance under this Agreement shall be the amount set forth on the front page of this Agreement. The Customer agrees to pay all additional charges for maintenance provided hereunder 10 days from the date of invoice for such charges. A late payment fee of 1.5% per month or the maximum rate permitted by law, whichever is less, shall be charged on all overdue amounts from the date of invoice until paid. The Customer understands that alterations, attachments or specification changes may require an increase in maintenance charges and agrees to pay such charges promptly when due.
- 10. SUPPLIES:** Toner-inclusive contracts are based on manufacturer supply consumption rates. Impact will determine and deliver supplies in accordance with agreed upon usage. Use of covered supply products above the expected usage may result in additional charges. Toner may be OEM original or non-OEM at the discretion of the Service Provider.
- 11. PAPER INCLUDED:** If "Agreement includes 8.5"x11" and 11"x17" paper" is selected, Impact will provide PHT01 - Premium High Tech Paper in accordance with the contracted Base Image Allowance over the term of this Agreement. If the allotted volume of paper has been exhausted before the term of this Agreement ends, the Customer may sign an Amended Agreement for an increased paper supply to cover the remainder of the contract term. In the event that this Agreement is terminated, Impact may bill the customer for any excessive paper consumption above the Base Image Allowance.
- 12. PERFORMANCE OF EQUIPMENT AND USE OF OUTSIDE SUPPLIES:** The equipment Impact sells is designed to give excellent performance with Impact supplies, including paper, developer, toner and fuser oil. If the Customer uses supplies other than the supplies specifically manufactured for the use in the equipment that is covered and such supplies are defective or not acceptable for use in the equipment, and they cause service problems or abnormally frequent service calls, or damage the equipment, then Impact may, at its option, terminate this Agreement and refund the unused portion of the maintenance charges. In that event, the Customer will be offered service on a "per call" basis at published rates, or Impact may, at its option, decline to make a service call. Impact may also decline to service the equipment for the purpose of converting the equipment to use supplies of a different manufacturer other than those supplies then being used. It is not a condition of this Agreement, however, that the Customer use only Impact authorized supplies.
- 13. METER READINGS:** Customer agrees to provide Impact with accurate meter readings based on the billing term from the front of this Agreement, or if mutually agreed upon, to provide Impact with timely access to all Equipment so that Impact may obtain meter readings as required. If accurate meter readings are not provided, or if timely access is not provided, Impact reserves the right to estimate the meter reading from previous meter readings.
- 14. EARLY CARTRIDGE EXCHANGE:** Should it be determined that toner supplies, provided by Impact, are exchanged at a percentage of 15+% or higher on a consistent basis (to be determined by Impact Networking, LLC) the customer will incur a charge for the following toner needed OR an account review must be held to determine a price escalation to cover the additional charges. The early exchange of toner cartridges/units incurs additional costs to Impact that must then be assumed by the Customer. Initial contract pricing is based upon the use of cartridges supplied by Impact Networking, LLC to a level of 7% and below, which the Customer agrees to by entering into this Agreement.
- 15. DEFECTIVE SUPPLY RETURN POLICY:** In the event of a defective supply, the customer will notify Impact Networking and receive instructions on the proper return of the defective unit. Impact Networking will supply the prepaid means by which to return the item. It is the Customer's responsibility to ensure the defective item is returned following the instructions and return label provided within 5 business days of receipt of the replacement supply. If the product is not returned within the stated time period, or at least shown as shipped via Tracking number, the customer will be charged full retail value of the provided replacement supply.
- 16. PRINTER REPLACEMENT DUE TO VALUE OF REPAIR:** Should it be determined that a printer repair will exceed 125% of the then-current value of the device, as determined by Impact Networking, LLC, the device will be considered un-repairable and be replaced/excluded for coverage. Replacement devices may be provided by Impact Networking, LLC at a percentage discount from retail to be determined by contractual value.
- 17. NO WARRANTIES, EXPRESS OR IMPLIED:** IMPACT MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR ANY WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE OF TRADE. IMPACT SHALL NOT BE LIABLE FOR DELAYS IN MAKING REPAIRS, OR FOR SPECIAL OR CONSEQUENTIAL DAMAGES CAUSED BY ANY REASON.
- 18. LIABILITY LIMITATION:** Impact's total liability is limited to repair and maintenance under this Agreement. Impact will not be held liable to Customer or any other party for any personal injury or indirect, consequential damage, including, but not limited to, loss of use, revenue or profit. Impact will not be liable for any delay or failure to perform its obligations due to any cause beyond its reasonable control, including without limitation, performing services at a location deemed by Impact as hazardous to health and safety, Acts of God or government, labor difficulties or failure of improper transportation, telephone or power. In no event shall Impact be liable for loss of data resulting in delays in supplying service, repair of, or attempts to repair the Equipment by Customer or by agents, representatives, or employees of Impact.
- 19. INDEMNITY:** With respect to, arising from, or in connection with this Agreement, or from manufacture, maintenance, repair or use of any Equipment, Customer agrees to indemnify and hold harmless Impact and its agents, representatives, and employees from and against any and all claims, liabilities, damages, demands, cost and expenses of every kind and nature (including reasonable attorney's fees) arising from any injury or damage to any person, property, or business, excluding, however, any of the foregoing resulting solely from the negligence or misconduct of Impact or its agents, representatives or employees.
- 20. RELOCATION OF EQUIPMENT:** Customer agrees to keep the Equipment at the installation address and shall not move it from that location without prior written consent of Impact, which shall not be unreasonably withheld. Customer shall be responsible for all costs associated with relocation. If the Equipment is moved to a new location, Impact shall have the right to charge a new rate for the new location and Customer agrees to pay the difference between the old rate and the new rate. Customer agrees that it shall not move any Equipment that is subject to this Agreement, or any subsequent agreement between Impact and Customer, beyond Impact's service zones. If the Equipment is moved beyond Impact's service zones, Impact may elect to cancel this Agreement and will refund the unused portion of the maintenance charge.
- 21. CUSTOMER UPGRADE OF EQUIPMENT:** If the Customer upgrades its equipment covered by this Agreement to other Impact products, Impact will credit the unused portion of the Agreement towards a new equipment maintenance covering the new equipment at the published price in effect at the time of the upgrade for a one year period.
- 22. DEFAULT:** Customer shall be in default under this Agreement if Customer: (i) fails to make any payment to Impact or its agent within ten (10) days of when due or (ii) breaches any other term or condition included in this Agreement and Customer fails to cure any such breach within ten (10) days. In the event of a default, Impact may, in addition to other remedies, (i) refuse to service the Equipment until payment in full, including any late payment fees, are made; (ii) declare any and all sums (including penalties) which are due under the terms of this Agreement to be immediately due, (iii) furnish service on a C.O.D. "per call" basis at published rates; (iv) terminate this Agreement without advance notice; and/or (v) exercise any and all other remedies to which it may be entitled. The Customer agrees to pay Impact for all costs and expenses, including reasonable attorney's fees, incurred by Impact in establishing or enforcing its right hereunder.
- 23. TAXES:** Customer shall be responsible for all sales tax, use tax or other taxes (including without limitations personal property taxes accessible on the Equipment) and fees charged relative to this Agreement. Customer agrees to reimburse Impact for all amounts paid or payable by Impact in discharge of the foregoing taxes. Customer shall not be responsible for taxes based on Impact's gross or net income.
- 24. NOTICES:** Notices required under this Agreement shall be written and sent to Impact Networking, LLC at 13875 West Boulton Boulevard, Lake Forest, IL 60045 and to the Customer at the "bill to address" identified on the front side of this Agreement. All notice will be effective upon date of postmark.
- 25. JURISDICTION:** This Agreement shall be interpreted, enforced, governed and construed exclusively according to the laws of the State of Illinois.
- 26. FORUM AND VENUE:** The Parties agree that any dispute arising from or in connection with this Agreement or related to any matter which is the subject of this Agreement shall be subject to the exclusive jurisdiction of the State and/or Federal Courts of Illinois. In the event of any claim regarding a dispute arising from or in connection with this Agreement or related to any matter which is the subject of this Agreement that is brought in State Court, the Circuit Court of Cook County, Illinois shall have exclusive jurisdiction over such dispute. In the event of any claim regarding a dispute arising from or in connection with this Agreement or related to any matter which is the subject of this Agreement that is brought in Federal Court, the United States District Court for the Northern District of Illinois shall have exclusive jurisdiction over such dispute.
- 27. ATTORNEYS FEES AND LITIGATION COSTS:** In the event of a claim or litigation arising from or relating to the subject matter of this Agreement, and if Impact Networking prevails in such claim or litigation, the Customer/buyer/lessee shall reimburse Impact Networking, LLC for all attorney's fees and costs resulting therefrom.
- 28. ASSIGNMENT:** This contract is for the sole benefit of the Customer whose name appears on the front hereof and cannot be assigned by the Customer to any further owners of the covered Equipment.
- 29. CONFIDENTIALITY CLAUSE:** Impact recognizes that it must conduct its activities in a manner designed to protect any information concerning Customer, its affiliates or clients (such information hereinafter referred to collectively as "Customer Information") from improper use or disclosure. Impact agrees to use its best efforts to treat Customer Information on a confidential basis. Impact agrees not to disclose any Customer Information to any person, firm or corporation except to Impact employees or holder of Owner's interest who have a need to know such Customer Information to perform the services contemplated hereunder without Customer's prior written consent or unless subject to court order or subpoena.
- 30. APPROVAL REQUIREMENT:** This Agreement shall not be binding on Impact until approved by the President of Impact Networking LLC.
- 31. SEVERABILITY:** If any provision, clause or section of this Agreement is adjudicated by a court of competent jurisdiction to be illegal, void, invalid or unenforceable, provided that the fundamental terms and conditions of this Agreement remain legal and enforceable, all remaining provisions, clauses and sections shall remain in full force and effect.
- 32. ENTIRE AGREEMENT:** This document constitutes the entire Agreement between the Parties and supersedes all prior agreements, proposals and communications, whether written or oral, concerning the subject matter of this Agreement. Impact shall not be bound by any modification or waiver of the Agreement unless agreed to in writing. Any such writing must be approved and executed by the President of Impact Networking LLC.

Recommendation to Approve the Impact Copier Contract

As superintendent, I recommend the board of education approve the Impact Copier Contract for new copiers

Rationale

The recommendation is being made because our current large mass production copiers were in the middle of a five year agreement. There were incentives available to the district to actually downsize to a more appropriate scaled machine meeting our copy needs. The newly formed five year contract provides the same service and warranties as the previous contract. The only change in this newer contract is that the monthly price is much lower than our previous monthly bill. Again, saving the school district money each month.

The recommendation is to approve the Impact Copier Contract as outlined. As superintendent, I want to ensure all services remain the highest in quality while being fiscally responsible.

District Goal

To promote increased communication among all stakeholders and maintain fiscal responsibility.

Recommendation to Approve District Contracts

As superintendent, after reviewing the contracts listed below, I recommend the board of education approve the two contracts.

Rationale

The recommendation was made for the board of education is to review district contracts. The contracts reviewed included:

- Gorenz & Associates as auditor
- Robbins, Schwartz for legal services.
-
- Liability Insurance (Currently American Central through Liberty Mutual) will be going out for bid. We have had other local agencies express an interest in providing our district a competitive bid. Our service with American Central has been just fine. However, it is fiscally responsible to explore similar service for possibly a lower cost.

Currently, all three companies are providing excellent service and dependability for the school district. The communication and support provided has been and continues to be greatly appreciated. The recommendation is to approve the contracts for auditor and legal services and await results from bidding out the Liability insurance contracts. As superintendent, I want to ensure all services remain the highest in quality while being fiscally responsible.

District Goal

To promote increased communication among all stakeholders

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION EXECUTIVE SESSION AGENDA
January 21, 2019
5:30 p.m.

- I. Resignations:
 - Angie Heiser – Sophomore Class Sponsor

- II. Maternity Leave:
 - Angie Heiser

- III. Retirement:
 - Janice Ossola – PCES Special Ed Teacher

- IV. Hires:
 - Beth Sale – PCJH Cook

- V. Review Administrative Evaluation Process

- VI. School Safety

- VII. Othert

Angie Heiser
PO Box 143
Granville, IL 61326

January 8, 2019

Principal Clay Theisinger
Putnam County High School
402 E. Silverspoon Avenue
Granville, IL 61326

Dear Mr. Theisinger,

Please accept this letter as formal notification that I am resigning from my position as the sophomore class sponsor at the end of the 2018-2019 school year.

Thank you for allowing me to partake in this role for the last five years. If I can be of any assistance during this transition, please let me know.

Sincerely,

A handwritten signature in black ink that reads "Angie Heiser". The signature is written in a cursive style with a large initial "A" and a long horizontal stroke at the end.

Angie Heiser

As Superintendent, I recommend to approve hiring, resignation, maternity leave, and retirement

Hires

- Beth Sale as Head Cook at PCJH

Resignation

- Angie Heiser with regrets as Sophomore Class Sponsor

Maternity Leave

- Angie Heiser HS English Teacher

Retirement

- Janice Ossola – Elementary Special Education Teacher

Rationale

- Beth Sale has worked as a paraprofessional in the district for several years. This will be a good transition for the school district.
- Angie Heiser submitted a letter of resignation as Sophomore Class Sponsor effective at the end of the school year. We thank her for her service in this position.
- Angie Heiser, as stated in her maternity request letter, beginning May 27th or the day the baby is born and use six weeks of paid leave at the beginning of the next school year.
- Janice Ossola submitted a letter stating she will enter into retirement at the end of this school year. The district appreciates her years of dedicated service. She also prefers to keep this news on the down low.

District Goal

Demonstrate increased academic achievement for all students

Angie Heiser
PO Box 143
Granville, IL 61326

January 15, 2019

Superintendent Carl Carlson
Putnam County High School
402 E. Silverspoon Avenue
Granville, IL 61326

Dear Mr. Carlson,

This letter is to inform you that I am pregnant and wish to take maternity leave.

My due date is May 27, 2019, therefore, I plan on beginning my maternity leave in August 2019 when school resumes from summer break. As soon as there is an approved calendar for that school year I will be more specific with the dates of my absence. If I should deliver earlier than expected, I will need to begin my maternity leave in May, dependent upon if we are still in school at that time. I wish to take six weeks paid maternity leave, and will discuss the details of my return to the classroom after the baby arrives. The logistics of the timeframe all depends on delivery.

If anything changes, I'll be sure to inform you as pregnancies can be unpredictable. Thank you for allowing me this time away from the classroom to immerse myself in the experience and joy of parenthood. I am grateful for your continued support.

Thank you,

Angie Heiser

As Superintendent, I recommend to approve hiring, resignation, maternity leave, and retirement

Hires

- Beth Sale as Head Cook at PCJH

Resignation

- Angie Heiser with regrets as Sophomore Class Sponsor

Maternity Leave

- Angie Heiser HS English Teacher

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District Goal

Demonstrate increased academic achievement for all students

Janice Ossola
P.O. Box 3
Granville, IL 61326
815-830-5606
rj.ossola@gmail.com
January 16, 2019

Mr. Carl Carlson, Superintendent, Putnam County School District 535
Mr. James Gibson, President, Putnam County School Board of Education
Putnam County School District 535 Board of Education
400 E. Silverspoon Avenue
Granville, IL 61326

Dear Mr. Carlson, Mr. Gibson, and the Putnam County School Board of Education:


I write this letter to announce my formal retirement from Putnam County School District 535 as a special education teacher, effective the end of the 2018-2019 school year.

I would like to thank you for the opportunity to teach in Putnam County schools for my entire teaching career. Over the years, I have enjoyed teaching at three of the schools and with students ranging from kindergarten through eighth grade. I have appreciated all the support of administrators and cherish the dedicated teacher/paraprofessional teams with whom I have worked. I am most proud of the accomplishments of the students with special needs who struggle daily to meet the expectations of our educational system.

When I began teaching, I marveled at being paid for doing something I loved to do. I always thought my retirement would come when teaching was no longer fun. Yet all these years later, I still marvel at being paid for doing something I love to do, and everything about teaching is still fun. But now, it is time to retire.

I wish you and the students at Putnam County all the best in the future. Be assured that I will help with the transition to a new teacher in any way needed. And, if I miss the kids and the educational setting too much, I hope some substitute teaching might be available.

Sincerely,



Janice Ossola
Special Education Teacher
Putnam County Elementary School

As Superintendent, I recommend to approve hiring, resignation, maternity leave, and retirement

Hires

- Beth Sale as Head Cook at PCJH

Resignation

- Angie Heiser with regrets as Sophomore Class Sponsor

Maternity Leave

- Angie Heiser HS English Teacher

Retirement

- Janice Ossola – Elementary Special Education Teacher

Rationale

- Beth Sale has worked as a paraprofessional in the district for several years. This will be a good transition for the school district.
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District Goal

Demonstrate increased academic achievement for all students



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

Putnam County Junior High School

Michael Olson, PCJH Principal

**Recommendation to Hire for
2018-2019 School Year**

I recommend the following personnel for the following position (s) for the School Year at PCJH:

- **Beth Sale** as the position of Head Cook at PCJH. Beth has her food handler certification from the state that is current.
- She has been a ParaPro in PC for 10 years.
- She has been subbing in the position since Jan 8th and has been doing a nice job learning the position.

Submitted by Mike Olson, PCJH Principal-- January, 21, 2019.

As Superintendent, I recommend to approve hiring, resignation, maternity leave, and retirement

Hires

- Beth Sale as Head Cook at PCJH

Resignation

- Angie Heiser with regrets as Sophomore Class Sponsor

Maternity Leave

- Angie Heiser HS English Teacher

Retirement

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District Goal

Demonstrate increased academic achievement for all students

Timeline for Principal Performance Evaluations

Date	Action	Focus
No later than: 1st day of school.	Written Notice of Evaluation: To each Principal and Assistant Principal	Written Notice must include: <ul style="list-style-type: none"> • Student Growth Rubric • Professional Practice Rubric • Summary of the manner in which Student Growth and Professional Practice measures will be used in determining an overall Performance Evaluation Rating • Identification of the mandatory four rating levels that will be used
No later than: October 1st	Goal Setting Meeting between the evaluator and principal/assistant principal being evaluated.	Conference must: <ul style="list-style-type: none"> • Determine assessments to be used and plan for implementation • Determine Measurement Model for Student Growth • Establish Student Growth targets • Determine Professional Growth Goals (based on prior year's performance evaluation, if available)
Throughout the year	Formal and Informal Observations	Observation requirements: <ul style="list-style-type: none"> • Minimum of two Formal Observations • Formal Observations must be scheduled in advance, include at least 1 objective for observation, be followed by written feedback within 10 principal work days and include any negative information that will be used in determining an overall Performance Rating • As many Informal Observations as deemed necessary by the evaluator • Any evidence collected during an Informal Observation must be documented in writing if it will be used in determining the Performance Evaluation Rating
No later than: February 1 (or June 1 for Chicago Public Schools)	Completion of Principal/Assistant Principal Self-Assessment	Self-Assessment requirements: <ul style="list-style-type: none"> • The Self-Assessment shall be used as one input in determining the Professional Practice rating • Self-Assessment tool must be aligned to the IL Standards for Principal Evaluation
No later than: March 1 (or July 1 for Chicago Public Schools)	Principal/Assistant Principal Summative Evaluation must be completed, including a final rating determination conference	Summative Evaluation Requirements: <ul style="list-style-type: none"> • Review of the Principal/Assistant Principal Self-Assessment • Review Student Growth data, Professional Growth data, targets and outcomes • Apply evidence to a rubric aligned to the IL Standards for Principal Evaluation • Gather and review other necessary and pertinent information • Rank evidence accumulated during the performance evaluation cycle to determine a Performance Evaluation Rating
	Final Evaluation Conference	<ul style="list-style-type: none"> • Once the Overall Performance Evaluation Rating report has been completed the evaluator must conduct a final performance evaluation conference to discuss evidence, rating and plan for continuous improvement including identification of Strengths and Areas for Growth

ILLINOIS PERFORMANCE STANDARDS FOR SCHOOL LEADERS

Standard	Indicator	Standard	Indicator
<p>I. Living a Mission and Vision Focused on Results</p> <p>The principal works with the staff and community to build a shared mission, and vision of high expectations that ensures all students are on the path to college and career readiness, and holds staff accountable for results</p>	<p>a. Coordinates efforts to create and implement a vision for the school and defines desired results and goals that align with the overall school vision and lead to student improvement for all learners</p> <p>b. Ensures that the school's identity, vision, and mission drive school decisions</p> <p>c. Conducts difficult but crucial conversations with individuals, teams, and staff based on student performance data in a timely manner for the purpose of enhancing student learning and results</p>	<p>II. Leading and Managing Systems Change</p> <p>The principal creates and implements systems to ensure a safe, orderly, and productive environment for student and adult learning toward the achievement of school and district improvement priorities</p>	<p>a. Develops, implements, and monitors the outcomes of the school improvement plan and school wide student achievement data results to improve student achievement</p> <p>b. Creates a safe, clean and orderly learning environment</p> <p>c. Collaborates with staff to allocate personnel, time, material, and adult learning resources appropriately to achieve the school improvement plan targets</p> <p>d. Employs current technologies</p>
<p>III. Improving Teaching and Learning</p> <p>The principal works with the school staff and community to develop a research-based framework for effective teaching and learning that is refined continuously to improve instruction for all students</p>	<p>a. Works with staff to develop a consistent framework for effective teaching and learning that includes a rigorous and relevant standards-based curriculum, research-based instructional practices, and high expectations for student performance</p> <p>b. Creates a continuous improvement cycle that uses multiple forms of data and student work samples to support individual, team, and school-wide improvement goals, identify and address areas of improvement and celebrate successes</p> <p>c. Implements student interventions that differentiate instruction based on student needs</p> <p>d. Selects and retains teachers with the expertise to deliver instruction that maximizes student learning</p> <p>e. Evaluates the effectiveness of instruction and of individual teachers by conducting frequent formal and informal observations providing timely feedback on instruction as part of the district teacher appraisal system</p> <p>f. Ensures the training, development, and support for high-performing instructional teacher teams to support adult learning and development to advance student learning and performance</p> <p>g. Develops systems and structures for staff professional development and sharing of effective practices including providing and protecting time allotted for development</p> <p>h. Advances Instructional Technology within the learning environment</p>	<p>IV. Building and Maintaining Collaborative Relationships</p> <p>The principal creates a collaborative school community where the school staff, families, and community interact regularly and share ownership for the success of the school</p>	<p>a. Creates, develops and sustains relationships that result in active student engagement in the learning process</p> <p>b. Utilizes meaningful feedback of students, staff, families, and community in the evaluation of instructional programs and policies</p> <p>c. Proactively engages families and communities in supporting their child's learning and the school's learning goals</p> <p>d. Demonstrates an understanding of the change process and uses leadership and facilitation skills to manage it effectively</p>
<p>V. Leading with Integrity and Professionalism</p> <p>The principal works with the school staff and community to create a positive context for learning by ensuring equity, fulfilling professional responsibilities with honesty and integrity, and serving as a model for the professional behavior of others</p>	<p>a. Treats all people fairly, equitably, and with dignity and respect</p> <p>b. Demonstrates personal and professional standards and conduct that enhance the image of the school and the educational profession. Protects the rights and confidentiality of students and staff</p> <p>c. Creates and supports a climate that values, accepts and understands diversity in culture and point of view</p>	<p>VI. Creating and Sustaining a Culture of High Expectations</p> <p>The principal works with staff and community to build a culture of high expectations and aspirations for every student by setting clear staff and student expectations for positive learning behaviors and by focusing on students' social-emotional learning</p>	<p>a. Builds a culture of high aspirations and achievement and for every student</p> <p>b. Requires staff and students to demonstrate consistent values and positive behaviors aligned to the school's vision and mission</p> <p>c. Leads a school culture and environment that successfully develops the full range of students' learning capacities—academic, creative, social-emotional, behavioral and physical</p>

School
Principal

Principal Summative Performance Report
School Year FY19 2018-19

Directions: Evaluators use this form at the end of the school year to provide the principal with an assessment of performance. The principal should receive a copy of the form at the end of each evaluation cycle.

DOMAIN 1: LIVING A MISSION, VISION AND BELIEFS FOR RESULTS

	Distinguished	Proficient	Basic	Unsatisfactory
1. Collaborates to develop and maintain a shared vision of high expectations.	4			
2. Ensures vision and mission drive school decisions.	4			
3. Confronts low expectations.	4			
4. Conducts difficult conversations to improve student results.	4			
Overall Domain Rating	4			

Comments:

DOMAIN 2: LEADING AND MANAGING SYSTEMS CHANGE

	Distinguished	Proficient	Basic	Unsatisfactory
1. Assesses the current state of school performance.	4			
2. Develops a school improvement plan.	4			
3. Maintains a focus on results.	4			
4. Builds, evaluates and develops a team of educators and support staff to ensure the learning environment is safe, clean and orderly	4			
5. Allocates resources to support student learning.	4			

6. Prioritizes time.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Employs current technologies.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall Domain rating	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments: .

DOMAIN 3: IMPROVING TEACHING AND LEARNING

	Distinguished	Proficient	Basic	Unsatisfactory
1. Implements curricular scope and sequence.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Reviews instructional practices.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Implements data driven decision making.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Implements data driven instruction	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Uses disaggregate data.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Selects and assigns effective teachers.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Retains effective teachers.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Observes staff and gives feedback.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Evaluates staff.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Develops and instructional team.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Implements professional learning.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Promoting growth of technology.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall Domain Rating	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

DOMAIN 4: BUILDING AND MAINTAINING COLLABORATIVE RELATIONSHIPS

	Distinguished	Proficient	Basic	Unsatisfactory
1. Builds on-going relationships.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Includes multiple voices and perspectives.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Engages families.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Builds capacity to manage change.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Demonstrates personal resolve and response to challenges.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall Domain Rating	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

DOMAIN 5: LEADING WITH INTEGRITY AND PROFESSIONALISM

	Distinguished	Proficient	Basic	Unsatisfactory
1. Models equity and dignity.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Protects rights and confidentiality.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Recognizes the strengths of a diverse population.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Creates a culturally responsive climate.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Engages in courageous conversations about diversity.	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall domain rating:	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

DOMAIN 6: CREATING AND SUSTAINING A CULTURE OF HIGH EXPECTATIONS

	Distinguished	Proficient	Basic	Unsatisfactory
1. Links aspiration to college and career readiness	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Develops a student goal setting process	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Translates the school values into specific behaviors	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Develops a code of conduct	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Creates a culture that supports social emotional learning	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Creates a culture that supports effective effort	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall Domain Rating:	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

DOMAIN 7: Student Achievement 30%

MAP and AIMSWeb Data benchmark cycles Fall-Winter indicate increased student reading achievement across grade levels.

	Excellent	Proficient	NI	Unsatisfactory
	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OVERALL EVALUATION SUMMARY CRITERIA

Excellent	<input type="text" value="4"/>
Proficient	<input type="text"/>
Needs Improvement	<input type="text"/>
Unsatisfactory	<input type="text"/>

Evaluator's Signature/Date

Teacher's Signature/Date

The signature indicates that the report has been reviewed by the employee. It does not mean that the employee agrees or disagrees with the report. The employee has seven business days to file a rebuttal.