

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION MEETING AGENDA
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER
July 15, 2019
6:30 PM

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

DISTRICT GOALS:

Demonstrate increased academic achievement for all students.

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

Maintain strong fiscal responsibility in the Putnam County School District.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. ADJUSTMENTS TO THE AGENDA
- V. AUDIENCE PARTICIPATION/HEARING OF DELEGATIONS
- VI. CORRESPONDENCE
- VII. CONSENT AGENDA
 - A. Approve regular and executive session minutes of June 17, 2019 3
 - B. Approve District Bills 7
 - C. Approve Financial Reports 22
 - D. Approve Treasurer's Report
- VIII. REPORTS, UPDATES AND INFORMATIONAL ITEMS
 - A. Principals' Reports - no reports
 - B. Superintendent's Report
 - 1. Investment update - No update
 - 2. Transportation report - No report
 - 3. State funding update - No update
- IX. OLD BUSINESS
 - A. FOIA requests 75
 - B. District Crisis Management Plan 2nd Reading (action) 77
- X. NEW BUSINESS
 - A. Budget Update
 - B. PressPlus Issue 101 (1st Reading) 124
- XI. EXECUTIVE SESSION FOR THE APPOINTMENT, EMPLOYMENT,

COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF
SPECIFIC EMPLOYEES OF THE DISTRICT AND SCHOOL SAFETY
CONCERNS, AND UPDATES IN THE DISTRICT.

XII. ACTION ITEMS FOLLOWING EXECUTIVE SESSION

A. Hires (action) 147

B. Resignations (action) 161

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., June 17, 2019
Media Center Putnam County Primary School

President, Pro Temp Mr. Copeland called the meeting to order at 6:30 p.m. CALL TO ORDER

The meeting continued with the Pledge of Allegiance. PLEDGE OF ALLEGIANCE

The following members were present to answer roll call: Mrs. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Gibson, aye; and Mrs. Shore, aye. Mr. Mallery was absent. ROLL CALL

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

Mr. David Patton from Healy Bender presented to the board a Master Facilities Plan. AUDIENCE PARTICIPATION/ HEARING OF DELEGATIONS

There were 2 items of correspondence. A thank you note from the Erickson family and a thank you note from the Rodriguez family. CORRESPONDENCE

Mr. Gibson moved and Mrs. Baker seconded the motion to approve the consent agenda: regular and executive session minutes of May 20, 2019; bills for June 2019; financial reports for May 2019; Treasurer's Report for May 2019. There was on correction to the regular meeting minutes; Jenna Hambly was hired as a Kindergarten teacher. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Motion carried. CONSENT AGENDA

There were no principal reports this month. PRINCIPALS' REPORTS

Transportation report: No update.
State funding: The state still owes the district \$43,560.00 in Early Childhood; \$409.56 in Free Lunch; and \$1569.00 in the Agriculture Grant for a total of \$45,538.56. The state owed the district \$533,907 last month. The disbursement of funds has helped quite a bit. Mr. Carlson will continue to monitor this.
Investment update: No update.
Budget update: No update. Mr. Carlson reported that an update will be given in July after the fiscal year is closed.
Committee Reports: There were no committee reports. SUPERINTENDENT REPORT

PUTNAM COUNTY BOARD OF EDUCATION

June 17, 2019

Page 2

FOIA Requests: There was one request from Robert Flynn requesting an updated email address for the FOIA Officer. The request has been completed.

OLD BUSINESS

Election of Board President: Mr. Copeland nominated Mr. Gibson as President and Mrs. Shore seconded the nomination. There were no other nominations. On roll call the members voted as follows: Mrs. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Gibson, aye; and Mrs. Shore, aye. Mr. Gibson was elected President.

Milk Bid: Mrs. Shore moved and Mr. Gibson seconded the motion to accept the firm bid from Prairie Farms Dairy, Streator, for the 2019-2020 school year. On roll call the members voted as follows: Mrs. Shore, aye; Mr. Gibson, aye; Mrs. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; and Mr. Copeland, aye. Motion carried.

NEW BUSINESS

District Wellness Plan: Mr. Copeland moved and Mrs. Shore seconded a motion to approve the District Wellness Plan as presented. On roll call the members voted as follows: Mr. Copeland, aye; Mrs. Shore, aye; Mrs. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; and Mr. Gibson, aye. Motion carried.

Consolidated District Plan: Mrs. Baker moved and Mr. Borri seconded a motion to approve the Consolidated District Plan. On roll call the members voted as follows: Mrs. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Gibson, aye; and Mrs. Shore, aye. Motion carried.

Liability Insurance: Mrs. Shore moved and Mrs. Chiado seconded the motion to approve the Liberty Mutual property/liability and workers comp insurance renewal in the amount of \$87,445. On roll call the members voted as follows: Mrs. Shore, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Baker, aye; and Mr. Borri, aye. Motion carried.

HS Grade Level Determination: Mrs. Baker moved and Mr. Borri seconded a motion to approve the HS Grade Level Determination as requested by Administration. A student's grade level would be determined by number of credits earned. On roll call the members voted as follows: Mrs. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Gibson, aye; and Mrs. Shore, aye. Motion carried.

Master Facilities Plan: Mrs. Shore moved and Mr. Copeland seconded a motion to approve the Master Facilities Plan presented by Mr. Patton from Healy Bender. On roll call the members voted as follows: Mrs. Shore, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Baker, aye; Mr. Borri, aye; and Mrs. Chiado, aye. Motion Carried.

PUTNAM COUNTY BOARD OF EDUCATION

June 17, 2019

Page 3

At 7:34 p.m. Mr. Copeland moved and Mrs. Shore 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 in the district. All ayes, motion carried.

EXECUTIVE
SESSION

At 7:46 p.m. Mr. Copeland moved and Mrs. Chiado seconded the motion to return to open session. All ayes; motion carried.

Resignations: Mrs. Shore moved and Mrs. Chiado seconded a motion to accept the resignations of Connie Hartman as PCES Special Ed teacher and Abby Cravatta as 7th grade VB coach. All ayes, motion carried.

PERSONNEL

Hires: Mr. Copeland moved and Mr. Borri seconded a motion to hire Haley Duncan as HS freshmen VB coach. On roll call the members voted as follows: Mr. Copeland, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Gibson, aye; Mrs. Shore, aye; and Mrs. Baker, aye. Motion carried.

At 7:50 p.m. Mr. Copeland moved and Mr. Borri 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
June 17, 2019

CALL TO ORDER President, Pro Temp, Mr. Copeland 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. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Gibson, aye; and Mrs. Shore, aye. Mr. Mallery was absent

EXECUTIVE SESSION At 7:34 p.m. Mr. Copeland 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 in the district. The members voted as follows: all ayes; motion carried.

ITEMS DISCUSSED I. Hires: Haley Duncan – HS Freshmen VB coach
II. Resignations: Connie Hartman, PCES Special Ed teacher, and Abby Cravatta, 7th Grade VB coach

RETURN TO OPEN SESSION At 7:44 p.m. Mrs. Baker moved and Mrs. Shore seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Repectfully submitted,
Megan Goetz, Board Secretary

BOARD PRESIDENT: _____

DATE: _____

BOARD SECRETARY: _____

DATE: _____

Bills Payable List

Printed: 7/11/2019 11:07 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 7/1/2019 to 7/31/2019

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	102.57	10-481
		AFLAC-AFTER		96	11.71	10-481
		AFLAC-PRE TAX		96	10.79	20-481
					\$250.14	
AMAZON/SYNCB						
		PRIMARY-SUPPLIES		715	105.18	10-1111-410-5
		HENN ELEM-SUPPLIES		715	259.83	10-1110-410-4
		PRIMARY-SUPPLIES		715	192.23	10-1111-410-5
		PRIMARY-SUPPLIES		715	176.12	10-1111-410-5
		PRIMARY-SUPPLIES		715	227.19	10-1111-410-5
		HS-SUPPLIES		715	263.73	10-1113-410-2
		PRIMARY OFFICE - SUPPLIES		715	221.82	10-2410-410-5
		PRIMARY-SUPPLIES		715	255.39	10-1111-410-5
		PRIMARY-SUPPLIES		715	249.65	10-1111-410-5
		PRIMARY OFFICE-SUPPLIES		715	157.16	10-1111-410-5
					\$2,108.30	
AMEREN ILLINOIS						
		H S- ELECTRIC SERVICE		715	75.53	20-2542-466-2
		PRIMARY-ELECTRIC SERVIC		715	3,921.29	20-2542-466-5
		JR HI-ELECTRICAL SERVICE		715	91.68	20-2542-466-3
		ELEMENTARY-ELECTRIC SERVI		715	853.07	20-2542-466-4
		H S- ELECTRIC SERVICE		715	9,091.25	20-2542-466-2
		JR HI-NATURAL GAS		715	1,695.78	20-2542-465-3
		JR HI-NATURAL GAS		715	153.30	20-2542-465-3
		PRIMARY NATURAL GAS		715	322.23	20-2542-465-5
		H S-NATURAL GAS SERVICE		715	489.05	20-2542-465-2
		ELEMENTARY-NATURAL GAS		715	123.17	20-2542-465-4
		JR HI-ELECTRICAL SERVICE		715	27.66	20-2542-466-3
					\$16,844.01	
AMERICAN CENTRAL INSURANCE S						
		HEALTH CARE EXP FLEX PLAN		96	986.03	10-481
		HEALTH CARE EXP FLEX PLAN		96	46.31	20-481
		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	1,164.26	10-481
		HEALTH CARE EXP FLEX PLAN		96	34.75	20-481
					\$3,064.69	
BABY FOLD, THE						
		LIGHTEDWAY/PEORIA		715	6,538.28	10-1912-670-1
					\$6,538.28	
BALESTRI, COURTNEY						
		PRINC OFFICE-TRAVEL		715	69.60	10-2410-332-1
					\$69.60	

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
BUREAU COUNTY REPUBLICAN						
		BOARD DUES/FEES		715	30.00	10-2310-640-6
					<u>\$30.00</u>	
CAROLINA BIOLOGICAL SUPPLY						
		JR HI SUPPLIES		715	341.38	10-1112-410-3
					<u>\$341.38</u>	
CDW GOVT INC.						
		LEASE FD TECH SUPPLY		715	744.66	10-1112-410-1
					<u>\$744.66</u>	
CENGAGE LEARNING						
		H S-TEXTBOOKS		715	176.78	10-1113-420-2
		LEASE FD TECH SOFTWARE		715	500.00	10-1113-470-1
		HS MEDIA-AV		715	300.00	10-2220-430-2
		HS MEDIA SOFTWARE		715	353.19	10-2220-470-2
					<u>\$1,329.97</u>	
CENTERPOINT ENERGY SERVICES I						
		JR HI-NATURAL GAS		715	118.68	20-2542-465-3
		ELEMENTARY-NATURAL GAS		715	69.66	20-2542-465-4
		PRIMARY NATURAL GAS		715	387.00	20-2542-465-5
		H S-NATURAL GAS SERVICE		715	198.66	20-2542-465-2
					<u>\$774.00</u>	
CHAPMAN'S MECHANICAL						
		PRIMARY REPAIR/MAI HEAT PUMP		715	680.00	20-2542-323-5
		PRIMARY REPAIR/MAI BOILER ROOM PUMP		715	1,898.00	20-2542-323-5
		H S-BUILDING REPAIRS/MAI WATER LINE		715	5,887.00	20-2542-323-2
					<u>\$8,465.00</u>	
CIONI FORD, AL						
		TRUCK REPAIR/MAINT		715	34.50	20-2542-320-3
		TRANSP - YB SUPPLY		715	48.46	40-2550-411-1
					<u>\$82.96</u>	
CPI						
		IDEA BLOCK GRANT TRAVEL		715	1,081.04	10-1110-332-38-462000
					<u>\$1,081.04</u>	
CULLIGAN TRI CO SALES						
		ALL SCHOOL SERVICES		715	101.00	20-2542-321-1
		ALL SCHOOL SERVICES		715	110.00	20-2542-321-1
					<u>\$211.00</u>	
DE LAGE LANDEN PUBLIC FINANCE						
		JH R/M/COPIER		715	563.61	10-1112-323-3
		HS R/M / COPIER		715	563.61	10-1113-323-2
		PRIMARY R/M /COPIER		715	563.61	10-1111-323-5
		SUP COPY MACHINE		715	563.61	10-2320-323-1
		HEN R/M/COPIERS		715	563.61	10-1110-323-4
					<u>\$2,818.05</u>	
EDMENTUM						
		TITLE IIA TRAVEL		715	1,980.00	10-1110-332-42-493200

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					<u>\$1,980.00</u>	
FLINN SCIENTIFIC INC						
		JR HI SUPPLIES		715	539.23	10-1112-410-3
		JR HI SUPPLIES		715	27.48	10-1112-410-3
					<u>\$566.71</u>	
FRONTIER						
		PRIMARY-TELEPHONE SERV		715	94.90	20-2542-340-5
					<u>\$94.90</u>	
GALLOPADE INTERNATIONAL						
		HENN ELEM-SUPPLIES		715	34.97	10-1110-410-4
					<u>\$34.97</u>	
GETZ FIRE EQUIPMENT CO						
		INSPECTIONS HIGH SCHOOL		715	1,302.00	80-2367-319-7
		INSPECTIONS ELEMENTARY SCHOOL		715	1,302.00	80-2367-319-7
		INSPECTIONS JUNIOR HIGH		715	1,302.00	80-2367-319-7
		INSPECTIONS PRIMARY SCHOOL		715	184.00	80-2367-319-7
					<u>\$4,090.00</u>	
GOPHER SPORT						
		JR HI SUPPLIES		715	853.78	10-1112-410-3
		HENN ELEM-SUPPLIES		715	228.15	10-1110-410-4
					<u>\$1,081.93</u>	
GRAPHIC ELECTRONICS						
		BOARD SUPPLIES		715	20.00	10-2310-410-6
		MUSIC SUPPLY-HS		715	49.00	10-1115-410-2
					<u>\$69.00</u>	
GRASSERS						
		JR HI-BUILDING SUPPLIES		715	8.99	20-2542-410-3
					<u>\$8.99</u>	
GUARDIAN						
		DENTAL CERT S		96	176.66	10-481
		DENTAL CERT S		96	1.58	20-481
		DENTAL BP CRT S		96	328.57	10-481
		DENTAL BP CRT S		96	2.95	20-481
		DENTAL CRT F		96	256.72	10-481
		DENTAL CRT F		96	0.18	80-481
		DENTAL BP CRT F		96	511.15	10-481
		DENTAL BP CRT F		96	0.34	80-481
		LIFE ADM BP		96	21.25	10-481
		DENTAL CERT S+		96	96.48	10-481
		DENT BP CRT S+		96	208.62	10-481
		DENT ADM BP F		96	157.35	10-481
		DENT ADM BP S		96	15.93	10-481
		DENT ADMIN E+S		96	30.64	10-481
		DENT NC FAMILY		96	60.44	10-481
		DENT NC BP FAM		96	44.46	10-481
		DENT NC S+ 1		96	62.00	10-481
		DENT NC S+ 1		96	21.44	20-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		DENT BP NC S+ 1		96	51.22	10-481
		DENT BP NC S+ 1		96	39.84	20-481
		DENT NC SINGLE		96	55.70	10-481
		DENT NC SINGLE		96	27.85	20-481
		DENT NC BP S		96	103.60	10-481
		DENT NC BP S		96	51.80	20-481
		LIFE CERT		96	86.06	10-481
		LIFE CERT		96	0.43	20-481
		LIFE CERT		96	0.02	80-481
		LIFE CERT BP		96	158.39	10-481
		LIFE CERT BP		96	0.78	20-481
		LIFE CERT BP		96	0.03	80-481
		LIFE NC		96	20.20	10-481
		LIFE NC		96	4.55	20-481
		LIFE NC BP		96	37.19	10-481
		LIFE NC BP		96	8.38	20-481
		VISION EMP		96	177.29	10-481
		VISION EMP		96	13.96	20-481
		VISION E+S		96	85.10	10-481
		VISION E+C		96	37.44	10-481
		VISION E+C		96	9.36	20-481
		VISION FAMILY		96	163.18	10-481
		VISION FAMILY		96	0.14	80-481
		LIFE VOL		96	104.73	10-481
		DENT NC SINGLE		96	27.85	20-481
		LIFE NC		96	4.39	20-481
		DENT NC BP S		96	51.80	20-481
		LIFE NC BP		96	8.08	20-481
		DENTAL CERT S+		96	96.48	10-481
		LIFE CERT		96	94.55	10-481
		LIFE VOL		96	85.23	10-481
		DENT BP CRT S+		96	208.62	10-481
		LIFE CERT BP		96	174.07	10-481
		LIFE ADM BP		96	21.25	10-481
		VISION E+S		96	85.10	10-481
		LIFE NC		96	20.33	10-481
		LIFE NC BP		96	37.44	10-481
		DENTAL CRT F		96	251.07	10-481
		DENTAL BP CRT F		96	500.65	10-481
		DENT NC SINGLE		96	77.98	10-481
		VISION EMP		96	181.48	10-481
		DENT NC BP S		96	145.04	10-481
		DENT NC S+ 1		96	21.44	20-481
		VISION E+C		96	9.36	20-481
		DENT BP NC S+ 1		96	39.84	20-481
		DENTAL CERT S		96	176.58	10-481
		DENTAL BP CRT S		96	328.43	10-481
		VISION FAMILY		96	158.99	10-481
		DENT ADM BP F		96	157.35	10-481

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		LIFE NC		96	0.03	40-481
		LIFE NC BP		96	0.05	40-481
		DENT ADM BP S		96	15.93	10-481
		VISION E+C		96	37.44	10-481
		DENT NC S+ 1		96	62.00	10-481
		DENT BP NC S+ 1		96	51.22	10-481
		DENT NC FAMILY		96	60.44	10-481
		DENT NC BP FAM		96	44.46	10-481
		VISION EMP		96	14.02	20-481
		VISION FAMILY		96	4.19	20-481
		DENTAL CRT F		96	5.65	20-481
		LIFE CERT		96	0.91	20-481
		DENTAL BP CRT F		96	10.50	20-481
		LIFE CERT BP		96	1.67	20-481
		VISION FAMILY		96	0.14	80-481
		DENTAL CRT F		96	0.18	80-481
		LIFE CERT		96	0.02	80-481
		DENTAL BP CRT F		96	0.34	80-481
		LIFE CERT BP		96	0.03	80-481
		DENTAL CERT S		96	1.66	20-481
		DENTAL BP CRT S		96	3.09	20-481
		DENT ADMIN E+S		96	30.64	10-481
		JR HI CAFE - INSURANCE		715	20.71	10-2560-222-3-421000
					<u>\$6,562.72</u>	
HALL HIGH SCHOOL		DRIVERS ED PUPIL TUITION		715	1,033.53	10-1700-390-2
					<u>\$1,033.53</u>	
HEALTH CARE SERVICE CORPORAT		HLTH CRT S		96	2,390.80	10-481
		HLTH CRT S		96	18.02	20-481
		HLTH BP CRT S		96	10,005.98	10-481
		HLTH BP CRT S		96	75.42	20-481
		HLTH CRT F		96	3,877.49	10-481
		HLTH CRT F		96	5.55	80-481
		HLTH BP CRT F		96	3,784.29	10-481
		HLTH BP CRT F		96	4.74	80-481
		HLTH CRT E + S		96	715.74	10-481
		HLTH BP CRTE+S		96	780.60	10-481
		HLTH NC E+S		96	357.87	10-481
		HLTH BP NC E+S		96	390.30	10-481
		HLTH BP ADM S		96	657.38	10-481
		HLTH NC F		96	554.72	10-481
		HLTH BP NC F		96	473.63	10-481
		HLTH NC S		96	1,116.42	10-481
		HLTH NC S		96	341.55	20-481
		HLTH BP NC S		96	4,672.46	10-481
		HLTH BP NC S		96	1,429.44	20-481
		HLTH BP EMP+C		96	348.63	20-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		HLTH E + C		96	2,797.80	10-481
		HLTH BP E + C		96	3,819.62	10-481
		HLTH E + C		96	260.25	20-481
		HLTH ADM BP F		96	4,113.40	10-481
		HLTH NC S		96	328.01	20-481
		HLTH BP NC S		96	1,372.77	20-481
		HLTH E + C		96	2,602.50	10-481
		HLTH BP E + C		96	3,486.30	10-481
		HLTH CRT S		96	2,516.68	10-481
		HLTH BP CRT S		96	10,532.83	10-481
		HLTH NC S		96	1,129.96	10-481
		HLTH BP NC S		96	4,729.13	10-481
		HLTH E + C		96	260.25	20-481
		HLTH BP EMP+C		96	348.63	20-481
		HLTH ADM BP F		96	4,113.40	10-481
		HLTH BP ADM S		96	657.38	10-481
		HLTH CRT F		96	3,706.69	10-481
		HLTH BP CRT F		96	3,638.46	10-481
		HLTH NC E+S		96	357.87	10-481
		HLTH BP NC E+S		96	390.30	10-481
		HLTH NC F		96	554.72	10-481
		HLTH BP NC F		96	473.63	10-481
		HLTH CRT E + S		96	715.74	10-481
		HLTH BP CRTE+S		96	780.60	10-481
		HLTH CRT F		96	170.80	20-481
		HLTH BP CRT F		96	145.83	20-481
		HLTH CRT F		96	5.55	80-481
		HLTH BP CRT F		96	4.74	80-481
		HLTH CRT S		96	18.92	20-481
		HLTH BP CRT S		96	79.17	20-481
		JR HI CAFE - INSURANCE		715	530.59	10-2560-222-3-421000
					<u>\$86,643.55</u>	
HEALY, BENDER & ASSOCIATES, IN						
		BUILDING-PROF SERV HOLDING TANK		715	4,230.00	20-2542-320-1
		INSPECTIONS LIFE SAFETY		715	1,716.75	80-2367-319-7
					<u>\$5,946.75</u>	
HEGGEN, JOHN						
		TRANSP - YB SUPPLY		715	27.50	40-2550-411-1
					<u>\$27.50</u>	
HENNEPIN WATER DISTRICT						
		ELEM-WATER		715	75.70	20-2542-322-4
		ELEM-WATER		715	75.70	20-2542-322-4
					<u>\$151.40</u>	
HINCKLEY SPRING WATER CO						
		BOARD SUPPLIES		715	12.75	10-2310-410-6
					<u>\$12.75</u>	
HOLMES, MICHAEL						

Bills Payable List

Printed: 7/11/2019 11:07 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 7/1/2019 to 7/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		JR HI BLDG. REP/ MAINT WATER TESTING		715	500.00	20-2542-323-3
					<u>\$500.00</u>	
HOME DEPOT PRO THE						
		HIGH SCHOOL-BLDG SUPPLIE		715	2,307.51	20-2542-410-2
		JR HI-BUILDING SUPPLIES		715	2,307.51	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		715	2,307.51	20-2542-410-4
		PRIMARY BLDG SUPPLY		715	2,307.51	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		715	15.38	20-2542-410-2
		JR HI-BUILDING SUPPLIES		715	15.38	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		715	15.37	20-2542-410-4
		PRIMARY BLDG SUPPLY		715	15.37	20-2542-410-5
		PRIMARY BLDG SUPPLY		715	186.90	20-2542-410-5
		H S CAF CAPITAL OUTLAY		715	5,471.63	10-2560-540-2-421000
		PRIMARY BLDG SUPPLY		715	61.50	20-2542-410-5
		PRIMARY BLDG SUPPLY		715	28.25	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		715	16.32	20-2542-410-2
		JR HI-BUILDING SUPPLIES		715	16.32	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		715	16.32	20-2542-410-4
		PRIMARY BLDG SUPPLY		715	16.32	20-2542-410-5
		PRIMARY BLDG SUPPLY		715	20.19	20-2542-410-5
					<u>\$15,125.29</u>	
IASA						
		SUPT OFFICE-TRAVEL		715	569.00	10-2320-332-1
					<u>\$569.00</u>	
IL VALLEY CELLULAR						
		ALL SCHOOL SERVICES		715	238.49	20-2542-321-1
					<u>\$238.49</u>	
IMPACT NETWORKING, LLC						
		JR HI SUPPLIES		715	135.00	10-1112-410-3
					<u>\$135.00</u>	
JOHN DEERE FINANCIAL						
		HIGH SCHOOL-BLDG SUPPLIE		715	71.90	20-2542-410-2
					<u>\$71.90</u>	
JUDD CONSTRUCTION INC						
		H S-BUILDING REPAIRS/MAI WATER LINE		715	2,175.00	20-2542-323-2
					<u>\$2,175.00</u>	
KELLY SAUDER RUPIPE						
		H S- GROUNDS CAP OUTLAY MOWER		715	9,525.00	20-2543-540-2
		H S- GROUNDS REPAIR/MAIN MOWER REPAIR		715	48.70	20-2543-323-2
		H S- GROUNDS REPAIR/MAIN MOWER REPAIR		715	48.69	20-2543-323-2
					<u>\$9,622.39</u>	
KELVIN EDUCATIONAL						
		JR HI SUPPLIES		715	304.60	10-1112-410-3
					<u>\$304.60</u>	
KINETIC LEASING INC.						
		LEASE FD TECH SUPPLY		715	4,026.00	10-1112-410-1

Bills Payable List

Printed: 7/11/2019 11:07 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 7/1/2019 to 7/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$4,026.00</u>	
KS STATE BANK		TORT SUPPLIES		715	3,320.00	80-2365-410-7
					<u>\$3,320.00</u>	
LAKESHORE		PRIMARY-SUPPLIES		715	146.00	10-1111-410-5
		JR HI SUPPLIES		715	80.48	10-1112-410-3
					<u>\$226.48</u>	
LEARNING RESOURCES		JR HI SUPPLIES		715	24.44	10-1112-410-3
					<u>\$24.44</u>	
LEASE		EPIC TRAVEL JUNE 7		715	35.00	10-2210-332-1
		PAYMENTS TO L.E.A.S.E.		715	69,169.76	10-4320-310-1
					<u>\$69,204.76</u>	
LEQUIA, BRANDI M.		F/C SCIENCE SUPPLY CABINET		715	309.98	10-1113-412-2
					<u>\$309.98</u>	
LIBERTY MUTUAL INSURANCE COM		BOARD TREASURER BOND		715	7,083.00	10-2310-380-1-7
					<u>\$7,083.00</u>	
LIGHTED WAY ASSOCIATION I		LIGHTEDWAY/PEORIA		715	7,229.30	10-1912-670-1
					<u>\$7,229.30</u>	
MACGILL		NURSE-SUPPLIES		715	227.70	10-2134-410-1
					<u>\$227.70</u>	
MARK KARLOSKY CONSULTING		LEASE FD TECH SOFTWARE VIPRE		715	2,500.00	10-1113-470-1
					<u>\$2,500.00</u>	
MAXCOM		TECH R/M TOWER PLACEMENT		715	3,960.00	10-2226-323-1
					<u>\$3,960.00</u>	
MCGRAW-HILL SCHOOL EDUCATIOI		MEDICAID HS LIFE SKILLS		715	213.82	10-1220-411-11-499100
					<u>\$213.82</u>	
MCNABB TELEPHONE COMPANY		PRIMARY-TELEPHONE SERV		715	345.55	20-2542-340-5
		ELEM-TELEPHONE		715	345.55	20-2542-340-4
		JR HI-TELEPHONE SERVICE		715	345.54	20-2542-340-3
		H S - TELEPHONE SERVICE		715	345.54	20-2542-340-2
		SUPT-TELEPHONE		715	345.54	20-2542-340-1
					<u>\$1,727.72</u>	
MEDIACOM		LEASE FD-NBS/MEDIACOM		715	264.90	10-2190-323-1
		LEASE FD-NBS/MEDIACOM		715	346.90	10-2190-323-1

Bills Payable List

Printed: 7/11/2019 11:07 AM
PUTNAM COUNTY CUSD #535
Expense on Date: 7/1/2019 to 7/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$611.80</u>	
MENARDS PERU						
		HIGH SCHOOL-BLDG SUPPLIE		715	16.70	20-2542-410-2
		JR HI-BUILDING SUPPLIES		715	16.70	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		715	16.69	20-2542-410-4
		PRIMARY BLDG SUPPLY		715	16.69	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		715	58.96	20-2542-410-2
		JR HI-BUILDING SUPPLIES		715	58.96	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		715	58.96	20-2542-410-4
		PRIMARY BLDG SUPPLY		715	58.95	20-2542-410-5
		JR HI-BUILDING SUPPLIES		715	312.21	20-2542-410-3
		JR HI-BUILDING SUPPLIES		715	70.70	20-2542-410-3
					<u>\$685.52</u>	
MF ATHLETIC						
		H S ATHLETIC CAP OUTLAY		715	3,000.00	10-1501-540-2
		H S ATHLETIC-SUPPLIES		715	2,686.00	10-1501-410-2
					<u>\$5,686.00</u>	
MIDWEST TRANSIT EQUIPMENT INC						
		ACTIVITY BUS LEASE		715	19,488.00	40-2550-334-2
					<u>\$19,488.00</u>	
NASCO						
		JR HI SUPPLIES		715	84.90	10-1112-410-3
		HS-SUPPLIES		715	118.65	10-1113-410-2
					<u>\$203.55</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>	
NCS PEARSON						
		IDEA BLOCK GRANT AIMSWEB PLUS RENEWAL		715	2,307.50	10-1110-332-38-462000
					<u>\$2,307.50</u>	
NETWORK BUSINESS SYSTEMS INC						
		LEASE FD-NBS/MEDIACOM		715	200.00	10-2190-323-1
					<u>\$200.00</u>	
NEWS TRIBUNE						
		INFO SERV-ADVERTISING		715	185.00	10-2630-350-1
					<u>\$185.00</u>	
NORTH CENTRAL BANK/MASTERCARD						
		VOC AG SUPPLIES		715	9.88	10-1401-410-2
		HS-SUPPLIES		715	49.90	10-1113-410-2
		HS-SUPPLIES		715	60.54	10-1113-410-2
		HS-SUPPLIES		715	14.26	10-1113-410-2
		VOC AG-FFA TRAVEL		715	78.41	10-1401-333-2
		HS OFFICE - SUPPLIES		715	41.92	10-2410-410-2

Bills Payable List

Printed: 7/11/2019 11:07 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 7/1/2019 to 7/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		HS-SUPPLIES		715	35.44	10-1113-410-2
		PRIMARY-SUPPLIES		715	20.97	10-1111-410-5
		EPIC TRAVEL		715	210.00	10-2210-332-1
		PRIMARY-SUPPLIES		715	86.70	10-1111-410-5
		SUPT OFFICE-SUPPLIES		715	239.97	10-2320-410-1
		INFO SERV-ADVERTISING		715	500.00	10-2630-350-1
		PRINC-DUES/FEES		715	290.00	10-2410-640-1
		JR HI SUPPLIES		715	35.00	10-1112-410-3
		EPIC SUPPLIES		715	180.23	10-2210-410-1
					<u>\$1,853.22</u>	
NORTH-WEST DRAPERY						
		H S-BUILDING CAP OUTLAY AUD CURTAINS		715	37,488.00	20-2542-540-2
					<u>\$37,488.00</u>	
NWEA						
		LEASE FD TECH SOFTWARE MAP TESTING		715	2,275.00	10-1113-470-1
					<u>\$2,275.00</u>	
ORIENTAL TRADING CO						
		HENN ELEM-SUPPLIES		715	184.95	10-1110-410-4
					<u>\$184.95</u>	
ORKIN EXTERMINATING CO IN						
		ALL SCHOOL SERVICES		715	91.36	20-2542-321-1
		ALL SCHOOL SERVICES		715	91.66	20-2542-321-1
		ALL SCHOOL SERVICES		715	73.73	20-2542-321-1
		ALL SCHOOL SERVICES		715	87.35	20-2542-321-1
					<u>\$344.10</u>	
PAPER 101						
		HENN ELEM-SUPPLIES PAPER		715	767.60	10-1110-410-4
		PRIMARY-SUPPLIES PAPER		715	767.60	10-1111-410-5
		SUPT OFFICE-SUPPLIES		715	767.60	10-2320-410-1
		JR HI SUPPLIES PAPER		715	767.60	10-1112-410-3
		HS-SUPPLIES PAPER		715	767.60	10-1113-410-2
					<u>\$3,838.00</u>	
PCCU (NEC)						
		NEC-ADMIN/10 MONTH		99	149.88	10-481
		NEC-ADMIN/10 MONTH		99	149.88	10-481
					<u>\$299.76</u>	
PENSERV PLAN SERVICES INC						
		PENSERV PLAN SERVICES		97	2,970.68	10-481
		PENSERV PLAN SERVICES		97	71.32	20-481
		PENSERV PLAN SERVICES		97	3,169.62	10-481
		PENSERV PLAN SERVICES		97	72.38	20-481
					<u>\$6,284.00</u>	
PRIMARY IMPREST						
		PFA FOOD SUPP		715	143.23	10-1125-411-1
					<u>\$143.23</u>	
PUT CO SCHOOL (TRS HEALTH						

Bills Payable List

Printed: 7/11/2019 11:07 AM

PUTNAM COUNTY CUSD #535

Expense on Date: 7/1/2019 to 7/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		THIS ADMIN/10 MONTH		99	558.19	10-481
		THIS ADMIN/10 MONTH		99	558.19	10-481
					<u>\$1,116.38</u>	
PUT CO SCHOOL (TRS)						
		TRS ADMI/10 MONTH		99	2,555.78	10-481
		TRS ADMI/10 MONTH		99	2,555.78	10-481
					<u>\$5,111.56</u>	
PUT CO SCHOOLS (IMRF)						
		IM IMRF		98	36.70	10-481
		IM IMRF		98	1,812.36	10-481
		IM IMRF		98	700.26	20-481
		IMRFBRD SHARE		98	4,396.64	50-481
		IMRFBRD SHARE		98	1,665.02	50-481
		IMRF VOL CONTRIBUTIONS		98	74.59	10-481
		IMRF VOL CONTRIBUTIONS		98	158.86	20-481
		IM IMRF		98	679.41	20-481
		IMRFBRD SHARE		98	1,615.45	50-481
		IM IMRF		98	2,086.39	10-481
		IMRFBRD SHARE		98	5,048.23	50-481
		IM IMRF		98	89.43	40-481
		IMRFBRD SHARE		98	212.65	50-481
		IMRF VOL CONTRIBUTIONS		98	74.59	10-481
		IM IMRF		98	36.70	10-481
		IMRF VOL CONTRIBUTIONS		98	158.86	20-481
					<u>\$18,846.14</u>	
PUTNAM CO COMM UNIT (IL)						
		IL State Tax		99	9,390.41	10-481
		IL State Tax		99	1,026.01	20-481
		IL State Tax		99	1.86	80-481
		IL State Tax		99	1,045.53	20-481
		IL State Tax		99	9,696.66	10-481
		IL State Tax		99	1.86	80-481
		IL State Tax		99	93.26	40-481
					<u>\$21,255.59</u>	
PUTNAM CO SD FIT						
		Federal Tax 2019		99	17,420.13	10-481
		Federal Tax 2019		99	1,910.16	20-481
		Federal Tax 2019		99	3.01	80-481
		Federal Tax 2019		99	1,992.43	20-481
		Federal Tax 2019		99	18,029.05	10-481
		Federal Tax 2019		99	3.01	80-481
		Federal Tax 2019		99	86.70	40-481
					<u>\$39,444.49</u>	
PUTNAM CO SD MEDICARE						
		MEDICARE (CERT)		99	2,317.72	10-481
		MEDICARE (CERT)		99	6.37	20-481
		MEDICARE (CERT)		99	0.54	80-481

Bills Payable List

Printed: 7/11/2019 11:07 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 7/1/2019 to 7/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		MEDICARE (BRD PD)		99	2,317.72	50-481
		MEDICARE (BRD PD)		99	6.37	50-481
		MEDICARE (BRD PD)		99	0.54	50-481
		MEDICARE (CERT)		99	2,319.13	10-481
		MEDICARE (BRD PD)		99	2,319.13	50-481
		MEDICARE (CERT)		99	0.54	80-481
		MEDICARE (BRD PD)		99	0.54	50-481
		MEDICARE (CERT)		99	16.27	20-481
		MEDICARE (BRD PD)		99	16.27	50-481
					<u>\$9,321.14</u>	
PUTNAM COUNTY SD FICA						
		MATCHING FICA		99	2,989.70	50-481
		MATCHING FICA		99	1,701.16	50-481
		FICA 2019		99	2,989.70	10-481
		FICA 2019		99	1,701.16	20-481
		FICA 2019		99	1,683.20	20-481
		MATCHING FICA		99	1,683.20	50-481
		FICA 2019		99	3,475.37	10-481
		MATCHING FICA		99	3,475.37	50-481
		FICA 2019		99	152.03	40-481
		MATCHING FICA		99	152.03	50-481
					<u>\$20,002.92</u>	
REALLY GOOD STUFF						
		HENN ELEM-SUPPLIES		715	70.93	10-1110-410-4
		HENN ELEM-SUPPLIES		715	58.93	10-1110-410-4
		HENN ELEM-SUPPLIES		715	54.68	10-1110-410-4
		HENN ELEM-SUPPLIES		715	70.41	10-1110-410-4
		PRIMARY-SUPPLIES		715	58.27	10-1111-410-5
					<u>\$313.22</u>	
REGIONAL OFFICE OF EDUCATION						
		EPIC TRAVEL C MCCONNELL		715	25.00	10-2210-332-1
					<u>\$25.00</u>	
ROBBINS SCHWARTZ						
		BOARD LEGAL FEES		715	6,032.50	10-2310-319-6
					<u>\$6,032.50</u>	
ROLANDO, ALEX						
		JR HI BLDG. REP/ MAINT WATER TESTING		715	500.00	20-2542-323-3
					<u>\$500.00</u>	
S&S WORLDWIDE INC						
		JR HI SUPPLIES		715	220.23	10-1112-410-3
					<u>\$220.23</u>	
S.J. SMITH CO.						
		VOC AG SUPPLIES		715	90.49	10-1401-410-2
					<u>\$90.49</u>	
SCENARIO LEARNING LLC						
		LEASE FD TECH SOFTWARE		715	600.00	10-1113-470-1

Bills Payable List

Printed: 7/11/2019 11:07 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 7/1/2019 to 7/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$600.00</u>	
SCHOOL SPECIALTY						
		HS-SUPPLIES		715	363.74	10-1113-410-2
		JR HI OFFICE-SUPPLIES		715	634.32	10-2410-410-3
		JR HI OFFICE-SUPPLIES		715	221.68	10-2410-410-3
		JR HI SUPPLIES		715	48.57	10-1112-410-3
		JR HI SUPPLIES		715	158.45	10-1112-410-3
		JR HI SUPPLIES		715	138.97	10-1112-410-3
		JR HI SUPPLIES		715	42.44	10-1112-410-3
		JR HI SUPPLIES		715	118.00	10-1112-410-3
		JR HI SUPPLIES		715	104.75	10-1112-410-3
		JR HI SUPPLIES		715	13.96	10-1112-410-3
		HS OFFICE - SUPPLIES		715	719.75	10-2410-410-2
					<u>\$2,564.63</u>	
SHERWIN-WILLIAMS						
		HIGH SCHOOL-BLDG SUPPLIE		715	272.25	20-2542-410-2
		ELEMENTARY-BLDG SUPPLIES		715	112.90	20-2542-410-4
		HIGH SCHOOL-BLDG SUPPLIE		715	2.26	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE		715	272.25	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE		715	67.07	20-2542-410-2
		JR HI-BUILDING SUPPLIES		715	67.06	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		715	67.06	20-2542-410-4
		PRIMARY BLDG SUPPLY		715	67.06	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		715	210.15	20-2542-410-2
		JR HI-BUILDING SUPPLIES		715	210.15	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		715	210.15	20-2542-410-4
		PRIMARY BLDG SUPPLY		715	210.15	20-2542-410-5
					<u>\$1,768.51</u>	
SOCIAL STUDIES SCHOOL SERVICE						
		JR HI SUPPLIES		715	150.59	10-1112-410-3
					<u>\$150.59</u>	
SRAVTE						
		PAYMENTS OTHER GOVT- ADMIN ASSESSMENT		715	931.00	10-4190-690-1
					<u>\$931.00</u>	
STAPLES CREDIT PLAN						
		JR HI SUPPLIES 2299952811		715	84.41	10-1112-410-3
		PSYCH-SUPPLIES 2302481081		715	227.70	10-2140-410-1
		PSYCH-SUPPLIES		715	129.90	10-2140-410-1
		CO-OP SUPPLIES		715	113.99	10-1459-410-2
					<u>\$556.00</u>	
STATE DISBURSEMENT UNIT						
		CHILD SUPPORT		97	451.83	10-481
		CHILD SUPPORT		97	451.83	10-481
					<u>\$903.66</u>	
SUBSCRIPTION SERVICES						
		HS MEDIA CTR-PERIODICALS		715	520.96	10-2220-440-2
					<u>\$520.96</u>	

Bills Payable List

Printed: 7/11/2019 11:07 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 7/1/2019 to 7/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
SUN LIFE FINANCIAL EMPLOYEE BE						
		H S-MEDICAL INSURANCE		715	6,667.62	10-1113-222-2
					<u>\$6,667.62</u>	
SUPERINTENDENT IMPREST						
		ELEMENTARY-GROUNDS SUPPLY		715	28.00	20-2543-410-4
		PRIMARY-GROUNDS SUPPLIE		715	28.00	20-2543-410-5
		SUPT OFFICE-POSTAGE		715	7.35	10-2320-341-1
		H S-GROUNDS SUPPLIES		715	28.00	20-2543-410-2
		JR HI-GROUNDS SUPPLIES		715	28.00	20-2543-410-3
					<u>\$119.35</u>	
TALX UC EXPRESS						
		UNEMPLOYMENT INSUR		715	151.94	80-2363-380-7
					<u>\$151.94</u>	
TEACHER CREATED RESOURCES						
		HENN ELEM-SUPPLIES		715	73.89	10-1110-410-4
					<u>\$73.89</u>	
TEACHER DIRECT						
		PRIMARY-SUPPLIES		715	58.34	10-1111-410-5
		PRIMARY-SUPPLIES		715	190.50	10-1111-410-5
					<u>\$248.84</u>	
TEACHERS DISCOVERY						
		JR HI SUPPLIES		715	65.74	10-1112-410-3
		JR HI SUPPLIES		715	151.13	10-1112-410-3
					<u>\$216.87</u>	
TOEDTER OIL COMPANY						
		H S-GROUNDS SUPPLIES MOWING		715	342.86	20-2543-410-2
		JR HI-GROUNDS SUPPLIES		715	342.86	20-2543-410-3
		ELEMENTARY-GROUNDS SUPPLY		715	342.86	20-2543-410-4
		PRIMARY-GROUNDS SUPPLIE		715	342.86	20-2543-410-5
		TRANSP - YB SUPPLY		715	631.58	40-2550-411-1
		EX CURRICULAR VAN		715	684.22	40-2550-324-1
		DRIVERS ED SUPPLIES		715	87.72	10-1700-410-2
		TRUCK REPAIR/MAINT		715	350.88	20-2542-320-3
					<u>\$3,125.84</u>	
UECO						
		H S-BUILDING REPAIRS/MAI WATER REPAIR		715	753.56	20-2542-323-2
					<u>\$753.56</u>	
US GAMES						
		HENN ELEM-SUPPLIES		715	148.29	10-1110-410-4
					<u>\$148.29</u>	
VILLAGE OF GRANVILLE						
		PRIMARY- WATER		715	565.76	20-2542-322-5
		HS- WATER		715	2,697.00	20-2542-322-2
					<u>\$3,262.76</u>	
WASHINGTON NATIONAL INS CO						
		WASHINGTON NATL INS.		96	806.84	10-481

Bills Payable List

Printed: 7/11/2019 11:07 AM
PUTNAM COUNTY CUSD #535
Expense on Date: 7/1/2019 to 7/31/2019

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
	WASHINGTON NATL INS.		96	125.05	20-481
	WASHINGTON NATL INS.		96	0.31	80-481
	WASHINGTON NATL INS.		96	834.00	10-481
	WASHINGTON NATL INS.		96	2.64	40-481
	WASHINGTON NATL INS.		96	141.05	20-481
	WASHINGTON NATL INS.		96	0.31	80-481
				<u>\$1,910.20</u>	
WASTE MANAGEMENT					
	ALL SCHOOL SERVICES		715	318.06	20-2542-321-1
	ALL SCHOOL SERVICES		715	189.47	20-2542-321-1
	ALL SCHOOL SERVICES		715	318.28	20-2542-321-1
	ALL SCHOOL SERVICES		715	331.01	20-2542-321-1
				<u>\$1,156.82</u>	
			Report Total	<u><u>\$512,185.27</u></u>	

Revenue Ledger

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PUTNAM COUNTY CUSD #535

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								
		FIRST PRIOR YEAR LEVY	0.00	3,475,989.96	3,617,938.00	141,948.04	96.08	10-1112
1112	Junior High		0.00	3,475,989.96	3,617,938.00	141,948.04	96.08	** Function
Middle-Junior High								
		TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00	10-1122
1120	Middle-Junior High		0.00	0.00	0.00	0.00	0.00	** Function
High School								
		FIRST PRIOR YR LEASE	0.00	63,885.24	66,517.00	2,631.76	96.04	10-1130
1130	High School		0.00	63,885.24	66,517.00	2,631.76	96.04	** Function
Accelerated Reading Program								
		SP ED PRIOR YEAR LEVY	0.00	51,112.21	53,208.00	2,095.79	96.06	10-1141
1140	Accelerated Reading Program		0.00	51,112.21	53,208.00	2,095.79	96.06	** Function
Speech & Lang. Impaired								
		MOBILE HOME PRIVILEGE TA	0.00	0.00	0.00	0.00	0.00	10-1210
1210	Speech & Lang. Impaired		0.00	0.00	0.00	0.00	0.00	** Function
Special Education Programs Pre-K								
		CORP PERS PROP REPLC TAX	0.00	2,500,849.94	2,069,168.00	(431,681.94)	120.86	10-1230
1225	Special Education Programs Pre-K		0.00	2,500,849.94	2,069,168.00	(431,681.94)	120.86	** Function
Remedial and Supplemental Programs Pre-K								
		WETLANDS	0.00	0.00	0.00	0.00	0.00	10-1290
1275	Remedial and Supplemental Programs Pre-K		0.00	0.00	0.00	0.00	0.00	** Function
Adult Education								
		PUPIL TUITION OTHER LEA	0.00	348,399.88	327,350.00	(21,049.88)	106.43	10-1312
			0.00	0.00	0.00	0.00	0.00	10-1313
1310	Adult Education		0.00	348,399.88	327,350.00	(21,049.88)	106.43	** Function
Upgrdg In Current Occupn								
		PUPIL TUI-SP ED OTHER LEA	0.00	36,458.55	36,459.00	0.45	100.00	10-1342
1340	Upgrdg In Current Occupn		0.00	36,458.55	36,459.00	0.45	100.00	** Function
Music								
		TAX INTEREST	0.00	0.00	0.00	0.00	0.00	10-1510
		ED-INT ON INVESTMENTS	3,991.06	43,276.50	19,000.00	(24,276.50)	227.77	10-1511
		INTEREST-SWANNEY BONDS	0.00	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

Printed: 7/11/2019 1:07 PM
PUTNAM COUNTY CUSD #535

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	3,991.06	43,276.50	19,100.00	(24,176.50)	226.58	** Function	
Summer School							
STUDENT LUNCH	3,294.94	117,291.56	116,000.00	(1,291.56)	101.11	10-1611	
STUDENT BREAKFAST	0.00	4,372.92	16,000.00	11,627.08	27.33	10-1612	
MILK SALES (OTHER)	545.60	3,815.61	4,000.00	184.39	95.39	10-1614	
ADULT LUNCHES/BREAKFAST	106.20	4,074.75	5,000.00	925.25	81.50	10-1620	
1600 Summer School	3,946.74	129,554.84	141,000.00	11,445.16	91.88	** 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	0.00	14,731.00	15,000.00	269.00	98.21	10-1711-2	
JR HI-ATHLETIC ADMISSION	0.00	3,723.00	5,000.00	1,277.00	74.46	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	3,698.00	11,000.00	7,302.00	33.62	10-1719	
1710 Vocational Ed Handicapped	0.00	22,152.00	34,000.00	11,848.00	65.15	** Function	
Vctnl Ed Lmt Eng Profcncy							
ACTIVITY FEES HS	0.00	10,205.00	18,000.00	7,795.00	56.69	10-1720	
ACTIVITY FEES JR H	0.00	4,265.00	4,500.00	235.00	94.78	10-1720	
1720 Vctnl Ed Lmt Eng Profcncy	0.00	14,470.00	22,500.00	8,030.00	64.31	** 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	20.00	3,228.00	5,500.00	2,272.00	58.69	10-1790-1-3	
H S PE RESALE	0.00	2,078.50	4,000.00	1,921.50	51.96	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	20.00	5,506.50	10,700.00	5,193.50	51.46	** 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	0.00	17,883.68	22,500.00	4,616.32	79.48	10-1811	
JR HI-TEXTBOOK RENTAL	0.00	8,580.00	8,500.00	(80.00)	100.94	10-1811	
ELEM-TEXTBOOK RENTAL	20.00	4,970.00	7,000.00	2,030.00	71.00	10-1811-4	
INSTRUMENT RENTAL	0.00	0.00	0.00	0.00	0.00	10-1819	
1800 Bilingual Programs	20.00	37,208.68	45,000.00	7,791.32	82.69	** Function	
Gifted Programs - Private Tuition							
DONATIONS	11,350.00	29,971.29	25,000.00	(4,971.29)	119.89	10-1920	

Revenue Ledger

Printed: 7/11/2019 1:07 PM
PUTNAM COUNTY CUSD #535

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		11,350.00	29,971.29	25,000.00	(4,971.29)	119.89 ** 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	9,500.87	9,500.87	2,100.00	(7,400.87)	452.42 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	2,653.53	43,972.46	110,000.00	66,027.54	39.97 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		12,154.40	57,795.78	115,100.00	57,304.22	50.21 ** Function
1000	Instruction		31,482.20	6,816,631.37	6,583,040.00	(233,591.37)	103.55 * 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	80,019.38	880,211.98	880,212.00	0.02	100.00 10-3001
		HOLD HARMLESS GSA	0.00	0.00	0.00	0.00	0.00 10-3002
2900	Other Support Services		80,019.38	880,211.98	880,212.00	0.02	100.00 ** Function
Direction Of Community Sv							
		SP ED PRIV FAC TUITION	0.00	104,633.25	115,000.00	10,366.75	90.99 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	104,633.25	316,167.00	211,533.75	33.09 ** Function
Community Recreation Srv							
		CTEI GRANT-SRAVTE	0.00	20,950.00	19,688.00	(1,262.00)	106.41 10-3200

Revenue Ledger

Printed: 7/11/2019 1:07 PM
PUTNAM COUNTY CUSD #535

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	
				Revenue			
		VOC AG STATE GRTS	0.00	0.00	12,000.00	12,000.00	0.00 10-3215
		VOC AG SUPPLEMENTAL	1,569.00	27,698.00	2,489.00	(25,209.00)	1,112.82 10-3235
		FCAE GRANT	0.00	0.00	0.00	0.00	0.00 10-3299
3200	Community Recreation Srv		1,569.00	48,648.00	34,177.00	(14,471.00)	142.34 ** 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	409.56	2,937.83	3,500.00	562.17	83.94 10-3360
		IL BREAKFAST INITIATIVE	0.00	0.00	0.00	0.00	0.00 10-3360
		DRIVERS ED REIMBURSEMENT	3,228.86	12,792.90	15,000.00	2,207.10	85.29 10-3370-1
3300	Civic Services		3,638.42	15,730.73	18,500.00	2,769.27	85.03 ** 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	43,560.00	299,582.00	261,362.00	(38,220.00)	114.62 10-3705
		READING IMPROVEMENT GRAN	0.00	0.00	0.00	0.00	0.00 10-3715
			0.00	79.82	0.00	(79.82)	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		43,560.00	299,661.82	261,362.00	(38,299.82)	114.65 ** 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	750.00	2,192.00	5,000.00	2,808.00	43.84 10-3999
		RESPRO GRANT	0.00	0.00	0.00	0.00	0.00 10-3999
3900	Other Community Services		750.00	2,192.00	5,000.00	2,808.00	43.84 ** Function
3000	Community Services		129,536.80	1,351,077.78	1,515,418.00	164,340.22	89.16 * Function
Nonprogrammed Charges							
<u>Other Community Services</u>							

Revenue Ledger

Printed: 7/11/2019 1:07 PM
PUTNAM COUNTY CUSD #535

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	10,668.29	300,846.32	299,716.00	(1,130.32)	100.38	** Function
4000	Nonprogrammed Charges	10,668.29	565,967.78	623,204.00	57,236.22	90.82	* Function
Provision For Contingences							
Provision For Contingences							
	TRANS OF WC TECH THRUST	0.00	0.00	0.00	0.00	0.00	10-7110
	PERM TRANSFER WC	0.00	0.00	0.00	0.00	0.00	10-7110
	TRANSFER OF WC	0.00	0.00	0.00	0.00	0.00	10-7110-1
6000	Provision For Contingences	0.00	0.00	0.00	0.00	0.00	** Function
Perm Trnf from W/C							
	TRANS WC INTEREST	0.00	0.00	0.00	0.00	0.00	10-7120
	ACCURED INT B&I	0.00	0.00	0.00	0.00	0.00	10-7230
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
10	Education Fund	171,687.29	8,733,676.93	8,721,662.00	(12,014.93)	100.14	Fund

27

Revenue Ledger

Printed: 7/11/2019 1:07 PM
PUTNAM COUNTY CUSD #535

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	0.00	638,877.37	665,061.00	26,183.63	96.06 20-1112
	0.00		0.00	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	0.00 ** Function
Special Education Programs Pre-K							
1225 Special Education Programs Pre-K		CORP PERS PROP REPL TAX	0.00	400,000.00	200,000.00	(200,000.00)	200.00 20-1230
	0.00		0.00	400,000.00	200,000.00	(200,000.00)	200.00 ** Function
Music							
1502 Music		BLD-INT	529.74	2,454.32	5,000.00	2,545.68	49.09 20-1511
		INTEREST - TREE FUND	0.00	0.00	50.00	50.00	0.00 20-1515
	529.74		529.74	2,454.32	5,050.00	2,595.68	48.60 ** 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	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	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	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		0.00	9,182.52	19,000.00	9,817.48	48.33 ** Function
1000 Instruction	529.74		529.74	1,050,514.21	890,611.00	(159,903.21)	117.95 * 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	0.00 ** Function
2000 Support Services	0.00		0.00	0.00	0.00	0.00	0.00 * Function

Revenue Ledger

Printed: 7/11/2019 1:07 PM
PUTNAM COUNTY CUSD #535

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							
Other Community Services							
		INFRA IMPROVE-PLAN/CONST	0.00	0.00	0.00	0.00	20-3920-1
		SCHL INFRASTRUCT/MAINT PROJ	0.00	0.00	0.00	0.00	20-3925-1-1
		OTHER STATE REVENUE	0.00	0.00	0.00	0.00	20-3999
3900	Other Community Services		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	** Function
3000	Community Services		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Nonprogrammed Charges							
Payments Other Govt Units Out of State Transfers							
			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		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	** Function
4000	Nonprogrammed Charges		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Provision For Contingences							
Provision For Contingences							
		TRANSFER WC	0.00	0.00	168,458.00	168,458.00	0.00 20-7110
6000	Provision For Contingences		<u>0.00</u>	<u>0.00</u>	<u>168,458.00</u>	<u>168,458.00</u>	0.00 ** Function
Perm Trnf from W/C							
		PERM TRANSFER FROM W/C	0.00	0.00	0.00	0.00	20-7130-1
		SALE/COMP FIXED ASSETS	0.00	0.00	0.00	0.00	20-7400
7120	Perm Trnf from W/C		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	** Function
6000	Provision For Contingences		<u>0.00</u>	<u>0.00</u>	<u>168,458.00</u>	<u>168,458.00</u>	0.00 * Function
20	Oper, Build, & Maint Fund		<u>529.74</u>	<u>1,050,514.21</u>	<u>1,059,069.00</u>	<u>8,554.79</u>	<u>99.19</u> Fund

Revenue Ledger

Printed: 7/11/2019 1:07 PM
PUTNAM COUNTY CUSD #535

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	0.00	2,805.61	2,807.00	1.39	99.95	30-1112
1112	Junior High		0.00	2,805.61	2,807.00	1.39	99.95	** Function
Music								
		B/I-INT INVESTMENTS	55.73	3,473.38	1,000.00	(2,473.38)	347.34	30-1511
1502	Music		55.73	3,473.38	1,000.00	(2,473.38)	347.34	** Function
1000	Instruction		55.73	6,278.99	3,807.00	(2,471.99)	164.93	* 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		55.73	6,278.99	3,807.00	(2,471.99)	164.93	Fund

30

Revenue Ledger

Printed: 7/11/2019 1:07 PM
PUTNAM COUNTY CUSD #535

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	0.00	255,550.91	266,027.00	10,476.09	96.06	40-1112
1112	Junior High		0.00	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	519.59	5,209.33	2,000.00	(3,209.33)	260.47	40-1511
1502	Music		519.59	5,209.33	2,000.00	(3,209.33)	260.47	** 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	4,993.84	48,000.00	43,006.16	10.40	40-1999
1922	Truants Alternative/Optional Education Programs		0.00	4,993.84	48,000.00	43,006.16	10.40	** Function
1000	Instruction		519.59	265,754.08	316,027.00	50,272.92	84.09	* Function
Community Services								
Custody/Child Care Serv								
		REG TRANSPORTATION AID	0.00	334,392.04	384,238.00	49,845.96	87.03	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	159,808.63	248,054.00	88,245.37	64.42	40-3510
		OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	40-3511
3500	Custody/Child Care Serv		0.00	539,263.09	649,643.00	110,379.91	83.01	** 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	539,263.09	724,643.00	185,379.91	74.42	* Function
Nonprogrammed Charges								
Payments Other Govt Units Out of State Transfers								

Revenue Ledger

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PUTNAM COUNTY CUSD #535

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
		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>							
		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
Perm Trnf from W/C							
		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	519.59	805,017.17	1,040,670.00	235,652.83	77.36	Fund

Revenue Ledger

Printed: 7/11/2019 1:07 PM
PUTNAM COUNTY CUSD #535

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	0.00	90,640.64	94,297.00	3,656.36	96.12	50-1112
		FIRST PRIOR YR-SS	0.00	137,938.89	143,497.00	5,558.11	96.13	50-1112
1112	Junior High		0.00	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	218.98	2,168.22	1,000.00	(1,168.22)	216.82	50-1511
1502	Music		218.98	2,168.22	1,000.00	(1,168.22)	216.82	** 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		218.98	230,747.75	238,794.00	8,046.25	96.63	* Function
50	I.M.R.F./Soc. Sec. Fund		218.98	230,747.75	238,794.00	8,046.25	96.63	Fund

Revenue Ledger

Printed: 7/11/2019 1:07 PM
PUTNAM COUNTY CUSD #535

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

34

Revenue Ledger

Printed: 7/11/2019 1:07 PM
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	0.00	63,885.24	66,517.00	2,631.76	96.04	70-1112
1112	Junior High		0.00	63,885.24	66,517.00	2,631.76	96.04	** Function
Music								
		WC-INT	15,606.93	35,357.86	10,000.00	(25,357.86)	353.58	70-1511
1502	Music		15,606.93	35,357.86	10,000.00	(25,357.86)	353.58	** Function
1000	Instruction		15,606.93	99,243.10	76,517.00	(22,726.10)	129.70	* Function
Provision For Contingencs								
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 Contingencs		0.00	0.00	0.00	0.00	0.00	* Function
70	Working Cash Fund		15,606.93	99,243.10	76,517.00	(22,726.10)	129.70	Fund

35

Revenue Ledger

Printed: 7/11/2019 1:07 PM
PUTNAM COUNTY CUSD #535

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	0.00	295,558.08	307,485.00	11,926.92	96.12 80-1112
1112	Junior High		0.00	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	133.41	727.51	800.00	72.49	90.94 80-1511
1502	Music		133.41	727.51	800.00	72.49	90.94 ** 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		133.41	296,285.59	308,285.00	11,999.41	96.11 * Function
80	Tort Immunity and Judgment Fund		133.41	296,285.59	308,285.00	11,999.41	96.11 Fund

36

Revenue Ledger

Printed: 7/11/2019 1:07 PM
PUTNAM COUNTY CUSD #535

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/	0.00	63,885.24	66,517.00	2,631.76	96.04	90-1112
1112	Junior High		0.00	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	988.02	2,273.35	500.00	(1,773.35)	454.67	90-1511
1502	Music		988.02	2,273.35	500.00	(1,773.35)	454.67	** 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		988.02	66,158.59	67,017.00	858.41	98.72	* 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		988.02	66,158.59	67,017.00	858.41	98.72	Fund
Report Total:			189,739.69	11,287,922.33	11,515,821.00	227,898.67	98.02	

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 1000 Instruction
Function 1110 Elementary
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	49,966.33	588,427.24	0.00	636,650.00	48,222.76	92.43	
200	Employee Benefits	11,917.66	143,406.29	0.00	134,000.00	(9,406.29)	107.02	
300	Purchased Services	21,906.52	52,748.40	0.00	62,429.00	9,680.60	84.49	
400	Supplies And Materials	238.84	9,793.27	0.00	32,300.00	22,506.73	30.32	
500	Capital Outlay	0.00	6,400.00	0.00	49,500.00	43,100.00	12.93	
1110	Elementary	84,029.35	800,775.20	0.00	914,879.00	114,103.80	87.53	** Function
100	Salaries	35,972.65	431,266.44	0.00	475,000.00	43,733.56	90.79	
200	Employee Benefits	8,855.22	108,862.82	0.00	119,000.00	10,137.18	91.48	
300	Purchased Services	563.61	10,075.56	0.00	16,000.00	5,924.44	62.97	
400	Supplies And Materials	706.42	8,060.09	0.00	32,300.00	24,239.91	24.95	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
1111	Primary	46,097.90	558,264.91	0.00	643,800.00	85,535.09	86.71	** Function
100	Salaries	50,738.11	599,392.40	0.00	667,000.00	67,607.60	89.86	
200	Employee Benefits	14,335.01	166,642.56	0.00	177,000.00	10,357.44	94.15	
300	Purchased Services	668.01	11,135.18	0.00	16,500.00	5,364.82	67.49	
400	Supplies And Materials	6,344.44	120,404.92	0.00	203,600.00	83,195.08	59.14	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	575.00	0.00	1,000.00	425.00	57.50	
1112	Junior High	72,085.57	898,150.06	0.00	1,066,600.00	168,449.94	84.21	** Function
100	Salaries	65,526.62	767,997.82	0.00	821,137.00	53,139.18	93.53	
200	Employee Benefits	17,481.90	207,643.65	0.00	222,000.00	14,356.35	93.53	
300	Purchased Services	1,813.01	15,179.50	0.00	17,500.00	2,320.50	86.74	
400	Supplies And Materials	9,116.56	87,156.96	0.00	111,850.00	24,693.04	77.92	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
1113	High School	93,938.09	1,077,977.93	0.00	1,174,987.00	97,009.07	91.74	** 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	6,907.04	82,377.48	0.00	85,000.00	2,622.52	96.91	
200	Employee Benefits	1,583.36	17,178.41	0.00	18,500.00	1,321.59	92.86	
300	Purchased Services	0.00	1,628.71	0.00	2,750.00	1,121.29	59.23	
400	Supplies And Materials	0.00	3,246.93	0.00	5,620.00	2,373.07	57.77	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	718.00	0.00	800.00	82.00	89.75	

38

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 1000 Instruction
Function 1115 MUSIC
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1115	MUSIC	8,490.40	105,149.53	0.00	112,670.00	7,520.47	93.33	** 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	11,624.51	134,083.09	0.00	137,500.00	3,416.91	97.51	
200	Employee Benefits	2,277.74	25,007.13	0.00	32,000.00	6,992.87	78.15	
300	Purchased Services	0.00	658.49	0.00	1,300.00	641.51	50.65	
400	Supplies And Materials	464.13	6,928.72	0.00	9,450.00	2,521.28	73.32	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1125	Pre-K Programs	14,366.38	166,677.43	0.00	180,250.00	13,572.57	92.47	** 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	0.00	5,000.00	4,250.00	15.00	
200	Employee Benefits	0.00	171.00	0.00	500.00	329.00	34.20	
300	Purchased Services	10,056.24	87,410.96	0.00	78,000.00	(9,410.96)	112.07	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1204	Physically Hndcap Homebound	10,056.24	88,331.96	0.00	83,500.00	(4,831.96)	105.79	** Function
300	Purchased Services	9,875.76	19,262.89	0.00	800.00	(18,462.89)	2,407.86	
1206	Visually Impaired (VI)	9,875.76	19,262.89	0.00	800.00	(18,462.89)	2,407.86	** Function
300	Purchased Services	2.44	7,481.59	0.00	8,800.00	1,318.41	85.02	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	2.44	7,481.59	0.00	8,800.00	1,318.41	85.02	** Function
100	Salaries	4,424.73	55,424.31	0.00	54,000.00	(1,424.31)	102.64	
200	Employee Benefits	1,227.44	13,775.23	0.00	14,200.00	424.77	97.01	
300	Purchased Services	0.00	76,973.44	0.00	78,300.00	1,326.56	98.31	
400	Supplies And Materials	0.00	0.00	0.00	650.00	650.00	0.00	
1210	Speech & Lang.Impaired	5,652.17	146,172.98	0.00	147,150.00	977.02	99.34	** 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	

69

Expenditure Report

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PUTNAM COUNTY CUSD #535

Education Fund 10

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	69,487.25	813,613.59	0.00	997,000.00	183,386.41	81.61	
200	Employee Benefits	16,440.01	192,499.84	0.00	195,000.00	2,500.16	98.72	
300	Purchased Services	780.68	3,995.03	0.00	4,500.00	504.97	88.78	
400	Supplies And Materials	472.33	21,155.36	0.00	29,200.00	8,044.64	72.45	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	87,180.27	1,031,263.82	0.00	1,225,700.00	194,436.18	84.14	** 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	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	5,973.93	72,318.38	0.00	73,500.00	1,181.62	98.39	
200	Employee Benefits	1,716.54	19,371.35	0.00	20,000.00	628.65	96.86	
300	Purchased Services	0.00	26.95	0.00	500.00	473.05	5.39	
400	Supplies And Materials	0.00	375.99	0.00	800.00	424.01	47.00	
1225	Special Education Programs Pre-K	7,690.47	92,092.67	0.00	94,800.00	2,707.33	97.14	** Function
100	Salaries	7,186.67	81,370.74	0.00	86,430.00	5,059.26	94.15	
200	Employee Benefits	2,768.24	28,593.09	0.00	27,974.00	(619.09)	102.21	
300	Purchased Services	0.00	7,971.18	0.00	7,595.00	(376.18)	104.95	
400	Supplies And Materials	14,785.23	32,895.37	0.00	26,787.00	(6,108.37)	122.80	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1250	Remedial and Supplemental Programs K-12	24,740.14	150,830.38	0.00	148,786.00	(2,044.38)	101.37	** Function
100	Salaries	13,514.39	99,769.76	0.00	97,000.00	(2,769.76)	102.86	
200	Employee Benefits	3,139.68	26,199.87	0.00	25,700.00	(499.87)	101.95	
300	Purchased Services	0.00	539.67	0.00	3,500.00	2,960.33	15.42	
400	Supplies And Materials	7,023.60	10,214.15	0.00	8,889.00	(1,325.15)	114.91	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	500.00	500.00	0.00	
1401	VOCATIONAL AG	23,677.67	136,723.45	0.00	135,589.00	(1,134.45)	100.84	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	

40

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 1000 Instruction
Function 1402 INDUSTRIAL ARTS
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	0.00	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	29,096.06	0.00	29,700.00	603.94	97.97	
200	Employee Benefits	912.68	10,376.16	0.00	10,600.00	223.84	97.89	
300	Purchased Services	0.00	0.00	0.00	600.00	600.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1407	BUSINESS ED	3,349.42	39,472.22	0.00	40,900.00	1,427.78	96.51	** Function
100	Salaries	1,795.50	21,516.84	0.00	24,000.00	2,483.16	89.65	
200	Employee Benefits	272.12	2,661.03	0.00	2,900.00	238.97	91.76	
300	Purchased Services	53.36	554.09	0.00	1,000.00	445.91	55.41	
400	Supplies And Materials	163.99	163.99	0.00	300.00	136.01	54.66	
1459	CO-OP PROGRAM	2,284.97	24,895.95	0.00	28,200.00	3,304.05	88.28	** Function
100	Salaries	200.00	118,104.48	0.00	129,000.00	10,895.52	91.55	
200	Employee Benefits	49.79	9,995.22	0.00	6,000.00	(3,995.22)	166.59	
300	Purchased Services	2,536.55	25,846.69	0.00	36,900.00	11,053.31	70.05	
400	Supplies And Materials	438.78	21,626.33	0.00	17,700.00	(3,926.33)	122.18	
500	Capital Outlay	0.00	8,077.99	0.00	9,100.00	1,022.01	88.77	
600	Other Objects	1,600.00	14,815.67	0.00	13,000.00	(1,815.67)	113.97	
1501	ATHLETICS	4,825.12	198,466.38	0.00	211,700.00	13,233.62	93.75	** 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	
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	3,934.76	31,114.24	0.00	32,000.00	885.76	97.23	
200	Employee Benefits	374.95	3,128.22	0.00	3,000.00	(128.22)	104.27	
300	Purchased Services	0.00	195.00	0.00	500.00	305.00	39.00	
400	Supplies And Materials	0.00	4,295.18	0.00	6,300.00	2,004.82	68.18	
600	Other Objects	0.00	27.00	0.00	300.00	273.00	9.00	

41

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 1000 Instruction
Function 1540 EXTRA CURRICULAR
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1540	EXTRA CURRICULAR	4,309.71	38,759.64	0.00	42,100.00	3,340.36	92.07	** Function
100	Salaries	2,700.00	9,450.00	0.00	18,000.00	8,550.00	52.50	
200	Employee Benefits	517.45	517.45	0.00	3,200.00	2,682.55	16.17	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	7.50	0.00	250.00	242.50	3.00	
1600	Summer School	3,217.45	9,974.95	0.00	21,450.00	11,475.05	46.50	** 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	1,690.00	18,805.68	0.00	25,500.00	6,694.32	73.75	
200	Employee Benefits	258.92	2,840.13	0.00	3,300.00	459.87	86.06	
300	Purchased Services	0.00	4,493.10	0.00	7,000.00	2,506.90	64.19	
400	Supplies And Materials	0.00	846.74	0.00	2,000.00	1,153.26	42.34	
1700	Drivers Education Program	1,948.92	26,985.65	0.00	37,800.00	10,814.35	71.39	** Function
100	Salaries	0.00	500.00	0.00	0.00	(500.00)	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	0.00	(500.00)	0.00	** Function
600	Other Objects	30,502.58	348,273.73	0.00	400,000.00	51,726.27	87.07	
1912	Special Education Programs K-12 - Private Tuition	30,502.58	348,273.73	0.00	400,000.00	51,726.27	87.07	** Function
1000	Instruction	538,321.02	5,966,483.32	0.00	6,720,461.00	753,977.68	88.78	* Function
100	Salaries	9,646.06	115,329.98	0.00	117,000.00	1,670.02	98.57	
200	Employee Benefits	2,964.96	32,716.08	0.00	35,500.00	2,783.92	92.16	
300	Purchased Services	33.62	427.22	0.00	800.00	372.78	53.40	
400	Supplies And Materials	75.44	1,701.94	0.00	1,170.00	(531.94)	145.46	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	400.00	400.00	0.00	
2110	Attendance/Soc Wrk Serv	12,720.08	150,175.22	0.00	154,870.00	4,694.78	96.97	** Function
100	Salaries	3,718.47	44,415.22	0.00	49,000.00	4,584.78	90.64	
200	Employee Benefits	1,120.40	12,342.47	0.00	12,900.00	557.53	95.68	
300	Purchased Services	0.00	86.95	0.00	1,650.00	1,563.05	5.27	
400	Supplies And Materials	0.00	371.63	0.00	450.00	78.37	82.58	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	100.00	100.00	0.00	

42

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Education Fund 10

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2120	Guidance Services	4,838.87	57,216.27	0.00	64,100.00	6,883.73	89.26	** Function
100	Salaries	3,775.97	43,839.38	0.00	48,000.00	4,160.62	91.33	
200	Employee Benefits	548.31	6,442.11	0.00	6,500.00	57.89	99.11	
300	Purchased Services	125.98	656.81	0.00	1,700.00	1,043.19	38.64	
400	Supplies And Materials	52.00	987.39	0.00	1,350.00	362.61	73.14	
2134	Nurse Services	4,502.26	51,925.69	0.00	57,550.00	5,624.31	90.23	** Function
100	Salaries	1,372.93	16,440.27	0.00	17,000.00	559.73	96.71	
200	Employee Benefits	411.60	4,616.16	0.00	6,000.00	1,383.84	76.94	
300	Purchased Services	4,791.10	11,489.36	0.00	1,650.00	(9,839.36)	696.32	
400	Supplies And Materials	0.00	775.08	0.00	1,500.00	724.92	51.67	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	410.00	0.00	0.00	(410.00)	0.00	
2140	Psychological Services	6,575.63	33,730.87	0.00	26,150.00	(7,580.87)	128.99	** 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	811.80	9,419.33	0.00	9,500.00	80.67	99.15	
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	811.80	9,419.33	0.00	9,500.00	80.67	99.15	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2191	OTHER SUPPORT	0.00	0.00	0.00	1,000.00	1,000.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2192	TITLE V CHART COUNTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2193	Title IV	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	3,452.67	38,293.53	0.00	40,000.00	1,706.47	95.73	

43

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 2000 Support Services
Function 2210 EPIC
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	795.89	7,883.58	0.00	5,800.00	(2,083.58)	135.92	
300	Purchased Services	15,981.87	48,237.64	0.00	31,500.00	(16,737.64)	153.14	
400	Supplies And Materials	3,417.75	8,044.32	0.00	10,000.00	1,955.68	80.44	
2210	EPIC	23,648.18	102,459.07	0.00	87,300.00	(15,159.07)	117.36	** 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	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2218	Quality Assuarance	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	11,866.86	136,577.33	0.00	139,000.00	2,422.67	98.26	
200	Employee Benefits	1,873.73	21,513.70	0.00	23,200.00	1,686.30	92.73	
300	Purchased Services	61.71	738.68	0.00	1,900.00	1,161.32	38.88	
400	Supplies And Materials	544.95	13,080.23	0.00	14,765.00	1,684.77	88.59	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2220	MEDIA PROGRAM	14,347.25	171,909.94	0.00	178,865.00	6,955.06	96.11	** Function
100	Salaries	6,701.32	84,988.38	0.00	81,000.00	(3,988.38)	104.92	
200	Employee Benefits	2.76	629.95	0.00	4,950.00	4,320.05	12.73	
300	Purchased Services	594.34	2,581.46	0.00	8,500.00	5,918.54	30.37	
400	Supplies And Materials	0.00	0.00	0.00	2,700.00	2,700.00	0.00	
2226	TECHNOLOGY	7,298.42	88,199.79	0.00	97,150.00	8,950.21	90.79	** 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	3,335.10	5,966.10	0.00	6,700.00	733.90	89.05	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	17,929.81	50,127.12	0.00	47,295.00	(2,832.12)	105.99	

44

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Education Fund 10

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
400	Supplies And Materials	2,945.98	24,872.20	0.00	49,000.00	24,127.80	50.76	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	294.14	25,820.09	0.00	20,000.00	(5,820.09)	129.10	
2310	Brd Ed Services	24,505.03	106,785.51	0.00	122,995.00	16,209.49	86.82	** Function
100	Salaries	7,951.10	94,316.52	0.00	100,000.00	5,683.48	94.32	
200	Employee Benefits	3,174.28	38,813.46	0.00	40,000.00	1,186.54	97.03	
300	Purchased Services	741.46	16,277.80	0.00	18,500.00	2,222.20	87.99	
400	Supplies And Materials	653.61	4,807.63	0.00	0.00	(4,807.63)	0.00	
500	Capital Outlay	0.00	4,000.00	0.00	0.00	(4,000.00)	0.00	
600	Other Objects	0.00	6,218.48	0.00	0.00	(6,218.48)	0.00	
2320	Executive Adm. Serv	12,520.45	164,433.89	0.00	158,500.00	(5,933.89)	103.74	** 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	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2330	Service Area Administrative Services	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	43,506.75	520,346.61	0.00	548,000.00	27,653.39	94.95	
200	Employee Benefits	12,817.51	156,530.00	0.00	162,000.00	5,470.00	96.62	
300	Purchased Services	219.87	4,431.17	0.00	7,000.00	2,568.83	63.30	
400	Supplies And Materials	1,155.68	11,474.19	0.00	12,420.00	945.81	92.38	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	1,726.88	2,985.88	0.00	3,000.00	14.12	99.53	
2410	Office Of Principal Serv	59,426.69	695,767.85	0.00	733,920.00	38,152.15	94.80	** 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	116,958.69	0.00	118,000.00	1,041.31	99.12	
200	Employee Benefits	10.87	130.60	0.00	150.00	19.40	87.07	
300	Purchased Services	0.00	173.34	0.00	1,000.00	826.66	17.33	
400	Supplies And Materials	0.00	0.00	0.00	7,000.00	7,000.00	0.00	

45

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 2000 Support Services
Function 2520 Fiscal Services
Object 500 Capital Outlay

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
500	Capital Outlay	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
600	Other Objects	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
2520	Fiscal Services	9,836.02	117,262.63	0.00	137,650.00	20,387.37	85.19	** Function
100	Salaries	14,785.51	172,345.18	0.00	177,900.00	5,554.82	96.88	
200	Employee Benefits	2,771.84	29,439.02	0.00	28,325.00	(1,114.02)	103.93	
300	Purchased Services	0.00	0.00	0.00	2,800.00	2,800.00	0.00	
400	Supplies And Materials	17,451.35	189,151.97	0.00	226,500.00	37,348.03	83.51	
500	Capital Outlay	0.00	0.00	0.00	6,000.00	6,000.00	0.00	
600	Other Objects	868.35	1,046.35	0.00	1,100.00	53.65	95.12	
2560	Food Services	35,877.05	391,982.52	0.00	442,625.00	50,642.48	88.56	** Function
300	Purchased Services	80.00	2,917.15	0.00	7,000.00	4,082.85	41.67	
2630	Information Services	80.00	2,917.15	0.00	7,000.00	4,082.85	41.67	** 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	0.00	5,000.00	5,000.00	0.00	
400	Supplies And Materials	0.00	12,505.00	0.00	14,600.00	2,095.00	85.65	
2660	DATA PROCESSING	0.00	12,505.00	0.00	19,600.00	7,095.00	63.80	** Function
2000	Support Services	216,987.73	2,156,690.73	0.00	2,298,775.00	142,084.27	93.82	* Function
600	Other Objects	0.00	48,697.78	0.00	55,000.00	6,302.22	88.54	
4120	Payments Sp Ed Programs	0.00	48,697.78	0.00	55,000.00	6,302.22	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	181.77	0.00	5,000.00	4,818.23	3.64	
4190	Other Pymnts Gov In State	0.00	181.77	0.00	5,000.00	4,818.23	3.64	** Function
600	Other Objects	1,638.72	13,543.60	0.00	45,000.00	31,456.40	30.10	
4210	Payments for Regular Programs - Tuition	1,638.72	13,543.60	0.00	45,000.00	31,456.40	30.10	** Function
600	Other Objects	0.00	39,277.00	0.00	20,000.00	(19,277.00)	196.39	
4220	Payments for Special Education Programs - Tuition	0.00	39,277.00	0.00	20,000.00	(19,277.00)	196.39	** Function
600	Other Objects	0.00	38,250.00	0.00	57,000.00	18,750.00	67.11	
4240	Payments for CTE Programs - Tuition	0.00	38,250.00	0.00	57,000.00	18,750.00	67.11	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	

46

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 4000 Nonprogrammed Charges
Function 4320 Payments Special Education Programs Transfers
Object 300 Purchased Services

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
4320	Payments Special Education Programs Transfers	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4000	Nonprogrammed Charges	1,638.72	139,950.15	0.00	182,000.00	42,049.85	76.90	* Function
600	Other Objects	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	10,000.00	10,000.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	10,000.00	10,000.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8130	Prmt Trns From Ed Fund	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
10	Education Fund	756,947.47	8,263,124.20	0.00	9,211,236.00	948,111.80	89.71	Fund

Expenditure Report

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PUTNAM COUNTY CUSD #535

Oper, Build, & Maint Fund 20

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2530	Function 2530	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	26,067.68	314,280.91	0.00	395,900.00	81,619.09	79.38	
200	Employee Benefits	3,613.41	43,503.09	0.00	44,700.00	1,196.91	97.32	
300	Purchased Services	56,048.56	258,537.83	0.00	273,600.00	15,062.17	94.49	
400	Supplies And Materials	41,869.46	308,254.75	0.00	339,200.00	30,945.25	90.88	
500	Capital Outlay	23,940.00	68,611.91	0.00	96,000.00	27,388.09	71.47	
2542	Care & Upkeep Bldg Serv	151,539.11	993,188.49	0.00	1,149,400.00	156,211.51	86.41	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	1,739.85	17,957.78	0.00	51,000.00	33,042.22	35.21	
400	Supplies And Materials	3,380.00	10,334.50	0.00	12,500.00	2,165.50	82.68	
500	Capital Outlay	0.00	31,951.00	0.00	49,000.00	17,049.00	65.21	
600	Other Objects	0.00	43.50	0.00	50.00	6.50	87.00	
2543	Care Upkeep Grnds Serv	5,119.85	60,286.78	0.00	112,550.00	52,263.22	53.56	** Function
2000	Support Services	156,658.96	1,053,475.27	0.00	1,261,950.00	208,474.73	83.48	* 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	156,658.96	1,053,475.27	0.00	1,261,950.00	208,474.73	83.48	Fund

48

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Debt Service Fund or Fund Group 30

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
5140	State Aid Anticipation Certificates	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	0.00	12,575.00	0.00	12,575.00	0.00	100.00	
5200	Debt Service - Interest on Long-Term Debt	0.00	12,575.00	0.00	12,575.00	0.00	100.00	** Function
600	Other Objects	0.00	100,000.00	0.00	100,000.00	0.00	100.00	
5320	General Obligation Bonds	0.00	100,000.00	0.00	100,000.00	0.00	100.00	** Function
600	Other Objects	0.00	500.00	0.00	500.00	0.00	100.00	
5400	Debt Service Other - Short Term Debt Principal	0.00	500.00	0.00	500.00	0.00	100.00	** Function
5000	Debt Services	0.00	113,075.00	0.00	113,075.00	0.00	100.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8140	Prmt Transf Of Interest	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
30	Debt Service Fund or Fund Group	0.00	113,075.00	0.00	113,075.00	0.00	100.00	Fund

49

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Transportation Fund 40

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	3,843.94	40,844.82	0.00	42,000.00	1,155.18	97.25	
200	Employee Benefits	419.32	2,918.99	0.00	1,500.00	(1,418.99)	194.60	
300	Purchased Services	104,970.69	911,763.27	0.00	971,268.00	59,504.73	93.87	
400	Supplies And Materials	0.00	44,081.68	0.00	5,000.00	(39,081.68)	881.63	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2550	Pupil Transportation Ser	109,233.95	999,608.76	0.00	1,019,768.00	20,159.24	98.02	** Function
2000	Support Services	109,233.95	999,608.76	0.00	1,019,768.00	20,159.24	98.02	* 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	109,233.95	999,608.76	0.00	1,019,768.00	20,159.24	98.02	Fund

50

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

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

Function 1000 Instruction
Function 1110 Elementary
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	1,609.86	16,572.32	0.00	21,550.00	4,977.68	76.90	
1110	Elementary	1,609.86	16,572.32	0.00	21,550.00	4,977.68	76.90	** Function
200	Employee Benefits	503.54	6,057.33	0.00	6,300.00	242.67	96.15	
1111	Primary	503.54	6,057.33	0.00	6,300.00	242.67	96.15	** Function
200	Employee Benefits	706.39	8,403.91	0.00	9,300.00	896.09	90.36	
1112	Junior High	706.39	8,403.91	0.00	9,300.00	896.09	90.36	** Function
200	Employee Benefits	1,310.47	15,644.20	0.00	18,000.00	2,355.80	86.91	
1113	High School	1,310.47	15,644.20	0.00	18,000.00	2,355.80	86.91	** 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	98.03	1,203.36	0.00	1,500.00	296.64	80.22	
1115	MUSIC	98.03	1,203.36	0.00	1,500.00	296.64	80.22	** 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	746.37	8,998.83	0.00	9,900.00	901.17	90.90	
1125	Pre-K Programs	746.37	8,998.83	0.00	9,900.00	901.17	90.90	** 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	0.00	75.00	64.68	13.76	
1204	Physically Hndcap Homebound	0.00	10.32	0.00	75.00	64.68	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	62.06	780.74	0.00	950.00	169.26	82.18	
1210	Speech & Lang.Impaired	62.06	780.74	0.00	950.00	169.26	82.18	** 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	4,632.65	60,889.29	0.00	77,200.00	16,310.71	78.87	
1220	Cross-Categorical (Cc)	4,632.65	60,889.29	0.00	77,200.00	16,310.71	78.87	** 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

51

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

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

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	373.88	4,831.57	0.00	5,375.00	543.43	89.89	
1225	Special Education Programs Pre-K	373.88	4,831.57	0.00	5,375.00	543.43	89.89	** Function
200	Employee Benefits	101.51	1,189.98	0.00	1,650.00	460.02	72.12	
1250	Remedial and Supplemental Programs K-12	101.51	1,189.98	0.00	1,650.00	460.02	72.12	** Function
200	Employee Benefits	191.93	1,454.45	0.00	1,600.00	145.55	90.90	
1401	VOCATIONAL AG	191.93	1,454.45	0.00	1,600.00	145.55	90.90	** 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	32.86	446.72	0.00	475.00	28.28	94.05	
1407	BUSINESS ED	32.86	446.72	0.00	475.00	28.28	94.05	** 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	24.22	243.97	0.00	300.00	56.03	81.32	
1459	CO-OP PROGRAM	24.22	243.97	0.00	300.00	56.03	81.32	** Function
200	Employee Benefits	3.40	4,211.77	0.00	5,250.00	1,038.23	80.22	
1501	ATHLETICS	3.40	4,211.77	0.00	5,250.00	1,038.23	80.22	** 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	152.18	494.92	0.00	150.00	(344.92)	329.95	
1540	EXTRA CURRICULAR	152.18	494.92	0.00	150.00	(344.92)	329.95	** Function
200	Employee Benefits	37.69	37.69	0.00	450.00	412.31	8.38	
1600	Summer School	37.69	37.69	0.00	450.00	412.31	8.38	** 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	24.50	268.97	0.00	150.00	(118.97)	179.31	
1700	Drivers Education Program	24.50	268.97	0.00	150.00	(118.97)	179.31	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	10,611.54	131,740.34	0.00	160,175.00	28,434.66	82.25	* Function
200	Employee Benefits	331.80	4,171.93	0.00	4,700.00	528.07	88.76	
2110	Attendance/Soc Wrk Serv	331.80	4,171.93	0.00	4,700.00	528.07	88.76	** Function
200	Employee Benefits	51.96	622.43	0.00	775.00	152.57	80.31	

52

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

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

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2120	Guidance Services	51.96	622.43	0.00	775.00	152.57	80.31	** Function
200	Employee Benefits	672.96	7,973.26	0.00	8,500.00	526.74	93.80	
2134	Nurse Services	672.96	7,973.26	0.00	8,500.00	526.74	93.80	** Function
200	Employee Benefits	223.54	2,877.23	0.00	3,500.00	622.77	82.21	
2140	Psychological Services	223.54	2,877.23	0.00	3,500.00	622.77	82.21	** 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	50.76	610.69	0.00	1,600.00	989.31	38.17	
2210	EPIC	50.76	610.69	0.00	1,600.00	989.31	38.17	** 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	1,148.18	13,822.89	0.00	14,300.00	477.11	96.66	
2220	MEDIA PROGRAM	1,148.18	13,822.89	0.00	14,300.00	477.11	96.66	** Function
200	Employee Benefits	1,229.70	15,262.12	0.00	15,700.00	437.88	97.21	
2226	TECHNOLOGY	1,229.70	15,262.12	0.00	15,700.00	437.88	97.21	** 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	277.83	633.76	0.00	1,425.00	791.24	44.47	
2310	Brd Ed Services	277.83	633.76	0.00	1,425.00	791.24	44.47	** Function
200	Employee Benefits	114.96	1,448.16	0.00	1,900.00	451.84	76.22	
2320	Executive Adm. Serv	114.96	1,448.16	0.00	1,900.00	451.84	76.22	** Function
200	Employee Benefits	1,212.80	11,753.41	0.00	8,000.00	(3,753.41)	146.92	
2365	Risk Management and Claims Services Payments	1,212.80	11,753.41	0.00	8,000.00	(3,753.41)	146.92	** Function
200	Employee Benefits	2,281.95	28,495.23	0.00	32,700.00	4,204.77	87.14	
2410	Office Of Principal Serv	2,281.95	28,495.23	0.00	32,700.00	4,204.77	87.14	** 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	1,720.37	21,296.73	0.00	23,600.00	2,303.27	90.24	
2520	Fiscal Services	1,720.37	21,296.73	0.00	23,600.00	2,303.27	90.24	** Function
200	Employee Benefits	4,194.26	56,478.36	0.00	64,500.00	8,021.64	87.56	

53

Expenditure Report

Printed: 7/11/2019 1:06 PM
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	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2542	Care & Upkeep Bldg Serv	4,194.26	56,478.36	0.00	64,500.00	8,021.64	87.56	** 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	534.79	5,536.34	0.00	5,000.00	(536.34)	110.73	
2550	Pupil Transportation Ser	534.79	5,536.34	0.00	5,000.00	(536.34)	110.73	** Function
200	Employee Benefits	2,521.31	31,514.91	0.00	33,800.00	2,285.09	93.24	
2560	Food Services	2,521.31	31,514.91	0.00	33,800.00	2,285.09	93.24	** 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	16,567.17	202,497.45	0.00	220,000.00	17,502.55	92.04	* 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	27,178.71	334,237.79	0.00	380,175.00	45,937.21	87.92	Fund

54

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Capital Projects Fund or Fund Group 60

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

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

55

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Working Cash Fund 70

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

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

56

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Tort Immunity and Judgment Fund 80

Function 1000 Instruction
Function 1110 Elementary
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1110	Elementary	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1111	Primary	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1112	Junior High	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1113	High School	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1115	MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1210	Speech & Lang.Impaired	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1225	Special Education Programs Pre-K	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	50.00	725.00	0.00	0.00	(725.00)	0.00	
1360	Special Interest	50.00	725.00	0.00	0.00	(725.00)	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	

57

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

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	Open Encumb.	Current Budget	Budget Balance	% 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	50.00	725.00	0.00	0.00	(725.00)	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	38,626.00	0.00	26,000.00	(12,626.00)	148.56	
2362	Workers Comp/Workers Occ Disease Acts Payments	0.00	38,626.00	0.00	26,000.00	(12,626.00)	148.56	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	578.80	0.00	10,000.00	9,421.20	5.79	
2363	Unemployment Insurance Act Payments	0.00	578.80	0.00	10,000.00	9,421.20	5.79	** Function
300	Purchased Services	0.00	57,744.00	0.00	57,645.00	(99.00)	100.17	
2364	Insurance Payments (regular or self-insurance)	0.00	57,744.00	0.00	57,645.00	(99.00)	100.17	** Function
100	Salaries	11,901.01	147,614.88	0.00	172,000.00	24,385.12	85.82	
200	Employee Benefits	904.95	7,930.54	0.00	0.00	(7,930.54)	0.00	
400	Supplies And Materials	3,320.00	33,617.80	0.00	35,000.00	1,382.20	96.05	
500	Capital Outlay	1,323.00	59,518.75	0.00	65,000.00	5,481.25	91.57	
2365	Risk Management and Claims Services Payments	17,448.96	248,681.97	0.00	272,000.00	23,318.03	91.43	** Function
300	Purchased Services	0.00	13,701.46	0.00	15,000.00	1,298.54	91.34	
2367	Educational, Inspectional, Sup Serv due to loss	0.00	13,701.46	0.00	15,000.00	1,298.54	91.34	** Function
300	Purchased Services	0.00	25,791.38	0.00	45,000.00	19,208.62	57.31	
2369	Legal Services	0.00	25,791.38	0.00	45,000.00	19,208.62	57.31	** 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

58

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Tort Immunity and Judgment Fund 80									
Function	2000	Support Services							
Function	2560	Food Services							
Object	100	Salaries							
Account	Description		M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
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		17,448.96	385,123.61	0.00	425,645.00	40,521.39	90.48	* Function
80	Tort Immunity and Judgment Fund		17,498.96	385,848.61	0.00	425,645.00	39,796.39	90.65	Fund

59

Expenditure Report

Printed: 7/11/2019 1:06 PM
PUTNAM COUNTY CUSD #535

Fire Prevention/Life Safety 90

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	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:		1,067,518.05	11,149,369.63	0.00	12,580,307.00	1,430,937.37	88.63	

09

Balance Sheet (by fund)

Printed: 7/11/2019 12:53 PM
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 10				
AP-Accrual-10	AP-Accrual for Fund 10	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
10-110-1	CASH IN BANKS	618,464.33	26,159.47	644,623.80
10-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
10-111-1	IMPREST FUND	13,800.00	0.00	13,800.00
10-121-1	REGULAR INVESTMENT ED	4,312,052.50	(611,419.65)	3,700,632.85
10-131	PAYROLL CASH	0.00	0.00	0.00
10-199-1	EMPLOYEE COMPUTERS	0.00	0.00	0.00
10-122-1	FARNSWORTH INVESTMENT	0.00	0.00	0.00
	Total	\$4,944,316.83	(\$585,260.18)	\$4,359,056.65
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	171.88	0.00	171.88
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	\$171.88	\$0.00	\$171.88
10-706-1	NET PROFIT/LOSS	(1,055,812.91)	585,260.18	(470,552.73)
10-730-1	FUND BALANCE	(3,888,675.80)	0.00	(3,888,675.80)
	Total	(\$4,944,488.71)	\$585,260.18	(\$4,359,228.53)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 7/11/2019 12:53 PM
 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	149,070.84	(86,658.96)	62,411.88
20-121-1	REGULAR INVESTMENT O/M	203,331.34	(69,470.26)	133,861.08
	Total	\$356,042.04	(\$156,129.22)	\$199,912.82
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	(153,168.16)	156,129.22	2,961.06
	Total	(\$356,048.83)	\$156,129.22	(\$199,919.61)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 7/11/2019 12:53 PM
 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	92,055.55	0.00	92,055.55
30-121-1	REGULAR INVESTMENT B/I	28,106.95	55.73	28,162.68
	Total	\$120,162.50	\$55.73	\$120,218.23
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	106,851.74	(55.73)	106,796.01
	Total	(\$120,162.50)	(\$55.73)	(\$120,218.23)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 7/11/2019 12:53 PM
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	67,547.21	(9,233.95)	58,313.26
40-121-1	REGULAR INVESTMENT TRANS	529,427.91	(99,480.41)	429,947.50
40-131	PAYROLL CASH	0.00	0.00	0.00
40-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
	Total	\$596,975.12	(\$108,714.36)	\$488,260.76
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	(0.05)	0.00	(0.05)
	Total	(\$0.05)	\$0.00	(\$0.05)
40-706-1	NET PROFIT/LOSS	85,877.23	108,714.36	194,591.59
40-730-1	FUND BALANCE	(682,852.30)	0.00	(682,852.30)
	Total	(\$596,975.07)	\$108,714.36	(\$488,260.71)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 7/11/2019 12:53 PM
PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 50				
AP-Accrual-50	AP-Accrual for Fund 50	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
50-110-1	CASH IN BANKS	165,885.01	(27,178.71)	138,706.30
50-121-1	REGULAR INVESTMENT IMRF	162,238.37	218.98	162,457.35
50-185-1	IMRF-LONG TERM INVESTMEN	0.00	0.00	0.00
	Total	\$328,123.38	(\$26,959.73)	\$301,163.65
50-481-1	MEDICARE EMPLOYEE (10)	0.00	0.00	0.00
50-492-1	MEDICARE INS PAYABLE	0.00	0.00	0.00
50-457-1	Delete This Account	0.00	0.00	0.00
50-454-1	Delete This Account	0.00	0.00	0.00
50-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
50-493-1	MEDICARE BOARD SHARE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
50-730-1	FUND BALANCE	(404,653.69)	0.00	(404,653.69)
50-706-1	NET PROFIT/LOSS	76,530.31	26,959.73	103,490.04
	Total	(\$328,123.38)	\$26,959.73	(\$301,163.65)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 7/11/2019 12:53 PM
 PUTNAM COUNTY CUSD #535

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

Balance Sheet (by fund)

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PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 70				
AP-Accrual-70	AP-Accrual for Fund 70	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
70-121-1	REGULAR INVESTMENT WC	1,198,680.52	1,931.50	1,200,612.02
70-185-1	INVESTMENT LONG TERM WC	1,289,456.32	13,675.43	1,303,131.75
70-141-1	W/C INTERFUND LOANS	0.00	0.00	0.00
70-110-1	CASH IN BANKS	62,380.55	0.00	62,380.55
	Total	\$2,550,517.39	\$15,606.93	\$2,566,124.32
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	(83,636.17)	(15,606.93)	(99,243.10)
	Total	(\$2,550,517.39)	(\$15,606.93)	(\$2,566,124.32)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 80				
AP-Accrual-80	AP-Accrual for Fund 80	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
80-131	PAYROLL CASH	0.00	0.00	0.00
80-121-1	TORT-REG INVESTMENT	23,178.99	133.41	23,312.40
80-110-1	TORT-CASH IN BANKS	129,103.64	(17,498.96)	111,604.68
	Total	\$152,282.63	(\$17,365.55)	\$134,917.08
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	72,197.47	17,365.55	89,563.02
	Total	(\$152,282.63)	\$17,365.55	(\$134,917.08)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 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	117,811.32	988.02	118,799.34
90-110-1	CASH IN BANK-LIFE SAFETY	62,380.55	0.00	62,380.55
	Total	\$180,191.87	\$988.02	\$181,179.89
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	(65,170.57)	(988.02)	(66,158.59)
90-730-1	FUND BALANCE	(115,021.30)	0.00	(115,021.30)
	Total	(\$180,191.87)	(\$988.02)	(\$181,179.89)
	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	756,947.47	171,687.29	8,263,124.20	8,733,676.93	470,552.73	3,888,675.80	4,359,228.53
20	Oper, Build, & Maint Fund	156,658.96	529.74	1,053,475.27	1,050,514.21	(2,961.06)	202,880.67	199,919.61
30	Debt Service Fund or Fund Group	0.00	55.73	113,075.00	6,278.99	(106,796.01)	227,014.24	120,218.23
40	Transportation Fund	109,233.95	519.59	999,608.76	805,017.17	(194,591.59)	682,852.30	488,260.71
50	I.M.R.F./Soc. Sec. Fund	27,178.71	218.98	334,237.79	230,747.75	(103,490.04)	404,653.69	301,163.65
70	Working Cash Fund	0.00	15,606.93	0.00	99,243.10	99,243.10	2,466,881.22	2,566,124.32
80	Tort Immunity and Judgment Fund	17,498.96	133.41	385,848.61	296,285.59	(89,563.02)	224,480.10	134,917.08
90	Fire Prevention/Life Safety	0.00	988.02	0.00	66,158.59	66,158.59	115,021.30	181,179.89
		<u>\$1,067,518.05</u>	<u>\$189,739.69</u>	<u>\$11,149,369.63</u>	<u>\$11,287,922.33</u>	<u>\$138,552.70</u>	<u>\$8,212,459.32</u>	<u>\$8,351,012.02</u>

70

PCPS Activity Fund June

Beginning Balance	\$7057.75
Deposits	\$74.30
Expenditures	\$96.68
Ending Balance	\$7035.37

Deposits

6/18/19	Yearbooks & Soda	\$74.30
---------	------------------	---------

Expenditures

CK#			
1018	6/11/19	Hinckley Springs Water	\$57.49
1019	6/18/19	Mastercard Amazon	\$39.19

PCPS Imprest Fund June

Beginning Balance	\$1138.49
Deposits	\$361.51
Expenditures	\$143.23
Ending Balance	\$1356.77

Deposits

6/18/19	\$361.51
---------	----------

Expenditures

<u>CK#</u>	<u>ACCT#</u>		
686		VOID	\$0
687	10-1125-411-26	Subway Teacher training	\$143.23

<i>Total request for reimbursement</i>	\$143.23
--	----------

PCES Activity Fund June 2019

Beginning Balance June 01, 2019	\$20787.35
Deposits June 2019	\$133.50
Expenditures June 2019	\$582.67
Ending Balance June 30, 2019	\$20338.18

Deposits

6/3/19	Soda (116.50) Yearbook (17.00)	\$133.50
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Expenditure

6/3/19 – Check#1415	School Datebooks	\$181.75
	5 th Grade Planners	
6/10/19 – Check#1416	Mastercard	\$400.92
	CC Supplies for Students	

Total Expenditures	582.67
--------------------	--------

SUPERINTENDENT IMPREST
JUNE 2019

BANK BALANCE		\$ 1,671.62
REPLENISHMENT REQUEST MAY		\$ 467.85
IMPREST BALANCE		\$ 1,968.72
REPLENISHMENT AMOUNT REQUESTED		\$ 119.35
BALANCE		\$ 1,849.37
#3121	6/21/19 USPS BUS LEASE 10-2320-341-1	\$ 7.35
#3122	6/26/19 CIONI FORD TRAILER PLATES 20-2543-410-2 - \$28.00 20-2543-410-3 - \$28.00 20-2543-410-4 - \$28.00 20-2543-410-5 - \$28.00	\$ 112.00
TOTAL REIMBURSEMENT		\$ 119.35



Lamboley, Ann <lamboleya@pcschoools535.org>

FOIA response Putnam County CUSD #535

1 message

Lamboley, Ann <lamboleya@pcschoools535.org>
 To: jtl418@nyu.edu

Thu, Jul 11, 2019 at 7:50 AM

To Whom it May Concern:

Per your request, seen below, Putnam County CUSD #535 is not a charter school nor is the district seeking charter school status.

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

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

From: **John Laadt** <jtl418@nyu.edu>
 Date: Wed, Jul 10, 2019 at 9:04 AM
 Subject: 3rd Attempt: FOIA Request of Initial Charter School Applications
 To:

Hi all,

You are receiving this email because this is the third attempt to contact the appropriate person for your school district regarding this public records request. Please see below message and let me know if you have any questions. My cell number is 631-487-2850 if it is easier to call.

I am a research assistant for Professor [Mona Vakilifathi](#) at New York University. This is a FOIA request for initial charter school applications.

We are requesting initial charter school applications to create a new or conversion charter school that were approved or denied by your district from January 2013 to February 2017:

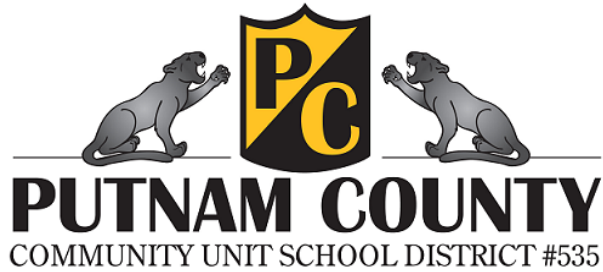
- Please include approved **and** rejected charter school applications
- For every charter school application, we are also interested in the following items:
 - Charter school authorizer name
 - Charter school authorizer's decision on the application
 - Date of the decision
- We are **not** interested in the following items:
 - Letters of intent
 - Charter school contracts
 - Renewal applications or renewal contracts
 - Any request for an appeal of a charter school application or contract decision

Thank you for your help with this matter. If you have any questions about this request or if there are any fees for completing this task, you can reach me at jtl418@nyu.edu. Otherwise, please reply to this email with the appropriate records.

If your organization did **not** receive any initial charter school applications to create a new or conversion charter school from January 2013 to February 2017, please reply via this Google form to opt out of future e-mails: <https://goo.gl/forms/MCHF7qJPcOliWlpn2>.

Best.
John

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



EMERGENCY RESPONSE MANUAL

Superintendent: Mr. Carl Carlson
400 E. Silverspoon Ave.
Granville, IL 61326

Putnam County High School
Mr. Clayton Theisinger, Principal
402 E. Silverspoon Ave.
Granville, IL 61326

Putnam County Junior High
Mr. Michael Olson, Principal
13183 N 350th Ave.
McNabb, IL 61335

Putnam County Elementary School
Mrs. Courtney Balestri, Principal
326 N 5th Street
Hennepin, IL 61327

Putnam County Primary School
Mrs. Ronda Cross, Principal
400 E. Silverspoon Ave.
Granville, IL 61326

TABLE OF CONTENTS

EMERGENCY CONTACTS.....	4
MEDICAL	5
MEDICAL PROBLEM	6
DEATH OR HOMICIDE ON CAMPUS	7
DRUG OVERDOSE.....	8
VERBAL OR WRITTEN THREATS OF SUICIDE	9
SUICIDE THREAT OR ATTEMPT IN PROGRESS.....	10
FOOD POISONING	11
BUS ACCIDENT.....	12
NECK INJURIES	14
BLOODBORNE PATHOGENS EXPOSURE.....	15
VIOLENCE & CRIME.....	16
HOSTILE INDIVIDUAL	17
ARMED STUDENT OR HOSTAGE.....	18
SEXUAL ASSAULT	20
INTRUDERS	21
RIOT, RACIAL CONFLICT, OR GANG ALTERCATION.....	22
VANDALISM OR GRAFFITI.....	23
ILLICIT DRUG SELLING OR USE.....	24
SUBSTANCE ABUSE – ALCOHOL, TOBACCO, OR INHALANTS	25
DRIVE-BY SHOOTING	26
SHELTER-IN-PLACE /EVACUATION	27
SHELTER-IN-PLACE	28
ALICE.....	29
LOCKDOWN EXTERNAL SITUATION.....	31
LOCKDOWN INTERNAL SITUATION	32
BOMB THREAT	33
FACILITY EMERGENCIES	34
SMALL FIRE	35
MAJOR FIRE OR EXPLOSION	36
HAZARDOUS MATERIAL RELEASE.....	37
UTILITY FAILURE - INSIDE GAS LEAK.....	38

UTILITY FAILURE - POWER OUTAGE	39
UTILITY FAILURE - POWER LINE DOWN ON SCHOOL PROPERTY.....	40
UTILITY FAILURE - WATER SHORTAGE/BOIL ORDER.....	41
ASBESTOS RELEASE	42
STUDENT WELFARE	43
MISSING STUDENT.....	44
STUDENT ELOPEMENT.....	45
UNAUTHORIZED REMOVAL OF STUDENTS.....	46
SUSPECTED CHILD ABUSE.....	47

EMERGENCY CONTACTS

Putnam County Sheriff's Office

Sheriff: Kevin Doyle
Phone: (815)925-7015

Granville Police Department

Chief: Kevin Moore
Phone: (815)339-2514

PC EMS

Chief: Andy Jackson
Phone: (815)882-2635

PC EMA

Coordinator: Chauntelle Biagi-Bruer
Phone: (815)925-3073 ext. 1

Granville Fire Department

Chief: Ron Campbell
Phone: (815)488-6828

Hennepin Fire Department

Chief: Daryl Peterson
Phone: (815)925-7225

Magnolia Fire Department

Chief: Dan Baum
Phone: (815)869-3031

McNabb Fire Department

Chief: Brad Popurella
Phone: (815)882-2535

Standard Fire Department

Chief: Nathan Buffington
Phone: (815)488-2754

Utilities

Ameren (Gas & Electric) – (800)755-5000 (non-emergency: (815)664-2015)

Water (Village of Granville) – (815)339-2514 or (815)339-6333

Water (Village of Hennepin) – (815)925-7223

Centerpoint (Gas) – (800)332-7143 (non-emergency: (800)495-9880)



Putnam County CUSD#535

EMERGENCY RESPONSE:

MEDICAL

MEDICAL PROBLEM

TEACHERS:

- Escort the student to the office (if possible) or call for administration
- Keep student as stable as possible
- Complete incident report and file with Principal

SCHOOL NURSE

- Obtain student's health and emergency information
- Assess severity of injury or illness, call student's physician if indicated in the student information system

IF SERIOUS PROBLEM

- Call 911 for ambulance OR pull Bluepoint Medical Station
- If Bluepoint Medical Station is pulled, assign staff member to call 911 and clarify situation for dispatch
- Stabilize student and administer first aid until medics arrive
- Obtain diagnosis follow-up and file report

IF MINOR PROBLEM

- Move student to office area and assess
- Administer first aid as necessary
- Call parent or those listed on emergency release form
- File report

PRINCIPAL

- Call parent or those listed on emergency release form (or assign staff member to do so)
- Appoint staff member to secure emergency health information
- Act as in locus parentis until parent or emergency contact is present, including accompaniment to hospital
- Call or inform the superintendent's office to relay further information as needed (e.g., Board and media)
- Coordinate with superintendent's office, as necessary, to facilitate proper communications to families and parents
- File appropriate reports

*For all medical emergencies, if nurse is not available, contact administrative assistant for student health information

DEATH OR HOMICIDE ON CAMPUS

TEACHER

- Respond using ALICE procedures if death is result of violence
- If there is no perpetrator, remove students from area
- Isolate witnesses and do not allow them to talk to anyone
- Await administration and first responders
- Return students to classroom when advised and take attendance
- Complete incident report
- Identify students in need of counseling or other support services (refer to Post-Venture Plans)

SCHOOL NURSE

- Isolate the area and conduct initial medical assessment
- Provide privacy for the victim(s)
- Document approximate time and observations regarding ABC (airway, breathing, and circulation) and LOC (loss of consciousness)
- Provide documentation to EMS for hospital use

PRINCIPAL

- Consider ALICE response as necessary
- Call 911 for appropriate first responders
- Acquire emergency health information
- Assist police in identifying any possible perpetrators
- Notify the parents in person if possible
- Inform the superintendent's office to relay to appropriate groups
- Inform staff
- Facilitate investigations by authorities
- Initiate Post-Venture Plans
- File appropriate reports

SUPERINTENDENT

- Move to site of incident
- Coordinate communications with families of victim(s) with Principal
- Coordinate all communication with all schools' staff, Board of Education, and media
- Initiate Post-Venture Plan in coordination with Principal
- Convene administrative team for debrief and future steps

DRUG OVERDOSE

TEACHER

- Call 911 for ambulance OR pull Bluepoint Medical Station
- If Bluepoint Medical Station is pulled, assign staff member to call 911 and clarify situation for dispatch
- Notify Principal's office with incident and name of student
- Keep student as stable as possible
- Isolate witnesses and do not allow them to talk with others
- Await directions from administration and first responders
- Complete incident report

SCHOOL NURSE

- Conduct an emergency assessment with ABC (airway, breathing, circulation) and LOC (loss of consciousness)
- Conduct an impairment assessment when student is stable
- Administer first aid until medics arrive
- Document findings, including name of drug, how administered, and time
- Provide documentation to EMS for hospital personnel
- File incident report

PRINCIPAL

- Call 911
- Appointment staff member to obtain student's emergency information
- Act as in locus parentis until parent or emergency contact is present, including accompaniment to hospital
- Notify parent of condition, in person if possible
- Inform superintendent's office to relay to appropriate groups
- Facilitate investigations by police

VERBAL OR WRITTEN THREATS OF SUICIDE

TEACHER

- Contact the school counselor/social worker and request assistance
- Contact the Principal's office and request assistance
- Tell the student you are concerned
- Do not leave the student alone or allow him/her to escort self to other areas
- Document incident and file with Principal

COUNSELOR/SOCIAL WORKER

- Isolate the student from peers if possible
- Talk with student and assess the seriousness of the threat
- Ask the student if he/she has had thoughts of suicide
- Notify the Principal's office at appropriate time
- Do not leave the student alone or allow him/her to escort self to other areas
- Counsel the student
- Provide parents with community resources for counseling
- Make contact SAS to conduct risk assessment, as necessary

PRINCIPAL

- Consider ALICE response as necessary
- Escort the student to an appropriate location if guidance counselor or social worker is not available
- Notify the parents to come and get the student if necessary
- Coordinate the creation of a safety plan for the student, if necessary
- Encourage parents to obtain psychological consultation prior to returning to school, if necessary

SUICIDE THREAT OR ATTEMPT IN PROGRESS

TEACHERS

- Contact the school counselor or social worker and request assistance
- Contact the Principal's office and request assistance
- Try to calm the student by expressing concern
- Ask the student for permission to evacuate the rest of the class
- Evacuate quietly by directing students to appropriate location
- Do not leave the student alone, move to location with rest of class when situation is handed to guidance counselor, social worker, or Principal

COUNSELOR/SOCIAL WORKER

- Go to scene of incident and provide assistance
- If weapon is visible, use best judgment on approaching the student
- Speak calmly and attempt to diffuse the situation
- Maintain contact with the student
- Provide parents with community resources for counseling
- Make contact with social worker, if necessary, to closely monitor the student
- File incident report with Principal

PRINCIPAL

- Call 911
- Notify staff member to obtain student's emergency health information
- Notify parents and act as in locus parentis until their arrival
- Inform superintendent's office to relay to appropriate groups
- Escort police and first responders to scene
- If suicide was prevented, encourage parents to obtain psychological consultation prior to returning to school
- If suicide was not prevented, initiate Post-Ventio Plan
- Facilitate any necessary investigations with police

SUPERINTENDENT

- Move to site of incident
- Coordinate communications with families of victim(s) with Principal
- Coordinate all communication with all schools' staff, Board of Education, and media
- Initiate Post-Ventio Plan in coordination with Principal
- Convene administrative team for debrief and future steps

FOOD POISONING

PRINCIPAL

- Call for nurse
- Have staff member acquire emergency health information
- Notify cafeteria
- Notify parents/guardians of ill students and have them picked up from school
- Inform the superintendent's office to relay to appropriate groups
- Coordinate with superintendent's office, as necessary, to facilitate proper communications to families and parents
- Assist school nurse as necessary
- Facilitate work with public health agencies
- File appropriate reports

CAFETERIA

- Close cafeteria
- Secure food preparation items for examination and tests
- Store samples of suspected food items for examination and tests
- Remain available for investigation by public health agencies
- Follow further direction from public health agencies

SCHOOL NURSE

- Assess severity and pervasiveness of illness
 - IF SEVERE PROBLEM:
 - Call 911
 - Administer first aid until medics arrive
 - File appropriate reports
 - IF NOT SEVERE PROBLEM:
 - Administered first aid as necessary
 - Provide home treatment information to parents
 - File appropriate reports

SUPERINTENDENT

- Move to site of incident
- Coordinate all communication with all schools' staff, Board of Education, and media
- Convene administrative team for debrief and future steps

BUS ACCIDENT

BUS DRIVER

- Secure vehicle and display appropriate warning devices
- Survey all individuals involved in the accident for extent of injuries
- Call/radio central dispatch
- Report the location of the accident, bus number, and route number
- Keep all students on the bus unless safety conditions warrant their removal
- If threat of fire, move children and others to safe location (at least 100 feet from side of roadway if possible)
- Administer clinical first aid
- Recruit assistance to flag approaching vehicles
- Do not move vehicle until instructed by first responders
- If involved with others in accident, provide and acquire all necessary information for report
- Do not speak with media or bystanders
- Speak only with investigating officers and school administration
- File necessary reports

TRANSPORTATION CENTRAL DISPATCH

- Receive emergency call and document information
- Call 911
- Maintain contact with bus driver
- Notify the principal of accident
- Obtain names of students on the bus from route files
- Obtain list of injuries from bus driver
- Contact insurance carrier to authorize treatment at the hospital
- Dispatch another bus and driver, if needed

PRINCIPAL

- Ensure emergency personnel have been called and are in route to accident
- Inform the superintendent's office to relay information to appropriate groups
- Collect student information for students on bus
- Go to accident site or assign staff member to go to accident site (principal should attend if at all possible)
- Act as in locus parentis until parent or emergency contact is present, including accompaniment to hospital
- Contact parents of students with injuries
- Refer media contacts to superintendent's office
- Implement Post-Vention Plans, if necessary

SUPERINTENDENT

- Go to scene of the accident
- If medics not available yet, assist with first response
- Get rosters of students along with injuries
- Document all information, including photos of scene
- Coordinate and maintain communications with bus company
- Follow-up with bus company regarding driver toxicology, insurance, etc.
- Coordinate all communication with all schools' staff, Board of Education, and media
- Convene administrative team for debrief and future steps

NECK INJURIES

COACH/TEACHER

- Recognize symptoms of a neck or cervical spinal injury (CSI)
 - Impaired level of consciousness
 - Motor or sensory deficit
 - Pain in the neck or back
- Do not move athlete if CSI is suspected unless directed by medical personnel
- Manually stabilize patient's head
- Defer actions to athletic trainer, physician, or other medical personnel
- Call 911 for medical assistance
- Notify Athletic Director or Principal
- Act as in locus parentis until parent or emergency contact is present, including accompaniment to hospital
- File proper reports

ATHLETIC DIRECTOR/PRINCIPAL

- Acquire emergency information
- Notify parent or other persons listed on emergency release
- Inform superintendent's office and principal to relay information to appropriate groups

BLOODBORNE PATHOGENS EXPOSURE

TEACHER

- Avoid any exposure to blood or bodily fluids
- Direct any individual who has come in contact with contaminated materials to wash hands with soap and water
- Minimize access to environment of exposure
- Dispose of any contaminated materials according to pathogens policy and use protective gloves
- Label contaminated containers as “contaminated”
- Notify custodian of contaminated waste to be removed and of contaminated surfaces to be cleaned
- File appropriate reports

NURSE

- Ensure contaminated individual has followed all proper sanitary procedures
- Consult emergency card and make necessary contact with parents/guardians
- Call student’s physician, if necessary
- Inspect site of incident and ensure all contaminated materials have been handled appropriately
- Ensure that exposed employees are offered a post-exposure evaluation
 - Document route of exposure
 - Identify source individual
 - Offer to have employee’s blood tested
 - Offer post-exposure prophylaxis
 - Counsel employee
 - Prepare written opinion
- Create a file with the following records:
 - Incident report
 - Employee hepatitis vaccination declination
 - Employee follow-up with occupational exposure
 - Evaluation of employee after follow-up
- Notify principal

CUSTODIAN

- Clean contaminated area according to pathogens policy
- Dispose of materials according to pathogens policy
- Notify nurse of procedures used for cleanup

PRINCIPAL

- Ensure that all proper reports have been completed
- Inform superintendent’s office for relay to appropriate groups
- Consult with custodian and nurse to debrief incident



Putnam County CUSD#535

EMERGENCY RESPONSE:

VIOLENCE & CRIME

HOSTILE INDIVIDUAL

TEACHER

- Make verbal contact with individual in a calm, low-toned voice
- If behavior does not cease, shout “STOP,” and then lower your voice to encourage individual to talk in another location
- If possible, escort individual to more isolated area
- If individual refuses to leave area, try to dismiss other students in class to other area
- Do not leave individual alone until calmed down
- Discuss individual’s behavior and consequences only after calm
- Never grab or touch individual unless they are causing harm to self or others
- Utilize CPI, if trained, as needed
- Notify Principal’s office

PRINCIPAL

- Assess situation and intervene as necessary
- Call 911 if student refuses to cooperate
- Inform superintendent’s office to relay information to appropriate groups
- Consult and coordinate with superintendent as appropriate
- Assist police as necessary
- Follow discipline procedures
- File appropriate reports

ARMED STUDENT OR HOSTAGE

TEACHER

IF WEAPON IS SUSPECTED

- If weapon is suspected, notify Principal's office
- If possible, try to calm the student
- Follow directions of administrator and/or police

IF WEAPON IS VISIBLE

- Assess situation
- Activate BluePoint alarm based on severity of situation (if intent to harm)
- In a calm voice, if possible, ask the student for permission to evacuate the rest of the class
- Evacuate class if allowed
- If evacuation is not allowed, keep talking with student until police arrive
- If student tells you to be quiet, do so immediately
- When police arrive, follows their prompts
- File appropriate reports

PRINCIPAL

IF WEAPON IS SUSPECTED

- Call 911
- Assist police with management of situation
- Administrator must assist police with search of student, locker, vehicle, and other belongings (use metal detector as necessary)
- Inform the student of suspected weapon possession and ask for the student to surrender weapon
- If weapon is found, coordinate with police regarding criminal possession if applicable
- If weapon is found, notify parent/guardian
- Provide appropriate discipline according to handbook/Board of Education policies
- Inform superintendent of incident
- File appropriate report

IF WEAPON IS VISIBLE

- Call 911
- Initiate ALICE procedures as necessary
- Work with police officers as directed
- Inform superintendent's office to relay information to appropriate groups
- Maintain calm
- File appropriate reports

SUPERINTENDENT

- Move to site of incident
- Coordinate all communication with all schools' staff, Board of Education, and media
- Convene administrative team for debrief and future steps

SEXUAL ASSAULT

TEACHER

- Immediately report allegation to Principal's office in confidential manner
- Follow directions of Principal or designee
- Report to DCFS
- File appropriate reports

PRINCIPAL

- If necessary, call 911 for police and ambulance
- If necessary, administer first aid
- Acquire emergency health information
- Call guidance counselor or social worker to assist with victim
- Identify suspect and notify law enforcement
- Isolate witnesses and do not allow them to talk to anyone
- Notify a parent/guardian, in person if possible
- Inform the superintendent's office to relay to appropriate groups
- Coordinate safety plan
- File appropriate reports
- Implement Post-Ventilation plan as necessary

SUPERINTENDENT

- Move to site of incident
- Coordinate all communication with all schools' staff, Board of Education, and media
- Convene administrative team for debrief and future steps

INTRUDERS

TEACHER

- Immediately report any suspicious person to the Principal's office
- Determine if the individual is wearing a school-issued visitor's badge and ask the individual to see his/her badge

PRINCIPAL'S OFFICE

- Approach the intruder(s) and determine the nature of their presence
- If person show any hostility, initiate ALICE procedures
- Determine if the individual is wearing a school-issued visitor's badge and ask the individual to see his/her badge
- Ask for identification to confirm identity if not known
- Direct individual to the office
- If individual has no acceptable purpose, direct them to leave
- If the individual refuses to leave, inform the person he/she is in violation of the law and police will need to be called
- If they continue to stay, call for police
- Inform the superintendent's office to relay to appropriate groups
- File appropriate reports

SUPERINTENDENT

- Move to site of incident
- Coordinate all communication with all schools' staff, Board of Education, and media
- Convene administrative team for debrief and future steps

RIOT, RACIAL CONFLICT, OR GANG ALTERCATION

TEACHER

- Immediately alert Principal's office

PRINCIPAL

- Evaluate the severity of the situation

IF MINOR PROBLEM

- Do NOT call police
- Manage situation according to school discipline policies

IF SERIOUS PROBLEM

- Initiate ALICE procedures
- Inform superintendent's office to relay information to appropriate groups
- Seek appropriate assistance to manage situation

BE PREPARED TO

- Move students and staff to a safe, indoors area
- Lock all doors and windows, if possible
- Deny unauthorized access to building
- Advise students and staff of the situation, as appropriate
- Make verbal contact in a calm, low-toned voice
- Do NOT grab or touch students
- Separate opposing factions if possible
- Cooperate with police and facilitate investigations
- Notify parents/guardians
- Provide discipline according to school policies
- Recommend counseling and social work services to defuse future incidents
- File appropriate reports

SUPERINTENDENT

- Move to site of incident
- Coordinate all communication with all schools' staff, Board of Education, and media
- Convene administrative team for debrief and future steps

VANDALISM OR GRAFFITI

TEACHER

- Notify Principal's office of vandalism, location, and names of individuals if known

PRINCIPAL

- Assess the extent of the damage

IF THE DAMAGE IS MINOR

- Call custodians and inform of vandalism and location
- Inform the Director of Facilities
- Take a photo of the damage as well as notes on location and approximate time
- Check camera systems if available and identify witnesses and vandals
- Notify parent/guardian if vandals have been identified
- Provide discipline according to school policies
- File appropriate reports

IF THE DAMAGE IS MAJOR

- Cordon off the area
- Call the police to file a report
- Inform the superintendent's office to relay information to appropriate groups
- Take a photo of the damage as well as notes on location and approximate time
- Check camera systems if available and identify witnesses and vandals
- After documentation by police, call custodian to cleanup damage
- Notify parent/guardian if vandal has been identified
- Provide discipline according to school policies
- File appropriate charges against the vandals
- File appropriate reports

SUPERINTENDENT

- Move to site of incident
- Coordinate all communication with all schools' staff, Board of Education, and media
- Convene administrative team for debrief and future steps

ILLICT DRUG SELLING OR USE

TEACHER

- Notify Principal's office if you think you have witnessed a drug sale, usage, or possession
- Identify time, location, and individuals observed
- File appropriate reports

PRINCIPAL

- If student is ill, refer to "Drug Overdose"
- Call police
- Inform the superintendent's office to relay information to appropriate groups
- Assist police in identifying and locating student
- Inform the student of allegations and ask for student to produce the drugs/evidence
- If student refuses, ask the student to empty pockets and other belongings
- Administrator must assist police with search of student, locker, vehicle, and other belongings (use metal detector as necessary)
- Call DCFS as needed
- Coordinate safety plan as needed

IF DRUG IS FOUND OR SALE IS WITNESSED

- Maintain student in location
- Notify parents/guardians of incident
- File charges with police as appropriate
- Provide discipline according to school policy
- Inform nurse and request impairment assessment

SUPERINTENDENT

- Move to site of incident
- Coordinate all communication with all schools' staff, Board of Education, and media
- Convene administrative team for debrief and future steps

SUBSTANCE ABUSE – ALCOHOL, TOBACCO, OR INHALANTS

TEACHER

- Notify Principal's office if you think you have witnessed a drug sale, usage, or possession
- Identify time, location, and individuals observed
- File appropriate reports

PRINCIPAL

- Locate alleged student and escort student to office with belongings
- Once in the office, inform the student of allegation and ask the student to produce substance
- Carry out search of student with presence of another adult if necessary
- Question student regarding involvement of others
- Carry out search of locker with student present
- Provide discipline according to school policy
- Inform parent/guardian
- Call DCFS as needed
- File appropriate reports

DRIVE-BY SHOOTING

TEACHER

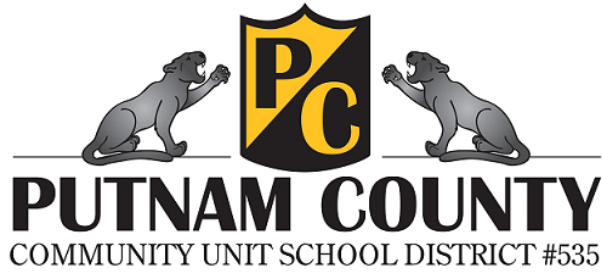
- When shots are heard, yell for students to “drop to the ground/floor”
- As car exits scene, conduct reverse evacuation into building
- Be alert for returning vehicles
- Organize students within building and restore calm
- Notify Principal’s office
- Report any known injuries
- Follow directions of administration and law enforcement

PRINCIPAL

- Call police
- Inform superintendent’s office to relay information to appropriate groups
- Call nurse
- Initiate ALICE procedures
- Direct teachers to remain with students, take roll, and continue educational process as much as possible
- Initiate other portions of “Emergency Response Plan” based on injuries and/or casualties
- Coordinate investigations with law enforcement

SUPERINTENDENT

- Move to site of incident
- Coordinate all communication with all schools’ staff, Board of Education, and media
- Convene administrative team for debrief and future steps



Putnam County CUSD#535

EMERGENCY RESPONSE:

SHELTER-IN-PLACE /EVACUATION

SHELTER-IN-PLACE

(TORNADOS, SEVERE WINDS, EARTHQUAKES)

Purpose: Provides a refuge for students, staff, and the public inside the school building during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

PRINCIPAL

- Principal will announce the following: “Your attention, please. We are experiencing a weather emergency situation and need to implement shelter-in-place procedures. Students and staff are directed to move to designated shelter locations and safe areas. All staff and students outside are to immediately move to the protection of an inside room.”
- Use radios to inform outside classes of weather emergency and direct to enter building
- Direct staff to close all open doors and windows
- If necessary, direct staff to shut-off inflow of external air into building (e.g., air conditioning, ventilation, and hearing systems)
- Inform superintendent’s office to relay information to appropriate groups
- Be prepared to make further announcements regarding shelter-in-place status

TEACHERS

- Move students to designated areas for shelter-in-place procedures
- Close classroom doors and windows when leaving
- Direct students to kneel by interior wall and be ready to cover their heads
- If outside, direct students to nearest interior safe area
- If outside with no time to move indoors, attempt to squat or lie low in the nearest low spot away from trees and power poles
- If outside with no route to move indoors, move to designated location
- Follow directions of administration and/or first responders

CUSTODIANS

- Follow directions of administration
- Turn off utilities as directed

ALICE

(HOSTAGE, INTRUDER, ARMED OFFENDER)

Purpose: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (I.E. Intruder, shooting, hostage incident, gang fights, civil disturbance, etc.)

PRINCIPAL

- Principal will announce the following: “Your attention, please. Initiate ALICE procedures at this time. Please immediately follow protocol. Students and staff are to return to nearest classroom or office. Ignore all alarms and bells unless directed by administration or law enforcement.”
- Designate staff to call 911 and identify situation as well as command post
- Direct staff to stay on the phone with 911 to provide updates
- Use radios to inform outside classes of emergency and provide appropriate direction
- Turn off bells
- If safe to do so, direct custodians to deactivate fire alarm
- Notify superintendent’s office to relay information to appropriate groups

OFFICE STAFF

- Maintain safe position by phones and wait for directions from administration and/or law enforcement
- Monitor status of situation through BluePoint system, if used
- Assist Principal as directed

CUSTODIANS

- Close and lock nearest doors
- Maintain lockdown of self

TEACHERS

- Clear the hallway and bathrooms by classroom and move everyone in to safe location
- Move students and staff away from doors and windows
- Begin planning ALICE measures
- If evacuating, move to designated assembly area
- Ignore bells and alarms unless otherwise directed
- Take attendance of students and staff
 - Use BluePoint system if activated
 - Use paper-pencil system if BluePoint is not activated
- If outside, move class to designated assembly area

- Do not allow individuals into your classroom without release by emergency responders and/or administration

LOCKDOWN EXTERNAL SITUATION

Purpose: Used when conditions are safer inside the building than outside (i.e., danger in the community or community emergency)

PRINCIPAL

- Principal will announce the following: “Your attention, please. We are experiencing a lockdown with an external situation. Staff and students should move inside the building.”
- Provide further direction via announcement regarding movement within the building
- Use radios to inform outside classes of weather emergency and direct to enter building
- Inform the superintendent’s office to relay information to appropriate groups

TEACHERS

- Immediately move to classrooms or safe areas
- Resume normal teaching and learning procedures
- Follow directions as announced by Principal or administration

OFFICE STAFF

- Follow directions of Principal or administration
- Monitor entrances and exits to ensure no one leaves or enters the building

CUSTODIANS

- Close and lock all exterior doors

LOCKDOWN INTERNAL SITUATION
(UNKOWN IN THE BUILDING/DANGER IN THE COMMUNITY)

*Refer to ALICE

BOMB THREAT

***Purpose:** Used when it is determined that it is safer outside than inside the building (i.e., fire, explosion, hazardous material spill inside, structural failure, etc.)*

PRINCIPAL

- Designate staff member to call 911 and inform of situation
- Principal will announce the following: “Your attention, please. We need to evacuate the building. Teachers are to take their students to designate fire evacuation areas and complete roll. Wait for administration for further direction once at location.”
- Inform the superintendent’s office to relay information to appropriate groups
- Collect attendance from teachers
- Make further movement determinations with direction from emergency personnel

TEACHERS

- Instruct students to evacuate the building using designated routes
- Close classroom door and turn off lights
- Follow alternate route if designated route and/or exit is blocked
- Sweep hallways and other areas for individuals while exiting the building
- Take roll of all individuals upon arriving at designated area
- Remain in place until directed by administration and/or emergency responders

OFFICE STAFF

- Take visitor log and student sign-out sheet to command post
- Obtain attendance from administration and identify missing students and staff



Putnam County CUSD#535

EMERGENCY RESPONSE:

FACILITY EMERGENCIES

SMALL FIRE

TEACHER

- Immediately evacuate class to hall area
- Use a fire extinguisher to put out fire, if available
- Notify Principal's office

IF FIRE CANNOT BE EXTINGUISHED

- Notify Principal's office of need to evacuate
- Follow evacuation procedure

IF FIRE IS EXTINGUISHED

- Notify Principal that fire is extinguished
- Retain class outside classroom until fire department declares that room is safe
- Restore calm and resume teaching and learning
- File appropriate reports

PRINCIPAL

- Call 911 for fire department
- Use judgment on when and whether to activate alarm for evacuation
- Inform superintendent's office to relay information to appropriate groups
- Coordinate with superintendent and director of facilities to attend to damage and restoration

MAJOR FIRE OR EXPLOSION

TEACHER

- Instruct students to evacuate the building using designated routes
- Close classroom door, windows, and turn off lights
- Follow alternate route if designated route and/or exit is blocked
- Sweep hallways and other areas for individuals while exiting the building
- Take roll of all individuals upon arriving at designated area
- Remain in place until directed by administration and/or emergency responders

PRINCIPAL

- Sound fire alarm
- Call 911 for police and fire department
- Advise nurse to administer first aid as necessary
- Manage evacuation of building
- Collect attendance with assistant principal
- Identify missing staff and students
- Search building for missing individuals
- Inform the superintendent's office to relay to appropriate groups
- Coordinate with first responders to manage movement of students and staff
- Establish a check-out area for dismissal, if necessary
- File appropriate reports

HAZARDOUS MATERIAL RELEASE

PRINCIPAL

- Make determination to follow “Shelter-In-Place” or “Evacuation” procedures based on direction from fire departments and/or municipalities

UTILITY FAILURE - INSIDE GAS LEAK

PRINCIPAL

- Notify building occupants of need to evacuate via intercom
- Do NOT use the fire alarm signal
- Call 911 to report smell of gas
- Notify the gas company of concerns
- Inform the superintendent's office to relay information to appropriate groups
- Manage the evacuation of the building
- Collaborate with fire department and municipalities to determine next steps
- File appropriate reports

CUSTODIAN

- Ventilate the area of gas concentration
- Operate manual controls to shut off open flame devices
- Do NOT operate electrical switches
- Assist gas company in locating leak

TEACHER

- Initiate "Evacuation" procedures
- Do NOT operate electrical switches

UTILITY FAILURE - POWER OUTAGE

PRINCIPAL

- Inform the power company of the outage
- Provide directions for students and staff to remain in place or evacuate to another area of the building
- Inform the superintendent's office to relay information to appropriate groups

CAFETERIA

- If morning hours, begin preparation of cold food menus
- Unplug all technology devices (e.g., refrigerator, freezer, etc.)
- Monitor food storage temperatures

CUSTODIAN

- Assist the power company in restoring power

TEACHER

- Unplug all technology devices in classrooms
- Follow directions of Principal or administration

UTILITY FAILURE - POWER LINE DOWN ON SCHOOL PROPERTY

PRINCIPAL

- Provide directions for students and staff to remain in place or evacuate to another area of the building
- Designate custodian to guard area of downed line to prevent students and staff from going near
- Notify the power company
- Communicate with bus company to reroute traffic
- Inform the superintendent's office to relay information to appropriate groups
- File appropriate reports

CUSTODIAN

- Guard area of downed line to prevent students and staff from going near
- Assist the power company as needed to restore power

TEACHER

- Follow directions of Principal or administration

UTILITY FAILURE - WATER SHORTAGE/BOIL ORDER

PRINCIPAL

- Notify students and staff of water shortage
- Notify the water company
- Inform the superintendent's office to relay information to appropriate groups
- Coordinate with superintendent's office regarding remainder of school day
- Coordinate to provide fresh water for students and staff
- File appropriate reports

CUSTODIAN

- Place signs in restrooms
- Assist the water company as needed to restore power
- Cover all water fountains and sinks to avoid ingestion of water

TEACHER

- Follow directions of Principal or administration

ASBESTOS RELEASE

PRINCIPAL

- Determine the areas affected by suspected asbestos release
- Move students and staff away from area
- Close doors and isolate the area as much as possible
- Notify Director of Facilities to shut down HVAC units to affected area
- Inform the superintendent's office to relay information to appropriate groups
- Call the health department to report incident: (815)925-7326
- Assist officials as needed
- File appropriate report

CUSTODIAN

- Follow directions of Principal to isolate area

GENERAL INFORMATION

- * Asbestos is not considered hazardous until it is airborne as dust fibers
- * Most asbestos-containing building materials are products such as floor tiles, window putty, pipe insulation, and ceiling tile which will not release airborne asbestos fiber unless significantly disturbed
- * Under the Federal Asbestos Hazardous Emergency Response Act (AHERA), all schools should be re-inspected every six months to reevaluate conditions



Putnam County CUSD#535

EMERGENCY RESPONSE:

STUDENT WELFARE

MISSING STUDENT

TEACHER

- Inform the Principal's office of a missing student

DURING SCHOOL HOURS AFTER STUDENT HAS BEEN LISTED AS "PRESENT"

PRINCIPAL

- Coordinate with office staff to attempt to locate student
- Use camera systems and student management system to identify possible whereabouts of student
- Make an announcement using the intercom requesting the student to go to the office
- Obtain student information and photograph, if available
- Inform the parent/guardian if student is not found
 - Advise parent/guardian to call police if child is not found (parent/guardian must make the call)
- Inform the superintendent's office to relay information to appropriate groups

DURING SCHOOL HOURS WHEN STUDENT IS MISSING BETWEEN HOME AND SCHOOL

PRINCIPAL

- Make phone call to parent/guardian if student does not arrive at school by 10:00 AM
 - If student is reported as absent, stop procedure
 - If student whereabouts are not known, direct parents/guardians to inform police
 - Request parent/guardian to notify school if student is located
- Coordinate any involvement with law enforcement
- Communicate with parent/guardian if student is found

AFTER HOURS WHEN STUDENT IS MISSING BETWEEN SCHOOL AND HOME

PRINCIPAL

- Collect all information related to the student's dismissal from school, including review of cameras and time
- Make an announcement using the intercom requesting the student to go to the office
- Advise parent/guardian to notify police
- Coordinate any involvement with law enforcement
- Communicate with parent/guardian if student is found

STUDENT ELOPEMENT

TEACHER

- Follow student as closely as possible
- Maintain visual of student at all times
- Inform Principal or assign other staff member to inform Principal
- If student hides or visual is lost, use intercom to ask for available staff and initiate missing student procedures

PRINCIPAL

- Inform police as necessary
- Attempt to locate student on foot or vehicle
- Inform police if student is found

UNAUTHORIZED REMOVAL OF STUDENTS

SCHOOL OFFICE

PREVENTIVE ACTIONS

- Maintain list of students who are not to be released to specific individuals
 - Flag students in TeacherEase
- Check with parent/guardian for approval before releasing students to anyone besides those listed in TeacherEase
- Verify identities of individuals picking up students who are not listed in TeacherEase
- Hold any student in the office who seems reluctant to go with person picking up the student
 - Notify parent/guardian of student's reluctance and abide by their directions

IN THE EVENT OF AN UNAUTHORIZED REMOVAL

- Notify the Principal
- Follow directions of Principal

PRINCIPAL

- Use judgment to retain abductor while office notifies police and parent/guardian
- Inform the superintendent's office to relay information to appropriate groups
- Coordinate any involvement with law enforcement

SUSPECTED CHILD ABUSE

TEACHER

- Report any suspected abuse or neglect of a student's physical or mental health or welfare to the Principal
- Coordinate with Principal to respond and report to DCFS (1-800-252-2873)
- Follow direction of Principal or administration
- File appropriate reports (CANT 5 Form:
<https://www2.illinois.gov/dcfs/aboutus/notices/documents/cants5.pdf>)

SOCIAL WORKER

- Observe student and make an assessment of any suspected abuse or neglect
- If abuse or neglect is suspected, notify Principal, and DCFS (1-800-252-2873)
- Allow the student to return to normal schedule as soon as possible
- Submit written report to DCFS within 5 days
- File appropriate reports (CANT 5 Form:
<https://www2.illinois.gov/dcfs/aboutus/notices/documents/cants5.pdf>)

PRINCIPAL

- Coordinate safety plan and follow-up services for student

Document Status: Draft Update

2:110 Qualifications, Term, and Duties of Board Officers

The School Board officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board elects a President from its members for a two-year term. The duties of the President are:

1. ~~Focus the Board meeting agendas on appropriate content and p~~ Preside at all meetings; [PRESSPlus1](#)
2. **Focus the Board meeting agendas on appropriate content;**
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies or appoint another Board member;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Serve as the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Secretary shall be a non-board member who serves at the Board's pleasure. The duties of the Secretary are to:

1. Keep meeting minutes for all Board meetings and keep the verbatim record for all closed meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election **official authority** [PRESSPlus2](#) for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board

member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.:

5 ILCS 120/7 and 420/4A-106.

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

CROSS REF.:2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure)

ADOPTED: April 28, 2014

PRESSPlus Comments

PRESSPlus 1. The duties in #s 1 and 2 are separated into two items to distinguish between them. Of the listed duties, only the following are imposed by law: #1, preside at meetings; #6, sign minutes and sign certificate of tax levy; #7, call special meetings; and #8, serve as *head of the public body* for OMA and FOIA purposes. **Issue 101, June 2019**

PRESSPlus 2. Updated to align with a 2014 change to 105 ILCS 5/9-2 and 10 ILCS 5/1-3, reassigning the duties of the local election authority official. **Issue 101, June 2019**

Document Status: Draft Update

2:140 Communications To and From the Board

The School Board welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) that is posted on the District's website. ~~In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board-quorum.~~

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and
2. ~~During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response~~ Provide the Board, such as in the Board meeting packet, ~~with all emails that are received and any feedback regarding them.~~ [PRESSPlus1](#)

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

~~In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum.~~ [PRESSPlus2](#)

LEGAL REF.:

5 ILCS 120/, [Open Meetings Act](#).

50 ILCS 205/20, [Local Records Act](#).

CROSS REF.:2:220 (School Board Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

~~ADOPTED:December 15, 2014~~

PRESSPlus Comments

PRESSPlus 1. Amended in response to Press Advisory Board feedback that having questions or communications go only to the superintendent OR through the electronic link to the Board's email address(es) can be problematic and may not entirely comply with the 2014 requirement.

Directive #2 is optional and adds a step to increase efficient responses to communications concerning the operation or management of the district or a school. Adding this text allows a board to (1) monitor its compliance with 50 ILCS 205/20, (2) ensure that all board members stay informed of all questions and communications to the board, (3) align with IASB's *Foundational Principles of Effective Governance*, and (4) mirror a School Code requirement (105 ILCS 5/10-16) for the

superintendent to report any FOIA requests during the board's regular meetings along with the status of the district's response.

Before adoption of this text, each board may want to have a conversation with the superintendent about the difference between "staff work questions or communications" that do not need to be submitted to the board and "questions or communications submitted for the school board's consideration" that do need to be submitted to the board. If the board does not wish to adopt Directive #2, strike the text and select "Adopted with Additional District Edits" as the Save Status.

Issue 101, June 2019

PRESSPlus 2. This paragraph is moved from above, and the phrase "through electronic communications" is added for clarity. **Issue 101, June 2019**

Document Status: Draft Update

2:140-E Exhibit - Guidance for Board Member Communications, Including Email Use

The Open Meetings Act (OMA) requires the School Board is authorized PRESSPlus1 to discuss District business only at a properly noticed Board meeting. (Open Meetings Act, 5 ILCS 120/). Other than during a Board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This *Guidance* assumes a Board has seven members and covers issues arising from Board policy 2:140, *Communications To and From the Board*.

Communications Between or Among Board Members and/or the Superintendent Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a *do not reply/forward* alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."**
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a *do not reply/forward* alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."**
6. Board members should not forward email received from another Board member.

When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." 5 ILCS 140/2. Email sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

If a Board member uses a District-provided device or email address to discuss public business, the email is subject to disclosure under FOIA, barring an applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

First, the communication pertains to the transaction of public business, and

Second, the communication was: (1) prepared by a public body, (2) prepared for a public body, (3) used by a public body, (4) received by a public body, (5) possessed by a public body, and/or (6) controlled by a public body.

This test is from the appellate court decision in City of Champaign v. Madigan, 992 N.E.2d 629 (Ill.App.4th, 2013).

The following *examples* describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:

- a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work **would not be a public record**. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate OMA and, thus, are subject to disclosure during proceedings to enforce OMA.
- b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
- c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
- d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in the District's possession.
- e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

The District's Freedom of Information Officer and/or Board Attorney will help determine when a specific communication must be disclosed pursuant to a FOIA request.

When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act (LRA), only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation. (Local Records Act, 50 ILCS 205/). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email to the appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District, and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the LRA.

Important: Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. This is referred to as a *litigation hold*. For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. 50 ILCS 205/4, amended by P.A. 98-1063.

DATED: December 15, 2014

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 101, June 2019**

Document Status: Draft Update

2:230 Public Participation at School Board Meetings and Petitions to the Board

For an overall minimum of 30 minutes [PRESSPlus1](#) during ~~At~~ each regular and special open meeting, any person ~~members of the public and District employees~~ may comment to or ask questions of the Board (*public participation*), subject to the reasonable constraints established and recorded in this policy's guidelines below. [PRESSPlus2](#) During public participation, there will be a 20-minute [PRESSPlus3](#) minimum total length of time for any one subject. When public participation takes less time than these minimums, it shall end.

To preserve sufficient time for the Board to conduct its business, any person ~~The individuals~~ appearing before the Board ~~is~~ are expected to follow these guidelines: [PRESSPlus4](#)

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation ~~comments~~ shall be limited to ~~five~~ 5 minutes. In unusual circumstances, and when an individual has made a request ~~in advance~~ to speak for a longer period of time, the person ~~individual~~ may be allowed to speak for more than ~~5~~ five minutes.
3. Observe ~~the Board President's decision~~, when necessary and appropriate, ~~to~~ the:
 - a. ~~Shortening of the time for each person to address the Board during public participation comment~~ to conserve time and give the maximum number of people ~~individuals~~ an opportunity to speak;
 - b. Expansion of the overall minimum of 30 minutes for public participation and/or the 20-minute minimum total length of time for any one subject; and/or
 - c. ~~4. Observe the Board President's decision to~~ ~~d~~ Determination of procedural matters regarding public participation not otherwise covered in Board policy.
4. ~~5.~~ Conduct oneself with respect and civility toward others and otherwise abide by Board policy; 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled Board meeting.

LEGAL REF.:

5 ILCS 120/2.06, *Open Meetings Act*.

105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:220 (School Board Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

~~ADOPTED: December 20, 2010~~

Question 1. See Comment PRESSPlus 1. What is the length of minimum overall public participation time adopted by the Board?

Answer:

Question 2. See Comment PRESSPlus 3. What is the minimum total length of time for any one subject that has been adopted by the board?

Answer:

PRESSPlus Comments

PRESSPlus 1. The length of the minimum overall public participation time is at the local board's discretion, and it should be customized to ensure it is responsive to the community's public participation needs. See **Questions** to indicate the length of minimum overall public participation time adopted by the Board. **Issue 101, June 2019**

PRESSPlus 2. While some courts have upheld public bodies limiting public comment to certain subjects, such as only subjects on the agenda or only related to the business of the public body, this policy does not provide default text for limiting public comment to certain subjects. This is because 105 ILCS 5/10-16 requires school boards to allow members of the public "to

comment to or ask questions of the board.” The cases in which courts upheld limiting public comment to certain subjects involved public bodies with no governing statutes that required the public body to allow the public “to comment to or ask questions of the board.” **Issue 101, June 2019**

PRESSPlus 3. See 5 ILCS 120/2.06, 105 ILCS 5/10-16, and PAO 19-2. Like the length of time for overall public participation, the minimum total length of time **for any one subject** is also at the local board’s discretion. See **Questions** to indicate the minimum total length of time for any one subject that has been adopted by the board. **Issue 101, June 2019**

PRESSPlus 4. OMA does not but PAO 19-2 does provide specific rules. These guidelines may be amended. The guidelines for public comment and the time minimums and limits should be reviewed with the board attorney. In PAO 19-2, the Ill. Public Access Counselor (PAC) ordered a board to refrain from applying unestablished and unrecorded rules to restrict public comment at future meetings stating, “Though a public body has inherent authority to conduct its meetings in an efficient manner and need not allow public comment to continue indefinitely, there was no evidence that capping public comment to 15 minutes was necessary to maintain decorum or that extending the comment period would have unduly interfered with the orderly transaction of public business.”

Issue 101, June 2019

Document Status: 5-Year-Review - Needs Review

2:240 Board Policy Development

The School Board governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to District's Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.:

105 ILCS 5/10-20.5.

CROSS REF.:2:150 (Committees), 2:250 (Access to District's Public Records), 3:40 (Superintendent)

ADOPTED: November 17, 2014

Document Status: Draft Update

4:20 Fund Balances

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money.

The School District seeks to maintain a year-end fund balance to revenue ratio of no less than 15-20 percent, as calculated under the Ill. State Board of Education's *School District Financial Profile*. [PRESSPlus1](#)

CROSS REF.:4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

Question 1. Has the Board adopted the default sentence, the alternative sentence, or deleted the sentence regarding year-end fund balance to revenue ratio? Type "default," "alternative," or "delete."

Answer:

PRESSPlus Comments

PRESSPlus 1. Optional. Pursuant to its authority under 105 ILCS 5/1A-8, the Ill. State Board of Education (ISBE) developed the *School District Financial Profile* to help monitor the finances of school districts and identify those districts moving toward financial difficulty. A district's total profile score (and corresponding profile designation) is based on four weighted indicators: (1) fund balance to revenue ratio (35%), (2) Expenditure to Revenue Ratio (35%), (3) days cash on hand (10%), and (4) percent of short-term and long-term borrowing ability remaining (10% each). See www.isbe.net/Documents/OEPP-PCTC-Profile.pdf for a detailed explanation of the calculation of the School District Financial Profile and designations. This policy addresses the first factor in a district's Financial Profile, which, according to ISBE, "reflects the overall financial strength of the district." A target of 25% or higher for a district's fund balance to revenue ratio would result in a school district being in the lowest risk category for this factor of the district's Financial Profile.

The following alternative is for a district with fund balances deemed not currently adequate:

"The School District will seek to establish year-end fund balances representing _____ percent of the annual revenues for each operating fund by budgeting a surplus in each fund."

See **Questions** to indicate whether the board has adopted the default sentence, the alternative sentence, or if they have deleted the sentence. To change the percentage currently listed, strike it and replace it with the percentage adopted by the Board. Then select "Adopted with Additional District Edits" as the Save Status.

Issue 101, June 2019

Document Status: 5-Year-Review - Needs Review

3:60 Administrative Responsibility of the Building Principal

Duties and Authority

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

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

Evaluation Plan

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

Qualifications and Other Terms and Conditions of Employment

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

LEGAL REF.:

10 ILCS 5/4-6.2.

105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.

105 ILCS 127/.

23 Ill.Admin.Code Parts 35 and 50, Subpart D.

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

ADOPTED: June 15, 2015

Document Status: 5-Year-Review - Needs Review

4:90 Activity Funds

The School Board, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes.

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and the Illinois State Board of Education rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, except that the treasurer is not authorized to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

LEGAL REF.:

105 ILCS 5/8-2 and 5/10-20.19.

23 Ill.Admin.Code §§100.20 and 100.80.

CROSS REF.:4:80 (Accounting and Audits), 7:325 (Student Fundraising Activities)

~~ADOPTED: November 17, 2014~~

Document Status: 5-Year-Review - Needs Review

5:35 Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel - Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel - Employment Termination and Suspensions*.

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.:

820 ILCS 105/4a.

Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.:5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

ADOPTED: April 28, 2014

Document Status: 5-Year-Review - Needs Review

5:40 Communicable and Chronic Infectious Disease

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

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

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

LEGAL REF.:

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

Rehabilitation Act of 1973, 29 U.S.C. §791; 34 C.F.R. §104.1 et seq.

Department of Public Health Act, 20 ILCS 2305/6.

105 ILCS 5/24-5.

Personnel Record Review Act, 820 ILCS 40/.

Control of Communicable Diseases, 77 Ill.Admin.Code Part 690.

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

ADOPTED: June 15, 2015

Document Status: Draft Update

5:180 Temporary Illness or Temporary Incapacity

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

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

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

This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered **PRESSPlus1** nurse, who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a licensed physician assistant who has been delegated the authority by his or her supervisor to perform health examinations if the examination is job-related and consistent with business necessity.

Also please refer to the applicable collective bargaining agreement.

LEGAL REF.:

~~Americans with Disabilities Act~~, 42 U.S.C. §12101 ~~et seq.~~², Americans with Disabilities Act.

105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.

~~Elder v. School Dist. No.127 1/2~~, ~~208 N.E.2d 423 (Ill.App.1, 1965)~~ 60 Ill.App.2d 56 (1st Dist. 1965).

~~School District No. 151 v. ISBE~~, ~~507 N.E.2d 134 (Ill.App.1, 1987)~~ 154 Ill.App.3d 375 (1st Dist. 1987).

CROSS REF.:5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

~~ADOPTED:February 21, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/24-5, amended by P.A.s 99-173 and 100-513. **Issue 101, June 2019**

Document Status: Draft Update

6:40 Curriculum Development

Adoption

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

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

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

Experimental Educational Programs and Pilot Projects

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

Single-Gender Classes and Activities

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

Development

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

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

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

Curriculum Guides and Course Outlines

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

LEGAL REF.:

20 U.S.C. §1681, Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106. [PRESSPlus1](#)

105 ILCS 5/10-20.8 and 5/10-19.

CROSS REF.:6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At

Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

~~ADOPTED: June 15, 2015~~

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated. **Issue 101, June 2019**

Document Status: Draft Update

6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall develop and supervise a student assessment program and shall provide appropriate data to the School Board to allow it to monitor the program's results. The program will:

1. Administers the State assessment system, known as the *Partnership for Assessment of Readiness for College and Careers Illinois Assessment of Readiness (PARCC IAR)*, *PRESSPlus1* to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Be uniformly applied to all students who are required to be tested, including: (a) students in a State approved transitional bilingual education or transitional program, and (b) students who have an Individualized Educational Plan (IEP).
4. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, *Grading and Promotion*.
5. Emphasize professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/~~and~~ guardians of students. *PRESSPlus2* Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, *Family Educational Rights and Privacy Act*.

Illinois School Student Records Act, 105 ILCS 10/, *Illinois School Student Records Act*.

105 ILCS 5/2-3.63a-5, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: January 16, 2018

Question 1. See PRESSPlus Comments. Has the Board adopted the additional text "and to the community"? Type yes or no.
Answer:

PRESSPlus Comments

PRESSPlus 1. The Ill. State Board of Education (ISBE) selected the *Partnership for Assessment of Readiness for College and Careers* (PARCC) as the State assessment and accountability measure for grades 3-8 through the 2017-2018 school year. Beginning with the 2018-2019 school year, ISBE began transitioning from PARCC to the *Ill. Assessment for Readiness* (IAR), which continues to use "an anchor set of PARCC items." See letter from State Superintendent Tony Smith, 2-8-19, along with other ISBE resource material at www.isbe.net/IAR. **Issue 101, June 2019**

PRESSPlus 2. Although not required by law, if a board wants to direct that this information be shared more broadly with the public for greater transparency, add "and to the community." See **Questions** to indicate whether this additional text has been adopted by the Board. **Issue 101, June 2019**

Document Status: 5-Year-Review - Needs Review

5:130 Responsibilities Concerning Internal Information

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.:

Family Educational and Privacy Rights Act, 20 U.S.C. §1232g.

Uses and Disclosures of Protected Health Information; General Rules, 45 C.F.R. §164.502.

Ill. Freedom of Information Act, 5 ILCS 140/.

Local Records Act, 50 ILCS 205/.

105 ILCS 10/.

Personnel Record Review Act, 820 ILCS 40/.

CROSS REF.:2:140 (Communications To and From the Board), 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: June 27, 2012

Document Status: 5-Year-Review - Needs Review

5:310 Compensatory Time-Off

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 et seq., and (2) are not represented by an exclusive bargaining representative.

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

LEGAL REF.:

Fair Labor Standards Act, 29 U.S.C. §201 et seq.; 29 C.F.R. Part 553.

CROSS REF.:5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED:November 17, 2014

Document Status: 5-Year-Review - Needs Review

6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.:

105 ILCS 5/2-3.41, 5/2-3.66, 5/10-20.9a, 5/13B, 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.

CROSS REF.:6:280 (Grading and Promotion), 6:300 (Graduation Requirements), 7:70 (Attendance and Truancy)

~~ADOPTED:December 15, 2014~~

Document Status: 5-Year-Review - Needs Review

7:170 Vandalism

The School Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

LEGAL REF.:

740 ILCS 115/.

CROSS REF.:7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: November 17, 2014

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Granville, Ill. 61326



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Putnam County High School

June 19th, 2019

Superintendent Carlson & Board of Education:

The position of a Biology Teacher was first posted as an anticipated vacancy for the 2019-2020 school year on May 29, 2019. We received two applicants within the posting period and elected to hold an interview with both of the individuals.

On June 13, 2019, I conducted interviews with both of the interested candidates. The applicant, Dr. Jessica Johnson, presented herself as a person with integrity and positive disposition. In addition, her professional experiences were found to be substantially influential on her teaching and applicable to student learning. Based on the interview and collected information, I formally offered the position to Dr. Johnson the following week, and she accepted it.

Based on the interview, administration recommends the following hire:

Biology Teacher: Dr. Jessica Johnson

Her application materials have been included for your review. Dr. Johnson is currently finalizing needs related to her Professional Educator's License, so this hiring is dependent on her certifications. Her license is held in California at the moment and will be transferred to Illinois during the summer.

Respectfully submitted,

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

Mr. Clayton J. Theisinger
Principal

JESSICA JOHNSON

5 Yumin Road, Houshayu, Shunyi|
Beijing, China 101300
+86 185-1083-6631 jessicajohnson1974@yahoo.com

EDUCATION

- Aug. 2007-May 2011 **MIDWESTERN UNIVERSITY** Glendale, AZ
Doctor of Podiatric Medicine
• Podiatric Medicine Program
- Sept. 2005-May 2006 **ILLINOIS STATE UNIVERSITY** Normal, IL
• Satisfied prerequisites for Podiatry School
- June 2005-Aug. 2005 **IL VALLEY COMM COLLEGE** Oglesby, IL
• Obtained requirements for EMT licensure
- Jan. 2001-May 2002 **CAL POLY UNIVERSITY** Pomona, CA
• Obtained Single Subject Science Teaching Credential
- June 1997-Aug. 1997 **BOSTON UNIVERSITY** Galway, Ireland
Geology Field Camp
• Mapped and interpreted outcrops for Ireland Geological Survey
- Sept. 1993-May 1998 **UNIVERSITY OF WISCONSIN** Oshkosh, WI
Bachelor of Science
• Majored in both hydrogeology and professional geology

WORK EXPERIENCE

- July 2015 –Present **BEIJING INTERNATIONAL BILINGUAL ACADEMY** Beijing, China
Teacher (Science)
• Developed and implemented new inquiry-based 4th and 5th grade science program
• Collaborated with 5th grade team to create cross-curricular units that aligned with Next Generation Science standards and Common Core
• Supported ELL population in an inclusive classroom
- Aug. 2014-June 2015 **AMELIA ISLAND FOOT AND ANKLE** Fernandina Beach, FL
Podiatric Physician
• Comprehensive podiatric patient care including surgical and medical treatments
• Billing and coding
- June 2011-July 2014 **UNIVERSITY OF FLORIDA HEALTH** Jacksonville, FL
Podiatric Medicine Resident – Three Year Surgical Residency
• Extensive training in elective forefoot and rear-foot reconstructive surgery
• Foot and ankle trauma, diabetic limb salvage, arthroscopy and patient clinics
Educational Chief
• Directed educational development for residents and students
• Facilitated lecture series with guest speakers
• Organized labs and workshops

July 2006-July 2007	ADVANCED MEDICAL TRANSPORT Emergency Medical Technician <ul style="list-style-type: none"> • Provided basic life support for patients in emergency situations • Put patients at ease by remaining calm and showing compassion 	Streator, IL
Sept. 2002-June 2004	RUAMRUDEE INTERNATIONAL SCHOOL Teacher (ELL/English/Science) <ul style="list-style-type: none"> • Instructed students of diverse ethnic backgrounds, languages and cultures • Implemented cooperative learning and portfolios based on individual development 	Bangkok, Thailand
Sept. 2001-June 2002	DIAMOND RANCH HIGH SCHOOL Teacher (Science) <ul style="list-style-type: none"> • Developed lessons for a culturally diverse group of students using computer based and experiential learning • Implemented differentiation strategies for mainstream special needs students 	Pomona, CA
May 2000-Feb. 2001	AMERICAN MEDICAL RESPONSE Emergency Medical Technician <ul style="list-style-type: none"> • Administered pre-hospital care to patients in emergency situations • Provided comfort for patients during emergencies and transfers 	Rancho Cucamonga, CA
June 1998-May2000	GEOSCIENCE SUPPORT SERVICES Geo-hydrologist <ul style="list-style-type: none"> • Directed well drilling and installation for multiple projects • Researched and developed reports for major water districts 	Upland, CA

ADDITIONAL

- 2018 Outstanding Teacher Award, Beijing, China
- Participated in weekly literacy workshop series, Beijing, China
- Attended Readers and Writers Workshops, Beijing, China
- Awarded APMA Educational Foundation Scholarship
- Certified in Advanced Trauma Life Support, Advanced Cardiovascular Life Support and Basic Life Support
- Completed AO Basic Course, ACFAS Arthroscopy Course and Intensive Foot and Ankle Trauma Course
- Completed Teaching and Testing ESL Reading and Writing Skills Course at UC San Diego Extension
- Attended continuing education conferences for podiatry: ACFAS, Podiatry Residency Education Summit, Orange County Advancements in Foot and Ankle Surgery
- Enjoy traveling, reading, running and outdoor sports

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Putnam County School District #535

On Wednesday, June 26th, interviews were conducted for the Special Education teaching vacancies for the 2019-20 school year. Mr. Olson and Mrs. McNelis spent time interviewing the candidates who had applied. Once the interviews concluded and reference checks were completed, although Ms. Bagley could easily meet the needs of either the Junior High students or the Elementary students, we determined her skill set would best match the needs of our students at the Elementary Building at this time. Mrs. Balestri was also consulted to make sure she was a part of the decision making process for her building staff. Ms. Bagley has been a Special Education teacher for thirteen years and will bring a variety of skills that will strengthen our program.

Special Education Teacher - (Elementary) Recommendation: Ms. Katie Bagley
Katie is a seasoned teacher that brings a variety of skills to our district. She shared that she has a genuine heart & spirit for education and teaching kids and for the overall learning process. She had a strong family network of educators she now aspires & strives to live up to.

Mr. Olson and I feel Ms. Bagley would be the best candidate to be hired at the Elementary building to work with our Special Needs population.

Most respectfully submitted,

Susan McNelis
Director of Special Education
Junior High

Courtney Balestri
Principal, Elementary

Mike Olson
Principal,

KATHRYN (KATIE) BAGLEY

919 Chambers Street
Ottawa, IL 61350

815.579.0157
katiebagley78@gmail.com

EDUCATION and LICENSURE

Aurora University –Aurora, Illinois

Educational Leadership Endorsement, May 2007

Illinois State Board of Education Professional Educator License- General Administrative

Northern Illinois University –DeKalb, Illinois

Master of Science in Education, Special Education with Initial Certification, May 2007

Illinois State Board of Education Professional Educator License- Secondary Education

University of Iowa- Iowa City, Iowa

Bachelor of Arts, Sociology, August 2000

WORK EXPERIENCE

LaSalle County Detention Home - Ottawa, Illinois

Instructor, June 2010-Present

- Communicates directly with the home school districts of all students in order to create and implement an appropriate education plan that addresses each individual's academic, social and behavioral abilities and needs
- Plans, reviews and evaluates assignments and activities for students of varying ages, grades and abilities who are in custody of LaSalle County Detention Home (LCDH)
- Monitors student progress and provides appropriate reports and documentation to home school districts, probation officers, juvenile detention officers, counselors and judges
- Acts in a supervisory role for juvenile detention officers and paraprofessionals in the classroom setting
- Promotes a positive, safe and secure environment for all individuals involved in the school program at LCDH by establishing and maintaining effective relationships with all students, following established security procedures and intervening in crisis situations as needed
- Collaborates with community agencies such as Reddick Library, North Central Behavioral Health Systems, Youth Service Bureau of Illinois Valley and Safe Journeys to bring weekly programs and services to youth at LCDH
- Assists in the development of educational policy and procedures for the facility

LaSalle-Peru Township High School #120- LaSalle, Illinois

PRIDE Program Instructor, August 2007-May 2010

- Instructed students with special needs in a self-contained program designed to provide the social-emotional and behavioral skills necessary to return to a less structured educational setting
- Modified curricula in core academic classes which were aligned directly to the general education curriculum and were based on each individual's needs as designated in the Individualized Education Program (IEP)

- Provided direct instruction in anger management, conflict resolution, coping skills and relationship-building skills
- Utilized a behavioral level system and a classroom community model to encourage academic and behavioral success of both the individual and of the class as a whole
- Acted as a case manager for all students in the PRIDE program, and as such, monitored progress towards IEP goals and benchmarks, wrote and implemented IEP accommodations and modifications; communicated with parents, administration and general education instructors on behalf of students

Attendance Advocacy Program (AAP) Instructor, August 2006-August 2007

- Provided group instruction combined with individualized online courses to students who had fallen behind on credits due to attendance, academic, social or other issues
- Worked with each student to develop individualized action plans which focused on student strengths as well as identification of the necessary steps to continue growing as a student and to support the overall well-being of each individual
- Collaborated and communicated directly with program director, social worker and paraprofessional in order to maintain a team-based approach to meeting student needs

Community Hospital of Ottawa- Ottawa, Illinois

Community Services Specialist, October 2000-December 2005

STUDENT TEACHING EXPERIENCE

Ottawa Township High School District #140 - Ottawa, Illinois

Special Education, Alternative Program and Instructional Support/Resource Program, January 2006-March 2006

- Cooperating Teachers: Mrs. Sally (Hocking) Taliani and Mrs. Monica (Myers) Koepsell

Shepherd Middle School, Ottawa Elementary School District #141- Ottawa, Illinois

Special Education, Instructional Support and Resource Program, August 2007-May 2010

- Cooperating Teacher: Mr. Jeff Houk

RELATED PROFESSIONAL EXPERIENCES and COMMUNITY INVOLVEMENT

Professional Honors

- Bob Rader Juvenile Detention Services Worker of the Year Award, 2011
- Presenter, "Book 'Em, Then Hook 'Em," Illinois Library Association Annual Conference, 2013.
- 40 Under Forty Award Recipient, 2016

Professional Organizations

- National Partnership for Juvenile Services (NPJS), 2010 to present
- Council for Educators of At-Risk and Delinquent Youth (CEARDY), 2010 to present
- Illinois Probation and Court Services Association (IPCSA), 2010 to present

Community Involvement

- Youth Service Bureau of Illinois Valley- Board Member, 2018-present

KATHRYN (KATIE) BAGLEY

919 Chambers Street
Ottawa, IL 61350

815.579.0157
katiebagley78@gmail.com

REFERENCES

Mr. Patrick A. Sweeney - Director

LaSalle County Detention Home
707 E. Etna Road
Ottawa, IL 61350
815.434.8300
psweeney@lasallemounty.org

Officer Osvaldo (Ozzy) Landeros- Police Officer/Former Juvenile Detention Officer

City of LaSalle Police Department
745 2nd Street
LaSalle, IL 61301
815-878-4343
Os.landeros@gmail.com

Ms. Catherine (Kate) Lance- STEP Coordinator/Special Needs Instructor

LaSalle-Peru Township High School District #120
541 Chartres Street
LaSalle, IL 61301
815.252.2761
klance@lphs.net

Mrs. Sally (Hocking) Taliani- Special Needs Instructor/Special Education Department Division Chair

Ottawa Township High School District #140
211 E. Main Street
Ottawa, IL 60441
815.433.1323
staliani@ottawahigh.com

Mr. Richard A. Myers – Regional Superintendent of Schools (former)

Regional Office of Education #35
2770 Timber Ridge Drive
Ottawa, IL 61350
815.434.0173 (home)
815.228.0781 (cell)
myersrich73@gmail.com

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Putnam County School District #535

On Wednesday, June 26th, interviews were conducted for the Special Education teaching vacancies for the 2019-20 school year. Mr. Olson and Mrs. McNelis spent time interviewing the candidates who had applied. Once the interviews concluded and reference checks were completed, we determined Mrs. Actis's skill set would match the needs of our students at the Junior High Building at this time. Mrs. Actis has been a Special Education teacher for six years paired with some substitute teaching mixed in as well. She will bring a variety of skills to the Junior High Special Education Team.

Special Education Teacher - (Junior High) Recommendation: Mrs. Melissa Actis
Mrs. Actis is a teacher that will bring a variety of skills to our Junior High Special Education Team. When asked why she wanted to be a teacher within our school system, Mrs. Actis shared she herself is a PC graduate and her own children attend the schools - she . She believes the school has a well driven staff and philosophy to ensure student learning. She also shared she would like to be a part of a good educational community.

We feel with support and mentoring she will be able to meet the needs of our students, grow in her own skills, and collaborate well with the JH teaching staff.

Most respectfully submitted,

Susan McNelis
Director of Special Education

Mike Olson
Principal, Junior High

MELISSA ACTIS

melissaactis@hotmail.com

Cell: 815-878-6753

1920 East 930th Street
Magnolia, Illinois 61336

- OBJECTIVE:** To obtain a special education teaching position to utilize my education and experience to enhance the educational development of the children I teach.
- EDUCATION:**
- Masters of Special Education** **On-going**
Western Illinois University
- Certification:**
Special Education **November 2017**
- Bachelor of Arts, Elementary Education** **May 2008**
Monmouth College, Monmouth, Illinois
- Certification:**
Illinois Type 03, May 2008
Mathematics, Middle School Endorsements
Language Arts **October 2011**
Social Studies **April 2012**
- Associates of Science, General Studies** **August 2005**
Illinois Valley Community College, Oglesby, Illinois
- WORK EXPERIENCE:**
- 5TH -8TH GRADE EMOTIONAL & BEHAVIORAL TEACHER** **August 2017-Current**
Woodford County Special Education Association Metamora, IL
- Specialized program with EBD students
 - Collaborated with multiple districts within Woodford County
 - Used the Restorative Justice Approach and CHAMPS expectations
 - Held and conducted IEP meetings
- 6TH - 8TH SPECIAL EDUCATION TEACHER** **August 2015-May 2017**
John F. Kennedy School Spring Valley, IL
- Special Education Math Teacher with full Inclusion
 - Co-Taught Science and Math
 - Facilitated lessons and accommodations with the general education teachers
 - Conducted IEP meetings
- ELEMENTARY TITLE COORDINATOR** **August 2014-May 2015**
DePue Unit Schools DePue, IL
- Coordinator lessons for students whole qualified for TIER 3 Interventions
 - Director of the after school program
 - Wilson Reading Series
 - Designed lessons with the ESL coordinator
- Substitute Teacher** **Fall 2013 – May 2014**
Henry Senachawine Grade School CUSD#5, Henry, IL
- Instructed lessons left by the classroom teacher
 - Teacher aided in the behavior disorder classroom

- Managed and maintained classroom behavior

7TH & 8TH GRADE MATH

August 2012-May 2013

Fieldcrest CUSD #6 Wenona, IL

- General Math with full Inclusion
- Title Math/RTI with the use of AIMSWEB
- Designed and implemented notes and lessons
- Target study hall for students who needed extra math help

Substitute Teacher

Fall 2008 – May 2012

Fieldcrest CUSD #6, Putnam County CUSD #535, Midland CUSD #7

- Followed and taught lessons left by the permanent teacher
- Maintained a safe and effective learning environment
- Managed classroom behavior

**PROFESSIONAL
MEMBERSHIPS:**

Kappa Delta Pi-Education Honor Society
American Slovenian Union Women's Branch 24

TECHNOLOGY:

Promethean Board/ Activ Board Microsoft Word Outlook Teacherease Excel
AIMSWEB Google Documents Embrace IEP

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Putnam County School District #535

On Monday, June 24th, interviews were conducted for the Special Education teaching vacancies for the 2019-20 school year. Mrs. Balestri, Mrs. Cross and Mrs. McNelis spent time interviewing the candidates who had applied. Once the interview process was completed, we determined Mrs. Maggi's skill set would best match the needs of our students at the Primary Building at this time. Mrs. Maggi has experience primarily within the PreSchool setting. She holds a Preschool certificate with a special education endorsement and will receive a short term emergency certificate to work towards becoming a full LBS 1 teacher. Although Mrs. Maggi's focus has been within the Preschool world, she has had experience with Special Needs students within those confines and is looking forward to working specifically with this population of students. She will bring strong skills that will strengthen the Special Education programming for our students.

Special Education Teacher - (Primary) Recommendation: Mrs. Amber Maggi
Mrs. Maggi is an experienced educator who will bring a variety of skills to our Primary Special Education Team. When asked why she wanted to be a teacher within our school system, Mrs. Maggi shared she herself is a PC graduate and her own children will attend the schools as well. Mrs. Maggi is excited to become a part of such a great staff and work towards students growth potential.

Mrs. Balestri, Mrs. Cross, and I feel Mrs. Maggi will be a good fit with the Primary staff and students. She will bring a strong skills set along with a true caring of students needs & giving them an opportunity to reach their potential.

Most respectfully submitted,

Susan McNelis
Director of Special Education

Ronda Cross
Principal, Primary

Amber Maggi

10857 East 1000th Street, Hennepin, IL 61327 (815) 830-3299 amber.maggi@yahoo.com

OBJECTIVE To obtain a challenging and professional position as an educator at the preschool or elementary level.

EDUCATION B.S. in Early Childhood Studies (emphasis on 04 certification with Preschool Special Education Approval), Northern Illinois University, May, 2012.
Associates Degree in Science, Illinois Valley Community College, August, 2008.
High School Diploma, Putnam County High School, May, 2005.

TEACHING EXPERIENCE

Holy Family School, Preschool Teacher, August 2015- Present, Principal: Jyll Jasiak
Grade: Preschool, Oglesby, IL (815)883-8916

- Created and implemented a working daily schedule
- Create and implement lessons in small group, as well as, large group
- Collaborate with other teachers and staff professionally
- Assess student performance through checklists and anecdotal records
- Interact with all students during center/play time to encourage their necessary play and learn each child's individual interests

Jackson Preschool, Paraprofessional, August 2014- May 2015, Preschool Teacher: Shaina Ludkowski
Grade: Preschool, LaSalle, IL (815) 223-4629

- Lead small group activities during center time and large group activities (story time, closing meeting, group songs)
- Collaborate with other teachers and staff professionally
- Assess student performance through anecdotal records and checklists
- Prepare and implement activities as directed by teacher

Northwest Elementary School, March 2012-May 2012, Cooperating Teacher: Jenny Morscheiser
Grade: 1st Grade, LaSalle, IL (815) 223-4006

- Created and implemented a science unit about plants, social studies unit about Earth Day and recycling, as well as, a poetry unit in writing
- Created and taught phonics and reading lessons using an interactive smart board
- Taught writing, math (Saxon), social studies, and science
- Participated in guided reading and reading groups
- Participated in parent-teacher conferences

Jackson Preschool, January 2012-March 2012, Cooperating Teacher: Andrea Ruiz
Grade: Preschool, LaSalle, IL (815) 223-4629

- Created and implemented several educational units complete with lessons and activities for all centers and subjects
- Lead small group activities during center time and large group activities (story time, morning meeting, group songs, weather)
- Participated in several IEP meetings
- Collaborated with other teachers and staff professionally
- Assessed student performance through anecdotal records and checklists

James R Wood Elementary, September 2011-October 2011, Cooperating Teacher: Melissa Gamble
Grade: 2nd Grade, Somonauk, IL (815) 498-9361

- Created and implemented a science lesson with whole class on the cycle of a pumpkin, from seed to pumpkin; used corresponding Illinois Learning Standards
- Taught phonics, reading, and social studies lessons which helped students perform better on weekly tests
- Worked with whole class on spelling tests, reading and comprehension tests and art projects

Amber Maggi

10857 East 1000th Street, Hennepin, IL 61327 (815) 830-3299 amber.maggi@yahoo.com

- Worked with individual students with needed assistance
- Interacted with all students during center/play time to encourage their necessary dramatic play and learn students individual interests

Dennis Early Childhood Center, October 2010-November 2010, Cooperating Teacher: Denise Gibbons

Grade/Age Group: Preschool, 3-5 years old, Rockford, IL (815) 966-3750

- Created a math small group activity based on one-to-one correspondence
- Lead large group activities (story time, group songs, introduction to daily agenda)
- Interacted with all students during center/play time to encourage their necessary dramatic play and learn students individual interests

Hennepin Park District, September 2001- August 2010, Manager/Director: Sandra Hrasch/Lyn Smith

Grade/Age Group: 4-8 years old, Swimming Lessons Instructor/Lifeguard, Hennepin, IL (815) 925-7319

- Helped participants feel comfortable in the water and to enjoy the water safely
- Created activities based on basic water safety skills
- Taught water safety rules for when they are in or around water

St. Patrick's Church, September 2007-May 2008, Priest/Director: Pat DeMeulemeester/Debbie Brown

Grade: 1st Grade, CCD Teacher, Hennepin, IL (815) 925-7500

- Introduced the children to religious education
- Created and implemented lessons with the whole class

OTHER WORK EXPERIENCE

Hennepin Park District-Hennepin Pool- August 2013-Present, Manager: Sandra Hrasch
Attendant and Lifeguard, Hennepin, IL (815)925-7319

Pizza Hut Italian Bistro-Wingstreet, June 2005-July 2012, Manager: Mary Jo Burris
Manager, Waitress, and Cook, Peru, IL (815) 223-3780

CORE STRENGTHS/ACHIEVEMENTS

- Effective communication skills in working with students, families, and other professionals
- Possess creative, energetic and nurturing attitudes to meet young children's needs
- Have had practice with Response to Intervention while in clinical experiences
- Have had practice with the Play Based Curriculum while in the Preschool classroom
- Volunteer involvement with children and adult athletes in Special Olympics events since 2009
- Northern Illinois University Dean's List – 3 Semesters
- Graduated Magna Cum Laude from Northern Illinois University
- Putnam County Junior High Cheerleading sponsor for 2013-2014 & 2014-2015 school years

REFERENCES

- Mary Burgess, Teacher, August 2015- Present
Holy Family School, Oglesby, IL (815)883-8916
- Victoria Duttlinger, Teacher, August 2015-Present
Holy Family School, Oglesby, IL (815)883-8916
- Andrea Ruiz, Cooperating Teacher, January 2012-March 2012
Jackson Preschool, LaSalle, IL (815) 223-4629
- Derek Kilmartin, Dean of Students and Curriculum Director, August 2015-May 2016
Lincoln Junior High, LaSalle, IL (815) 223-0786
- Sandra Hrasch, Hennepin Pool Manager, September 2001-Present
Hennepin Pool, Hennepin, IL (815) 925-7319

Recommendation for Personnel as Listed Below

As superintendent, I recommend the approval of hiring the personnel as per listed

Rationale

The building administrators followed the required protocol in posting of vacant positions. They conducted a thorough search that included stringent interviews and detailed reference checks. I spoke directly with each administrator regarding recommendations. It was stated that the listed personnel are the best candidate(s) and will provide the best instruction for our students.

- Dr. Jessica Johnson – HS Science Teacher
- Katie Bagley – Elementary Special Education Teacher
- Melissa Actis – Junior High Special Education Teacher
- Amber Maggi – Primary School Special Education Teacher
- Leanne Smith – Freshman Volleyball Coach

As Superintendent, I recommend the approval of the internal transfers as per listed:

- Haley Duncan – moved from being Freshmen VB to JV VB Coach

As superintendent, I recommend approval of the resignation with regrets as per listed

- Alisa Stewart– HS Science Teacher
- Ryan Harvey – HS Boys Golf Coach

District Goal

Demonstrate increased academic achievement for all students.

Ryan Harvey
210 E. Hopkins Ave.
Granville, IL 61326

June 15th, 2019

Putnam County C.U.S.D. 535 Administration,

I am writing you today to inform you that I regretfully must resign as the Head Boys Golf Coach at Putnam County High School. Recently I had a change of employment which requires me to be in the Davenport area most days of the week. Due to this new commitment I won't have the time or energy that the program truly deserves.

When the time comes that you fill the position, I would be willing to stay on as an unpaid assistant coach that can help when I can fit it in my schedule and hopefully be around for some tournaments and post-season events. This option would be the new head coach and administrations decision to make.

Thank you for the opportunity and I loved every minute of it.

Best of luck!

Ryan Harvey

Alisa Y. Stewart
742 2nd Street, P.O. Box 74
alisare72@gmail.com

June 21, 2019

Mr. Clayton Theisinger
Principal
Putnam County High School
400 Silverspoon Avenue
Granville, Illinois 61326

Dear Mr. Theisinger,

It is with deepest regret that I inform you of my intent to resign from my position as, High School Science Teacher, at Putnam High School. I thank you for all of the time you, and the entire staff, has spent helping me to develop as a teacher. My time at Putnam County has been precious to me and my heart will never go far from the students and staff of this wonderful district.

Sincerely,

Alisa Y. Stewart

Recommendation for Personnel as Listed Below

As superintendent, I recommend the approval of hiring the personnel as per listed

Rationale

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- Dr. Jessica Johnson – HS Science Teacher
- Katie Bagley – Elementary Special Education Teacher
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As Superintendent, I recommend the approval of the internal transfers as per listed:

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- Alisa Stewart– HS Science Teacher
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