

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION MEETING AGENDA
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER
December 16, 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	
A. Student Liaisons	
VI. CORRESPONDENCE	
VII. CONSENT AGENDA	
A. Approve November 18, 2019 Regular and Executive Session Minutes.	3
B. Approve District Bills	8
C. Approve Financial Reports	23
D. Approve Treasurer's Report	87
VIII. REPORTS, UPDATES AND INFORMATIONAL ITEMS	
A. Principals' Reports	88
B. Superintendent's Report	
1. State Funding	105
2. Investment report (no update)	
3. Transportation report (no update)	
C. Committee Reports	
IX. OLD BUSINESS	
A. Approve Truth in Taxation (Action)	106
X. NEW BUSINESS	
A. FOIA REQUESTS	
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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.	233
A. Hires	234
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XII. ACTION ITEMS FOLLOWING EXECUTIVE SESSION	
A. Hires (Action)	
B. Resignations (action)	
XIII. ADJOURNMENT	

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

Board of Education
Regular Meeting
6:30 p.m., November 18, 2019
Media Center Putnam County Primary School

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

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

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

There was 1 adjustment to the agenda. Under New Business letter G; Discussion on Staff Incentives to help attract and retain staff in our district. ADJUSTMENTS TO THE AGENDA

Student liaisons Ali Ciucci and Lauren Faletti gave an update on various high school events to the board. Ali gave an update on athletics. The girls' first game of the season is tonight at the Princeton Tournament. The boys' season opens next week at the Wethersfield Tournament. Lauren reported that the Veteran's Day program went very well and that the program was well attended by veterans. She also reported that the freshmen are adjusting well to the high school. The board congratulated Ali on her great golf season and being named News Tribune's Girls' Golfer of the Year. AUDIENCE PARTICIPATION/ HEARING OF DELEGATIONS

Cory Cowan from Gorentz & Associates presented the board with the Audit Report from the end of the 2019 fiscal year. He reported that the district received a perfect 4.0 rating from the state which is the highest rating that can be earned. The district is very financially sound.

There was 1 thank you note. CORRESPONDENCE

Mrs. Shore moved and Mrs. Baker seconded the motion to approve the consent agenda: regular and executive session minutes of October 16, 2019; bills for November 2019; financial reports for October 2019; Treasurer's Report for October 2019. On roll call the members voted as follows: Mrs. Shore, aye; Mrs. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; and Mr. Gibson, aye; Motion carried. CONSENT AGENDA

The principals' reports are on BoardBook. PRINCIPALS' REPORTS

Mr. Carlson reported on the following areas: SUPERINTENDENT REPORT
State Funding: As of 11/18/19 the state still owes in the following categories for fiscal year 2020; Special Education - \$31,018.00; Transportation - \$129,139.00; Preschool for All - \$43,80.00; Driver's Ed - \$2,623.00; and Illinois Free Lunch - \$229.00 for a total of \$206,809.00.

Transportation: Mr. Carlson is meeting with Irene and others from Johannes Bus Co tomorrow regarding the mid-day PreK route. Recently they are having trouble being able to get the route done in the allotted time.

Investments: The next investment report will be in February when the district has a CD due.

SUPERINTENDENT
REPORT CONT'D.

Parent Advisory Committee: The committee met on 11.12.19. They discussed ways to recruit more parents to be part of the committee. Mrs. Shore added that the PAC is looking to host a program in the spring regarding Internet and Phone Safety for kids.

COMMITTEE
REPORTS

Safety Committee: The committee met on 11.13.19. The number one topic was adding a School

There was no Old Business

OLD BUSINESS

Approve Updated Risk Management Plan 2019: The only addition to the plan is the addition of a School Resource Officer. It was recommended that if the district is considering adding a SRO that it should be added to the risk management plan. Mr. Copeland moved and Mr. Borri seconded a motion to approve the updated Risk Management Plan 2019. 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.

NEW BUSINESS

Approve Tentative Tax Levy: Mr. Carlson presented a spreadsheet to the board regarding the tentative tax levy. Potentially EAV will increase and the tax rate will decrease. Mrs. Shore moved and Mrs. Chiado seconded a motion to accept the tentative tax levy. 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.

Truth in Taxation Hearing: December 16, 2019 is the date set for the Truth in Taxation hearing at 6:00 pm. Mr. Borri moved and Mrs. Baker seconded a motion to set December 16, 2019 for the Truth in Taxation hearing at 6:00 pm. All ayes, motion carried.

Approve Intergovernmental Agreement with Lostant: Mrs. Shore moved and Mr. Borri seconded a motion to approve and continue the Intergovernmental Agreement with the Lostant School District. On roll call the members voted as follows: Mrs. Shore, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Gibson, aye; and Mrs. Baker, aye. Motion carried.

Approved HS PE Medical Exemption Proposal: Mrs. Baker moved and Mrs. Chiado seconded a motion to approved the HS PE Medical Exemption proposal. All ayes; motion carried.

Teacher and Staff Incentives: Discussion was held on ways to retain staff and also attract staff to the district. This is a discussion that will be on going especially as the board moves toward developing a Strategic Plan. It was recommended that the Personnel Committee meet to help this discussion along. The committee was incomplete. Mr. Borri was added to the committee and Mrs. Baker will serve as the alternate. Also, Mr. Carlson will invite the union to have representation on this committee for the topic of teacher and staff incentives.

While the board was discussing committees there were a couple of appointments that needed to be filled.

IASA Representative will Mr. Gibson and Mrs. Shore

LEASE Representative – Mrs. Shore
Board Liaison to the Athletic Boosters – Mr. Copeland

NEW BUSINESS
CONT'D.

At the Fall IASB's Regional meeting held at Waltham, Mrs. Baker was recognized as Master Board Member – Level 1. Mr. Carlson presented Mrs. Baker with the letter of recognition from IASB.

At 7:45 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 district school safety updates and concerns. All ayes, motion carried.

EXECUTIVE
SESSION

At 8:18 p.m. Mr. Copeland moved and Mrs. Shore seconded the motion to return to open session. All ayes; motion carried.

Mr. Copeland moved and Mr. Borri seconded to accept, with regret, the resignation of Samantha Casey HS Cheerleading coach (at the end of the season) and Chelsi Straughn-Niewinski HS Boys' and Girls' Golf coach. All ayes, motion carried.

PERSONNEL

Mr. Copeland moved and Mrs. Baker seconded a motion to hire Nai Saepharn as 5th grade Boys' Basketball coach. On roll call the members voted as follows: Mr. Copeland, aye; Mrs. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Gibson, aye; and Mrs. Shore, aye. Motion carried.

Mrs. Baker moved and Mr. Copeland seconded a motion to approve the Maternity Leave under FMLA, for Chelsi Straughn-Niweinski. On roll call the members voted as follows: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Shore, aye; Mr. Borri, aye; and Mrs. Chiado, aye. Motion carried.

At 8:20 p.m. Mr. Borri moved and Mrs. Shore seconded the motion to adjourn. All ayes, motion carried.

ADJOURN

Respectfully submitted,

Megan Goetz, Board Secretary

APPROVED _____	_____
BOARD PRESIDENT	DATE
_____	_____
BOARD SECRETARY	DATE

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
November 18, 2019

- CALL TO ORDER President Mr. Gibson called the meeting to order at 6:30 p.m.
- ROLL CALL The following members were present to answer roll call: Mrs. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Gibson, aye; and Mrs. Shore, aye. Mr. Mallery was absent.
- EXECUTIVE SESSION At 7:45 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 district school safety updates and concerns. The members voted as follows: all ayes; motion carried.
- ITEMS DISCUSSED
- I. Hires
 - A. Nai Saepharn – 5th Grade Boys’ basketball coach
 - II. Resignations
 - A. Samantha Casey – HS Cheerleading coach (at end of season)
 - B. Chelsi Straughn-Niewinski – HS Boys’ and Girls’ Golf coach
 - III. Maternity Leave
 - A. Chelsi Straughn-Niewinski
 - IV. School Safety Updates or Concerns:

The board is interested in pursuing a School Resource Officer. A detailed job description needs to be developed before posting the position.

Mrs. Baker asked if we have liability insurance that would cover the district if we had a cyber-attack. Mr. Carlson stated that our liability insurance does cover us. There is a session on Cyber Safety at the Triple I Conference this weekend.
 - V. Other;

Mr. Borri asked about putting sub pay raises on the agenda. Because we are in the middle of a fiscal year this matter should be addressed in March when the board is making personnel decisions.

Mr. Carlson told the board that because of the statewide sub shortage there has had to have been some internal subbing. A letter is being sent to the union tomorrow that they will sign off on. At the HS and JH teachers get paid per period when they internally sub. At the Elementary and Primary if a section of a grade level has to be split, the other grade level teachers will split either the full day sub pay or the half day sub pay.
- RETURN TO OPEN SESSION At 8:17 p.m. Mr. Copeland moved and Mrs. Shore seconded the motion to adjourn executive session and return to open session. The members voted as follows: all ayes; motion carried.

Respectfully submitted,

Megan Goetz, Board Secretary

BOARD PRESIDENT: _____

DATE: _____

BOARD SECRETARY: _____

DATE: _____

Bills Payable List

Printed: 12/12/2019 9:33 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 12/1/2019 to 12/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
AFLAC						
		AFLAC-AFTER		96	11.71	10-481
		AFLAC-PRE TAX		96	44.33	10-481
		AFLAC-PRE TAX		96	10.79	20-481
		AFLAC-PRE TAX		96	44.33	10-481
		AFLAC-AFTER		96	11.71	10-481
		AFLAC-PRE TAX		96	10.79	20-481
					\$133.66	
AMAZON/SYNCB						
		MEDICAID		1216	22.75	10-1220-411-11-499100
		PRIM MEDIA BOOKS		1216	23.85	10-2220-411-5
		PRIMARY MEDIA SUPP		1216	315.21	10-2220-410-5
		CROSS CAT SUPPLY		1216	7.57	10-1220-410-1
		PRIMARY-SUPPLIES		1216	129.77	10-1111-410-5
		PFA COMM SUPP		1216	117.07	10-1125-412-1
					\$616.22	
AMEREN ILLINOIS						
		H S- ELECTRIC SERVICE		1216	4,495.60	20-2542-466-2
		H S-NATURAL GAS SERVICE		1216	784.23	20-2542-465-2
		ELEMENTARY-NATURAL GAS		1216	298.30	20-2542-465-4
		JR HI-NATURAL GAS		1216	302.83	20-2542-465-3
		PRIMARY NATURAL GAS		1216	369.44	20-2542-465-5
		JR HI-NATURAL GAS		1216	1,866.81	20-2542-465-3
		ELEMENTARY-ELECTRIC SERVI		1216	1,004.96	20-2542-466-4
		PRIMARY-ELECTRIC SERVIC		1216	3,000.02	20-2542-466-5
		H S- ELECTRIC SERVICE		1216	57.16	20-2542-466-2
		JR HI-ELECTRICAL SERVICE		1216	86.14	20-2542-466-3
		JR HI-ELECTRICAL SERVICE		1216	24.70	20-2542-466-3
					\$12,290.19	
AMERICAN CENTRAL INSURANCE S						
		HEALTH CARE EXP FLEX PLAN		96	1,032.34	10-481
		DEP DAYCARE EXP FLEX PLAN		96	416.67	10-481
		DEP DAYCARE EXP FLEX PLAN		96	416.67	10-481
		HEALTH CARE EXP FLEX PLAN		96	1,199.01	10-481
					\$3,064.69	
ANDERSON, KYLE						
		EPIC TRAVEL		1216	409.29	10-2210-332-1
					\$409.29	
ARAMARK						
		ALL SCHOOL SERVICES		1216	55.88	20-2542-321-1
		ALL SCHOOL SERVICES		1216	178.67	20-2542-321-1
		ALL SCHOOL SERVICES		1216	76.82	20-2542-321-1
		ALL SCHOOL SERVICES		1216	133.81	20-2542-321-1
		ALL SCHOOL SERVICES		1216	55.88	20-2542-321-1
		ALL SCHOOL SERVICES		1216	76.82	20-2542-321-1
		ALL SCHOOL SERVICES		1216	178.67	20-2542-321-1
		ALL SCHOOL SERVICES		1216	133.81	20-2542-321-1

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					<u>\$890.36</u>	
ASCD		CROSS CAT DIR DUES/FEES		1216	239.00	10-1220-640-1
					<u>\$239.00</u>	
B & H PHOTO VIDEO	27958	ED FOUNDATIONS SUPPLIES 165101704/1651		1216	1,797.21	10-2310-411-6
					<u>\$1,797.21</u>	
BABY FOLD, THE		LIGHTEDWAY/PEORIA		1216	7,226.52	10-1912-670-1
		LIGHTEDWAY/PEORIA		1216	6,194.16	10-1912-670-1
					<u>\$13,420.68</u>	
BLITT AND GAINES, P.C.		COURT ORDER D		97	259.88	10-481
		COURT ORDER D		97	259.88	10-481
					<u>\$519.76</u>	
BOUND TO STAY BOUND		JH MEDIA BOOKS		1216	18.63	10-2220-411-3
					<u>\$18.63</u>	
BUREAU COUNTY REPUBLICAN		BOARD DUES/FEES		1216	767.50	10-2310-640-6
					<u>\$767.50</u>	
CALBOW, BRETT A.		LOSS PREV/REDUC SERVICES		1216	40.00	80-1360-310-1
					<u>\$40.00</u>	
CARBONI, JIMMY		JR HI-TRAVEL IAHPERD CONV		1216	222.72	10-1112-332-3
					<u>\$222.72</u>	
CCTV SECURITY PROS LLC		LEASE FD TECH SUPPLY		1216	5,834.99	10-1112-410-1
		LEASE FD TECH SUPPLY		1216	2,999.97	10-1112-410-1
					<u>\$8,834.96</u>	
CENTERPOINT ENERGY SERVICES I		H S-NATURAL GAS SERVICE		1216	522.32	20-2542-465-2
		JR HI-NATURAL GAS		1216	314.82	20-2542-465-3
		ELEMENTARY-NATURAL GAS		1216	310.05	20-2542-465-4
		PRIMARY NATURAL GAS		1216	391.14	20-2542-465-5
					<u>\$1,538.33</u>	
CES		TORT CAP OUTLAY		1216	15,920.00	80-2365-540-7
					<u>\$15,920.00</u>	
CHAPMAN'S MECHANICAL		PRIMARY REPAIR/MAI COMPRESSOR REPAI		1216	699.00	20-2542-323-5
		JR HI BLDG. REP/ MAINT MAMOUTH HEATEF		1216	137.50	20-2542-323-3
		PRIMARY REPAIR/MAI HEATING UNIT		1216	120.00	20-2542-323-5
		PRIMARY REPAIR/MAI BOILER MAINT		1216	1,898.00	20-2542-323-5
		H S-BUILDING REPAIRS/MAI ROOF TOP		1216	1,143.45	20-2542-323-2

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		PRIMARY REPAIR/MAI KITCHEN ROOF TOP		1216	110.00	20-2542-323-5
					<u>\$4,107.95</u>	
CIONI FORD, AL						
		YELLOW BUS R/M		1216	18.94	40-2550-322-1
		TRUCK REPAIR/MAINT		1216	245.44	20-2542-320-3
		DRIVERS ED R/M		1216	53.95	10-1700-323-2
					<u>\$318.33</u>	
COMMUNITY LENDERS, INC						
		GARNISHMENT		97	125.19	10-481
		GARNISHMENT		97	125.19	10-481
					<u>\$250.38</u>	
COSGROVE DISTRIBUTORS						
		HENN-CAFE FOOD		1216	113.40	10-2560-410-4-421000
					<u>\$113.40</u>	
CROSS, RONDA						
		PRIMARY-SUPPLIES		1216	7.99	10-1111-410-5
					<u>\$7.99</u>	
CURRY, JOSHUA						
		EPIC TRAVEL		1216	164.52	10-2210-332-1
		H S TRAVEL		1216	88.74	10-1113-332-2
		JR HI-TRAVEL		1216	88.74	10-1112-332-3
					<u>\$342.00</u>	
DAVIS, ANNETTE E						
		MEDIA PROG-TRAVEL		1216	92.68	10-2220-332-1
					<u>\$92.68</u>	
DE LAGE LANDEN PUBLIC FINANCE						
		HEN R/M/COPIERS		1216	563.61	10-1110-323-4
		SUP COPY MACHINE		1216	563.61	10-2320-323-1
		PRIMARY R/M /COPIER		1216	563.61	10-1111-323-5
		HS R/M / COPIER		1216	563.61	10-1113-323-2
		JH R/M/COPIER		1216	563.61	10-1112-323-3
					<u>\$2,818.05</u>	
DELTA INDUSTRIES INC						
		ELEMENTARY-BLDG REPAIR COMPRESSOR		1216	1,075.17	20-2542-323-4
					<u>\$1,075.17</u>	
DISCOUNT SCHOOL SUPPLY						
43806		MEDICAID		1216	375.93	10-1220-411-11-499100
53474		PFA INST SUP 1-6		1216	244.42	10-1125-410-1
					<u>\$620.35</u>	
DUDEK, JENNIFER						
		JR HI-TRAVEL		1216	109.04	10-1112-332-3
					<u>\$109.04</u>	
EDENS, MICHELLE						
		PFA TRAVEL 7-5		1216	39.44	10-1125-332-1
					<u>\$39.44</u>	
FRONTIER						

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PUTNAM COUNTY CUSD #535

Expense on Date: 12/1/2019 to 12/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		PRIMARY-TELEPHONE SERV		1216	87.46	20-2542-340-5
		H S - TELEPHONE SERVICE		1216	215.74	20-2542-340-2
		ELEM-TELEPHONE		1216	150.73	20-2542-340-4
					<u>\$453.93</u>	
GEDRAITIS, NICOLE						
		SPEECH IMP PROF SERV		1216	1,855.00	10-1210-319-1
		SPEECH IMP-TRAVEL		1216	23.20	10-1210-332-1
					<u>\$1,878.20</u>	
GOETZ, MEGAN						
		CROSS CAT TRAVEL		1216	219.12	10-1220-332-1
					<u>\$219.12</u>	
GOPHER SPORT						
		HS-SUPPLIES		1216	941.01	10-1113-410-2
27940		HS-SUPPLIES		1216	186.04	10-1113-410-2
					<u>\$1,127.05</u>	
GORENZ AND ASSOCIATES LTD.						
		AUDIT/FINANCIAL SERVICES		1216	11,850.00	10-2310-317-6
					<u>\$11,850.00</u>	
GRAPHIC ELECTRONICS						
		H S ATHLETIC-AWARDS		1216	177.00	10-1501-487-2
					<u>\$177.00</u>	
GUARDIAN						
		DENTAL CERT S		96	194.95	10-481
		DENTAL BP CRT S		96	362.60	10-481
		DENTAL CRT F		96	293.60	10-481
		DENTAL BP CRT F		96	545.60	10-481
		LIFE ADM BP		96	21.25	10-481
		DENTAL CERT S+		96	64.32	10-481
		DENT BP CRT S+		96	148.86	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	10.72	20-481
		DENT BP NC S+ 1		96	51.22	10-481
		DENT BP NC S+ 1		96	19.92	20-481
		DENT NC SINGLE		96	77.98	10-481
		DENT NC SINGLE		96	23.12	20-481
		DENT NC BP S		96	145.04	10-481
		DENT NC BP S		96	43.04	20-481
		LIFE CERT		96	94.50	10-481
		LIFE CERT BP		96	173.88	10-481
		LIFE NC		96	20.90	10-481
		LIFE NC		96	4.00	20-481
		LIFE NC BP		96	38.51	10-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		LIFE NC BP		96	7.38	20-481
		VISION EMP		96	199.75	10-481
		VISION EMP		96	6.78	20-481
		VISION E+S		96	76.59	10-481
		VISION E+C		96	37.44	10-481
		VISION FAMILY		96	176.93	10-481
		LIFE VOL		96	71.64	10-481
		BOARD DUES/FEEES		1216	414.32	10-2310-640-6
		VISION FAMILY		96	176.93	10-481
		DENTAL CRT F		96	293.60	10-481
		LIFE CERT		96	97.47	10-481
		LIFE CERT BP		96	179.41	10-481
		DENTAL BP CRT F		96	545.60	10-481
		DENT BP CRT S+		96	148.86	10-481
		LIFE VOL		96	132.22	10-481
		DENT NC SINGLE		96	77.98	10-481
		DENT NC BP S		96	145.04	10-481
		VISION EMP		96	17.00	20-481
		DENT ADM BP F		96	157.35	10-481
		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
		DENT ADMIN E+S		96	30.64	10-481
		DENT NC S+ 1		96	10.72	20-481
		DENT BP NC S+ 1		96	19.92	20-481
		DENT NC SINGLE		96	33.42	20-481
		LIFE NC		96	3.75	20-481
		DENT NC BP S		96	52.73	20-481
		LIFE NC BP		96	7.38	20-481
		VISION EMP		96	199.75	10-481
		DENTAL CERT S		96	194.95	10-481
		DENTAL BP CRT S		96	362.60	10-481
		LIFE ADM BP		96	25.50	10-481
		VISION E+S		96	76.59	10-481
		LIFE NC		96	20.90	10-481
		LIFE NC BP		96	38.51	10-481
		DENTAL CERT S+		96	64.32	10-481
					<u>\$7,080.29</u>	
HAAGE, CHAD		LOSS PREV/REDUC SERVICES		1216	110.00	80-1360-310-1
					<u>\$110.00</u>	
HEALTH CARE SERVICE CORPORAT		HLTH CRT S		96	2,662.38	10-481
		HLTH BP CRT S		96	11,142.60	10-481
		HLTH CRT F		96	3,328.32	10-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		HLTH BP CRT F		96	2,841.78	10-481
		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 NC E+S		96	357.87	20-481
		HLTH BP NC E+S		96	390.30	10-481
		HLTH BP NC E+S		96	390.30	20-481
		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	1,267.80	10-481
		HLTH NC S		96	(13.39)	20-481
		HLTH BP NC S		96	5,306.00	10-481
		HLTH BP NC S		96	1,425.14	20-481
		HLTH E + C		96	2,862.75	10-481
		HLTH BP E + C		96	3,834.93	10-481
		HLTH ADM BP F		96	4,113.40	10-481
		HLTH CRT S		96	2,662.38	10-481
		HLTH BP CRT S		96	11,142.60	10-481
		HLTH E + C		96	2,862.75	10-481
		HLTH BP E + C		96	3,834.93	10-481
		HLTH NC S		96	1,267.80	10-481
		HLTH BP NC S		96	5,306.00	10-481
		HLTH ADM BP F		96	4,113.40	10-481
		HLTH BP ADM S		96	657.38	10-481
		HLTH CRT F		96	3,328.32	10-481
		HLTH BP CRT F		96	2,841.78	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 NC E+S		96	357.87	20-481
		HLTH BP NC E+S		96	390.30	20-481
		HLTH NC S		96	380.34	20-481
		HLTH BP NC S		96	1,591.80	20-481
					<u>\$87,460.63</u>	
HEALY, BENDER & ASSOCIATES, IN						
		BUILDING-PROF SERV HOLDING TANK		1216	11,047.30	20-2542-320-1
					<u>\$11,047.30</u>	
HENNEPIN BLDG IMPREST						
		JH ATHL OFFICIALS		1216	330.00	10-1501-319-3
					<u>\$330.00</u>	
HENNEPIN FOOD MART						
		HENN-CAFE FOOD		1216	5.97	10-2560-410-4-421000
		HENN-CAFE FOOD		1216	36.33	10-2560-410-4-421000
		HENN-CAFE FOOD		1216	38.51	10-2560-410-4-421000

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		HENN-CAFE FOOD		1216	21.06	10-2560-410-4-421000
		MEDICAID		1216	62.94	10-1220-411-11-499100
		SUPT OFFICE-SUPPLIES		1216	172.78	10-2320-410-1
					<u>\$337.59</u>	
HENNEPIN WATER DISTRICT						
		ELEM-WATER		1216	650.43	20-2542-322-4
		ELEM-WATER		1216	115.30	20-2542-322-4
					<u>\$765.73</u>	
HIGH SCHOOL IMPREST						
		HS ATH DUES/FEES		1216	1,420.00	10-1501-640-2
		H S TRAVEL		1216	262.00	10-1113-332-2
		HS ATHL OFFICIALS		1216	200.00	10-1501-319-2
					<u>\$1,882.00</u>	
HILLMANN PEDIATRIC THERAPY						
		PHYS IMP-CONTRACT SERVIC		1216	11,258.79	10-1204-319-1
					<u>\$11,258.79</u>	
HINCKLEY SPRING WATER CO						
		BOARD SUPPLIES		1216	48.72	10-2310-410-6
					<u>\$48.72</u>	
HOME DEPOT PRO THE						
		PRIMARY BLDG SUPPLY		1216	135.56	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		1216	372.79	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1216	372.79	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		1216	372.78	20-2542-410-4
		PRIMARY BLDG SUPPLY		1216	372.78	20-2542-410-5
		LEASE FD TECH SUPPLY		1216	124.90	10-1112-410-1
		PRIMARY BLDG SUPPLY		1216	21.00	20-2542-410-5
		JR HI-BUILDING SUPPLIES		1216	4.16	20-2542-410-3
		HIGH SCHOOL-BLDG SUPPLIE VACUUM CLE,		1216	458.97	20-2542-410-2
					<u>\$2,235.73</u>	
IL STATE POLICE						
		BOARD DUES/FEES		1216	141.25	10-2310-640-6
		BOARD DUES/FEES		1216	84.75	10-2310-640-6
					<u>\$226.00</u>	
IL VALLEY CELLULAR						
		ALL SCHOOL SERVICES		1216	205.16	20-2542-321-1
					<u>\$205.16</u>	
ILLINOIS STATE UNIVERSITY						
		EPIC TRAVEL		1216	1,000.00	10-2210-332-1
					<u>\$1,000.00</u>	
IMPACT NETWORKING, LLC						
		PRIMARY OFFICE - SUPPLIES STAPLES		1216	131.97	10-2410-410-5
		HENN ELEM-SUPPLIES		1216	1,499.50	10-1110-410-4
		PRIMARY-SUPPLIES		1216	1,499.50	10-1111-410-5
		JR HI SUPPLIES		1216	1,499.50	10-1112-410-3
		HS-SUPPLIES		1216	1,499.50	10-1113-410-2

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		SUPT OFFICE-SUPPLIES		1216	1,499.50	10-2320-410-1
					<u>\$7,629.47</u>	
IRWIN SEATING COMPANY						
		ELEMENTARY-BLDG CAP OUT		1216	24,712.00	20-2542-540-4
					<u>\$24,712.00</u>	
JACKS GAS & SERVICE, INC.						
		JR HI-GROUNDS SUPPLIES		1216	12.70	20-2543-410-3
					<u>\$12.70</u>	
JOSTENS INC						
		JR HI OFFICE-SUPPLIES		1216	445.56	10-2410-410-3
					<u>\$445.56</u>	
JUDD CONSTRUCTION INC						
		ELEMENTARY-GROUNDS REPAIR SNOW RE		1216	150.00	20-2543-323-4
					<u>\$150.00</u>	
JUNIOR HIGH IMPREST						
		PRINC OFFICE-POSTAGE		1216	27.30	10-2410-341-1
		MUSIC DUES		1216	64.00	10-1115-640-1
		JH ATHL OFFICIALS		1216	360.00	10-1501-319-3
					<u>\$451.30</u>	
KINETIC LEASING INC.						
		LEASE FD TECH SUPPLY CHROMEBOOKS		1216	4,026.00	10-1112-410-1
					<u>\$4,026.00</u>	
KOHL WHOLESALE						
		ELEM BREAKFAST		1216	754.84	10-2560-411-4
		HENN-CAFE FOOD		1216	2,471.43	10-2560-410-4-421000
		HS BREAKFAST		1216	285.55	10-2560-411-2
		HIGH SCHOOL- FOOD		1216	4,706.96	10-2560-410-2-421000
		H S-CAFE MISC SUPPLIES		1216	143.64	10-2560-490-2-421000
		PRIM BREAKFAST		1216	997.86	10-2560-411-5
		PRIMARY CAFE FOOD		1216	4,880.19	10-2560-410-5-421000
		PRIMARY MISC SUPPLY		1216	87.66	10-2560-490-5-421000
		JH BREAKFAST		1216	472.70	10-2560-411-3
		JR HI-CAFE MISC SUPPLIES		1216	87.67	10-2560-490-3-421000
		JR HI-CAFE FOOD		1216	3,242.31	10-2560-410-3-421000
					<u>\$18,130.81</u>	
KOOLMASTER CO, INC						
		JR HI BLDG. REP/ MAINT DOOR/WINDOW		1216	3,861.30	20-2542-323-3
					<u>\$3,861.30</u>	
KS STATE BANK						
		TORT SUPPLIES SAFETY		1216	3,320.00	80-2365-410-7
					<u>\$3,320.00</u>	
LEASE						
		PFA TRAVEL 7-5 KUNKEL/DANEKAS/EDENS		1216	45.00	10-1125-332-1
		MEDICAID		1216	18.95	10-1220-411-11-499100
					<u>\$63.95</u>	
LEQUIA, BRANDI M.						

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		F/C SCIENCE SUPPLY		1216	91.35	10-1113-412-2
		F/C SCIENCE SUPPLY		1216	153.48	10-1113-412-2
		F/C SCIENCE SUPPLY		1216	34.57	10-1113-412-2
					<u>\$279.40</u>	
LIBERTY MUTUAL INSURANCE		COMM UMBRELLA INSUR		1216	818.00	80-2364-380-7
					<u>\$818.00</u>	
LOCKER ROOM						
	27923	H S ATHLETIC-SUPPLIES		1216	374.00	10-1501-410-2
	34315	JH ATH UNIFORMS B		1216	2,752.00	10-1501-545-3
					<u>\$3,126.00</u>	
MARK KARLOSKY CONSULTING		LEASE FD TECH SUPPLY		1216	4,550.00	10-1112-410-1
					<u>\$4,550.00</u>	
MAXCOM		TECH R/M		1216	195.00	10-2226-323-1
					<u>\$195.00</u>	
MCNABB TELEPHONE COMPANY		SUPT-TELEPHONE		1216	352.19	20-2542-340-1
		H S - TELEPHONE SERVICE		1216	352.18	20-2542-340-2
		JR HI-TELEPHONE SERVICE		1216	352.18	20-2542-340-3
		ELEM-TELEPHONE		1216	352.18	20-2542-340-4
		PRIMARY-TELEPHONE SERV		1216	352.18	20-2542-340-5
					<u>\$1,760.91</u>	
MCNELIS, SUSAN		CROSS CAT SUPPLY		1216	22.00	10-1220-410-1
					<u>\$22.00</u>	
MEDIACOM		LEASE FD-NBS/MEDIACOM		1216	307.87	10-2190-323-1
		LEASE FD-NBS/MEDIACOM		1216	343.87	10-2190-323-1
					<u>\$651.74</u>	
MENARDS PERU		LEASE FD TECH SUPPLY		1216	139.80	10-1112-410-1
		HIGH SCHOOL-BLDG SUPPLIE		1216	119.55	20-2542-410-2
		JR HI-BUILDING SUPPLIES		1216	9.47	20-2542-410-3
		PRIMARY BLDG SUPPLY		1216	42.44	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		1216	203.35	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE		1216	159.30	20-2542-410-2
		VOC AG SUPPLIES		1216	141.68	10-1401-410-2
		VOC AG SUPPLIES		1216	25.34	10-1401-410-2
		ELEMENTARY-BLDG SUPPLIES		1216	9.47	20-2542-410-4
					<u>\$850.40</u>	
MUSIC SHOPPE, INC.		MUSIC SUPPLY-JH/83836/83882/90396/81034		1216	134.27	10-1115-410-3
					<u>\$134.27</u>	
NCPERS GROUP LIFE INS.						

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		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>	
NEWS TRIBUNE						
		HS MEDIA CTR-PERIODICALS		1216	144.00	10-2220-440-2
		INFO SERV-ADVERTISING		1216	225.00	10-2630-350-1
					<u>\$369.00</u>	
NORTH CENTRAL BANK/MASTERCARD						
		H S ATHLETIC-SUPPLIES		1216	199.98	10-1501-410-2
		F/C SCIENCE SUPPLY		1216	137.65	10-1113-412-2
		HS OFFICE - SUPPLIES		1216	14.98	10-2410-410-2
		HS-SUPPLIES		1216	76.15	10-1113-410-2
		EPIC SUPPLIES		1216	1,221.82	10-2210-410-1
		LEASE FD TECH SUPPLY		1216	59.96	10-1112-410-1
		ED FOUNDATIONS SUPPLIES		1216	599.90	10-2310-411-6
		EPIC TRAVEL		1216	250.86	10-2210-332-1
		VOC AG- TRAVEL		1216	78.49	10-1401-332-2
		BOARD DUES/FEES		1216	38.00	10-2310-640-6
		MEDICAID		1216	26.90	10-1220-411-11-499100
		SUPT OFFICE-SUPPLIES		1216	116.40	10-2320-410-1
		BOARD OF ED/TRAVEL III CONFERENCE		1216	894.13	10-2310-332-6
		MEDICAID		1216	69.70	10-1220-411-11-499100
		JR HI-CAFE FOOD		1216	131.58	10-2560-410-3-421000
		F/C SCIENCE SUPPLY		1216	321.72	10-1113-412-2
		BOARD DUES/FEES		1216	95.89	10-2310-640-6
					<u>\$4,334.11</u>	
ORKIN EXTERMINATING CO IN						
		ALL SCHOOL SERVICES		1216	73.73	20-2542-321-1
		ALL SCHOOL SERVICES		1216	87.35	20-2542-321-1
		ALL SCHOOL SERVICES		1216	91.36	20-2542-321-1
					<u>\$252.44</u>	
PCCU (NEC)						
		NEC-ADMIN/10 MONTH		99	150.35	10-481
		NEC 24/20		99	1,034.10	10-481
		NEC 24/20		99	1,058.41	10-481
		DED NEC		99	38.05	10-481
		NEC-ADMIN/10 MONTH		99	150.35	10-481
					<u>\$2,431.26</u>	
PENSERV PLAN SERVICES INC						
		PENSERV PLAN SERVICES		97	2,593.00	10-481
		PENSERV PLAN SERVICES		97	50.00	20-481
		PENSERV PLAN SERVICES		97	2,843.00	10-481
		PENSERV PLAN SERVICES		97	50.00	20-481
					<u>\$5,536.00</u>	
PERMA- BOUND						

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	34342	ED FOUNDATIONS SUPPLIES		1216	524.43	10-2310-411-6
					<u>\$524.43</u>	
PERRY MEMORIAL HOSPITAL						
		STUDENT TESTING 37001624		1216	1,680.00	10-2310-390-6
					<u>\$1,680.00</u>	
PRAIRIE FARMS PEORIA DIVISION						
		PFA FOOD SUPP MILK		1216	57.75	10-1125-411-1
		HIGH SCHOOL- FOOD/MILK		1216	1,100.00	10-2560-410-2-421000
		HENN-CAFE FOOD/MILK		1216	712.00	10-2560-410-4-421000
		PRIMARY CAFE FOOD/MILK		1216	992.50	10-2560-410-5-421000
		JR HI-CAFE FOOD/MILK		1216	741.00	10-2560-410-3-421000
					<u>\$3,603.25</u>	
PRIMARY IMPREST						
		BOARD SUPPLIES		1216	350.82	10-2310-410-6
					<u>\$350.82</u>	
PUT CO PCEA/IEA DUES						
		NON-CERT DUES		96	530.72	10-481
		NON-CERT DUES		96	59.07	20-481
		IEA CERT DUES		96	2,379.13	10-481
		IEA CERT DUES		96	2,379.13	10-481
		NON-CERT DUES		96	59.07	20-481
		NON-CERT DUES		96	530.72	10-481
					<u>\$5,937.84</u>	
PUT CO SCHOOL (FED TRS)						
		TITLE I FED TRS		1216	543.25	10-1250-210-36-430000
					<u>\$543.25</u>	
PUT CO SCHOOL (TRS HEALTH)						
		THIS ADMIN/10 MONTH		99	559.96	10-481
		THIS P24/T20		99	3,851.03	10-481
		THIS P24/T20		99	3,941.63	10-481
		DED THIS		99	141.72	10-481
		THIS ADMIN/10 MONTH		99	559.96	10-481
					<u>\$9,054.30</u>	
PUT CO SCHOOL (TRS)						
		TRS ADMI/10 MONTH		99	2,563.89	10-481
		TRS P24/T20		99	17,632.97	10-481
		TRS P24/T20		99	18,047.71	10-481
		DED TRS		99	648.90	10-481
		TRS ADMI/10 MONTH		99	2,563.89	10-481
					<u>\$41,457.36</u>	
PUT CO SCHOOLS (IMRF)						
		IM IMRF		98	37.56	10-481
		IM IMRF		98	1,909.69	10-481
		IM IMRF		98	640.78	20-481
		IMRFBRD SHARE		98	4,630.04	50-481
		IMRFBRD SHARE		98	1,523.60	50-481
		IMRF VOL CONTRIBUTIONS		98	82.90	10-481

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	IMRF VOL CONTRIBUTIONS		98	158.86	20-481
	IMRF VOL CONTRIBUTIONS		98	82.90	10-481
	IM IMRF		98	107.27	40-481
	IMRFBRD SHARE		98	255.07	50-481
	IM IMRF		98	37.56	10-481
	IMRF VOL CONTRIBUTIONS		98	166.86	20-481
	IM IMRF		98	653.21	20-481
	IMRFBRD SHARE		98	1,553.16	50-481
	IM IMRF		98	2,198.45	10-481
	IMRFBRD SHARE		98	5,316.80	50-481
				<u>\$19,354.71</u>	
PUTNAM CO COMM UNIT (IL)					
	IL State Tax		99	9,621.13	10-481
	IL State Tax		99	633.52	20-481
	IL State Tax		99	10,854.02	10-481
	IL State Tax		99	112.69	40-481
	IL State Tax		99	639.39	20-481
				<u>\$21,860.75</u>	
PUTNAM CO SD FIT					
	Federal Tax 2019		99	18,020.78	10-481
	Federal Tax 2019		99	1,378.72	20-481
	Federal Tax 2019		99	20,072.33	10-481
	Federal Tax 2019		99	129.32	40-481
	Federal Tax 2019		99	1,331.49	20-481
				<u>\$40,932.64</u>	
PUTNAM CO SD MEDICARE					
	MEDICARE (CERT)		99	2,361.55	10-481
	MEDICARE (BRD PD)		99	2,361.55	50-481
	MEDICARE (CERT)		99	2,624.09	10-481
	MEDICARE (BRD PD)		99	2,624.09	50-481
				<u>\$9,971.28</u>	
PUTNAM COUNTY SD FICA					
	MATCHING FICA		99	3,104.64	50-481
	MATCHING FICA		99	1,059.03	50-481
	FICA 2019		99	3,104.64	10-481
	FICA 2019		99	1,059.03	20-481
	FICA 2019		99	182.36	40-481
	MATCHING FICA		99	182.36	50-481
	FICA 2019		99	1,069.01	20-481
	MATCHING FICA		99	1,069.01	50-481
	FICA 2019		99	3,982.79	10-481
	MATCHING FICA		99	3,982.79	50-481
				<u>\$18,795.66</u>	
RAMIREZ, DANIEL					
	TECH-TRAVEL		1216	129.34	10-2226-332-1
				<u>\$129.34</u>	
RANDALL, JOSHUA D.					

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		LOSS PREV/REDUC SERVICES		1216	40.00	80-1360-310-1
					<u>\$40.00</u>	
REASKA, TRACY						
		TRUCK REPAIR/MAINT GAS		1216	66.25	20-2542-320-3
					<u>\$66.25</u>	
REGIONAL OFFICE OF EDUCATION						
		CROSS CAT DIR TRAVEL 11 15		1216	20.00	10-1220-333-1
		EPIC TRAVEL		1216	75.00	10-2210-332-1
		EPIC TRAVEL		1216	80.00	10-2210-332-1
					<u>\$175.00</u>	
ROBBINS SCHWARTZ						
		LEGAL FEES		1216	455.00	80-2369-318-1
					<u>\$455.00</u>	
ROYAL PUBLISHING						
		INFO SERV-ADVERTISING		1216	215.00	10-2630-350-1
					<u>\$215.00</u>	
SCHMITT, RYAN						
		PRIMARY-TRAVEL		1216	194.88	10-1111-332-5
					<u>\$194.88</u>	
SHERWIN-WILLIAMS						
		HIGH SCHOOL-BLDG SUPPLIE		1216	262.07	20-2542-410-2
					<u>\$262.07</u>	
SIENZA, KRIS						
		EPIC TRAVEL		1216	50.00	10-2210-332-1
					<u>\$50.00</u>	
SISLER ICE						
		H S ATHLETIC-SUPPLIES		1216	38.00	10-1501-410-2
					<u>\$38.00</u>	
SMART APPLE						
	27902	HS MEDIA BOOKS		1216	348.66	10-2220-411-2
					<u>\$348.66</u>	
SOLOMON, MADISON						
		JR HI-ATHLETIC SUPPLIES		1216	75.00	10-1501-410-3
					<u>\$75.00</u>	
STAPLES CREDIT PLAN						
		PRIMARY-SUPPLIES		1216	196.59	10-1111-410-5
		SUPT OFFICE-SUPPLIES		1216	32.06	10-2320-410-1
					<u>\$228.65</u>	
STATE DISBURSEMENT UNIT						
		CHILD SUPPORT		97	451.83	10-481
		CHILD SUPPORT		97	451.83	10-481
					<u>\$903.66</u>	
SUN LIFE FINANCIAL EMPLOYEE BE						
		BOARD DUES/FEES FINAL PMT		1216	180.06	10-2310-640-6
					<u>\$180.06</u>	

Bills Payable List

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 PUTNAM COUNTY CUSD #535
 Expense on Date: 12/1/2019 to 12/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number	
SUPERINTENDENT IMPREST							
		SUPT OFFICE-POSTAGE		1216	12.73	10-2320-341-1	
		TRUCK REPAIR/MAINT		1216	107.00	20-2542-320-3	
					\$119.73		
TERRY, LEE ANN							
		HEARING IMP SERVICES		1216	3,850.00	10-1207-311-1	
					\$3,850.00		
TOEDTER OIL COMPANY							
		TRUCK REPAIR/MAINT		1216	207.35	20-2542-320-3	
		EXPLORER SUPPLY		1216	150.80	40-2550-412-1	
		ACTIVITY BUS SUPPLY		1216	697.44	40-2550-410-1	
		YELLOW BUS SUPPLY		1216	678.57	40-2550-411-1	
		DRIVERS ED SUPPLIES		1216	150.80	10-1700-410-2	
					\$1,884.96		
TRINITY CATHOLIC SCHOOL							
		HIGH SCHOOL- FOOD		1216	35.75	10-2560-410-2-421000	
		HIGH SCHOOL- FOOD		1216	38.50	10-2560-410-2-421000	
					\$74.25		
URNIKIS, MARY							
		PRIMARY CAFE FOOD		1216	14.95	10-2560-410-5-421000	
		PRIMARY CAFE FOOD		1216	11.02	10-2560-410-5-421000	
					\$25.97		
VILLAGE OF GRANVILLE							
		HS- WATER		1216	1,404.75	20-2542-322-2	
		PRIMARY- WATER		1216	309.51	20-2542-322-5	
					\$1,714.26		
VIPOND, JIM							
		H S-ATHLETIC TRAVEL		1216	125.28	10-1501-332-2	
					\$125.28		
WASHINGTON NATIONAL INS CO							
		WASHINGTON NATL INS.		96	844.20	10-481	
		WASHINGTON NATL INS.		96	125.05	20-481	
		WASHINGTON NATL INS.		96	805.44	10-481	
		WASHINGTON NATL INS.		96	125.05	20-481	
					\$1,899.74		
WASTE MANAGEMENT							
		ALL SCHOOL SERVICES		1216	318.85	20-2542-321-1	
		ALL SCHOOL SERVICES		1216	331.61	20-2542-321-1	
		ALL SCHOOL SERVICES		1216	318.64	20-2542-321-1	
		ALL SCHOOL SERVICES		1216	189.80	20-2542-321-1	
					\$1,158.90		
WEBER, CHRISTINA							
		EPIC TRAVEL		1216	190.23	10-2210-332-1	
					\$190.23		
WEINZIERL, HANNAH							
		VOC AG SUPPLIES		1216	15.00	10-1401-410-2	

Bills Payable List

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PUTNAM COUNTY CUSD #535
Expense on Date: 12/1/2019 to 12/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$15.00</u>	
WHOOO'S READING						
		EPIC SUPPLIES		1216	900.00	10-2210-410-1
					<u>\$900.00</u>	
WRESTLINGMART						
		H S ATHLETIC-SUPPLIES		1216	629.87	10-1501-410-2
					<u>\$629.87</u>	
				Report Total	<u><u>\$488,584.89</u></u>	

Revenue Ledger

Printed: 12/9/2019 11:23 AM
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							
1112 Junior High		FIRST PRIOR YEAR LEVY	199,706.31	3,648,642.65	3,658,405.00	9,762.35	99.73 10-1112
	199,706.31		3,648,642.65	3,658,405.00	9,762.35	99.73	** Function
Middle-Junior High							
1120 Middle-Junior High		TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00 10-1122
	0.00		0.00	0.00	0.00	0.00	** Function
High School							
1130 High School		FIRST PRIOR YR LEASE	3,671.20	67,073.52	67,263.00	189.48	99.72 10-1130
	3,671.20		67,073.52	67,263.00	189.48	99.72	** Function
Accelerated Reading Program							
1140 Accelerated Reading Program		SP ED PRIOR YEAR LEVY	2,937.34	53,665.43	53,811.00	145.57	99.73 10-1141
	2,937.34		53,665.43	53,811.00	145.57	99.73	** Function
Speech & Lang. Impaired							
1210 Speech & Lang. Impaired		MOBILE HOME PRIVILEGE TA	0.00	0.00	0.00	0.00	0.00 10-1210
	0.00		0.00	0.00	0.00	0.00	** Function
Special Education Programs Pre-K							
1225 Special Education Programs Pre-K		CORP PERS PROP REPLC TAX	0.00	716,252.32	2,933,037.00	2,216,784.68	24.42 10-1230
	0.00		716,252.32	2,933,037.00	2,216,784.68	24.42	** Function
Remedial and Supplemental Programs Pre-K							
1275 Remedial and Supplemental Programs Pre-K		WETLANDS	0.00	0.00	0.00	0.00	0.00 10-1290
	0.00		0.00	0.00	0.00	0.00	** Function
Adult Education							
1310 Adult Education		PUPIL TUITION OTHER LEA	0.00	65,958.88	352,493.00	286,534.12	18.71 10-1312
	0.00		0.00	0.00	0.00	0.00	10-1313
	0.00		65,958.88	352,493.00	286,534.12	18.71	** Function
Upgrdg In Current Occupn							
1340 Upgrdg In Current Occupn		PUPIL TUI-SP ED OTHER LEA	0.00	21,025.40	65,959.00	44,933.60	31.88 10-1342
	0.00		21,025.40	65,959.00	44,933.60	31.88	** Function
Music							
		TAX INTEREST	0.00	0.00	0.00	0.00	0.00 10-1510
	4,855.97	ED-INT ON INVESTMENTS	35,408.41	38,000.00	2,591.59	93.18	10-1511
	0.00	INTEREST-SWANEY BONDS	0.00	0.00	0.00	0.00	10-1512
	0.00	INTEREST-FARNSWORTH	0.00	0.00	100.00	100.00	0.00 10-1513

Revenue Ledger

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Education Fund 10							
Function	1000	Instruction					
Function	1502	Music					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number	
1502 Music	4,855.97	35,408.41	38,100.00	2,691.59	92.94	** Function	
<u>Summer School</u>							
STUDENT LUNCH	16,745.35	53,598.86	120,000.00	66,401.14	44.67	10-1611	
STUDENT BREAKFAST	1,411.10	5,578.85	16,000.00	10,421.15	34.87	10-1612	
MILK SALES (OTHER)	545.60	1,608.00	4,000.00	2,392.00	40.20	10-1614	
ADULT LUNCHES/BREAKFAST	396.80	1,672.30	5,000.00	3,327.70	33.45	10-1620	
1600 Summer School	19,098.85	62,458.01	145,000.00	82,541.99	43.07	** Function	
<u>Gifted Programs</u>							
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	
<u>Vocational Ed Handicapped</u>							
H S ATHLETIC ADMISSIONS	81.00	1,789.00	15,000.00	13,211.00	11.93	10-1711-2	
JR HI-ATHLETIC ADMISSION	1,792.00	1,792.00	5,000.00	3,208.00	35.84	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	1,720.00	2,284.00	8,000.00	5,716.00	28.55	10-1719	
1710 Vocational Ed Handicapped	3,593.00	5,865.00	31,000.00	25,135.00	18.92	** Function	
<u>Vctnl Ed Lmt Eng Profrcncy</u>							
ACTIVITY FEES HS	80.00	12,275.00	18,000.00	5,725.00	68.19	10-1720	
ACTIVITY FEES JR H	0.00	3,385.00	4,500.00	1,115.00	75.22	10-1720	
1720 Vctnl Ed Lmt Eng Profrcncy	80.00	15,660.00	22,500.00	6,840.00	69.60	** Function	
<u>Vctnl Ed Acd /Econ Disadv</u>							
OTHER DISTRICT REVENUE	0.00	125.00	1,000.00	875.00	12.50	10-1790	
JH PE RESALE	40.00	357.00	5,500.00	5,143.00	6.49	10-1790-1-3	
H S PE RESALE	105.50	2,251.00	4,000.00	1,749.00	56.28	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	145.50	2,733.00	10,700.00	7,967.00	25.54	** Function	
<u>Bilingual Programs</u>							
PRIM-TEXTBOOK RENTAL	0.00	5,730.72	7,000.00	1,269.28	81.87	10-1811	
H S- TEXTBOOK RENTAL	105.00	18,095.00	22,500.00	4,405.00	80.42	10-1811	
JR HI-TEXTBOOK RENTAL	0.00	7,410.00	10,000.00	2,590.00	74.10	10-1811	
ELEM-TEXTBOOK RENTAL	0.00	4,950.00	7,000.00	2,050.00	70.71	10-1811-4	
INSTRUMENT RENTAL	0.00	0.00	0.00	0.00	0.00	10-1819	
1800 Bilingual Programs	105.00	36,185.72	46,500.00	10,314.28	77.82	** Function	
<u>Gifted Programs - Private Tuition</u>							
DONATIONS	0.00	4,251.76	35,000.00	30,748.24	12.15	10-1920	

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Revenue Ledger

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Education Fund 10							
Function	1000	Instruction					
Function	1920	Gifted Programs - Private Tuition					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number	
		DONATIONS-NCF	0.00	0.00	0.00	0.00	10-1920
1920	Gifted Programs - Private Tuition		0.00	4,251.76	35,000.00	30,748.24	12.15 ** Function
Truants Alternative/Optional Education Programs							
		PSY LEA ASSESSEMENT	0.00	0.00	0.00	0.00	10-1940
		SW LEA ASSESSMENT	0.00	0.00	0.00	0.00	10-1941
		SPEECH LEA ASSESS	0.00	0.00	9,500.00	9,500.00	0.00 10-1941
			0.00	0.00	0.00	0.00	10-1942
		REFUND EXPENSES	0.00	6,506.00	0.00	(6,506.00)	0.00 10-1950
		DRIVERS ED FEE	0.00	0.00	3,000.00	3,000.00	0.00 10-1970
		OTHER LOCAL REVENUE	2,627.61	23,328.04	75,000.00	51,671.96	31.10 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		2,627.61	29,834.04	87,500.00	57,665.96	34.10 ** Function
1000	Instruction		236,820.78	4,765,014.14	7,547,268.00	2,782,253.86	63.14 * 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							
		EVIDENCE BASED FUNDING	81,837.44	327,349.77	900,212.00	572,862.23	36.36 10-3001
		HOLD HARMLESS GSA	0.00	0.00	0.00	0.00	0.00 10-3002
2900	Other Support Services		81,837.44	327,349.77	900,212.00	572,862.23	36.36 ** Function
Direction Of Community Sv							
		SP ED PRIV FAC TUITION	0.00	27,333.91	133,917.00	106,583.09	20.41 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	27,333.91	335,084.00	307,750.09	8.16 ** Function
Community Recreation Srv							
		CTEI GRANT-SRAVTE	0.00	0.00	21,899.00	21,899.00	0.00 10-3200

Revenue Ledger

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Education Fund 10								
Function	3000	Community Services						
Function	3200	Community Recreation Srv						
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number		
		VOC AG STATE GRTS	0.00	0.00	14,518.00	14,518.00	0.00	10-3215
		VOC AG SUPPLEMENTAL	0.00	0.00	4,650.00	4,650.00	0.00	10-3235
		FCAE GRANT	0.00	0.00	0.00	0.00	0.00	10-3299
3200 Community Recreation Srv			0.00	0.00	41,067.00	41,067.00	0.00	** 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	0.00	627.10	3,500.00	2,872.90	17.92	10-3360
		IL BREAKFAST INITIATIVE	0.00	0.00	0.00	0.00	0.00	10-3360
		DRIVERS ED REIMBURSEMENT	0.00	3,228.86	15,000.00	11,771.14	21.53	10-3370-1
3300 Civic Services			0.00	3,855.96	18,500.00	14,644.04	20.84	** 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	21,900.00	91,707.00	175,579.00	83,872.00	52.23	10-3705
		READING IMPROVEMENT GRAN	0.00	0.00	0.00	0.00	0.00	10-3715
			0.00	0.00	0.00	0.00	0.00	10-3725
			0.00	0.00	0.00	0.00	0.00	10-3735
		ADA BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	10-3775
			0.00	0.00	0.00	0.00	0.00	10-3792
			0.00	0.00	0.00	0.00	0.00	10-3794
3700 Nonpublic School Pupils			21,900.00	91,707.00	175,579.00	83,872.00	52.23	** Function
<u>Home/School Services</u>								
			0.00	0.00	0.00	0.00	0.00	10-3800
3800 Home/School Services			0.00	0.00	0.00	0.00	0.00	** Function
<u>Other Community Services</u>								
		LIBRARY GRNT/OTHER STATE REV	0.00	0.00	5,000.00	5,000.00	0.00	10-3999
		RESPRO GRANT	0.00	0.00	0.00	0.00	0.00	10-3999
3900 Other Community Services			0.00	0.00	5,000.00	5,000.00	0.00	** Function
3000 Community Services			103,737.44	450,246.64	1,475,442.00	1,025,195.36	30.52	* Function
<u>Nonprogrammed Charges</u>								
<u>Other Community Services</u>								

Revenue Ledger

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Education Fund 10							
Function	4000	Nonprogrammed Charges					
Function	4430	Payments Other Govt Units Out of State Transfers					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget Revenue	State Account Number	
4430	Payments Other Govt Units Out of State Transfers	4,557.83	251,143.82	366,277.00	115,133.18	68.57	** Function
4000	Nonprogrammed Charges	25,288.22	454,381.30	696,525.00	242,143.70	65.24	* 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	365,846.44	5,669,642.08	9,719,235.00	4,049,592.92	58.33	Fund

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Revenue Ledger

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Oper, Build, & Maint Fund 20								
Function	1000	Instruction						
Function	1112	Junior High						
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
		FIRST PRIOR YEAR LEVY	36,710.63	670,704.67	672,504.00	1,799.33	99.73	20-1112
1112	Junior High		36,710.63	670,704.67	672,504.00	1,799.33	99.73	** Function
Middle-Junior High								
		TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00	20-1122
1120	Middle-Junior High		0.00	0.00	0.00	0.00	0.00	** Function
Special Education Programs Pre-K								
		CORP PERS PROP REPL TAX	0.00	400,000.00	500,000.00	100,000.00	80.00	20-1230
1225	Special Education Programs Pre-K		0.00	400,000.00	500,000.00	100,000.00	80.00	** Function
Music								
		BLD-INT	452.16	1,804.07	5,000.00	3,195.93	36.08	20-1511
		INTEREST - TREE FUND	0.00	0.00	50.00	50.00	0.00	20-1515
1502	Music		452.16	1,804.07	5,050.00	3,245.93	35.72	** Function
Pre-K Programs - Private Tuition								
		HOUSE RENT	0.00	0.00	0.00	0.00	0.00	20-1910
1910	Pre-K Programs - Private Tuition		0.00	0.00	0.00	0.00	0.00	** Function
Regular K-12 Programs - Private Tuition								
		FACILITY/GROUND RENT	0.00	0.00	1,000.00	1,000.00	0.00	20-1911
1911	Regular K-12 Programs - Private Tuition		0.00	0.00	1,000.00	1,000.00	0.00	** Function
Gifted Programs - Private Tuition								
		DONATIONS	0.00	0.00	500.00	500.00	0.00	20-1920
1920	Gifted Programs - Private Tuition		0.00	0.00	500.00	500.00	0.00	** Function
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	20,447.34	28,558.46	18,000.00	(10,558.46)	158.66	20-1999
1922	Truants Alternative/Optional Education Programs		20,447.34	28,558.46	19,000.00	(9,558.46)	150.31	** Function
1000	Instruction		57,610.13	1,101,067.20	1,198,054.00	96,986.80	91.90	* Function
Support Services								
Truants Alternative/Optional Education Programs								
		OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	20-2100
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services		0.00	0.00	0.00	0.00	0.00	* Function

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Oper, Build, & Maint Fund 20							
Function		3000	Community Services				
Function		3900	Other Community Services				
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Community Services							
Other Community Services							
			0.00	0.00	0.00	0.00	20-3920-1
			0.00	0.00	0.00	0.00	20-3925-1-1
			0.00	0.00	0.00	0.00	20-3999
3900 Other Community Services			<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	250,000.00	250,000.00	0.00 20-7110
6000 Provision For Contingences			<u>0.00</u>	<u>0.00</u>	<u>250,000.00</u>	<u>250,000.00</u>	<u>0.00</u> ** Function
Perm Trnf from W/C							
		PERM TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00 20-7130-1
		SALE/COMP FIXED ASSETS	0.00	0.00	0.00	0.00	0.00 20-7400
7120 Perm Trnf from W/C			<u>0.00</u>	<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>250,000.00</u>	<u>250,000.00</u>	<u>0.00</u> * Function
20 Oper, Build, & Maint Fund			<u>57,610.13</u>	<u>1,101,067.20</u>	<u>1,448,054.00</u>	<u>346,986.80</u>	<u>76.04</u> Fund

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Debt Service Fund or Fund Group 30								
Function	1000	Instruction						
Function	1112	Junior High						
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
		FIRST PRIOR YEAR LEVY	54.59	2,481.50	2,487.00	5.50	99.78	30-1112
1112	Junior High		54.59	2,481.50	2,487.00	5.50	99.78	** Function
Music								
		B/I-INT INVESTMENTS	55.16	578.29	1,000.00	421.71	57.83	30-1511
1502	Music		55.16	578.29	1,000.00	421.71	57.83	** Function
1000	Instruction		109.75	3,059.79	3,487.00	427.21	87.75	* 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		109.75	3,059.79	3,487.00	427.21	87.75	Fund

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Transportation Fund 40								
Function	1000	Instruction						
Function	1112	Junior High						
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
		FIRST PRIOR YR LEVY TRAN	14,684.22	168,491.00	269,010.00	100,519.00	62.63	40-1112
1112	Junior High		14,684.22	168,491.00	269,010.00	100,519.00	62.63	** 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	100,000.00	100,000.00	0.00	100.00	40-1230
1225	Special Education Programs Pre-K		0.00	100,000.00	100,000.00	0.00	100.00	** 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	397.00	102,474.17	2,000.00	(100,474.17)	5,123.71	40-1511
1502	Music		397.00	102,474.17	2,000.00	(100,474.17)	5,123.71	** 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	8,304.22	48,000.00	39,695.78	17.30	40-1999
1922	Truants Alternative/Optional Education Programs		0.00	8,304.22	48,000.00	39,695.78	17.30	** Function
1000	Instruction		15,081.22	379,269.39	419,010.00	39,740.61	90.52	* Function
Community Services								
Custody/Child Care Serv								
		REG TRANSPORTATION AID	0.00	79,046.78	330,805.00	251,758.22	23.90	40-3500
		VOC TRANSPORTATION AID	0.00	0.00	42,000.00	42,000.00	0.00	40-3505
		SP ED TRANSPORTATION AID	0.00	52,542.66	200,312.00	147,769.34	26.23	40-3510
		OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	40-3511
3500	Custody/Child Care Serv		0.00	131,589.44	573,117.00	441,527.56	22.96	** Function
Nonpublic School Pupils								
		ECE TRANSPORTATION	0.00	0.00	85,783.00	85,783.00	0.00	40-3705
3700	Nonpublic School Pupils		0.00	0.00	85,783.00	85,783.00	0.00	** Function
3000	Community Services		0.00	131,589.44	658,900.00	527,310.56	19.97	* Function
Nonprogrammed Charges								
Payments Other Govt Units Out of State Transfers								

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Transportation Fund 40								
Function	4000	Nonprogrammed Charges						
Function	4430	Payments Other Govt Units Out of State Transfers						
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget Revenue	State Account Number		
		IDEA ARRA	0.00	0.00	0.00	0.00	0.00	40-4857
4430		Payments Other Govt Units Out of State Transfers	0.00	0.00	0.00	0.00	0.00	** Function
4000		Nonprogrammed Charges	0.00	0.00	0.00	0.00	0.00	* Function
Provision For Contingences								
<u>Provision For Contingences</u>								
		PERM TRANSFER W/C	0.00	0.00	0.00	0.00	0.00	40-7110-1
6000		Provision For Contingences	0.00	0.00	0.00	0.00	0.00	** Function
<u>Perm Trnf from W/C</u>								
		PERMANENT TRANSFER	0.00	0.00	0.00	0.00	0.00	40-7130-1
7120		Perm Trnf from W/C	0.00	0.00	0.00	0.00	0.00	** Function
6000		Provision For Contingences	0.00	0.00	0.00	0.00	0.00	* Function
40		Transportation Fund	15,081.22	510,858.83	1,077,910.00	567,051.17	47.39	Fund

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I.M.R.F./Soc. Sec. Fund 50							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Instruction							
Junior High							
		FIRST PRIOR YR LEVY-IMRF	5,458.02	99,718.66	99,986.00	267.34	99.73 50-1112
		FIRST PRIOR YR-SS	7,640.66	139,595.11	139,983.00	387.89	99.72 50-1112
1112	Junior High		13,098.68	239,313.77	239,969.00	655.23	99.73 ** 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	160,400.00	160,400.00	0.00 50-1230
1225	Special Education Programs Pre-K		0.00	0.00	160,400.00	160,400.00	0.00 ** Function
Music							
		IMRF-INT	176.36	1,629.03	1,000.00	(629.03)	162.90 50-1511
1502	Music		176.36	1,629.03	1,000.00	(629.03)	162.90 ** Function
Truants Alternative/Optional Education Programs							
		OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00 50-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	0.00 ** Function
1000	Instruction		13,275.04	240,942.80	401,369.00	160,426.20	60.03 * Function
50	I.M.R.F./Soc. Sec. Fund		13,275.04	240,942.80	401,369.00	160,426.20	60.03 Fund

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

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Working Cash Fund 70								
Function	1000	Instruction						
Function	1112	Junior High						
	Description		M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
		FIRST PRIOR YR WRKG CASH	3,671.20	42,124.72	67,263.00	25,138.28	62.63	70-1112
1112	Junior High		3,671.20	42,124.72	67,263.00	25,138.28	62.63	** Function
Music								
		WC-INT	4,189.79	48,819.78	10,000.00	(38,819.78)	488.20	70-1511
1502	Music		4,189.79	48,819.78	10,000.00	(38,819.78)	488.20	** Function
1000	Instruction		7,860.99	90,944.50	77,263.00	(13,681.50)	117.71	* 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		7,860.99	90,944.50	77,263.00	(13,681.50)	117.71	Fund

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Revenue Ledger

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Tort Immunity and Judgment Fund 80							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Instruction							
Junior High							
		FIRST PRIOR YEAR LEVY	28,653.02	523,492.19	524,900.00	1,407.81	99.73 80-1112
1112	Junior High		28,653.02	523,492.19	524,900.00	1,407.81	99.73 ** 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	286.68	1,685.90	800.00	(885.90)	210.74 80-1511
1502	Music		286.68	1,685.90	800.00	(885.90)	210.74 ** 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		28,939.70	525,178.09	525,700.00	521.91	99.90 * Function
80	Tort Immunity and Judgment Fund		28,939.70	525,178.09	525,700.00	521.91	99.90 Fund

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Revenue Ledger

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Fire Prevention/Life Safety 90								
Function	1000	Instruction						
Function	1112	Junior High						
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
		FIRST PRIOR YEAR LEVY L/	3,671.20	66,934.55	67,263.00	328.45	99.51	90-1112
1112	Junior High		3,671.20	66,934.55	67,263.00	328.45	99.51	** 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	121.22	1,110.54	500.00	(610.54)	222.11	90-1511
1502	Music		121.22	1,110.54	500.00	(610.54)	222.11	** Function
Truants Alternative/Optional Education Programs								
		OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	90-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction		3,792.42	68,045.09	67,763.00	(282.09)	100.42	* Function
Provision For Contingences								
Perm Trnf from W/C								
		TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00	90-7120
		SALE OF BONDS	0.00	0.00	0.00	0.00	0.00	90-7210
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	* Function
90	Fire Prevention/Life Safety		3,792.42	68,045.09	67,763.00	(282.09)	100.42	Fund
Report Total:			492,515.69	8,209,738.38	13,320,781.00	5,111,042.62	61.63	

Expenditure Report

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Education Fund 10

Function 1000 Instruction
Function 1110 Elementary
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	52,541.44	253,651.25	25,737.48	744,658.00	465,269.27	37.52	
200	Employee Benefits	14,188.79	64,509.00	7,094.40	164,000.00	92,396.60	43.66	
300	Purchased Services	1,593.61	9,221.95	563.61	64,759.00	54,973.44	15.11	
400	Supplies And Materials	1,339.06	23,157.54	217.65	27,300.00	3,924.81	85.62	
500	Capital Outlay	0.00	0.00	0.00	49,500.00	49,500.00	0.00	
1110	Elementary	69,662.90	350,539.74	33,613.14	1,050,217.00	666,064.12	36.58	** Function
100	Salaries	41,773.84	194,902.52	20,328.02	525,000.00	309,769.46	41.00	
200	Employee Benefits	11,035.67	42,688.26	5,517.86	145,000.00	96,793.88	33.25	
300	Purchased Services	563.61	3,518.05	758.49	15,000.00	10,723.46	28.51	
400	Supplies And Materials	323.92	23,337.09	326.36	27,300.00	3,636.55	86.68	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
1111	Primary	53,697.04	264,445.92	26,930.73	713,800.00	422,423.35	40.82	** Function
100	Salaries	53,516.28	256,313.80	25,637.49	670,000.00	388,048.71	42.08	
200	Employee Benefits	14,794.61	59,684.42	7,383.71	176,000.00	108,931.87	38.11	
300	Purchased Services	662.79	3,113.27	984.11	16,000.00	11,902.62	25.61	
400	Supplies And Materials	21,584.72	73,903.53	18,630.45	205,100.00	112,566.02	45.12	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	335.00	0.00	1,000.00	665.00	33.50	
1112	Junior High	90,558.40	393,350.02	52,635.76	1,069,600.00	623,614.22	41.70	** Function
100	Salaries	64,570.82	322,666.56	31,222.81	906,137.00	552,247.63	39.05	
200	Employee Benefits	19,011.70	85,097.92	9,505.84	272,000.00	177,396.24	34.78	
300	Purchased Services	1,270.41	3,721.89	652.35	18,500.00	14,125.76	23.64	
400	Supplies And Materials	1,226.97	61,701.65	2,774.30	107,850.00	43,374.05	59.78	
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	86,079.90	473,188.02	44,155.30	1,306,987.00	789,643.68	39.58	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1114	Reading Imp	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	10,188.74	44,367.70	5,094.37	125,000.00	75,537.93	39.57	
200	Employee Benefits	2,657.88	9,439.55	1,328.95	30,000.00	19,231.50	35.90	
300	Purchased Services	199.87	836.33	0.00	2,750.00	1,913.67	30.41	
400	Supplies And Materials	264.90	1,547.30	134.27	5,620.00	3,938.43	29.92	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	252.50	424.50	0.00	1,200.00	775.50	35.38	

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Expenditure Report

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Education Fund 10

Function 1000 Instruction
Function 1115 MUSIC
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1115	MUSIC	13,563.89	56,615.38	6,557.59	164,570.00	101,397.03	38.39	** 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	11,684.51	56,308.44	5,657.95	140,700.00	78,733.61	44.04	
200	Employee Benefits	2,324.32	9,268.92	1,162.16	26,000.00	15,568.92	40.12	
300	Purchased Services	0.00	342.20	84.44	400.00	(26.64)	106.66	
400	Supplies And Materials	753.64	1,862.62	419.24	6,600.00	4,318.14	34.57	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1125	Pre-K Programs	14,762.47	67,782.18	7,323.79	173,700.00	98,594.03	43.24	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
1203	Emh Handicapped lighted way	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	500.00	500.00	0.00	
300	Purchased Services	0.00	15,979.70	11,258.79	95,000.00	67,761.51	28.67	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1204	Physically Hndcap Homebound	0.00	15,979.70	11,258.79	100,500.00	73,261.51	27.10	** Function
300	Purchased Services	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
1206	Visually Impaired (Vi)	0.00	0.00	0.00	10,000.00	10,000.00	0.00	** Function
300	Purchased Services	4,830.00	15,801.84	3,850.00	55,600.00	35,948.16	35.35	
400	Supplies And Materials	0.00	3,450.85	0.00	3,500.00	49.15	98.60	
1207	Hard Of Hearing (Hh)	4,830.00	19,252.69	3,850.00	59,100.00	35,997.31	39.09	** Function
100	Salaries	8,730.94	33,932.28	2,265.47	62,500.00	26,302.25	57.92	
200	Employee Benefits	1,243.56	4,858.01	621.78	14,500.00	9,020.21	37.79	
300	Purchased Services	1,108.00	1,505.40	1,878.20	2,200.00	(1,183.60)	153.80	
400	Supplies And Materials	0.00	0.00	0.00	650.00	650.00	0.00	
1210	Speech & Lang.Impaired	11,082.50	40,295.69	4,765.45	79,850.00	34,788.86	56.43	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1214	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	

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Education Fund 10

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	67,092.71	321,100.25	30,042.87	884,500.00	533,356.88	39.70	
200	Employee Benefits	14,364.62	62,511.03	7,459.35	220,000.00	150,029.62	31.80	
300	Purchased Services	1,002.40	1,202.40	239.12	6,000.00	4,558.48	24.03	
400	Supplies And Materials	550.45	8,059.60	584.87	43,100.00	34,455.53	20.06	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	239.00	1,000.00	761.00	23.90	
1220	Cross-Categorical (Cc)	83,010.18	392,873.28	38,565.21	1,154,600.00	723,161.51	37.37	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	4,267.99	24,486.43	2,058.38	59,000.00	32,455.19	44.99	
200	Employee Benefits	1,199.90	5,818.34	599.95	20,500.00	14,081.71	31.31	
300	Purchased Services	0.00	0.00	0.00	500.00	500.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	800.00	800.00	0.00	
1225	Special Education Programs Pre-K	5,467.89	30,304.77	2,658.33	80,800.00	47,836.90	40.80	** Function
100	Salaries	3,091.66	23,108.32	1,545.83	37,100.00	12,445.85	66.45	
200	Employee Benefits	1,011.83	3,434.24	777.54	9,550.00	5,338.22	44.10	
300	Purchased Services	0.00	0.00	0.00	5,950.00	5,950.00	0.00	
400	Supplies And Materials	0.00	67,010.00	0.00	67,410.00	400.00	99.41	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1250	Remedial and Supplemental Programs K-12	4,103.49	93,552.56	2,323.37	120,010.00	24,134.07	79.89	** Function
100	Salaries	7,661.26	36,450.56	3,425.63	116,018.00	76,141.81	34.37	
200	Employee Benefits	2,152.11	8,649.27	1,076.03	27,500.00	17,774.70	35.36	
300	Purchased Services	303.19	381.60	0.00	2,000.00	1,618.40	19.08	
400	Supplies And Materials	133.94	957.76	156.68	11,050.00	9,935.56	10.09	
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	10,250.50	46,439.19	4,658.34	157,068.00	105,970.47	32.53	** Function

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Education Fund 10

Function 1000 Instruction
Function 1402 INDUSTRIAL ARTS
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	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	
1402	INDUSTRIAL ARTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	2,468.68	12,472.12	1,234.34	30,300.00	16,593.54	45.24	
200	Employee Benefits	931.00	3,854.86	465.49	10,700.00	6,379.65	40.38	
300	Purchased Services	0.00	0.00	0.00	600.00	600.00	0.00	
400	Supplies And Materials	0.00	327.55	0.00	500.00	172.45	65.51	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1407	BUSINESS ED	3,399.68	16,654.53	1,699.83	42,100.00	23,745.64	43.60	** Function
100	Salaries	1,895.58	9,277.74	947.79	24,000.00	13,774.47	42.61	
200	Employee Benefits	287.32	851.36	143.66	2,500.00	1,504.98	39.80	
300	Purchased Services	121.80	121.80	0.00	1,000.00	878.20	12.18	
400	Supplies And Materials	0.00	113.99	0.00	300.00	186.01	38.00	
1459	CO-OP PROGRAM	2,304.70	10,364.89	1,091.45	27,800.00	16,343.66	41.21	** Function
100	Salaries	13,406.43	32,166.43	1,948.21	129,300.00	95,185.36	26.38	
200	Employee Benefits	1,264.97	3,667.02	295.27	11,400.00	7,437.71	34.76	
300	Purchased Services	2,328.27	9,573.27	330.00	34,600.00	24,696.73	28.62	
400	Supplies And Materials	1,324.13	10,283.01	1,438.90	17,700.00	5,978.09	66.23	
500	Capital Outlay	3,999.75	9,637.20	6,400.00	16,200.00	162.80	99.00	
600	Other Objects	1,759.00	4,774.00	0.00	13,000.00	8,226.00	36.72	
1501	ATHLETICS	24,082.55	70,100.93	10,412.38	222,200.00	141,686.69	36.23	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
1502	Music	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	2,392.32	12,246.48	1,196.16	36,000.00	22,557.36	37.34	
200	Employee Benefits	353.28	1,057.18	176.65	3,400.00	2,166.17	36.29	
300	Purchased Services	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
400	Supplies And Materials	201.49	3,133.89	0.00	6,300.00	3,166.11	49.74	

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Expenditure Report

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Education Fund 10

Function	1000	Instruction
Function	1540	EXTRA CURRICULAR
Object	600	Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	300.00	300.00	0.00	
1540	EXTRA CURRICULAR	2,947.09	16,437.55	1,372.81	47,000.00	29,189.64	37.89	** Function
100	Salaries	0.00	0.00	0.00	15,000.00	15,000.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	1,000.00	1,000.00	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	250.00	250.00	0.00	
1600	Summer School	0.00	0.00	0.00	16,250.00	16,250.00	0.00	** 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	1,743.34	8,610.02	871.67	26,500.00	17,018.31	35.78	
200	Employee Benefits	266.98	806.46	133.49	3,350.00	2,410.05	28.06	
300	Purchased Services	0.00	3,529.93	53.95	7,000.00	3,416.12	51.20	
400	Supplies And Materials	119.46	442.34	0.00	2,000.00	1,557.66	22.12	
1700	Drivers Education Program	2,129.78	13,388.75	1,059.11	38,850.00	24,402.14	37.19	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	0.00	40,319.90	7,226.52	400,000.00	352,453.58	11.89	
1912	Special Education Programs K-12 - Private Tuition	0.00	40,319.90	7,226.52	400,000.00	352,453.58	11.89	** Function
1000	Instruction	481,932.96	2,411,885.69	262,157.90	7,035,002.00	4,360,958.41	38.01	* Function
100	Salaries	9,730.44	48,977.47	4,865.22	119,800.00	65,957.31	44.94	
200	Employee Benefits	3,001.12	12,487.25	1,500.56	32,500.00	18,512.19	43.04	
300	Purchased Services	866.04	989.93	0.00	800.00	(189.93)	123.74	
400	Supplies And Materials	226.12	325.51	0.00	1,170.00	844.49	27.82	
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	13,823.72	62,780.16	6,365.78	154,670.00	85,524.06	44.71	** Function
100	Salaries	3,857.80	19,010.34	1,928.90	49,000.00	28,060.76	42.73	
200	Employee Benefits	1,141.50	4,538.22	570.75	12,900.00	7,791.03	39.60	
300	Purchased Services	0.00	0.00	0.00	1,650.00	1,650.00	0.00	
400	Supplies And Materials	0.00	162.10	0.00	450.00	287.90	36.02	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	

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Expenditure Report

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Education Fund 10

Function 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
600	Other Objects	0.00	0.00	0.00	100.00	100.00	0.00	
2120	Guidance Services	4,999.30	23,710.66	2,499.65	64,100.00	37,889.69	40.89	** Function
100	Salaries	3,751.65	18,596.68	1,836.70	50,000.00	29,566.62	40.87	
200	Employee Benefits	535.80	2,679.00	267.90	6,800.00	3,853.10	43.34	
300	Purchased Services	0.00	135.00	0.00	1,200.00	1,065.00	11.25	
400	Supplies And Materials	0.00	227.70	0.00	1,350.00	1,122.30	16.87	
2134	Nurse Services	4,287.45	21,638.38	2,104.60	59,350.00	35,607.02	40.01	** Function
100	Salaries	1,405.88	7,076.81	702.94	17,800.00	10,020.25	43.71	
200	Employee Benefits	411.60	2,018.29	205.80	3,500.00	1,275.91	63.55	
300	Purchased Services	0.00	67.28	0.00	14,650.00	14,582.72	0.46	
400	Supplies And Materials	166.13	1,441.68	0.00	1,500.00	58.32	96.11	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2140	Psychological Services	1,983.61	10,604.06	908.74	37,450.00	25,937.20	30.74	** 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	
2150	Function 2150	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	643.77	3,795.09	307.87	9,800.00	5,697.04	41.87	
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	643.77	3,795.09	307.87	9,800.00	5,697.04	41.87	** 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

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Education Fund 10

Function 2000 Support Services
Function 2210 EPIC
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	1,511.45	19,415.48	406.26	48,000.00	28,178.26	41.30	
200	Employee Benefits	225.97	4,100.93	60.01	5,800.00	1,639.06	71.74	
300	Purchased Services	2,872.02	12,887.25	1,969.04	56,500.00	41,643.71	26.29	
400	Supplies And Materials	625.00	2,334.66	0.00	15,000.00	12,665.34	15.56	
2210	EPIC	5,234.44	38,738.32	2,435.31	125,300.00	84,126.37	32.86	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2218	Quality Assurance	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	11,684.24	58,898.59	5,893.85	145,700.00	80,907.56	44.47	
200	Employee Benefits	1,979.82	7,892.06	1,000.27	23,500.00	14,607.67	37.84	
300	Purchased Services	178.06	257.06	92.68	1,900.00	1,550.26	18.41	
400	Supplies And Materials	1,629.82	6,736.68	2,051.07	14,765.00	5,977.25	59.52	
500	Capital Outlay	0.00	0.00	0.00	13,000.00	13,000.00	0.00	
2220	MEDIA PROGRAM	15,471.94	73,784.39	9,037.87	198,865.00	116,042.74	41.65	** Function
100	Salaries	7,813.99	38,985.29	3,907.00	92,000.00	49,107.71	46.62	
200	Employee Benefits	559.60	3,354.63	279.80	7,000.00	3,365.57	51.92	
300	Purchased Services	797.74	9,650.13	324.34	13,500.00	3,525.53	73.88	
400	Supplies And Materials	0.00	0.00	0.00	2,700.00	2,700.00	0.00	
2226	TECHNOLOGY	9,171.33	51,990.05	4,511.14	115,200.00	58,698.81	49.05	** 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	269.42	1,340.79	134.71	7,000.00	5,524.50	21.08	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	

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Education Fund 10

Function 2000 Support Services
Function 2310 Brd Ed Services
Object 300 Purchased Services

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
300	Purchased Services	0.00	15,495.50	13,530.00	54,950.00	25,924.50	52.82	
400	Supplies And Materials	3,249.99	18,839.74	2,763.14	59,000.00	37,397.12	36.62	
500	Capital Outlay	0.00	28,751.00	0.00	28,751.00	0.00	100.00	
600	Other Objects	2,083.78	3,896.81	1,503.13	20,000.00	14,600.06	27.00	
2310	Brd Ed Services	5,603.19	68,323.84	17,930.98	169,701.00	83,446.18	50.83	** Function
100	Salaries	8,235.52	40,943.65	4,117.76	103,500.00	58,438.59	43.54	
200	Employee Benefits	3,210.26	16,021.70	1,605.13	40,400.00	22,773.17	43.63	
300	Purchased Services	848.81	4,326.88	563.61	17,000.00	12,109.51	28.77	
400	Supplies And Materials	0.00	3,169.23	204.84	4,000.00	625.93	84.35	
500	Capital Outlay	8,590.00	8,590.00	0.00	2,000.00	(6,590.00)	429.50	
600	Other Objects	12.99	1,168.81	0.00	2,000.00	831.19	58.44	
2320	Executive Adm. Serv	20,897.58	74,220.27	6,491.34	168,900.00	88,188.39	47.79	** Function
100	Salaries	0.00	6,927.36	0.00	0.00	(6,927.36)	0.00	
200	Employee Benefits	0.00	1,558.54	0.00	0.00	(1,558.54)	0.00	
2330	Service Area Administrative Services	0.00	8,485.90	0.00	0.00	(8,485.90)	0.00	** Function
100	Salaries	44,209.55	224,250.63	21,952.00	559,000.00	312,797.37	44.04	
200	Employee Benefits	12,969.02	66,016.57	6,484.51	164,000.00	91,498.92	44.21	
300	Purchased Services	883.45	2,767.76	0.00	7,000.00	4,232.24	39.54	
400	Supplies And Materials	750.00	4,143.77	131.97	12,420.00	8,144.26	34.43	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	199.00	2,652.00	0.00	4,700.00	2,048.00	56.43	
2410	Office Of Principal Serv	59,011.02	299,830.73	28,568.48	748,620.00	420,220.79	43.87	** 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	10,044.97	50,224.85	2,173.01	118,000.00	65,602.14	44.40	
200	Employee Benefits	10.87	54.35	2.76	150.00	92.89	38.07	
300	Purchased Services	0.00	36.27	0.00	1,000.00	963.73	3.63	
400	Supplies And Materials	0.00	0.00	0.00	7,000.00	7,000.00	0.00	
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	

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PUTNAM COUNTY CUSD #535

Education Fund 10

Function 2000 Support Services
Function 2520 Fiscal 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
2520	Fiscal Services	10,055.84	50,315.47	2,175.77	137,650.00	85,158.76	38.13	** Function
100	Salaries	14,405.44	67,151.17	6,840.33	175,000.00	101,008.50	42.28	
200	Employee Benefits	2,771.54	13,852.74	1,385.68	34,225.00	18,986.58	44.52	
300	Purchased Services	59.16	59.16	0.00	2,800.00	2,740.84	2.11	
400	Supplies And Materials	25,152.67	74,127.49	21,972.88	225,500.00	129,399.63	42.62	
500	Capital Outlay	0.00	5,471.63	0.00	19,000.00	13,528.37	28.80	
600	Other Objects	0.00	60.00	0.00	1,100.00	1,040.00	5.45	
2560	Food Services	42,388.81	160,722.19	30,198.89	457,625.00	266,703.92	41.72	** Function
300	Purchased Services	575.00	2,042.50	215.00	7,000.00	4,742.50	32.25	
2630	Information Services	575.00	2,042.50	215.00	7,000.00	4,742.50	32.25	** 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	2,000.00	2,485.00	0.00	14,600.00	12,115.00	17.02	
2660	DATA PROCESSING	2,000.00	2,485.00	0.00	19,600.00	17,115.00	12.68	** Function
2000	Support Services	196,147.00	953,467.01	113,751.42	2,474,831.00	1,407,612.57	43.12	* Function
600	Other Objects	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
4120	Payments Sp Ed Programs	0.00	0.00	0.00	5,000.00	5,000.00	0.00	** 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	931.00	0.00	5,000.00	4,069.00	18.62	
4190	Other Pymnts Gov In State	0.00	931.00	0.00	5,000.00	4,069.00	18.62	** Function
600	Other Objects	1,365.60	1,365.60	0.00	15,500.00	14,134.40	8.81	
4210	Payments for Regular Programs - Tuition	1,365.60	1,365.60	0.00	15,500.00	14,134.40	8.81	** Function
600	Other Objects	0.00	0.00	0.00	40,000.00	40,000.00	0.00	
4220	Payments for Special Education Programs - Tuition	0.00	0.00	0.00	40,000.00	40,000.00	0.00	** Function
600	Other Objects	0.00	32,625.00	0.00	65,000.00	32,375.00	50.19	
4240	Payments for CTE Programs - Tuition	0.00	32,625.00	0.00	65,000.00	32,375.00	50.19	** Function
300	Purchased Services	0.00	82,021.71	0.00	149,000.00	66,978.29	55.05	
4320	Payments Special Education Programs Transfers	0.00	82,021.71	0.00	149,000.00	66,978.29	55.05	** Function

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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
4000	Nonprogrammed Charges	1,365.60	116,943.31	0.00	279,500.00	162,556.69	41.84	* 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	679,445.56	3,482,296.01	375,909.32	9,799,333.00	5,941,127.67	39.37	Fund

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PUTNAM COUNTY CUSD #535

Oper, Build, & Maint Fund 20

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2530	Function 2530	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	23,380.85	145,725.91	11,391.43	397,000.00	239,882.66	39.58	
200	Employee Benefits	4,719.20	23,345.59	1,885.78	53,600.00	28,368.63	47.07	
300	Purchased Services	23,840.60	140,900.98	26,070.17	318,300.00	151,328.85	52.46	
400	Supplies And Materials	25,017.21	129,498.74	16,745.00	347,200.00	200,956.26	42.12	
500	Capital Outlay	0.00	37,488.00	24,712.00	79,000.00	16,800.00	78.73	
2542	Care & Upkeep Bldg Serv	76,957.86	476,959.22	80,804.38	1,195,100.00	637,336.40	46.67	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	4,015.00	17,664.49	150.00	42,000.00	24,185.51	42.42	
400	Supplies And Materials	200.06	2,663.25	0.00	13,000.00	10,336.75	20.49	
500	Capital Outlay	0.00	69,113.00	0.00	337,600.00	268,487.00	20.47	
600	Other Objects	0.00	0.00	0.00	50.00	50.00	0.00	
2543	Care Upkeep Grnds Serv	4,215.06	89,440.74	150.00	392,650.00	303,059.26	22.82	** Function
2000	Support Services	81,172.92	566,399.96	80,954.38	1,587,750.00	940,395.66	40.77	* 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	81,172.92	566,399.96	80,954.38	1,587,750.00	940,395.66	40.77	Fund

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Debt Service Fund or Fund Group 30

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	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	5,225.00	0.00	7,956.25	2,731.25	65.67	
5200	Debt Service - Interest on Long-Term Debt	0.00	5,225.00	0.00	7,956.25	2,731.25	65.67	** Function
600	Other Objects	0.00	105,000.00	0.00	105,000.00	0.00	100.00	
5320	General Obligation Bonds	0.00	105,000.00	0.00	105,000.00	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	110,725.00	0.00	113,456.25	2,731.25	97.59	* 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	110,725.00	0.00	113,456.25	2,731.25	97.59	Fund

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PUTNAM COUNTY CUSD #535

Transportation Fund 40

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	4,339.50	15,923.99	327.55	45,000.00	28,748.46	36.11	
200	Employee Benefits	150.99	701.53	41.36	2,700.00	1,957.11	27.51	
300	Purchased Services	93,818.05	279,623.79	18.94	988,430.00	708,787.27	28.29	
400	Supplies And Materials	1,417.10	6,086.41	0.00	23,000.00	16,913.59	26.46	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2550	Pupil Transportation Ser	99,725.64	302,335.72	387.85	1,059,130.00	756,406.43	28.58	** Function
2000	Support Services	99,725.64	302,335.72	387.85	1,059,130.00	756,406.43	28.58	* 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	99,725.64	302,335.72	387.85	1,059,130.00	756,406.43	28.58	Fund

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PUTNAM COUNTY CUSD #535

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

Function 1000 Instruction
Function 1110 Elementary
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	2,141.19	9,664.43	1,062.84	32,950.00	22,222.73	32.56	
1110	Elementary	2,141.19	9,664.43	1,062.84	32,950.00	22,222.73	32.56	** Function
200	Employee Benefits	580.36	2,692.82	276.54	6,500.00	3,530.64	45.68	
1111	Primary	580.36	2,692.82	276.54	6,500.00	3,530.64	45.68	** Function
200	Employee Benefits	767.00	3,558.24	339.73	9,500.00	5,602.03	41.03	
1112	Junior High	767.00	3,558.24	339.73	9,500.00	5,602.03	41.03	** Function
200	Employee Benefits	1,337.46	6,784.56	642.29	18,400.00	10,973.15	40.36	
1113	High School	1,337.46	6,784.56	642.29	18,400.00	10,973.15	40.36	** 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	143.54	629.92	71.76	2,000.00	1,298.32	35.08	
1115	MUSIC	143.54	629.92	71.76	2,000.00	1,298.32	35.08	** 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	759.23	3,717.96	372.79	9,800.00	5,709.25	41.74	
1125	Pre-K Programs	759.23	3,717.96	372.79	9,800.00	5,709.25	41.74	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1130	High School	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	75.00	75.00	0.00	
1204	Physically Hndcap Homebound	0.00	0.00	0.00	75.00	75.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	124.50	481.52	31.80	1,000.00	486.68	51.33	
1210	Speech & Lang.Impaired	124.50	481.52	31.80	1,000.00	486.68	51.33	** 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	4,619.36	22,757.24	2,238.39	67,600.00	42,604.37	36.98	
1220	Cross-Categorical (Cc)	4,619.36	22,757.24	2,238.39	67,600.00	42,604.37	36.98	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function

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

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	61.14	956.53	27.22	775.00	(208.75)	126.94	
1225	Special Education Programs Pre-K	61.14	956.53	27.22	775.00	(208.75)	126.94	** Function
200	Employee Benefits	44.82	319.66	22.41	700.00	357.93	48.87	
1250	Remedial and Supplemental Programs K-12	44.82	319.66	22.41	700.00	357.93	48.87	** Function
200	Employee Benefits	108.54	511.84	47.88	1,600.00	1,040.28	34.98	
1401	VOCATIONAL AG	108.54	511.84	47.88	1,600.00	1,040.28	34.98	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	33.35	169.38	16.67	500.00	313.95	37.21	
1407	BUSINESS ED	33.35	169.38	16.67	500.00	313.95	37.21	** 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	25.62	125.93	12.80	300.00	161.27	46.24	
1459	CO-OP PROGRAM	25.62	125.93	12.80	300.00	161.27	46.24	** Function
200	Employee Benefits	550.49	978.47	25.86	5,850.00	4,845.67	17.17	
1501	ATHLETICS	550.49	978.47	25.86	5,850.00	4,845.67	17.17	** 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	42.94	219.23	21.48	600.00	359.29	40.12	
1540	EXTRA CURRICULAR	42.94	219.23	21.48	600.00	359.29	40.12	** Function
200	Employee Benefits	0.00	0.00	0.00	450.00	450.00	0.00	
1600	Summer School	0.00	0.00	0.00	450.00	450.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	25.28	124.84	12.64	150.00	12.52	91.65	
1700	Drivers Education Program	25.28	124.84	12.64	150.00	12.52	91.65	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	11,364.82	53,692.57	5,223.10	158,750.00	99,834.33	37.11	* Function
200	Employee Benefits	339.78	1,769.99	169.89	4,900.00	2,960.12	39.59	
2110	Attendance/Soc Wrk Serv	339.78	1,769.99	169.89	4,900.00	2,960.12	39.59	** Function
200	Employee Benefits	53.98	265.88	26.99	775.00	482.13	37.79	

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

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2120	Guidance Services	53.98	265.88	26.99	775.00	482.13	37.79	** Function
200	Employee Benefits	668.65	3,313.87	327.19	8,600.00	4,958.94	42.34	
2134	Nurse Services	668.65	3,313.87	327.19	8,600.00	4,958.94	42.34	** Function
200	Employee Benefits	229.58	1,159.02	114.79	3,300.00	2,026.19	38.60	
2140	Psychological Services	229.58	1,159.02	114.79	3,300.00	2,026.19	38.60	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2150	Function 2150	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	20.78	555.88	5.50	1,700.00	1,138.62	33.02	
2210	EPIC	20.78	555.88	5.50	1,700.00	1,138.62	33.02	** 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	1,119.52	5,743.75	570.34	15,350.00	9,035.91	41.13	
2220	MEDIA PROGRAM	1,119.52	5,743.75	570.34	15,350.00	9,035.91	41.13	** Function
200	Employee Benefits	1,422.79	7,088.32	711.40	17,300.00	9,500.28	45.09	
2226	TECHNOLOGY	1,422.79	7,088.32	711.40	17,300.00	9,500.28	45.09	** 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	43.98	219.51	21.99	1,025.00	783.50	23.56	
2310	Brd Ed Services	43.98	219.51	21.99	1,025.00	783.50	23.56	** Function
200	Employee Benefits	119.06	591.95	59.53	1,900.00	1,248.52	34.29	
2320	Executive Adm. Serv	119.06	591.95	59.53	1,900.00	1,248.52	34.29	** Function
200	Employee Benefits	0.00	100.16	0.00	0.00	(100.16)	0.00	
2330	Service Area Administrative Services	0.00	100.16	0.00	0.00	(100.16)	0.00	** Function
200	Employee Benefits	1,233.99	6,151.31	629.01	12,600.00	5,819.68	53.81	
2365	Risk Management and Claims Services Payments	1,233.99	6,151.31	629.01	12,600.00	5,819.68	53.81	** Function
200	Employee Benefits	2,305.89	11,993.65	1,141.01	32,700.00	19,565.34	40.17	
2410	Office Of Principal Serv	2,305.89	11,993.65	1,141.01	32,700.00	19,565.34	40.17	** 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	1,760.73	8,803.69	380.92	22,700.00	13,515.39	40.46	

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

Function 2000 Support Services
Function 2520 Fiscal 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
2520	Fiscal Services	1,760.73	8,803.69	380.92	22,700.00	13,515.39	40.46	** Function
200	Employee Benefits	4,113.22	22,781.77	2,066.09	62,300.00	37,452.14	39.88	
2542	Care & Upkeep Bldg Serv	4,113.22	22,781.77	2,066.09	62,300.00	37,452.14	39.88	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2543	Care Upkeep Grnds Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	602.28	2,098.07	4.74	6,300.00	4,197.19	33.38	
2550	Pupil Transportation Ser	602.28	2,098.07	4.74	6,300.00	4,197.19	33.38	** Function
200	Employee Benefits	2,517.68	11,927.55	1,226.37	34,175.00	21,021.08	38.49	
2560	Food Services	2,517.68	11,927.55	1,226.37	34,175.00	21,021.08	38.49	** 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	16,551.91	84,564.37	7,455.76	225,625.00	133,604.87	40.78	* 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	27,916.73	138,256.94	12,678.86	384,375.00	233,439.20	39.27	Fund

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Capital Projects Fund or Fund Group 60

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

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

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Working Cash Fund 70

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	250,000.00	250,000.00	0.00	
8110	Permnt Trns Wrk Csh Abol	0.00	0.00	0.00	250,000.00	250,000.00	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	250,000.00	250,000.00	0.00	* Function
70	Working Cash Fund	0.00	0.00	0.00	250,000.00	250,000.00	0.00	Fund

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PUTNAM COUNTY CUSD #535

Tort Immunity and Judgment Fund 80

Function 1000 Instruction
Function 1110 Elementary
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	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	0.00	0.00	0.00	0.00	0.00	0.00	
1360	Special Interest	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1401	VOCATIONAL AG	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1407	BUSINESS ED	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	

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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	0.00	0.00	0.00	0.00	0.00	0.00	* Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2134	Nurse Services	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2320	Executive Adm. Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	27,526.00	0.00	40,000.00	12,474.00	68.82	
2362	Workers Comp/Workers Occ Disease Acts Payments	0.00	27,526.00	0.00	40,000.00	12,474.00	68.82	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	60,090.88	0.00	3,000.00	(57,090.88)	2,003.03	
2363	Unemployment Insurance Act Payments	0.00	60,090.88	0.00	3,000.00	(57,090.88)	2,003.03	** Function
300	Purchased Services	122.00	1,157.00	818.00	76,000.00	74,025.00	2.60	
2364	Insurance Payments (regular or self-insurance)	122.00	1,157.00	818.00	76,000.00	74,025.00	2.60	** Function
100	Salaries	12,964.33	63,085.20	6,482.17	178,000.00	108,432.63	39.08	
200	Employee Benefits	929.70	3,397.02	464.85	9,000.00	5,138.13	42.91	
300	Purchased Services	0.00	14,560.00	0.00	15,000.00	440.00	97.07	
400	Supplies And Materials	3,320.00	16,600.00	3,320.00	40,000.00	20,080.00	49.80	
500	Capital Outlay	0.00	0.00	15,920.00	20,000.00	4,080.00	79.60	
2365	Risk Management and Claims Services Payments	17,214.03	97,642.22	26,187.02	262,000.00	138,170.76	47.26	** Function
300	Purchased Services	375.00	12,607.98	0.00	20,000.00	7,392.02	63.04	
2367	Educational, Inspectional, Sup Serv due to loss	375.00	12,607.98	0.00	20,000.00	7,392.02	63.04	** Function
300	Purchased Services	0.00	325.00	455.00	65,000.00	64,220.00	1.20	
2369	Legal Services	0.00	325.00	455.00	65,000.00	64,220.00	1.20	** 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	

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Tort Immunity and Judgment Fund 80

Function 2000 Support Services
Function 2542 Care & Upkeep Bldg Serv
Object 100 Salaries

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	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2560	Food Services	0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services	17,711.03	199,349.08	27,460.02	466,000.00	239,190.90	48.67	* Function
80	Tort Immunity and Judgment Fund	17,711.03	199,349.08	27,460.02	466,000.00	239,190.90	48.67	Fund

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Expenditure Report

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PUTNAM COUNTY CUSD #535

Fire Prevention/Life Safety 90

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
300	Purchased Services	0.00	4,463.55	0.00	7,000.00	2,536.45	63.77	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2548	L/S Capital Outlay	0.00	4,463.55	0.00	7,000.00	2,536.45	63.77	** Function
2000	Support Services	0.00	4,463.55	0.00	7,000.00	2,536.45	63.77	* 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	4,463.55	0.00	7,000.00	2,536.45	63.77	Fund
Report Total:		905,971.88	4,803,826.26	497,390.43	13,667,044.25	8,365,827.56	38.79	

Balance Sheet (by fund)

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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	687,896.11	190,337.57	878,233.68
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	6,040,103.87	(503,936.69)	5,536,167.18
10-122-1	FARNSWORTH INVESTMENT	0.00	0.00	0.00
10-131	PAYROLL CASH	0.00	0.00	0.00
10-199-1	EMPLOYEE COMPUTERS	0.00	0.00	0.00
	Total	\$6,741,799.98	(\$313,599.12)	\$6,428,200.86
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
10-459-1	Delete This Account	0.00	0.00	0.00
10-458-1	Delete This Account	0.00	0.00	0.00
10-457-1	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
10-454-1	Delete This Account	0.00	0.00	0.00
10-434-1	LOANS FROM WKG CASH FND	0.00	0.00	0.00
10-453-1	Delete This Account	0.00	0.00	0.00
10-452-1	Delete This Account	0.00	0.00	0.00
10-431-1	ACCOUNTS PAYABLE	(21.24)	0.00	(21.24)
10-411-1	LOAN TO LIFE SAFETY	0.00	0.00	0.00
	Total	(\$21.24)	\$0.00	(\$21.24)
10-706-1	NET PROFIT/LOSS	(2,500,945.19)	313,599.12	(2,187,346.07)
10-730-1	FUND BALANCE	(4,240,833.55)	0.00	(4,240,833.55)
	Total	(\$6,741,778.74)	\$313,599.12	(\$6,428,179.62)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 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	3,648.98	0.00	3,648.98
20-110-1	CASH IN BANKS	1,218.31	139,076.42	140,294.73
20-131	PAYROLL CASH	0.00	0.00	0.00
20-121-1	REGULAR INVESTMENT O/M	753,380.35	(162,737.21)	590,643.14
	Total	\$758,247.64	(\$23,660.79)	\$734,586.85
20-431-1	ACCOUNTS PAYABLE	(104.79)	98.00	(6.79)
20-497-1	SUPPORT PERS. DUES	0.00	0.00	0.00
20-481-1	ANNUITIES PAYABLE	6.79	0.00	6.79
20-458-1	Delete This Account	0.00	0.00	0.00
20-457-1	Delete This Account	0.00	0.00	0.00
20-456-1	Delete This Account	0.00	0.00	0.00
20-454-1	Delete This Account	0.00	0.00	0.00
20-453-1	Delete This Account	0.00	0.00	0.00
20-459-1	Delete This Account	0.00	0.00	0.00
20-451	Delete This Account	0.00	0.00	0.00
20-452-1	Delete This Account	0.00	0.00	0.00
	Total	(\$98.00)	\$98.00	\$0.00
20-706-1	NET PROFIT/LOSS	(558,230.03)	23,562.79	(534,667.24)
20-730-1	FUND BALANCE	(199,919.61)	0.00	(199,919.61)
	Total	(\$758,149.64)	\$23,562.79	(\$734,586.85)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 30				
AP-Accrual-30	AP-Accrual for Fund 30	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
30-110-1	CASH IN BANKS	342.66	0.00	342.66
30-121-1	REGULAR INVESTMENT B/I	12,100.61	109.75	12,210.36
30-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
	Total	\$12,443.27	\$109.75	\$12,553.02
30-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
30-730-1	FUND BALANCE	(120,218.23)	0.00	(120,218.23)
30-706-1	NET PROFIT/LOSS	107,774.96	(109.75)	107,665.21
	Total	(\$12,443.27)	(\$109.75)	(\$12,553.02)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 40				
AP-Accrual-40	AP-Accrual for Fund 40	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
40-110-1	CASH IN BANKS	177,085.87	(49,725.64)	127,360.23
40-121-1	REGULAR INVESTMENT TRANS	604,342.37	(34,918.78)	569,423.59
40-131	PAYROLL CASH	0.00	0.00	0.00
40-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
	Total	\$781,428.24	(\$84,644.42)	\$696,783.82
40-453-1	Delete This Account	0.00	0.00	0.00
40-411-1	LOANS FROM W/C	0.00	0.00	0.00
40-452-1	Delete This Account	0.00	0.00	0.00
40-454-1	Delete This Account	0.00	0.00	0.00
40-456-1	Delete This Account	0.00	0.00	0.00
40-457-1	Delete This Account	0.00	0.00	0.00
40-481-1	EMPLOYEE INCENTIVE	0.00	0.00	0.00
40-451-1	Delete This Account	0.00	0.00	0.00
40-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
40-706-1	NET PROFIT/LOSS	(293,167.53)	84,644.42	(208,523.11)
40-730-1	FUND BALANCE	(488,260.71)	0.00	(488,260.71)
	Total	(\$781,428.24)	\$84,644.42	(\$696,783.82)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 12/9/2019 11:12 AM
 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	188,366.09	22,083.27	210,449.36
50-121-1	REGULAR INVESTMENT IMRF	340,525.11	(36,724.96)	303,800.15
50-185-1	IMRF-LONG TERM INVESTMEN	0.00	0.00	0.00
	Total	\$528,891.20	(\$14,641.69)	\$514,249.51
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	(411,563.65)	0.00	(411,563.65)
50-706-1	NET PROFIT/LOSS	(117,327.55)	14,641.69	(102,685.86)
	Total	(\$528,891.20)	\$14,641.69	(\$514,249.51)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 12/9/2019 11:12 AM
 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)

Printed: 12/9/2019 11:12 AM
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	783,452.63	4,123.36	787,575.99
70-185-1	INVESTMENT LONG TERM WC	1,716,374.65	3,737.63	1,720,112.28
70-141-1	W/C INTERFUND LOANS	0.00	0.00	0.00
70-110-1	CASH IN BANKS	149,380.55	0.00	149,380.55
	Total	\$2,649,207.83	\$7,860.99	\$2,657,068.82
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	(2,566,124.32)	0.00	(2,566,124.32)
70-706-1	NET PROFIT/LOSS	(83,083.51)	(7,860.99)	(90,944.50)
	Total	(\$2,649,207.83)	(\$7,860.99)	(\$2,657,068.82)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 12/9/2019 11:12 AM
 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
80-121-1	TORT-REG INVESTMENT	446,550.79	(33,797.42)	412,753.37
80-131	PAYROLL CASH	0.00	0.00	0.00
80-110-1	TORT-CASH IN BANKS	2,966.63	45,026.09	47,992.72
	Total	\$449,517.42	\$11,228.67	\$460,746.09
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	(134,917.08)	0.00	(134,917.08)
80-706-1	NET PROFIT/LOSS	(314,600.34)	(11,228.67)	(325,829.01)
	Total	(\$449,517.42)	(\$11,228.67)	(\$460,746.09)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 12/9/2019 11:12 AM
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	103,052.01	3,792.42	106,844.43
90-110-1	CASH IN BANK-LIFE SAFETY	137,917.00	0.00	137,917.00
	Total	\$240,969.01	\$3,792.42	\$244,761.43
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	(59,789.12)	(3,792.42)	(63,581.54)
90-730-1	FUND BALANCE	(181,179.89)	0.00	(181,179.89)
	Total	(\$240,969.01)	(\$3,792.42)	(\$244,761.43)
	Total	\$0.00	\$0.00	\$0.00

Fund Balance Report

Printed: 12/9/2019 11:13 AM

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	679,445.56	365,846.44	3,482,296.01	5,669,642.08	2,187,346.07	4,240,833.55	6,428,179.62
20	Oper, Build, & Maint Fund	81,172.92	57,610.13	566,399.96	1,101,067.20	534,667.24	199,919.61	734,586.85
30	Debt Service Fund or Fund Group	0.00	109.75	110,725.00	3,059.79	(107,665.21)	120,218.23	12,553.02
40	Transportation Fund	99,725.64	15,081.22	302,335.72	510,858.83	208,523.11	488,260.71	696,783.82
50	I.M.R.F./Soc. Sec. Fund	27,916.73	13,275.04	138,256.94	240,942.80	102,685.86	411,563.65	514,249.51
70	Working Cash Fund	0.00	7,860.99	0.00	90,944.50	90,944.50	2,566,124.32	2,657,068.82
80	Tort Immunity and Judgment Fund	17,711.03	28,939.70	199,349.08	525,178.09	325,829.01	134,917.08	460,746.09
90	Fire Prevention/Life Safety	0.00	3,792.42	4,463.55	68,045.09	63,581.54	181,179.89	244,761.43
		<u>\$905,971.88</u>	<u>\$492,515.69</u>	<u>\$4,803,826.26</u>	<u>\$8,209,738.38</u>	<u>\$3,405,912.12</u>	<u>\$8,343,017.04</u>	<u>\$11,748,929.16</u>

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PCPS Activity Fund November

Beginning Balance	\$5942.47
Deposits	\$4734.25
Expenditures	\$2977.74
Ending Balance	\$7698.98

Deposits

11/04/19	Spirit Gear, Water, Soda	\$1778.67
11/22/19	Book Fair, Soda, Water	\$2955.58

Expenditures

CK#			
1031		VOID	\$0
1032	11/04/19	Ronda Cross Exemplary Celebration	\$28.70
1033	11/07/19	Work Place Pro Shirts	\$214.80
1034	11/07/19	Oriental Trading Behavior Assembly	\$166.03
1035	11/12/19	Amazon FRN Supplies	\$57.42
1036	11/12/19	Locker Room FRN Shirts	\$41.00
1037	11/14/19	Casey's FRN Supper	\$78.99
1038	11/19/19	PCCUSD Amazon-Popcorn Bags	\$6.95
		RETURNED CHECK	-\$75.50
1039	11/22/19	Toni's Flowers Balloons for FRN	\$21.00
1040	11/22/19	Scholastic Book Fairs Book Fair Sales	\$2227.41
1041	11/22/19	Hinckley Springs Water	\$59.94

PCPS Imprest Fund November

Beginning Balance	\$1094.74
Deposits	\$405.26
Expenditures	\$350.82
Ending Balance	\$1149.18

Deposits

11/04/19	\$165.00
11/22/19	\$240.26

Expenditures

<u>CK#</u>	<u>ACCT#</u>		
693	10-2310-410-6	PCHS	\$94.32
		Cupcakes for FRN	
694	10-2310-410-6	DeMilio's	\$256.50
		Am Ed Week Lunch	

Total request for reimbursement **\$350.82**

PCES Activity Fund November 2019

Beginning Balance November 01, 2019	\$21708.26
Deposits November 2019	\$2087.70
Expenditures November 2019	\$2346.02
Ending Balance November 30, 2019	\$21449.94

Deposits

11/20/19	Scholastic Book Fair	\$2087.70
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Expenditure

11/20/19 Check#1422	Scholastic Book Fair	\$2087.70
	Book Fair Sales	
11/20/9 Check#1423	Courtney Balestri	\$258.32
	Photo Printer & Toner	

Total Expenditures	\$2346.02
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PCES Imprest Fund Report November 2019

Beginning Balance November 01, 2019	\$399.00
Balance November 30, 2019	\$1170.00
Request for reimbursement	\$330.00
Attain Maximum Balance	\$1,500.00

Deposits

11/20/19	Reimbursement from October	\$1101.00
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Expenditures

11/12/19 – Check#3285	Dylan Martin	\$55.00
	Ref 10-1501-319-3	
11/12/19 – Check#3286	Todd Ryan	\$55.00
	Ref 10-1501-319-3	
11/14/19 – Check#3287	Eddie Derix	\$55.00
	Ref 10-1501-319-3	
11/14/19 – Check#3288	Todd Ryan	\$55.00
	Ref 10-1501-319-3	
11/25/19 - Check#3289	Kaleigh Shilkuski	\$55.00
	Ref 10-1501-319-3	
11/25/19 – Check#3290	Bryan Delvalee	\$55.00
	Ref 10-1501-319-3	

Total Expenditures \$330.00

Request for reimbursement \$330.00

Putnam County Junior High School
 Imprest Fund
 November, 2019
 Account #010-146

Beginning Balance	\$ 1,761.83
Replenishment Request	<u>1,038.17</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	<u>451.30</u>
Balance	\$ 2,348.70
Replenishment Request	<u>\$ 451.30</u>
Attain Maximum Balance	\$ 2,800.00

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Account #</u>	<u>Reason</u>	<u>Amount</u>
6224	11/01	U. S. Postmaster	10-2410-341-1	postage	27.30
6225	11/05	Brian Delvalee	10-1501-319-3	official	60.00
6226	11/05	Dylan Martin	10-1501-319-3	official	60.00
6227	11/19	Rich Luckey	10-1501-319-3	official	60.00
6228	11/19	Jett Wedekind	10-1501-319-3	official	60.00
6229	11/21	Pete Heidin	10-1501-319-3	official	60.00
6230	11/21	Egan Hicks	10-1501-319-3	official	60.00
6231	11/22	ILMEA Dist 2	10-1115-640-1	Music Dues	64.00

expenditures	451.30
Replenishment request	451.30

Michael Olson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School
 PCJH Cheerleading
 November, 2019
 Account #138-258

Beginning Balance	\$	4,651.54
Transfers In		1,314.94
Subtotal		5,966.48
Less Expenditures		4,150.57
Balance		1,815.91

<u>Check#</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
324	11/26	Team Leader	uniforms	4,150.57

 Michael Olson, Principal

 Sandra A. Troglia, Secretary

Putnam County Junior High School
 PCJH Girls Athletic Fund
 November, 2019
 Account #010-707

Beginning Balance	\$ 17,820.96
Transfers In	<u>1,468.00</u>
Subtotal	19,288.96
Less Expenditures	<u>8.00</u>
Balance	19,280.96

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
769	11/22	Toni's Flowers	8 th grade night	8.00

 Michael Olson, Principal

 Sandra A. Troglia, Secretary

Putnam County Junior High School
Puma Crew
November 2019
Account #010-561

Beginning Balance	\$1952.62
Transfers In	<u>1055.00</u>
Subtotal	\$3,007.62
Less Expenditures	<u>497.92</u>
Balance	\$ 2,509.70

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
671	11/4	Pepsi	Concession	347.99
672	11/4	Cosgroves	Concession	149.93

Emily Whitney, Advisor

Putnam County Junior High School
 PCJH Staff Soda
 November, 2019
 Account #010-650

Beginning Balance	\$ 9,128.53
Transfers In	<u>9,304.41</u>
Subtotal	18,432.94
Less Expenditures	<u>9,190.28</u>
Balance	9,242.66

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1611	11/08	Pepsi	soda	413.00
1612	11/08	Ruthie and Dana	8 th grade fund raiser	8,309.60
1613	11/12	PC Food Pantry	donation	250.00
1614	11/20	Water Store	water	17.68
1615	11/25	PC Rotary	donation	200.00

 Michael Olson, Principal

 Sandra A. Troglia, Secretary

Putnam County Junior High School
 Student Council
 November , 2019
 Account #138-096

Beginning Balance	\$ 3393.38
Transfers In	<u>\$ 0.00</u>
Subtotal	\$ 3393.38
Less Expenditures	<u>\$ 140.75</u>
Balance	\$ 3252.63

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1029	9-27	Kristin Erickson	graduation decorations	\$24.81
1030	9-27	PCJH	staff t shirts	\$50.00
1031	5-30	Kristin Erickson	leis red ribbon week	\$65.94

Putnam County Junior High School
 PCJH Activity Fund
 November, 2019

<u>Account name & #</u>	<u>Beginning Bal</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Ending Bal.</u>
PCJH Cheerleading 138-258	\$ 4,651.54	1,314.94	4,150.57	\$ 1,815.91
PCJH Girls Athletic 010-707	17,820.96	1,468.00	8.00	19,280.96
PCJH Puma Crew 010-561	1,952.62	1,055.00	497.92	2,509.70
Staff Soda 010-650	9,128.53	9,304.41	9,190.28	9,242.66
PCJH Student Council 138-096	3,393.38	00.00	140.75	3,252.63

 Michael Olson, Principal

 Sandra A. Troglia, Secretary

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

From Date: 11/1/2019
To Date: 11/30/2019

From Acct: 100
To Account: 604

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000100	Office	\$9,052.36	\$2,201.65	(\$2,057.00)	\$0.00	\$9,197.01	\$0.00	\$9,197.01
000102	Office Adjustment	\$0.03	\$0.00	\$0.00	\$0.00	\$0.03	\$0.00	\$0.03
000105	Adult Education	\$37.48	\$0.00	\$0.00	\$0.00	\$37.48	\$0.00	\$37.48
000106	AP Class	\$1,128.00	\$629.00	\$0.00	\$0.00	\$1,757.00	\$0.00	\$1,757.00
000110	Condolence	\$613.56	\$0.00	\$0.00	\$0.00	\$613.56	\$0.00	\$613.56
000115	PACC	\$43.53	\$0.00	\$0.00	\$0.00	\$43.53	\$0.00	\$43.53
000120	Baseball	\$5,999.91	\$63.00	(\$1,279.41)	\$0.00	\$4,783.50	\$0.00	\$4,783.50
000125	Girl's Softball	\$130.66	\$0.00	\$0.00	\$0.00	\$130.66	\$0.00	\$130.66
000130	PC Enterprises	\$968.24	\$673.82	(\$281.40)	\$0.00	\$1,360.66	\$0.00	\$1,360.66
000135	Golf	\$642.62	\$0.00	\$0.00	\$0.00	\$642.62	\$0.00	\$642.62
000137	Girls Golf	\$228.69	\$0.00	\$0.00	\$0.00	\$228.69	\$0.00	\$228.69
000140	Scholastic Bowl	\$373.63	\$0.00	(\$24.00)	\$0.00	\$349.63	\$0.00	\$349.63
000150	Interact Club	\$1,647.26	\$0.00	(\$30.00)	\$0.00	\$1,617.26	\$0.00	\$1,617.26
000155	Art	\$554.90	\$0.00	\$0.00	\$0.00	\$554.90	\$0.00	\$554.90
000200	Athletic	\$32.48	\$0.00	\$0.00	\$0.00	\$32.48	\$0.00	\$32.48
000210	Cable Club	\$1,514.67	\$0.00	\$0.00	\$0.00	\$1,514.67	\$0.00	\$1,514.67
000220	Track	\$3,510.29	\$0.00	\$0.00	\$0.00	\$3,510.29	\$0.00	\$3,510.29
000300	Journalism	\$4,804.73	\$0.00	\$0.00	\$0.00	\$4,804.73	\$0.00	\$4,804.73
000310	Oldies Club	\$106.17	\$0.00	\$0.00	\$0.00	\$106.17	\$0.00	\$106.17
000320	Girl's Basketball	\$2,108.95	\$1,765.00	(\$90.16)	\$0.00	\$3,783.79	\$0.00	\$3,783.79
000325	Boy's Basketball	\$1,457.88	\$0.00	\$0.00	\$0.00	\$1,457.88	\$0.00	\$1,457.88
000330	Student Council	\$1,706.01	\$103.63	(\$118.00)	\$0.00	\$1,691.64	\$0.00	\$1,691.64
000340	N.H.S.	\$792.77	\$284.38	(\$155.00)	\$0.00	\$922.15	\$0.00	\$922.15
000345	Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000350	Landscaping	\$396.93	\$3.88	\$0.00	\$0.00	\$400.81	\$0.00	\$400.81
000360	FFA	\$4,261.86	\$1,090.00	(\$1,632.78)	\$0.00	\$3,719.08	\$0.00	\$3,719.08
000365	Greenhouse Project	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
000370	Cheerleading	\$4,266.87	\$1,955.04	(\$1,914.90)	\$0.00	\$4,307.01	\$0.00	\$4,307.01
000380	Panteras	\$5,203.96	\$136.00	(\$2,987.95)	\$0.00	\$2,352.01	\$0.00	\$2,352.01
000390	Media Club	\$1,182.57	\$0.00	\$0.00	\$0.00	\$1,182.57	\$0.00	\$1,182.57
000395	Computer Club	\$333.40	\$0.00	\$0.00	\$0.00	\$333.40	\$0.00	\$333.40
000400	Tournament Athletics	\$11,025.62	\$480.00	\$0.00	\$0.00	\$11,505.62	\$0.00	\$11,505.62
000405	PC Graduation Rollover	\$6,071.85	\$0.00	\$0.00	\$0.00	\$6,071.85	\$0.00	\$6,071.85
000410	Thespians	\$492.77	\$489.45	(\$625.75)	\$0.00	\$356.47	\$0.00	\$356.47
000420	Science Club	\$481.46	\$0.00	\$0.00	\$0.00	\$481.46	\$0.00	\$481.46

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

From Date:	11/1/2019
To Date:	11/30/2019

From Acct:	100
To Account:	604

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	Work Bal.
000425	Wrestling	\$119.50	\$0.00	\$0.00	\$0.00	\$119.50	\$0.00	\$119.50
000430	Music (Band)	\$1,822.26	\$777.00	(\$1,829.00)	(\$11.00)	\$759.26	\$0.00	\$759.26
000440	Music (Chorus)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000500	Class of 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000510	Message Board	\$55.84	\$0.00	\$0.00	\$0.00	\$55.84	\$0.00	\$55.84
000513	ITP Music	\$205.25	\$220.74	\$0.00	\$0.00	\$425.99	\$0.00	\$425.99
000515	ITP Class	\$1,805.96	\$0.00	\$0.00	\$0.00	\$1,805.96	\$0.00	\$1,805.96
000520	TP Coffee Shop	\$1,680.49	\$332.55	(\$348.21)	\$11.00	\$1,675.83	\$0.00	\$1,675.83
000525	Unified PE	\$395.35	\$0.00	\$0.00	\$0.00	\$395.35	\$0.00	\$395.35
000530	Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000540	Volleyball	\$3,431.28	\$197.00	\$0.00	\$0.00	\$3,628.28	\$0.00	\$3,628.28
000545	Concession Stand	\$1,125.92	\$40.77	(\$439.43)	\$0.00	\$727.26	\$0.00	\$727.26
000560	Class of 2010	(\$0.03)	\$0.00	\$0.00	\$0.00	(\$0.03)	\$0.00	(\$0.03)
000595	Class of 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000600	Class of 2019	\$2,037.89	\$0.00	\$0.00	\$0.00	\$2,037.89	\$0.00	\$2,037.89
000602	Class of 2020	\$3,688.02	\$0.00	(\$79.07)	\$0.00	\$3,608.95	\$0.00	\$3,608.95
000603	Class of 2021	\$687.17	\$0.00	\$0.00	\$0.00	\$687.17	\$0.00	\$687.17
000604	Class of 2022	\$1,962.61	\$0.00	\$0.00	\$0.00	\$1,962.61	\$0.00	\$1,962.61
Group Total		\$90,489.62	\$11,442.91	(\$13,892.06)	\$0.00	\$88,040.47	\$0.00	\$88,040.47
Activity Accounts Grand Total		\$90,489.62	\$11,442.91	(\$13,892.06)	\$0.00	\$88,040.47	\$0.00	\$88,040.47

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

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

IMPREST REPORT
PUTNAM COUNTY HIGH SCHOOL
Nov-19
Clayton Theisinger, Principal

Balance as of October	\$3,462.34
replenishment requested	\$2,537.66
Maximum Balance	\$6,000.00
Balance as of November	\$4,118.00
Replenishment Requested	\$1,882.00

Marseilles Booster Club	10-1501-640-2	Boys Bsk Holiday Tourn	\$150.00
Wethersfield High School	10-1501-640-2	Boys Bsk Holiday Tourn	\$175.00
Princeton High School	10-1501-640-2	Girls Bsk Holiday Tourn	\$200.00
ISU	10-1113-332-2	McConnell Conference	\$187.00
ROE	10-1113-332-2	Jalley Conference	\$75.00
Mike Burroughs	10-1501-319-2	JVGBB Official	\$100.00
Rick Luckey	10-1501-319-2	JVGBB Official	\$100.00
IDTA	10-1501-640-2	Pantera Membership fee	\$100.00
Dunlap High School	10-1501-640-2	Pantera Competition	\$85.00
Hononegah High School	10-1501-640-2	Pantera Competition	\$85.00
Fieldcrest High School	10-1501-640-2	Pantera Competition	\$125.00
Newman Central Catholic	10-1501-640-2	Wrestling Meet	\$200.00
Hall High School	10-1501-640-2	Colmone Classic	\$300.00

SUPERINTENDENT IMPREST
NOVEMBER 2019

BANK BALANCE	\$ 2,000.00
REPLENISHMENT REQUEST – OCTOBER	\$ 614.05
IMPREST BALANCE	\$ 2,000.00
REPLENISHMENT AMOUNT REQUESTED	\$ 119.73
BALANCE	\$ 1,880.27
Check #3140 11/18/19 - USPS 10-2320-341-1	 \$ 6.85
Check # 3141 11/19/19 - USPS 10-2320-341-1	 \$ 5.88
Check # 3142 11/19/19 CIONI FORD 20-2542-320-3	 \$ 107.00
TOTAL REIMBURSEMENT	\$ 119.73

Putnam County Community Unit School District #535
Treasurer's Report November 30, 2019

	Fund 10 EDUCATION	Fund 20 O & M	Fund 30 BOND & INT	Fund 40 TRANSPORT	Fund 50 IMRF/SS	Fund 70 WORK CASH	Fund 80 TORT	Fund 90 LIFE SAFETY	Outstanding Checks	Totals
Cash Balances, Beginning of Month	6,741,778.74	758,149.64	12,443.27	781,428.24	528,891.20	2,649,207.83	449,517.42	240,969.01	-	12,162,385.35
Add: Receipts	365,846.44	57,610.13	109.75	15,081.22	13,275.04	7,860.99	28,939.70	3,792.42		492,515.69
Less: Expenditures	679,445.56	81,172.92	-	99,725.64	27,916.73	-	17,711.03	-		905,971.88
Less: Outstanding Deposits										-
Interest										-
Adjusting Entries	-									-
District Balances 11/30/2019	6,428,179.62	734,586.85	12,553.02	696,783.82	514,249.51	2,657,068.82	460,746.09	244,761.43	-	11,748,929.16
Add: Outstanding Checks									9,394.07	9,394.07
Reconciliation Balance 11/30/19	6,428,179.62	734,586.85	12,553.02	696,783.82	514,249.51	2,657,068.82	460,746.09	244,761.43	9,394.07	11,758,323.23

(these balances should equal Total Cash & Investments)

Bank Balances Made up of the Following Funds

NOW Accounts: APY										
Granville Natl Bank	0.15%	661,504.07	21,251.95	-	10,965.26	-	-	-	-	693,721.28
First State Bank	0.15%	216,891.49	119,140.78	342.66	116,394.92	210,449.36	149,380.55	47,992.72	137,917.00	998,509.48
North Central Bank	0.00%	-	-	-	-	-	-	-	-	-
Subtotal:		878,395.56	140,392.73	342.66	127,360.18	210,449.36	149,380.55	47,992.72	137,917.00	1,692,230.76
Money Market Accounts: APY										
First State Bank	0.75%	576,841.14	200,016.93	-	350,535.35	51,932.70	100,804.89	37,349.34	102,693.61	1,420,173.96
North Central Bank	1.00%	4,942,684.99	390,626.21	12,210.36	218,888.24	251,867.45	686,771.10	375,404.03	4,150.82	6,882,603.20
IL Fund	0.60%	15,641.05	-	-	-	-	-	-	-	15,641.05
INB	0.00%	1,000.00	-	-	-	-	-	-	-	1,000.00
Subtotal:		5,536,167.18	590,643.14	12,210.36	569,423.59	303,800.15	787,575.99	412,753.37	106,844.43	8,319,418.21
Certificates of Deposits										
First State Bank	2.52%						217,810.71			217,810.71
First State Bank	2.52%						350,802.62			350,802.62
First State Bank	2.92%						749,398.19			749,398.19
First State Bank	2.10%						402,100.76			402,100.76
Subtotal:							1,720,112.28			1,720,112.28
Tree Fund / NCB CD			3,648.98							3,648.98
Imprest Fund		13,800.00								13,800.00
TOTAL CASH & INVESTMENTS:		6,428,362.74	734,684.85	12,553.02	696,783.77	514,249.51	2,657,068.82	460,746.09	244,761.43	11,749,210.23
Difference		(183.12)	(98.00)	-	0.05	-	-	-	-	(281.07)
Outstanding Checks									9,394.07	9,113.00

Daniel J. Wujcik 12.11.19

402 East Silverspoon Ave.
Granville, Ill. 61326



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

Putnam County High School

Mr. Clayton J. Theisinger
Principal

BOARD REPORT: December 2019

Classroom Insights

Miss Weber and Mr. Sale recently invited Sgt. Love of the Army National Guard to host fitness and team-building activities for all PE classes. Over the course of three days, he led students in activities emphasizing positive physical and mental fitness. As part of their overall learning, students will have the opportunity to use the large inflatables and obstacle courses later in the year. The teachers also plan to utilize Sgt. Love's services more often in future months and years. In the photo below, students work on communication and physical strength:



Interdisciplinary Study Among Students

Several teachers have sought to increase interdisciplinary study throughout the school, which means connecting different subjects to meet similar goals for learning. In the photo below, Mrs. LeQuia's Culinary Arts class is teaching and working with Mrs. Louis' students with special needs to bake and frost Christmas cookies:



(Photo Credit: Mrs. Carlson)

Increased Communications

Through my research at the University of Nebraska, I have come to learn more about the use of communication to engage parents and families in the school setting. As a result of my learning and application to PCHS, I have decided to start a monthly letter in which I share important calendar events, reminders, and other highlights related to the progress of our school.

Throughout the past semester, I have received about a dozen comments from parents during informal conversation about the usefulness of the communications and how much they appreciate the updates. The letter is sent electronically using our ThrillShare communication system that was purchased and implemented last year.

In addition, I have reached out by phone to a parent of every ninth-grade student this past semester. The goal of these phone calls was to check-in and make sure all ninth-grade students were appropriately transitioning to the high school and assimilating to the expectations, responsibilities, and procedures of a new setting.

Teacher Evaluations and Observations

I continue to carry out required observations for all teachers currently under evaluation. Informal observations serve as one part of the overall evaluation of a teacher. These particular observations take place without any announcement of me coming into the teacher's classroom. This year I focused on the youngest grade-level of students for every teacher within the evaluation cycle. The goal was to identify similarities in strategies and communications we make as an entire staff as we prepare students for the next level of learning.

At this time, no teachers have exhibited concerns or teaching behaviors that warrant follow-up beyond normal plans for improvement.

Enrollment

Enrollment as of December 6th, 2019 is as follows:

Freshman	75
Sophomore	58 (+1)
Junior	67
Senior	65 (-1)
Post-Grad	3
Total	267



Putnam County Elementary School

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

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

December 2019 Board Report
Mrs. Courtney Balestri

Enrollment

3rd Grade = 48 (15, 16, 17) (+/-0)

4th Grade = 54 (18, 18, 18) (+/-0)

5th Grade = 47 (15, 16, 16) (+/-0)

Fire Evacuation Plans

Each year, PCES teams up with the Hennepin Fire Department to promote safety during fire prevention week. Students are challenged to draw an escape route from their home with specific criteria such as a family meeting point and where smoke detectors are located. The plans/drawing are then given to the firemen to choose the winner and runner-up from each grade level. This year, the winners were not only given a ride to school in a fire truck, but also a certificate for free ice cream and Grandma Rosie's and a family pack for four at Grand Bear Waterpark. Our runner-ups were awarded with a Casey's gift card and a certificate for free ice cream from Grandma Rosie's. Thank you to our local firemen, Daryl Peterson and Quinten Buffington, for their continue support and time spent to make this a special memory for our students!



Special Visitors

GiGi the therapy dog has been visiting Mrs. Frund and Ms. Bagley's students once a month as a reward. GiGi enjoys listening to the students read, therefore each student takes their turn reading a book to GiGi and spending some one-on-one time with her. GiGi and her owner have made several visits to local libraries, so students are excited to see GiGi here at our school. GiGi might be a large labradoodle but she is the sweetest dog you will ever meet and loves to be around kids!

Mrs. Frund's class invited me to their operating room to watch them perform word surgery. Students were dressed and ready to perform word surgery by cutting apart words and pasting them back together as contractions. Each student took their turn in the operating room and created a poster to display their contractions.

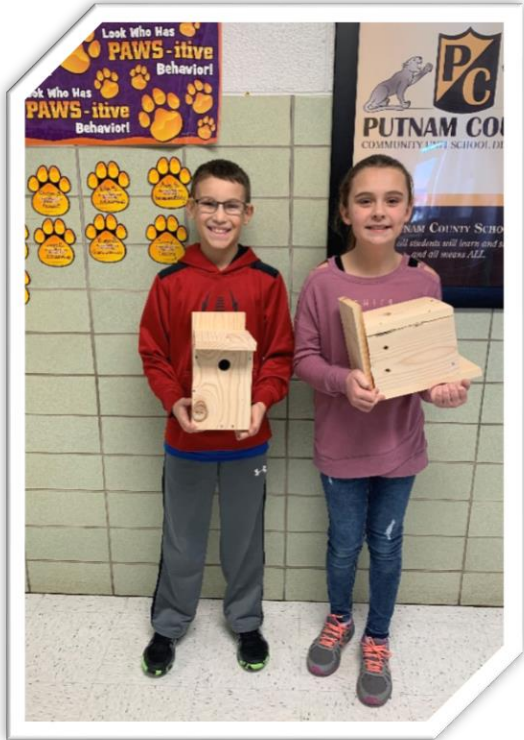


PCPS & PCES Winter Concert

PC K – 5th Grade Winter Concert was a success! Thank you to Mr. Masini for planning the evening and preparing students for their performance. While this night always tends to be a hectic one, it's well worth it when seeing the students perform for their families. I'm also happy to report that we had outstanding student attendance with only a couple students unable to attend due to illness.

4th Grade Birdhouses with FFA Students

Tradition continues! Each year, Mr. Heiser brings several of his FFA students to PCES to make birdhouses with each of the 4th grade students. FFA students have materials prepared in advance so that their time at PCES can be spent on assembling the birdhouses. There are so many positive outcomes from this annual project. We appreciate that our high school students get the opportunity to interact with our younger students. 4th grade students are given the opportunity to use tools safely and create a project of their very own. The FFA students get our 4th grade students excited about the future and the opportunities our District offers students. Not to mention that each of the 4th grade students end up with a pretty cool homemade Christmas present and memento to take home with them! Thank you to Mr. Heiser and his students for their time and collaboration!



Special Education Receives Donation

Mrs. Frund had the honor of receiving a phone call from the Knights of Columbus who informed her they had a donation for the special education program at PCES. The Knights of Columbus made a very generous donation of \$1,414.93. The check was delivered by Doug Ossola who informed us that the Knights of Columbus has donated over \$40,000 since 1995. We are very grateful and appreciative for their generous donation!



Wishing you a very Merry Christmas from my family to yours!



DECEMBER - PUTNAM COUNTY PRIMARY SCHOOL BOARD REPORT

PCPS Enrollment:

PreK - 80

K - 51

1 - 51

2 - 67

CALENDAR EVENTS:

- Dec. 16th PTO Christmas Ornament Project
- Dec. 17th Jr Hg/PreK ABC Book Day
- Dec. 18th Early Dismissal: Tier III Student Review & Leadership Team Mtg.
- Dec. 19th Early Dismissal: Team Curriculum Planning
- Dec. 20th PJ Day, Santa Visits; Grade Level Parties and Early Dismissal
- Jan. 6th Institute Day – Vertical Articulation for ELA Series
- Jan. 7th Students Return

Triple I Conference:

I attended the Triple I Conference in November. Professional development, motivational sessions and the vendor opportunities were explored. The top three sessions were on telling our story with integrity and clarity (Kai Kight), innovative PE programming (Shared with Mr. Schmitt), and Positive Psychology (Working with Mrs. Taylor on self-care and nourishment for staff).

Grant Update:

I have completed a \$5,200 allotment amendment for the Preschool for All grant. The majority of this allotment will cover professional development that was not able to be in the grant and another piece of gross motor play equipment/soil preparation and certified

woodchips. (We are super excited for the students and having a new piece of equipment!) The Periodic Quarterly report and expenditure spreadsheet have been submitted.

I have also completed a \$31,000 allotment amendment for the Title I grant. The dollars have been allocated to salary of Mrs. Smith since the original grant application was mostly dedicated to Ms. Lasik and the ELA textbook adoption. The Periodic Quarterly report and expenditure spreadsheet have been submitted.

EXPLORERS OF THE WEEK



Jackson Vice – Kindergarten



Aubrey Zborowski – 1st Grade



Rylee Chamberlain – Kindergarten



Ayden Clark – 2nd Grade



Jaxon Parcher – Kindergarten



Brynn Zimmerlein – 1st Grade



Trey Soule – Kindergarten



Garrett Billups – 1st Grade



Aleena Alhstrom – 1st Grade



Natalie Guadiana – 1st Grade



Avery Lenkitis – 2nd Grade

Mr. Michael Wayne – Author: Teaching students about the writing process and how to illustrate their creations!





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

Putnam County Junior High School

Michael Olson, Principal
olsonm@pcschoools535.org

13183 N 350th Avenue
McNabb, IL 61335

Phone-815-882-2800 opt. 3

Fax-815-882-2299

Putnam County Junior High Board Report Monday, December 16, 2019

Enrollment:

6th Grade- 56

7th Grade- 73

8th Grade- 58

Total= 186 attending PCJH +2 from November 16, 2019

Student Activities

Girls Basketball

- Our seasons ended and 8th grade girls lost in a close game in the Regional Championship to the state runner up from the year before.
- We hosted the Regional and Sectional and received many compliments on our school!

Boys Basketball

- Our 6,7,&8 Boys basketball season has started and they are playing well.
- Our annual St. Jude Mathathon is underway and I will keep you posted on our final fundraising efforts

Interact

- Our Interact is meeting to discuss our projects for the year. We are going to help support the Community Center in Standard and PC Rotary with their food cabinet program where they will have food and supplies for community members to take if needed.

Winter Concert

- Our concert is Thursday December 12th 6:00pm @ PCHS

Professional Development

- We have been diving into our student data- IAR scores, MAP assessments and have come up with a comprehensive plan for school improvement. I will share when finalized.
- The admin team attended an academy on the use of student data that will help with the focus of improvement by helping us narrow down the effect and success of specific groups.

Vaping Grant with PC Sheriff's Department- Deputy Brian Gonet presenting the effects of Vaping to our students.



Lunch



To help build stronger relationships with our students, on Friday November 15th we had a staff VIP lunch where teachers went down to lunch and ate with their VIP.

Feast- Our Cooking Class/ Life Skills Class prepared their annual feast for the holidays!



Volleyball - We ended our week before Thanksgiving with a student staff volleyball game!



Fans-It is so great when our student section comes out to support our girls basketball teams!



State Funding Update 12/16/19

The state still owes in the following:

Special Education	\$31,018
Transportation	\$129,139
Preschool For All	\$43,800
IL Free Lunch	\$446
<u>Driver's Ed</u>	<u>\$2,623</u>
	\$201,026

LEVY INPUT PAGE - ASSUMPTIONS

Tax Levy Year:

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

Fill out County names as needed - leave other boxes blank

PTELL - Tax Capped: *Choose Yes or No*

Original Tax Levy Certificate:
 Amended Tax Levy Certificate:
Enter "x" in one box only

Actual Total EAV for 2018: *Enter Actual rate setting EAV for 2018*
 Estimated % change from 2018 EAV: *Enter reassessment percentage before New Construction*
 Estimated New Construction for 2019: *Enter Estimated New Construction*
 Estimated Total EAV for 2019: *Includes New Construction*
 Total change from prior year: *Includes New Construction*
 No. of Tax Levied Bond Issues Outstanding:

	Input Maximum Tax Rate:	Total 2018 Extension for all Counties:	Input 2018 Putnam, Marshall, LaSalle County Extension:
Educational	2.72%	\$3,452,125.64	3,452,125.64
Operations & Maintenance	0.50%	\$634,581.92	634,581.92
Transportation	0.20%	\$253,832.77	253,832.77
Working Cash	0.05%	\$63,458.19	63,458.19
Municipal Retirement		\$135,001.83	135,001.83
Social Security		\$135,001.83	135,001.83
Fire Prevention & Safety *	0.05%	\$63,458.19	63,458.19
Tort Immunity		\$300,002.00	300,002.00
Special Education	0.04%	\$50,766.55	50,766.55
Leasing	0.05%	\$63,458.19	63,458.19
Input Fund Name:		\$0.00	

Total Aggregate Extension for 2018:

SEDOL IMRF (Lake County Only):

Bond and Interest Extension for 2018:

Total 2018 Extension:

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

2019 LEVY CALCULATION PAGE

Consumer Price Index:	1.90%
Actual Total EAV for 2018:	\$144,374,080
Estimated % change from 2018 EAV:	10.50%
Estimated New Construction for 2019:	\$0
Estimated Total EAV for 2019:	\$159,533,358
Total change from prior year:	10.50%

	Prior Year Extension:	Maximum Tax Rate:	Individual Fund Estimated Maximum Extension:	Individual Fund Estimated Maximum Extension:	Individual Fund Estimated Maximum Extension:	Manual Override and Non-Capped funds levy input:	Balloon % input:	Levy Amount:	
Operational	\$3,452,125.64	2.72%	\$4,339,307.35	\$4,339,307.35	\$4,339,307.35			\$4,339,307.00	
Operations & Maintenance	\$634,581.92	0.50%	\$797,666.79	\$797,666.79	\$797,666.79			\$797,667.00	EXCEEDS EST. MAX
Transportation	\$253,832.77	0.20%	\$319,066.72	\$319,066.72	\$319,066.72			\$319,067.00	EXCEEDS EST. MAX
Working Cash	\$63,458.19	0.05%	\$79,766.68	\$79,766.68	\$79,766.68			\$79,767.00	EXCEEDS EST. MAX
Municipal Retirement	\$135,001.83					\$100,000		\$100,000.00	
Social Security	\$135,001.83					\$130,000		\$130,000.00	
Fire Prevention & Safety *	\$63,458.19	0.05%	\$79,766.68	\$79,766.68	\$79,766.68			\$79,767.00	EXCEEDS EST. MAX
Tort Immunity	\$300,002.00					\$525,000		\$525,000.00	
Special Education	\$50,766.55	0.04%	\$63,813.34	\$63,813.34	\$63,813.34			\$63,813.00	
Leasing	\$63,458.19	0.05%	\$79,766.68	\$79,766.68	\$79,766.68			\$79,767.00	EXCEEDS EST. MAX
	\$0.00	0.00%	\$0.00	\$0.00	\$0.00			\$0.00	
Extension/Levy	\$5,151,687.11		\$5,759,154.24	\$5,759,154.24	\$5,759,154.24	\$755,000.00		\$6,514,155.00	26.45%
									Truth in Taxation
SEDOL IMRF	\$0.00								N/A
Bond and Interest:	\$117,731.25							\$0.00	-100.00%
Total Extension/Levy	\$5,269,418.36							\$6,514,155.00	23.62%

Levy in excess of estimated extension:

SEDOL IMRF

Bond and Interest:

Total Levy

Recommendation to Approve Tax Levy

As superintendent, I recommend approval of the 2019 Tentative Tax Levy for Putnam County CUSD 535.

Rationale

Please note that the Putnam County Tax Assessor has informed me that the Rate Setting EAV for Tax Year 2019 will be at 144,374,080. I have provided the previous two years for comparison purposes:

	<u>Rate Setting EAV</u>	<u>Predicted EAV</u>	<u>%(+ or -)</u>
Tax Year 2019	\$144,374,080	\$159,621,479	+9%
Tax Year 2018	\$129,926,759	\$132,682,645	+10%
Tax Year 2017	\$118,183,567	\$130,001,924	+3%
Tax Year 2016	\$118,167,581		

As you notice, our Equalized Assessed Value (EAV) shows growth at a substantially high percentage rate. This is an extremely favorable position to be in. As our EAV increases, we are able to look at maintaining or even slightly lowering tax rates and still be able to generate a higher amount of dollars to be collected. The listing will show you the breakdown the past three years:

	<u>Tax Rate</u>	<u>Total Extension</u>
Tax Year 2019	TBD	\$6,514,155 - anticipated
Tax Year 2018	3.89	\$5,621,479
Tax Year 2017	4.02	\$5,222,367
Tax Year 2016	4.47	\$5,291,816 – Year Bond went out

The assessor informed me that farmland values increased by 10% while we continue to see items expiring out of the enterprise zone and coming onto the tax rolls. These two items are the major contributors to the increased EAV.

With a projected increase in our EAV, this will help generate additional tax dollars that alone would not dramatically impact our currently low tax rate. The Board of Education has worked hard through its Safety Committee to

implement strategies and products that will help promote a safer learning environment. Another area the board will soon consider is whether to hire a School Resource Officer. If so, my recommendation would be to pay that through the Tort Account. As you view the tax levy worksheets provided, you will see a higher amount in Tort to provide the funding for the possibility of hiring a Resource Officer while having funds to continue to harden our security measures. I am still analyzing just how much this request would impact the overall tax rate.

As reported earlier in the year, we are also slated to see a possible increase in CPPRT funds this year. Be reminded, these are purely speculative and we won't know the final numbers until the end of the year.

We are on the verge of receiving a detailed facilities master plan that will provide much needed information to make long-term financial decisions. The trend we have right now is good news as we could look to possibly increase funding at a time when attention needs to go to updating facilities. Also, important, at a time when legislation has mandated minimum teacher wages and minimum wage over the next few years.

The possible increase in Rate Setting EAV and even a slightly lower tax rate coupled with anticipated gains in the CPPRT project a potentially positive financial forecast. When discussing this more with our Assessor, she stated that these times are good for now. She can never promise when the other shoe will drop. So, my recommendation is to approve the tentative levy as presented.

District Goal

Maintain strong fiscal responsibility in the Putnam County School District.

Update Memo

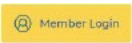

Please distribute to board members and appropriate staff.

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Progress Report p. 9
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Next Issue: Veto Session Update

Online Instructions

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

1. Go to www.iasb.com and click on the yellow **Member Login** button.

2. Log in using your email address and password.
 - If you do not know your password, do not create a new account; reset your password using your district email address.
 - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
 - If you continue to have difficulty logging on to www.iasb.com, please contact Kat Barone at kbarone@iasb.com.
3. Click the yellow "Hi [Your Name]," button.

4. Under **My Account Links**, click on **PRESS Login**

PRESS

Policy Reference Education Subscription Service

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

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated **Policy Reference Manual (PRM)** pages.

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

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to www.iasb.com click on the *Policy Services & School Law* dropdown menu, located the header entitled *Policy Services*, then click on **PRESS** to find the **PRESS** video tutorial

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 10.

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

Please note that due to the volume and complexity of the laws passed in the 101st Illinois General Assembly that affect school boards, a piece of material from the PRM may appear in several Bundles.

Have feedback on PRESS materials?

Click on the new **PRESS** Feedback Button, located on the header bar of **PRESS Online**. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.

Legalization of Cannabis

One of the biggest changes in Illinois that affects school districts is the legalization of cannabis. The Ill. General Assembly enacted and amended several laws that legalize recreational use of cannabis and expand the use of medical cannabis products. The four major laws impacting the legalization of cannabis that affect school boards include:

1. The Cannabis Regulation and Tax Act (CRTA);
2. *Ashley's Law*;
3. The Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)); and
4. The Right to Privacy in the Workplace Act (RPWA).

The CRTA, 410 ILCS 705, added by P.A. 101-27, eff. 1-1-20, legalized recreational use of cannabis by individuals who are over the age of 21 in Illinois. While legalized, cannabis possession and usage is prohibited on or near school grounds or school buses. 410 ILCS 705/10-35, added by P.A. 101-27. Employers are allowed to develop zero-tolerance drug-free workplace policies (*Id.* at 10-50) and discipline their employees, including terminating them, for violating drug-free work policies (*Id.*). Many school officials may find the amendments to existing laws because of cannabis legalization confusing, so it is important to note that the CRTA only amended one section of the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA))(410 ILCS 130/210, amended by P.A. 101-27) as it pertained to tax returns prior to the CRTA's effective date of 1-1-20. All other amendments to the MCPA that affect school districts are discussed in the MCPA section pertaining to P.A. 101-363, just after the paragraph on *Ashley's Law*, below.

Ashley's Law, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20, originally passed into law in Illinois in 2018, has several significant amendments affecting school districts as follows:

1. Additions of school administrators and/or school nurses to the list of individuals who may administer cannabis infused products to a student who is a *registered qualifying patient* (as opposed to only registered caregiver(s) who must come to the school with the product to administer it to the student). These school employees are exempted from criminal prosecution for administering the products. They must also annually complete a training curriculum developed by the Ill. State Board of Education (ISBE) prior to the administration of a medical cannabis infused product.
2. Expansion of areas/times where school employees are allowed to administer cannabis infused products to a student which include not only administration during the school day but also while the student is on school premises, during any before or after school programming, on school buses and vehicles, and at school-sponsored activities.
3. Allowing students who are registered qualifying patients to self-administer the product if authorized by the school district, under the supervision of a school nurse

PRESS Terminology

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

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

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

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

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

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

Exhibits. Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

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

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

or an administrator, and when a registered qualifying student's parent/guardian provides written authorization for its use, along with a copy of the registry identification card of the student and the parent/guardian or other individuals' (*designated caregiver's*) card. The written authorization must specify the following:

- a. When the medical cannabis infused products must be administered;
- b. Where medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator; and
- c. The times where or the special circumstances under which the medical cannabis infused product must be administered.
- d. The effective dates for the school year in which the school district authorizes a student to self-administer cannabis must be renewed each subsequent school year.

The Ill. General Assembly amended the Compassionate Use of Medical Cannabis Pilot Program Act (Medical Cannabis Program Act (MCPA)), 410 ILCS 130/1, amended by P.A. 101-363 and scheduled to be repealed on 7-1-20. The MCPA, 410 ILCS 130/10(h)(1) and (1.5), amended by P.A. 101-363 and scheduled to repeal on 7-1-20, added eleven new conditions that can qualify for medical marijuana prescriptions and allows certain advanced practice nurses and physician assistants to prescribe medical marijuana, rather than solely physicians. 410 ILCS 130/57(a), amended by P.A. 101-363 and scheduled to repeal on 7-1-20, allows students to have up to three (3) rather than two (2) designated caregivers. These amendments to the MCPA are important for school officials to review because the law impacts the number of students who may become registered qualifying patients and expands the number of designated caregivers per student, which may increase the number of individuals coming in and out of schools.

Last, with the enactment of the CRTA, the Ill. General Assembly amended RPWA, 820 ILCS 55/5(b), amended by P.A. 101-27. It clarifies that employers may not discriminate against their employees for their employees' use of lawful products, which means products that are legal under Illinois law. The law also expands the term on-call, deeming employees on-call when they are scheduled with at least 24 hours' notice by their employers to be on standby or otherwise responsible for performing tasks related to their employment either at the employers' premises or other previously designated locations by their employers or supervisors to perform work-related tasks. These amendments are important for school officials to discuss with their board attorneys because cannabis is now a lawful product yet the science behind implementing ways to detect employees who are impaired by or under the influence of cannabis is behind.

The following **PRESS** materials make up this important bundle:

- 2:150-AP, Superintendent Committees
- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:30-AP2, Investigations
- 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition - RENAMED
- 5:120-AP2, Employee Conduct Standards
- 5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 7:190, Student Behavior
- 7:240-AP1, Code of Conduct for Extracurricular Activities
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:270-E2, School Medication Authorization Form - Medical Cannabis
- 8:30, Visitors to and Conduct on School Property

Grant Requirements

The Ill. State Board of Education (ISBE) recently released three *Checklists* on its website (www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx) to assist districts with meeting their compliance obligations in three specific areas related to federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (GATA): 1) procurement, 2) inventory management, and 3) personally identifiable information. As part of its grant oversight function, ISBE has been conducting field testing in these three areas. The **PRESS** Editors collaborated with ISBE's Federal and State Monitoring Department to revise existing and develop new **PRESS** materials to ensure they cover the *Checklist* items for written policies and/or procedures in these areas. Please note that in addition to written policies and/or procedures, ISBE is also requiring documented evidence

of actual implementation – see the *Checklists* for more information. The **PRESS** Editors wish to thank ISBE for its continuing collaboration on these issues.

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

- 2:100, Board Member Conflict of Interest
- 4:15, Identity Protection
- 4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards - **NEW**
- 4:60-AP4, Federal and State Award Procurement Procedures - **RENAMED**
- 4:80, Accounting and Audits
- 4:80-AP3, Inventory Management For Federal and State Awards - **NEW**
- 5:120, Employee Ethics; Conduct; and Conflict of Interest

Threat Assessment

As forecasted in the spring with the release of policy 4:190, *Targeted School Violence Prevention Program*, and its accompanying materials, the Ill. General Assembly passed P.A. 101-455, requiring all schools districts to:

1. Implement a threat assessment procedure, which may be part of a board's targeted school violence prevention policy, by December 24, 2019.
2. Establish a threat assessment team (TAT) by February 22, 2020. Districts that are unable to establish a TAT using their own staff and resources have the option of using a regional TAT.

P.A. 101-455 also made accompanying changes to the Freedom of Information Act to exempt from public disclosure

records of the work of the TAT, and to the School Code to allow districts to levy taxes or issue bonds if the board determines it is necessary for school security purposes and the protection and safety of students and staff.

The following **PRESS** materials are updated based on P.A. 101-455:

- 4:150, Facility Management and Building Programs
- 4:170, Safety
- 4:170-AP1, Comprehensive Safety and Security Plan
- 4:190, Targeted School Violence Prevention Program
- 4:190-AP2, Threat Assessment Team (TAT)

Sexual Abuse Allegations and Investigations

In response to investigative journalism in 2018 that revealed numerous incidents of sexual abuse of students at schools by school personnel, the Ill. General Assembly passed two pieces of sweeping legislation aimed at preventing such incidents from occurring and going unaddressed in the future. P.A. 101-564, eff. 1-1-20, amends the Abused and Neglected Child Reporting Act (ANCRA) by:

1. Adding 325 ILCS 5/4(a)(4) to define a subset of mandated reporters now called *education personnel*.
2. Amending 325 ILCS 5/4(j) to require that:
 - a. Mandated reporters complete initial mandated reporter training within three months of their date of engagement in a professional or official capacity as a mandated reporter and at least every three years thereafter;
 - b. Mandated reporters notify their employers and their licensing or certification board (when applicable) when training is completed;
 - c. Mandated reporter training use a specific format and content;
 - d. Authorized providers of mandated reporter training (including ISBE) be identified;
 - e. Beginning 1-1-21, mandated reporter training hours count toward ISBE continuing education requirements.

P.A. 101-531 affects the School Code by:

1. Amending 105 ILCS 5/10-21.9(a-5) and (a-6) to require checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database every five years that an individual remains employed by a district.
2. Amending 105 ILCS 5/10-21.9(e) to require the district superintendent or regional superintendent to notify the State Supt. of Education within 15 business days after receiving a record of conviction or a registration in response to a check.
3. Amending 105 ILCS 5/10-21.9(c) and (g) to require that

boards consider the status of a person who has been issued an indicated finding for child abuse/neglect as a condition of employment or student teaching.

4. Expanding the list of offenses in 105 ILCS 5/21B-80 for which an individual's educator license may be suspended or revoked, and providing that a license may be immediately suspended or an application for licensure denied when the holder is charged with attempting, conspiring, soliciting, or committing certain offenses.
5. Adding 105 ILCS 5/10-23.12(c) to define *negligent failure to report an instance of suspected child abuse or neglect* and to provide that any district employee (except for those licensed under 105 ILCS 5/21B) may be immediately dismissed for negligent failure to report.
6. Amending 105 ILCS 5/21B-75 to define *negligent failure to report an instance of suspected child abuse or neglect* and to add it to the list of reasons that the State Supt. of Education may initiate educator licensure suspension and revocation.
7. Adding 105 ILCS 5/22-85 (final citation pending), requiring that districts within a county served by an accredited Children's Advocacy Center (CAC) coordinate with the CAC when an *alleged incident of sexual abuse* – defined as sexual abuse of a student allegedly perpetrated by school personnel – is reported to DCFS.
8. Adding 105 ILCS 5/10-20.69 (final citation pending), requiring that every two years, districts within a county served by a CAC review all existing policies and procedures concerning sexual abuse investigations at schools to ensure consistency with new 105 ILCS 5/22-85 (final citation pending).

The following **PRESS** materials are updated:

- 3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process
- 4:60, Purchases and Contracts
- 4:60-AP1, Purchases

4:60-AP3, Criminal History Records Check of Contractor Employee
4:175, Convicted Child Sex Offender; Screening; Notifications
4:175-AP1, Criminal Offender Notification Laws; Screening
5:30-AP2, Investigations
5:90, Abused and Neglected Child Reporting
5:100, Staff Development Program

5:125, Personal Technology and Social Media; Usage and Conduct
5:150, Personnel Records
5:150-AP, Personnel Records
5:260, Student Teachers
7:190-AP6, Guidelines for Investigating Sexting Allegations

Sexual Harassment Prohibitions

The 101st General Assembly also passed sweeping legislation to address sexual harassment in the workplace, as well as school official and employee ethics:

1. The Workplace Transparency Act, 820 ILCS 96/, added by P.A. 101-221, eff. 1-1-20, is a new law that protects employees from retaliation for making disclosures about unlawful employment practices and restricts the use of confidentiality clauses in settlement or termination agreements.
2. The Ill. Human Rights Act, 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20:
 - a. Expands the definition of unlawful harassment to include harassment based on actual or perceived protected categories;
 - b. Expands employer liability for certain categories of nonsupervisory employees and *nonemployees* if an employer has knowledge of harassment but fails to take corrective action;
 - c. Requires annual sexual harassment prevention training for all employees; and
 - d. Requires employers to disclose to the Ill. Dept. of Human Rights (IDHR) information about adverse judgments and administrative rulings involving findings of unlawful discrimination.
5. The State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requires boards to amend, by resolution, their sexual harassment policies no later than 2-9-20 to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by fellow board members or other elected officials.
6. The Ill. Governmental Ethics Act, 5 ILCS 420/4A, amended by P.A. 101-221, streamlines the law requiring school official

and employees to file statements of economic interest.

7. The Victims' Economic Security and Safety Act, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, now includes leave entitlement and protections for victims of *gender violence*.

Additionally, 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requires districts to maintain and implement an age-appropriate policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website.

The following **PRESS** materials are updated:

2:100, Board Member Conflict of Interest
2:105, Ethics and Gift Ban
2:110, Qualifications, Term, and Duties of Board Officers
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
2:260, Uniform Grievance Procedure
5:10, Equal Employment Opportunity and Minority Recruitment
5:20, Workplace Harassment Prohibited
5:20-AP, Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation
5:20-E, Resolution to Prohibit Sexual Harassment
5:120, Employee Ethics; Conduct; and Conflict of Interest
5:120-AP1, Statement of Economic Interests for Employees
5:250, Leaves of Absence
5:330, Sick Days, Vacation, Holidays, and Leaves
7:20, Harassment of Students Prohibited
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment

Clock Hours Minimum

One of the first pieces of legislation signed into law this legislative session addressed clock hour requirements and the use of e-learning days when school facilities are closed for emergency days:

1. 105 ILCS 5/10-19.05, added by P.A. 101-12, restored the previously long-standing requirement that a full school day of attendance contain a minimum of five clock hours of instruction.
2. 105 ILCS 5/10-20.56, amended by P.A. 101-12, expanded an e-learning pilot program to all districts in the State. Districts

may now implement an e-learning program for use during emergency days when students are unable to physically attend, provided they follow the specific approval and public hearing process outlined in the law.

The following **PRESS** materials are updated:

2:20, Powers and Duties of the School Board; Indemnification
2:20-E, Waiver and Modification Request Resource Guide
5:200, Terms and Conditions of Employment and Dismissal
6:20, School Year Calendar and Day
6:150, Home and Hospital Instruction

Open Meetings Act (OMA) and Freedom of Information Act (FOIA) Amendments

The following laws and one Illinois Supreme Court case pertaining to OMA (5 ILCS 120/) and FOIA (5 ILCS 140/) impacted the PRM:

1. 5 ILCS 120/2(c)(1), amended by P.A. 101-459, expands the exceptions of OMA to include closed session discussions pertaining to contractors and/or volunteers.
2. 5 ILCS 140/7(kk), added by P.A. 101-434, eff. 1-1-20, was an Alliance legislative initiative; it exempts district credit card numbers and other financial account information from disclosure under FOIA.
3. Bd. of Ed. v. Springfield Sch. Dist. No. 186 v. Atty. Gen., 77 N.E. 3d 625 (Ill. 2017) (holding that before tak-

ing final action on a matter, public bodies must make a public recital containing “sufficient detail to identify the particular transaction or issue but [they] need not provide an explanation of its terms or its significance”).

The following **PRESS** materials are updated:

- 2:200, Types of School Board Meetings
- 2:220, School Board Meeting Procedure
- 2:220-E2, Motion to Adjourn to Closed Meeting
- 2:220-E6, Log of Closed Meeting Minutes
- 2:250, Access to District Public Records

Employment: Salary History and RIF Rights

The Ill. General Assembly enacted the following legislation aimed at narrowing the gender pay gap and protecting the benefits of educational support personnel subject to a reduction-in-force:

1. 820 ILCS 112/10, amended by P.A. 101-177, prohibits an employer from screening applicants based on wage or salary history or from requiring applicants to disclose wage or salary history as a condition of employment. The law also makes it unlawful for an employer to pay an employee less because of the employee’s sex or because an employee is African-American if the individual is performing substantially similar equal work as the opposite sex, or non-African American, as the case may be.

2. 105 ILCS 5/10-23.5, amended by P.A. 101-46, guarantees that educational support personnel maintain any rights accrued during their prior service if they are laid off and recalled to a vacant position within the statutory recall period.

The following **PRESS** materials are updated:

- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:30, Hiring Process and Criteria
- 5:30-API, Interview Questions
- 5:200, Terms and Conditions of Employment and Dismissal
- 5:290, Employment Termination and Suspensions

Curriculum

The Ill. General Assembly amended many School Code provisions to clarify existing instruction and curriculum requirements and add new ones. These included:

1. 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20, requires at least one semester of civics education consistent with the Ill. Learning Standards for social science in grades 6, 7, or 8.
2. 105 ILCS 5/27-21, amended by two Public Acts:
 - a. P.A. 101-227, eff. 7-1-20, requires study of the roles and contributions of lesbian, gay, bisexual, and transgender people in the history of Illinois and the United States; and
 - b. P.A. 101-341, eff. 1-1-20, requires the study of Illinois history.
3. 105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, eff. 1-1-20, clarifies that substitutions for a year of mathematics are allowed with an advanced placement computer science course.

4. 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152, allows districts to offer a course on hunting safety as part of the curriculum during the school day or as part of an after-school program.
5. 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-347, eff. 1-1-20, allows workplace preparation instruction in grades 9 through 12 that covers legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees.
6. 105 ILCS 5/27-24.2, amended by P.A. 101-183, eff. 1-1-20, permits districts to allow a student to take a portion of the driver education course through a distance learning course, which is determined on a case-by-case basis and must be approved by the district’s administration, the student’s driver’s education teacher, and the student’s parent/guardian.
7. Two Public Acts addressed health education:
 - a. 105 ILCS 5/27-9.1, amended by P.A. 101-579, eff. 1-1-20, details requirements for sex education; and

- b. The Critical Health Problems and Comprehensive Health Education Act, 105 ILCS 110/3, amended by P.A. 101-305, eff. 1-1-20, details requirements for comprehensive health education instruction.

The following **PRESS** materials are updated:

- 6:60, Curriculum Content
- 6:60-AP, Comprehensive Health Education Program
- 6:60-AP, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes
- 6:180, Extended Instructional Programs

Student Health: Mental Health and Medication Administration

The following laws passed during the 101st General Assembly impact student health issues:

1. 105 ILCS 5/10-22.21b(d), added by P.A. 101-205, eff. 1-1-20, permits students to self-administer medication if they have an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, Section 504 plan or IEP, provided the students have proper parent/guardian and physician authorization and the prescription label. The plans must address how emergency situations will be handled.
2. 105 ILCS 145/27, added by P.A. 101-428, permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide. The supply may only be used for students with diabetes care plans.
3. 105 ILCS 5/22-33(g) (*Ashley's Law*), added by P.A. 100-660 and amended by P.A. 101-370, eff. 1-1-20, requires school boards to adopt a policy regarding the administration of a medical cannabis infused product to students who are *registered qualifying patients* under the MCPA (410 ILCS 130/, amended by P.A. 101-363), and in addition to allowing a student's delegated care aide(s) to administer it, allow a school nurse or administrator to administer it, and/or the student to self-administer. For more details, go to the discussion of *Ashley's Law* in the **Legalization of Cannabis Bundle**, above.
4. 105 ILCS 5/10-22.39, amended by P.A. 101-350, eff. 1-1-20, permits the use of the Ill. Mental Health First Aid training program to satisfy the training for licensed staff and administrators on mental illness and suicidal behavior in youth.

5. 20 ILCS 1705/76, added by P.A. 101-45, requires the Ill. Dept. of Public Health to create and maintain an online database and resource page on its website that contains mental health resources specifically geared toward school social workers, school counselors, parents, teachers, and school support personnel.
6. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, requires law enforcement officers, school resource officers, or other school security personnel to take steps to notify a student's parent/guardian and ensure that the parent/guardian or other school personnel are present during questioning if a student under 18, who is suspected of committing a criminal act, is detained and questioned on school grounds.

The following **PRESS** materials are updated:

- 5:100, Staff Development Program
- 6:65, Student Social and Emotional Development
- 7:150, Agency and Police Interviews
- 7:190-AP8, Student Re-Engagement Guidelines
- 7:190-E3, Memorandum of Understanding
- 7:200, Suspension Procedures
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, *and/or* Opioid Antagonists, *and/or* Glucagon - **RENAMED**
- 7:270-E1, School Medication Authorization Form
- 7:270-E2, School Medication Authorization Form - Medical Cannabis
- 7:290, Suicide and Depression Awareness and Prevention
- 7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program

FAFSA Completion

105 ILCS 5/22-85 (final citation pending), added by P.A. 101-180, eff. 6-1-20, requires that beginning with the 2020-2021 school year, for a student to receive his/her high school diploma, his/her parent/guardian (or the student, if 18 years old or legally emancipated), must either (1) file a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education or an application for State financial aid, or (2) file a waiver on an Ill. State Board of Education form indicating the parent/guardian or student understands what the FAFSA and State financial aid applications are and have chosen not to file. High schools must also provide parents/guardians and students with the support necessary to meet

this requirement. If a student cannot meet this requirement due to extenuating circumstances (as determined by the district) and the principal attests that the district made a good faith effort to assist the student or his/her parent/guardian in meeting the requirement, then the district must award the student a high school diploma if the student has otherwise met all graduation requirements. The following **PRESS** materials are updated:

- 6:300, Graduation Requirements
- 6:300-E2, State Law Graduation Requirements
- 6:300-E3, Form for Exemption from Financial Aid Application Completion - **NEW**

Student Records Destruction

Due to the diligent work of the Ill. Council of School Attorneys and the Ill. Statewide School Management Alliance, the Ill. School Student Records Act (ISSRA), 105 ILCS 10/4(h), amended by P.A. 101-161, allows additional methods for providing reasonable prior notice of student records destruction. Before this amendment, districts were only permitted to notify a student of the destruction schedule for his/her permanent and temporary school student records at the student's last known address. Now, notification may occur through (1) notice in the school's parent or student handbook, (2) publication in a newspaper published in the school district or, if none is published, in a newspaper of general circulation in the school district, (3) U.S. mail delivered to the last known address, or (4) other means provided the notice is confirmed to have been received.

The following **PRESS** materials are updated:

- 7:50-AP, School Admissions and Student Transfers To and From Non-District Schools
- 7:340, Student Records
- 7:340-AP1, School Student Records
- 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records
- 7:340-AP2, Storage and Destruction of School Student Records
- 7:340-AP2, E1, Letter Containing Schedule for Destruction of School Student Records

Miscellaneous

The following **PRESS** materials are updated due to miscellaneous legislative, administrative rule, clean-up, and/or continuous review changes. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 10.

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

- 2:70, Vacancies on the School Board - Filling Vacancies
- 2:70-E, Checklist for Filling Board Vacancies by Appointment
- 2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules
- 3:50, Administrative Personnel Other Than the Superintendent
- 4:15-AP1, Protecting the Privacy of Social Security Numbers - **RENUMBERED**
- 4:30, Revenue and Investments
- 4:40, Incurring Debt
- 4:110, Transportation
- 4:140, Waiver of Student Fees
- 5:190, Teacher Qualifications
- 5:220, Substitute Teachers
- 5:220-AP, Substitute Teachers

- 5:250-AP, School Visitation Leave
- 5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 6:15, School Accountability
- 6:170-AP2, E1, District Annual Report Card Required by Every Student Succeeds Act (ESSA)
- 6:210, Instructional Materials
- 6:270, Guidance and Counseling Program
- 6:300-E1, Application for a Diploma for a Service Member Killed in Action or for Veterans of WW II, the Korean Conflict, or the Vietnam Conflict - **RENAMED**
- 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
- 6:320, High School Credit for Proficiency
- 7:190-AP7, Student Discipline Guidelines
- 8:95-AP, Parental Involvement
- 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights

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

PRESS Issue 102 Trivia

491 PRM pages • 1,109 footnotes • 132,770 words • 101 PRM materials

Progress Report – The contents of this table frequently change.

Topics	Our Response
<p>Title IX Proposed Rules</p> <p>The U.S. Dept. of Education proposed revised regulations implementing Title IX of the Education Amendments Act of 1972 (Title IX) and accepted public comment on them through 1-31-19. Those comments are currently under review, but there is no deadline by which the proposed regulations must be finalized.</p>	<p>No PRESS materials are affected at this time. We will monitor the situation and update materials when necessary.</p>
<p>IDPH Certificate of Child Health Examination Form</p> <p>The IDPH Social and Emotional Learning Stakeholder group began meeting in March 2018 to review changes to the IDPH Certificate of Child Health Examination Form and develop the rules required by 105 ILCS 5/27-8.1, amended by P.A. 99-927, that will require that health examinations contain age-appropriate developmental and age-appropriate social and emotional screenings. The IDPH rules process is lengthy, and the law's requirements will not be implemented until at least the 2020-2021 school year.</p>	<p>We will address any required changes once the IDPH Certificate of Child Health Examination Form is updated and IDPH rules are established.</p>
<p>Accelerated Placement Act Rules</p> <p>ISBE rules implementing the Accelerated Placement Act (105 ILCS 5/14A, amended by P.A. 100-421) were approved and published in the Ill. Register on 6-28-19 (at 43 Ill. Reg. 7255); however, there are numerous typographical errors in the published rules. ISBE is pursuing expedited correction of these errors through the Joint Committee on Administrative Rules.</p>	<p>No PRESS materials are affected at this time. We will monitor the situation and update materials when corrected rules are published in the Ill. Register.</p>
<p>Alleged Incident of Sexual Abuse Investigation Procedures</p> <p>As noted above under Sexual Abuse Allegations and Investigations, P.A. 101-531 requires that districts within a county served by an accredited Children's Advocacy Center (CAC) coordinate with the CAC when an <i>alleged incident of sexual abuse</i> – defined as sexual abuse of a student allegedly perpetrated by school personnel – is reported to DCFS. The Act outlines specific duties of schools during coordinated investigations, which are appropriate for a sample PRESS administrative procedure once further research into CACs is conducted.</p>	<p>A NEW administrative procedure accompanying policy 5:90, <i>Abused and Neglected Child Reporting</i>, will be available in PRESS Issue 103.</p>
<p>Ill. Council of School Attorneys (ICSA) Publications</p> <p>The recent flood of legislation necessitates changes to the following ICSA publications:</p> <ol style="list-style-type: none"> 1. <i>Answers to FAQs: Vacancies on the Board of Education</i> (Revised March 2019 by ICSA) 2. <i>Guidelines for Interviews of Students at School by Law Enforcement Authorities</i> (Revised January 2018 by ICSA) 3. <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i> (Revised May 2015, Published by ICSA) 	<p>ICSA publications will be updated in early 2020.</p>
<p>FLSA Overtime Rules</p> <p>On 9-24-19, the U.S. Dept. of Labor (DOL) announced final rules, eff. 1-1-20, that raise the minimum salary threshold to qualify for exemption from overtime under the FLSA from \$455 per week (\$23,660 per year) to \$684 per week (\$35,568 per year). The rules also allow employers to use nondiscretionary bonuses and incentive payments to satisfy up to 10% of the standard salary level, in recognition of evolving pay practices.</p>	<p>No PRESS materials are affected.</p>

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
2:20, Powers and Duties of the School Board; Indemnification	The policy and footnotes are updated in response to 105 ILCS 5/10-23.12(c) and 105 ILCS 5/21B-75(b), respectively added and amended by P.A. 101-531, regarding board determinations that an employee has willfully or negligently failed to report suspected child abuse/neglect. Additional continuous improvement updates are made to the policy and footnotes.	<input type="checkbox"/>
2:20-E, Waiver and Modification Request Resource Guide	The exhibit is updated in response to 105 ILCS 5/10-19.05(d), added by P.A. 101-12, allowing parent-teacher conferences to count as a full day of attendance under certain configurations.	<input type="checkbox"/>
2:70, Vacancies on the School Board - Filling Vacancies	The policy and footnotes are updated. The policy is updated in response to 105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20 (extending the timeline for a board to fill a member vacancy from 45 to 60 days). The footnotes are updated for the same reason, to address <i>holdover</i> incumbent board members, and for continuous improvement.	<input type="checkbox"/>
2:70-E, Checklist for Filling Board Vacancies by Appointment	The exhibit is updated in response to: <ol style="list-style-type: none"> 1. 105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20, extending the timeline for a board to fill a member vacancy from 45 to 60 days. 2. 105 ILCS 5/10-10.5, amended by P.A. 100-800, requiring an at-large election proposition if a vacancy for an area of residence remains unfilled. 3. Situations in which an incumbent board member may hold over his or her seat if it went unfilled at an election. 4. Other continuous improvements. 	<input type="checkbox"/>
2:100, Board Member Conflict of Interest	The policy, Legal References, and footnotes are updated. The policy is updated with a new Federal and State Grant Awards subhead in response to the Ill. State Board of Education's <i>Procurement and Purchasing Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). The footnotes are updated for the same reasons, in response to the Ill. Governmental Ethics Act (GEA), 5 ILCS 420/, amended by P.A. 101-221, and for continuous improvement. The Legal References are updated to include GATA and in response to GEA, amended by P.A. 101-221.	<input type="checkbox"/>
2:105, Ethics and Gift Ban	The policy, Legal References, Cross References, and footnotes are updated in response to the State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend, by resolution, their sexual harassment policies by 2-9-20 to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. The policy includes a new subhead, Complaints of Sexual Harassment Made Against Board Members By Elected Officials . A minor style change is also made to the policy.	<input type="checkbox"/>
2:110, Qualifications, Term, and Duties of Board Officers	The policy, Legal References, and footnotes are updated for the reason specified above in 2:105, <i>Ethics and Gift Ban</i> . Additional continuous improvement changes are also made to the policy and footnotes.	<input type="checkbox"/>
2:150-AP, Superintendent Committees	The procedure and footnotes are updated as follows: <ol style="list-style-type: none"> 1. Renaming the Employee Drug Substance Abuse Prevention Committee subhead, adding text, and amending footnotes in response to the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27 (legalizing recreation cannabis use for persons over the age of 21). 2. Adding text to the PERA (Performance Educational Reform Act) Joint Committee and the RIF (Reduction in Force) Joint Committee subhead and its footnote to address 105 ILCS 5/24A-5.5, added by P.A. 101-591, requiring districts to develop and implement a local appeals process for unsatisfactory teacher ratings by the 2020-2021 school year. 	<input type="checkbox"/>

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

<p>2:200, Types of School Board Meetings</p>	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to OMA, 5 ILCS 120/2(c)(1), amended by P.A. 101-459, that expanded this exception to include closed session discussions pertaining to specific individuals who serve as volunteers and/or contractors. Other policy changes delete outdated public acts.</p> <p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. Ill. Educational Labor Relations Act (IELRA), 115 ILCS 5/18, amended by P.A. 100-768, an Ill. Statewide School Management Alliance initiative requested by the Ill. Council of School Attorneys (ICSA), clarifies that negotiating team strategy sessions are excluded from the application of OMA. 2. New Ill. Atty. Gen. Public Access Counselor Opinions (PAOs) 16-13 and 18-12. 3. Local Government Wage Increase Transparency Act, 50 ILCS 155/5, amended by P.A. 101-228, expands disclosable payments to also include payment for accumulated sick leave. 4. Other minor stylistic and continuous improvement updates. <p>One non-substantive change is made to the Legal References.</p>	<input type="checkbox"/>
<p>2:220, School Board Meeting Procedure</p>	<p>The policy and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> 1. PRESS Advisory Board member feedback to delete or explanation from its text so that the policy text reflects the court's decision in <u>Bd. of Ed. v. Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill.</u>, 77 N.E. 3d 625 (Ill 2017)(requiring public bodies to provide in a public recital "sufficient detail to identify the particular transaction or issue but [they] need not provide an explanation of its terms or its significance"). 2. Other minor stylistic changes. <p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. The policy text changes. 2. A non-binding Ill. Atty. Gen. Public Access Counselor Opinion (PAO) 2019 PAC 57660 addressing informing the public when a board member participates remotely. 3. Other non-substantive stylistic and continuous improvement updates. 	<input type="checkbox"/>
<p>2:220-E2, Motion to Adjourn to Closed Meeting</p>	<p>The exhibit is updated in response to OMA, 5 ILCS 120/2(c)(1), amended by P.A. 101-459, described above in 2:200, <i>Types of School Board Meetings</i>.</p>	<input type="checkbox"/>
<p>2:220-E6, Log of Closed Meeting Minutes</p>	<p>The exhibit is updated as described above in 2:220-E2, <i>Motion to Adjourn to Closed Meeting</i>.</p>	<input type="checkbox"/>
<p>2:250, Access to District Public Records</p>	<p>The policy is unchanged. The footnotes are updated in response to FOIA, 5 ILCS 140/7(kk), added by P.A. 101-434, eff. 1-1-20, exempting district credit card numbers and other financial account information from disclosure under FOIA.</p>	<input type="checkbox"/>
<p>2:250-AP1, Access to and Copying of District Public Records</p>	<p>The exhibit is updated in response to the Personnel Records Review Act (PRRA), 820 ILCS 40/8, amended by P.A. 101-531, requiring the disclosure of personnel records related to an incident or attempted incident of sexual abuse or severe physical abuse. Additional continuous improvement updates are made to this exhibit.</p>	<input type="checkbox"/>
<p>2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules</p>	<p>The exhibit is updated to clarify Personal Information Protection Act (PIPA) mandates for disposing of materials containing personal information, and procedures for management of electronic records. Additional continuous improvement updates are made to this exhibit.</p>	<input type="checkbox"/>
<p>2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records</p>	<p>The exhibit is updated in response to 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requiring districts to maintain and implement an <i>age-appropriate</i> policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website.</p>	<input type="checkbox"/>

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

2:260, Uniform Grievance Procedure	The policy is updated for continuous improvement. The footnotes are updated for the reason specified above in 2:105, <i>Ethics and Gift Ban</i> , and for continuous improvement.	<input type="checkbox"/>
3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process	The exhibit is updated in response to: <ol style="list-style-type: none"> 1. Ill. Pension Code, 40 ILCS 5/15-155(g), amended by P.A. 101-10, raising the cap for board contributions to the Teachers Retirement System back to 6%. 2. 105 ILCS 5/10-21.9, amended by P.A. 101-531, modifying criminal background check requirements. <p>Additional continuous improvement updates are made to the exhibit.</p>	<input type="checkbox"/>
3:50, Administrative Personnel Other Than the Superintendent	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/21B-45, amended by P.A. 101-85, eff. 1-1-20, requiring professional development training to be offered on inclusive practices in the classroom as part of license renewal. Other minor stylistic changes are also made to the footnotes.	<input type="checkbox"/>
4:15, Identity Protection	The policy, Legal References, and footnotes are updated. The policy is updated with a new Treatment of Personally Identifiable Information Under Grant Awards subhead in response to the Ill. State Board of Education's <i>Checklist for Protection of Personally Identifiable Information Review</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). The footnotes are updated for the same reason, and to incorporate an amendment to PIPA, amended by P.A. 101-343, eff. 1-1-20, into the option in footnote number 4.	<input type="checkbox"/>
4:15-AP1. Protecting the Privacy of Social Security Numbers	RENUMBERED. Continuous improvement updates are made to this procedure.	<input type="checkbox"/>
4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards	NEW. The procedure is created for the reason discussed above in 4:15, <i>Identity Protection</i> .	<input type="checkbox"/>
4:30, Revenue and Investments	The policy, Legal References, and footnotes are updated in response to the Public Funds Investment Act, 30 ILCS 235/, amended by P.A. 101-473, eff. 1-1-20, requiring boards to consider sustainability factors in making investment decisions.	<input type="checkbox"/>
4:40, Incurring Debt	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/20-2, 5/20-4, and 5/20-5, amended by P.A. 101-416. Continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>
4:60, Purchases and Contracts	The policy and footnotes are updated in response to: <ol style="list-style-type: none"> 1. 105 ILCS 5/10-21.9(c), amended by P.A. 101-531, requiring boards to consider the status of a person who has been issued an indicated finding for child abuse/neglect as a condition of employment. 2. 105 ILCS 5/21B-80(c), amended by P.A. 101-531, expanding the list of offenses for which an individual's educator license may be suspended or revoked. <p>Additional continuous improvement updates are made to the policy and footnotes.</p>	<input type="checkbox"/>
4:60-AP1, Purchases	The procedure, footnotes, and Legal References are updated in response to 105 ILCS 5/10-20.21(a), amended by P.A. 101-570, excepting contracts/purchases of fuel from public bidding requirements. Other footnotes and the Legal References are updated in response to 105 ILCS 5/10-21.9(c) and 105 ILCS 5/21B-80(c), amended by P.A. 101-531, for the reasons stated in 4:60, <i>Purchases and Contracts</i> , above. Additional continuous improvement updates are also made.	<input type="checkbox"/>

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

4:60-AP3, Criminal History Records Check of Contractor Employees	The procedure is updated to incorporate changes to 105 ILCS 5/10-21.9(c) and 105 ILCS 5/21B-80(c), amended by P.A. 101-531, as discussed in 4:60, <i>Purchases and Contracts</i> , above. Additional continuous improvement updates are made.	<input type="checkbox"/>
4:60-AP4, Federal and State Award Procurement Procedures	RENAMED. The procedure is updated in response to the Ill. State Board of Education's <i>Procurement and Purchasing Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/).	<input type="checkbox"/>
4:80, Accounting and Audits	The policy and footnotes are updated in response to the Ill. State Board of Education's <i>Equipment and Inventory Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/), and for continuous improvement. An optional new subhead, Capitalization Threshold , is added to the policy.	<input type="checkbox"/>
4:80-AP3, Inventory Management for Federal and State Awards	NEW. The procedure is created for the reasons discussed above in 4:80, <i>Accounting and Audits</i> .	<input type="checkbox"/>
4:110, Transportation	The policy is unchanged. The footnotes are updated in response to Ill. State Board of Education guidance regarding safety hazards due to criminal gang activity and other minor continuous improvements.	<input type="checkbox"/>
4:140, Waiver of Student Fees	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/2-3.155, amended by P.A. 101-227, eff. 7-1-20 (textbook block grant program).	<input type="checkbox"/>
4:150, Facility Management and Building Programs	The Legal References and footnotes are updated as follows: <ol style="list-style-type: none"> 1. A Legal Reference to 410 ILCS 35/25 is added. 2. The footnotes are updated in response to: <ol style="list-style-type: none"> a. Equitable Restrooms Act, 410 ILCS 35/25, added by P.A. 101-165, eff. 1-1-20, requiring schools to identify all single-occupancy restrooms as all-gender; and b. 105 ILCS 5/17-2.11(d), amended by P.A. 101-455, allowing districts to levy taxes or issue bonds if necessary for school security purposes. 	<input type="checkbox"/>
4:170, Safety	The policy is unchanged. The footnotes are updated in response to: <ol style="list-style-type: none"> 1. 105 ILCS 128/45, added by P.A. 101-455, requiring the establishment of a threat assessment procedure and threat assessment team. 2. 105 ILCS 128/25, amended by P.A. 101-455, requiring boards to review threat assessment team procedures during its annual meeting to review each building's emergency and crisis response plans. 3. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-548, allowing districts to install a door security locking means to prevent unwanted entry if certain conditions are met. 4. 105 ILCS 5/2-3.176, added by P.A. 101-413, eff. 1-1-20, making ISBE grants available to support school security improvements. 	<input type="checkbox"/>
4:170-AP1, Comprehensive Safety and Security Plan	The procedure is updated in response to 105 ILCS 128/45, added by P.A. 101-455, and 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-548. A new Appendix B is added to illustrate the alignment of the Comprehensive Safety and Security Plan with the Targeted School Violence Prevention Program.	<input type="checkbox"/>

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

<p>4:175, Convicted Child Sex Offender; Screening; Notifications</p>	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-21.9(a-5) and (a-6), amended by P.A. 101-531, requiring checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database every five years that an individual remains employed by a district. 2. 105 ILCS 5/21.9(e), amended by P.A. 101-531, requiring the district superintendent or regional superintendent to notify the State Supt. of Education within 15 business days after receiving a record of conviction or a registration in response to one of the above-noted database checks. 3. 105 ILCS 5/21.9(c) and (g), amended by P.A. 101-531, requiring boards to consider the status of a person who has been issued an indicated finding for child abuse/neglect as a condition of employment or student teaching. 4. Code of Criminal Procedure of 1963, 725 ILCS 5/111-1(e), added by P.A. 101-521, requiring the State’s Attorney to communicate with a school administrator when prosecuting a school employee for a sex offense. 	<input type="checkbox"/>
<p>4:175-AP1, Criminal Offender Notification Laws; Screening</p>	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-21.9(a-5), (a-6), and (e), amended by P.A. 101-531, as discussed in 4:175, <i>Convicted Child Sex Offender; Screening; Notifications</i>, above. 2. 105 ILCS 5/21B-80, added by P.A. 101-531, expanding the list of offenses for which an individual’s educator license may be suspended or revoked. 	<input type="checkbox"/>
<p>4:190, Targeted School Violence Prevention Program</p>	<p>The policy is unchanged. The footnotes are updated in response to 105 ILCS 128/45, added by P.A. 101-455. See 4:170, <i>Safety</i>, above. A continuous improvement update is made to the Cross References.</p>	<input type="checkbox"/>
<p>4:190-AP2, Threat Assessment Team (TAT)</p>	<p>The procedure and its footnotes are updated in response to 105 ILCS 128/45, added by P.A. 101-455. See 4:170, <i>Safety</i>, above.</p>	<input type="checkbox"/>
<p>5:10, Equal Employment Opportunity and Minority Recruitment</p>	<p>The policy, Legal References, Cross References and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> 1. Victims’ Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law’s protections. 2. Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/, amended by P.A. 101-363 and scheduled to repeal on 7-1-20, adding qualifying conditions for medical cannabis use. <p>In addition to the reasons listed above for the policy updates, the footnotes are updated to incorporate the creation of, or amendments to:</p> <ol style="list-style-type: none"> 1. Workplace Transparency Act, 820 ILCS 96/, added by P.A. 101-221, eff. 1-1-20, protecting employee disclosures about unlawful employment practices. 2. Illinois Human Rights Act, 775 ILCS 5/2-108, added by P.A. 101-221, eff. 1-1-20, requiring employers to disclose to the Ill. Dept. of Human Rights information about adverse judgments and administrative rulings involving findings of unlawful discrimination. 3. Ill. Equal Pay Act of 2003, 820 ILCS 112/, amended by P.A. 101-177, prohibiting employers from requesting wage or salary history from applicants or employees. 4. Reproductive Health Act, 775 ILCS 55/, added by P.A. 101-13, prohibiting State and local governments from interfering with a woman’s right to make reproductive decisions. 5. 83 Fed.Reg. 65296, vacating certain employer wellness program regulations under the Americans with Disabilities Act and Genetic Information Nondiscrimination Act. <p>Additional continuous improvement updates are made to the footnotes. Corrections to the Legal References are made, and the Cross References are updated to reflect a revised policy title.</p>	<input type="checkbox"/>

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

<p>5:20, Workplace Harassment Prohibited</p>	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> 1. Ill. Human Rights Act, 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20, (1) expanding the definition of unlawful harassment and employer liability for certain categories of employees and nonemployees, and (2) requiring annual sexual harassment prevention training for all employees. 2. Continuous improvement changes. <p>In addition to the reasons listed above for the policy updates, the footnotes are updated to incorporate the creation of or amendments to:</p> <ol style="list-style-type: none"> 1. Workplace Transparency Act, 820 ILCS 96/1-30, added by P.A. 101-221, eff. 1-1-20, restricting the use of confidentiality clauses in settlement or termination agreements. 2. State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend, by resolution, their sexual harassment policies to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. 3. Ill. Human Rights Act, 775 ILCS 5/2-108, added by P.A. 101-221, eff. 1-1-20, requiring employers to disclose to the Ill. Dept. of Human Rights (IDHR) information about adverse judgments and administrative rulings involving findings of unlawful discrimination. 4. FOIA, 5 ILCS 140/7.5(oo), added by P.A. 101-221, eff. 1-1-20, exempting data about settlement agreements involving unlawful discrimination that must be reported to IDHR. <p>The Legal References are updated in response to 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20 and with a correction to a case title.</p>	<input type="checkbox"/>
<p>5:20-AP, Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation</p>	<p>The procedure is updated in response to the Ill. Human Rights Act, 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20, expanding the definition of unlawful harassment.</p>	<input type="checkbox"/>
<p>5:20-E, Resolution to Prohibit Sexual Harassment</p>	<p>The exhibit is updated for the reason discussed above in 2:105, <i>Ethics and Gift Ban</i>.</p>	<input type="checkbox"/>
<p>5:30, Hiring Process and Criteria</p>	<p>The policy and footnotes are updated to incorporate changes made to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-21.9(c) and (g), amended by P.A. 101-531, regarding indicated findings of child abuse/neglect for applicants. 2. Equal Pay Act of 2003, 820 ILCS 112/10, amended by P.A. 101-177 (prohibiting potential employers from asking applicants about salary history). 3. Continuous improvement updates throughout. <p>The footnotes are updated to note the Artificial Intelligence Video Interview Act, 820 ILCS 42/, added by P.A. 101-260, eff. 1-1-20, along with more continuous improvement updates.</p>	<input type="checkbox"/>
<p>5:30-AP1, Interview Questions</p>	<p>The procedure is updated to align with the same laws discussed in 5:30, <i>Hiring Process and Criteria</i>, above.</p>	<input type="checkbox"/>
<p>5:30-AP2, Investigations</p>	<p>The procedure and footnotes are updated to incorporate changes made to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-21.9, amended by P.A.s 101-72, requiring checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database for substitute teachers. 2. 105 ILCS 5/10-21.9, amended by P.A. 101-531, for reasons stated in 4:175, <i>Convicted Child Sex Offender; Screening; Notifications</i>, above. <p>The Artificial Intelligence Video Interview Act, 820 ILCS 42/, added by P.A. 101-260, eff. 1-1-20, is added to the footnotes.</p>	<input type="checkbox"/>

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

<p>5:50, Drug- and Alcohol-Free Workplace; <u>E-Cigarette, Tobacco, and Cannabis Prohibition</u></p>	<p>RENAMED. The new text in the policy's title includes <u>E-Cigarettes</u> (PRESS Advisory Board (PAB) feedback) and <u>Cannabis</u> (Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27 legalizing recreational cannabis use for persons over the age of 21). The policy, Legal References, Cross References, and footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. The CRTA, 410 ILCS 705/, added by P.A. 101-27. 2. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20 (described above in 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i>). 3. The Right to Privacy in the Workplace Act (RPWA), 820 ILCS 55/5(b), amended by P.A. 101-27. 4. Changes to <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20. 5. The Prevention of Tobacco Use by Minors and Sale of and Distribution of Tobacco Products Act, 720 ILCS 675, amended by P.A. 101-2. 6. The regulation of e-cigarettes by the U.S. Food and Drug Administration at 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed. Reg. 28973. 7. Other continuous improvement updates to the Legal References given recent current events and the impending legalization of recreational cannabis include adding the Smoke Free Illinois Act, 410 ILCS 82/, and the Code of Ethics for Illinois Educators, 23 Ill.Admin. Code Sec. 22.20. 	<input type="checkbox"/>
<p>5:90, Abused and Neglected Child Reporting</p>	<p>The policy, footnotes, and Cross References are updated in response to:</p> <ol style="list-style-type: none"> 1. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(a)(4), added by P.A. 101-564, eff. 1-1-20, defining the <i>education personnel</i> subset of mandated reporters. 2. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20, requiring initial mandated reporter training within three months of employment and every three years after. 3. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, requiring that districts within a county served by an accredited Children's Advocacy Center (CAC) coordinate with the CAC when investigating an <i>alleged incident of sexual abuse</i>. 4. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requiring districts within a county served by a CAC to review sexual abuse investigation policies and procedures to ensure consistency with new 105 ILCS 5/22-85. 5. 105 ILCS 5/10-23.12(c), added by P.A. 101-531, allowing any district employee (except for those licensed under 105 ILCS 5/21B) to be immediately dismissed for negligent failure to report suspected child abuse or neglect. 6. 105 ILCS 5/21B-75, amended by P.A. 101-531, allowing the State Supt. of Education to initiate educator licensure suspension and revocation for negligent failure to report. <p>A new subhead Alleged Incidents of Sexual Abuse; Investigations is added to the policy. The policy text adds policy 7:20, <i>Harassment of Students Prohibited</i>.</p>	<input type="checkbox"/>
<p>5:100, Staff Development Program</p>	<p>The Legal References and footnotes are updated. Legal References are updated in response to the Ill. Human Rights Act, 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20, and the Seizure Smart School Act, 105 ILCS 150/, added by P.A. 101-50, eff. 7-1-20. The footnote 4 option for boards to list in-services in their policies is updated in response to:</p> <ol style="list-style-type: none"> 1. Seizure Smart School Act, 105 ILCS 150/, added by P.A. 101-50, eff. 7-1-20, requiring certain employees to take trainings in the basics of seizure recognition, first aid, and emergency protocols. 2. Ill. Human Rights Act, 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20, requiring annual sexual harassment prevention training for all employees. 3. 105 ILCS 5/10-22.39, amended by P.A. 101-350, eff. 1-1-20, permitting the use of the Ill. Mental Health First Aid training program to satisfy the training for licensed staff and administrators on mental illness and suicidal behavior in youth. 4. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20, requiring mandated reporters to complete initial mandated reporter training within three months of employment and at least every three years after that. 	<input type="checkbox"/>

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

5:120, Employee Ethics; Conduct; and Conflict of Interest	<p>The policy, Legal References, Cross References, and footnotes are updated. The policy, Legal References, and footnotes are updated to incorporate:</p> <ol style="list-style-type: none"> 1. The Ill. State Board of Education’s <i>Procurement and Purchasing Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). A new Federal and State Grant Awards subhead is added to the policy. 2. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(a)(4), amended by P.A. 101-564, eff. 1-1-20, defining the <i>education personnel</i> subset of mandated reporters. 3. 105 ILCS 5/10-23.12(c), added by P.A. 101-531, defining <i>negligent failure to report</i> suspected child abuse/neglect by all district employees. 4. 105 ILCS 5/21B-75(b), amended by P.A. 101-531, defining <i>negligent failure to report</i> suspected child abuse/neglect by a teacher. 5. Ill. Human Rights Act, 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20, requiring annual sexual harassment prevention training for all employees. <p>A new Cross Reference to the policy is also added.</p>	<input type="checkbox"/>
5:120-AP1, Statement of Economic Interests for Employees	The procedure is updated in response to 5 ILCS 420/4A-106.5, added by P.A. 101-221, streamlining the law requiring certain employees to file statements of economic interests.	<input type="checkbox"/>
5:120-AP2, Employee Conduct Standards	The procedure and footnotes are updated for the reasons discussed above in 5:50, <i>Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition</i> ; 5:90, <i>Abused and Neglected Child Reporting</i> ; and for the purpose of continuous improvement throughout.	<input type="checkbox"/>
5:125, Personal Technology and Social Media; Usage and Conduct	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/21B-75, amended by P.A. 101-531, allowing suspension or revocation of an educator license for abuse/neglect of a child, or willful or negligent failure to report suspected child abuse/neglect.	<input type="checkbox"/>
5:150, Personnel Records	The policy is unchanged. The footnotes are updated in response to PRRA, 820 ILCS 40/8, amended by P.A. 101-531, requiring the disclosure of personnel records related to an incident or attempted incident of sexual abuse or severe physical abuse.	<input type="checkbox"/>
5:150-AP, Personnel Records	The procedure is updated in response to PRRA, 820 ILCS 40/8, as noted above in 5:150, <i>Personnel Records</i> , as well as 820 ILCS 40/9, amended by P.A. 101-531, allowing the districts to gather records in an employee’s personnel file concerning activities/associations with individuals/groups involved in physical, sexual, or other exploitation of a minor.	<input type="checkbox"/>
5:190, Teacher Qualifications	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/27-24.2, amended by P.A. 101-450, addressing qualification for contracted driver education teachers.	<input type="checkbox"/>
5:200, Terms and Conditions of Employment and Dismissal	<p>The Legal References updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-19.05(a), added by P.A. 101-12, restoring the five clock hour requirement; and 2. 105 ILCS 5/10-20.6 (final citation pending). <p>The footnotes are updated in response to 105 ILCS 5/24A-5.5, added by P.A. 101-591, requiring districts to develop and implement a local appeals process for unsatisfactory teacher ratings by the 2020-2021 school year.</p>	<input type="checkbox"/>
5:220, Substitute Teachers	The policy is unchanged. A citation in the Legal References and Footnote 10 is updated. Footnote 7 is updated to reflect that due to P.A. 101-49, TRS annuitants may return to teaching in a subject shortage area until 6-30-21 (previously 6-30-19).	<input type="checkbox"/>
5:220-AP, Substitute Teachers	The procedure, footnotes, and Legal References are updated to correct citations. Footnote 4 is added in response to 105 ILCS 5/24-5, amended by P.A. 100-513, regarding evidence of freedom from communicable disease.	<input type="checkbox"/>

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

5:250, Leaves of Absence	<p>The policy, Legal References and footnotes are updated. The policy is updated to incorporate:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/24-6, previously amended by P.A. 99-173, removing the need for an advanced practice nurse to have a written collaborative agreement with a physician. 2. VESSA, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law's protections. 3. A minor continuous improvement update. <p>The footnotes are updated in response to the above and:</p> <ol style="list-style-type: none"> 1. <u>Dynak v. Bd. of Education of Wood Dale Sch. Dist. 7</u>, 2019 IL App (2d) 180551, a State appellate case finding that 105 ILCS 5/24-6 did not allow a teacher to take sick leave for birth after an intervening summer break. 2. Minor stylistic changes. <p>The Legal References are updated in response to the Service Member Employment and Reemployment Rights Act, 330 ILCS 61/, added by P.A. 100-1101.</p>	<input type="checkbox"/>
5:250-AP, School Visitation Leave	<p>The procedure is updated in response to the School Visitation Rights Act, 820 ILCS 147, amended by P.A. 101-486, eff. 8-1-20, allowing leave for school conferences, <u>behavioral meetings</u>, or <u>classroom activities</u> <u>academic meetings</u> related to an employee's child.</p>	<input type="checkbox"/>
5:260, Student Teachers	<p>The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/10-21.9(g), amended by P.A. 101-531, requiring boards to consider the status of a person who has been issued an indicated finding for child abuse/neglect as a condition of student teaching. Additional continuous improvement changes are made.</p>	<input type="checkbox"/>
5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. CRTA, 410 ILCS 705/, added by P.A. 101-27, eff. 1-1-20, legalizing recreational cannabis. 2. A minor style change. 	<input type="checkbox"/>
5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> 1. CRTA, 410 ILCS 705/, added by P.A. 101-27, eff. 1-1-20, legalizing recreational cannabis. 2. 49 C.F.R. Part 382, Subpart G, requiring employers to conduct checks of an online federal Drug and Alcohol Clearinghouse before and during CDL drivers' employment beginning on 1-6-20. 3. Minor continuous improvements and stylistic changes. 	<input type="checkbox"/>
5:290, Employment Termination and Suspensions	<p>The policy is updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531, and 105 ILCS 5/21B-75(b), amended by P.A. 101-531, permitting immediate dismissal of non-licensed employees for willful or negligent failure to report an instance of suspected child abuse or neglect. The footnotes are updated to incorporate:</p> <ol style="list-style-type: none"> 1. The policy text changes. 2. 105 ILCS 5/10-23.5, amended by P.A. 101-46, guaranteeing that support personnel maintain any rights accrued during their prior service if they are laid off and recalled. <p>The Cross References are also updated.</p>	<input type="checkbox"/>

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

<p>5:330, Sick Days, Vacation, Holidays, and Leaves</p>	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/24-6, previously amended by P.A. 99-173, removing the need for an advanced practice nurse to have a written collaborative agreement with a physician. 2. VESSA, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law’s protections. <p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. VESSA, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law’s protections. 2. School Visitation Rights Act, 820 ILCS 147, amended by P.A. 101-486, eff. 8-1-20, allowing leave for school conferences, <u>behavioral meetings</u>, or <u>classroom activities academic meetings</u> related to an employee’s child. 3. Other minor continuous improvement and stylistic changes. <p>The Legal References are updated in response to the Service Member Employment and Reemployment Rights Act, 330 ILCS 61/, added by P.A. 100-1101.</p>	<input type="checkbox"/>
<p>6:15, School Accountability</p>	<p>The policy is unchanged. Footnote 7 is updated to align with changes to 105 ILCS 5/10-17a, amended by P.A. 101-68, eff. 1-1-20, regarding school report card requirements.</p>	<input type="checkbox"/>
<p>6:20, School Year Calendar and Day</p>	<p>The Legal References and footnotes are updated. The Legal References include 105 ILCS 5/10-19.05, amended by P.A. 101-12 (addressing minimum five clock hours to qualify as a full day of attendance). The footnotes are updated to include this and the following:</p> <ol style="list-style-type: none"> 1. Arab American Heritage Month, 5 ILCS 490/6, amended by P.A. 100-1150. 2. Other minor continuous improvement updates are made, including a final citation update that was not final as of PRESS Issue 99 in Nov. 2018. 	<input type="checkbox"/>
<p>6:60, Curriculum Content</p>	<p>The policy and footnotes are updated. The policy is updated as follows:</p> <ol style="list-style-type: none"> 1. Civics education in 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20 (requiring at least one semester of civics education in accordance with the Ill. Learning Standards for social science in grades 6, 7, or 8). 2. Addition of a sentence regarding examples of behaviors that violate policy 7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i>. 3. Additions to the text of paragraph 13’s history topics to reflect 105 ILCS 5/27-21, amended by P.A. 101-227, eff. 7-1-20 (requiring study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of Ill. and the U. S.); and 105 ILCS 5/27-21, amended by P.A. 101-341, eff. 1-1-20 (requiring study of Ill. history). 4. Other stylistic and continuous improvement updates. <p>The footnotes are updated with case law regarding the Pledge of Allegiance clarifications and options regarding new laws as follows:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20, is added to clarify that school districts may use private funding for civics education. 2. 105 ILCS 5/27-24.2, amended by P.A. 101-183, eff. 1-1-20, is added to clarify that a school district may decide to allow a student to take a portion of the driver education course through a distance learning course, which is determined on a case-by-case basis and must be approved by the district’s administration, the student’s driver’s education teacher, and the student’s parent/guardian. 3. 105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, eff. 1-1-20, is added for clarity to explain that substitutions of an advanced placement computer science course for a year of mathematics are allowed. 4. An option for boards that do not receive E-rate funds, but want to exceed the requirements of the 105 ILCS 5/27-13.3 to include grades K-2 is added. 5. An option is added for boards to consider including a sentence on workplace preparation instruction in grades 9 through 12 that covers legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees is provided pursuant to 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-347, eff. 1-1-20. 6. An option is added for boards to consider including a course on hunting safety as part of its curriculum during the school day. 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152. 	<input type="checkbox"/>

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

6:60-AP, Comprehensive Health Education Program	<p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 110/3, amended by P.A. 101-305, eff. 1-1-20, detailing requirements for comprehensive health education instruction. 2. 105 ILCS 5/27-9.1, amended by P.A. 101-579, eff. 1-1-20, detailing requirements for sex education. <p>Additional continuous improvement updates are made to the procedure and footnotes.</p>	<input type="checkbox"/>
6:60-AP, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes	<p>The exhibit is unchanged. The footnotes are updated to incorporate changes to 105 ILCS 5/27-9.1, amended by P.A. 101-579, eff. 1-1-20, detailing requirements for sex education.</p>	<input type="checkbox"/>
6:65, Student Social and Emotional Development	<p>The policy is unchanged. The footnotes are updated in response to the following laws:</p> <ol style="list-style-type: none"> 1. 20 ILCS 1705/76, added by P.A. 101-45, eff. 1-1-20 (requiring the Ill. Dept. of Public Health to create and maintain an online Mental Health Database and Resource page on its website with mental health resources). 2. 305 ILCS 5/5-5.23(g), added by P.A. 101-461, eff. 1-1-20 (creating a Family Support Program (FSP) in the Dept. of Healthcare and Family Services, which was the former Individual Care Grant program, to enable early treatment of youth, emerging adults, and transition-age adults with a serious mental illness or serious emotional disturbance). 	<input type="checkbox"/>
6:150, Home and Hospital Instruction	<p>The policy and footnotes are updated in response to 105 ILCS 5/14-13.01(a-5), amended by P.A. 100-863, clarifying that a written statement is needed from medical personnel to obtain home or hospital instruction.</p>	<input type="checkbox"/>
6:170-AP2, E1, District Annual Report Card Required by Every Student Succeeds Act (ESSA)	<p>The procedure is updated to align with changes made to the district's annual report card requirement under the Every Student Succeeds Act by Pub.L. 115-224.</p>	<input type="checkbox"/>
6:180, Extended Instructional Programs	<p>The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152, which allows districts to offer a course on hunting safety as part of an after school program.</p>	<input type="checkbox"/>
6:210, Instructional Materials	<p>The policy is unchanged. Footnote 6 is updated to incorporate changes to 105 ILCS 5/28, amended by P.A. 101-17.</p>	<input type="checkbox"/>
6:270, Guidance and Counseling Program	<p>The policy is unchanged. The footnotes are updated to reflect 105 ILCS 5/10-22.24b, amended by P.A. 101-290, (requiring that counseling services include discussion of all post-secondary education options, including four-year colleges or universities, community colleges, and vocational schools).</p>	<input type="checkbox"/>
6:300, Graduation Requirements	<p>The policy and footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/22-85 (final citation pending), eff. 6-1-20, requiring students to complete a FAFSA application, a state aid application, or an ISBE waiver form to graduate. 2. 105 ILCS 5/22-27, amended by P.A. 101-131, to allow districts to award a diploma to a service member killed in action. <p>The footnotes are also updated to reflect changes to graduation requirements related to:</p> <ol style="list-style-type: none"> 1. The State Seal of Biliteracy, 105 ILCS 5/2-3.159, amended by P.A. 101-503, eff. 1-1-20. 2. Math courses, 105 ILCS 5/27-22, amended by P.A. 101-464, eff. 1-1-20. 3. The State's final accountability assessment, 105 ILCS 5/2-3.64a-5, amended by P.A.s 100-7 and 100-1046. 	<input type="checkbox"/>

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

6:300-E1, Application for a Diploma <u>for a Service Member Killed in Action</u> or for Veterans of WW II, the Korean Conflict, or the Vietnam Conflict	RENAMED. The exhibit is updated to align with changes to 105 ILCS 5/22-27, amended by P.A. 101-131, to allow districts to award a diploma to a service member killed in action.	<input type="checkbox"/>
6:300-E2, State Law Graduation Requirements	The exhibit is updated to reflect changes to graduation requirements related to math courses and FAFSA completion, as discussed in 6:300, <i>Graduation Requirements</i> , above.	<input type="checkbox"/>
6:300-E3, Form for Exemption from Financial Aid Application Completion	NEW. The exhibit is created to facilitate compliance with the FAFSA completion requirement, as discussed in 6:300, <i>Graduation Requirements</i> , above.	<input type="checkbox"/>
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students	The policy is unchanged. Footnotes are updated in response to: <ol style="list-style-type: none"> 1. U.S. Dept. of Education (DOE) guidance on providing transition services to high school students who have individualized education programs. 2. 105 ILCS 5/2-3.175, renumbered by P.A. 101-81. 3. 105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, eff. 1-1-20, allowing certain substitutions for students taking advanced placement computer science options. 4. 23 Ill.Admin.Code §1.425(e)(2), clarifying limits for substituting physical education course requirements with interscholastic or extracurricular athletic programs. 	<input type="checkbox"/>
6:320, High School Credit for Proficiency	The policy is unchanged. Footnote 1 is updated to align with State Seal of Biliteracy requirements under 105 ILCS 5/2-3.159, amended by P.A. 101-503, eff. 1-1-20.	<input type="checkbox"/>
7:20, Harassment of Students Prohibited	The policy, Cross References, and footnotes are updated. The policy and footnotes are updated in response to: <ol style="list-style-type: none"> 1. 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requiring districts to maintain and implement an <i>age-appropriate</i> policy on sexual harassment that is included in the school district’s student handbook, as well as on a district’s website. 2. 105 ILCS 5/10-20.69 (final citation pending) and 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, for reasons stated in 5:90, <i>Abused and Neglected Child Reporting</i>, above. <p>A Cross Reference to policy 5:90 is added to ensure a coordinated response to alleged incidents of sexual abuse of a student by school personnel.</p>	<input type="checkbox"/>
7:50-AP, School Admissions and Student Transfers To and From Non-District Schools	The procedure is updated in response to 105 ILCS 10/4(h), amended by P.A. 101-161, allowing additional methods for providing prior notice of student records destruction. Additional continuous improvement updates are made to the procedure and Legal References.	<input type="checkbox"/>
7:150, Agency and Police Interviews	The policy, footnotes, Legal References, and Cross References are updated in response to 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, prescribing preconditions to the interview of a student at school by a law enforcement officer, school resource officer, or other school security personnel when the student is suspected of criminal wrongdoing. Footnote 1 is supplemented with February 2019 guidance from the Privacy Technical Assistance Center regarding school law enforcement units and the Family Educational Rights and Privacy Act (FERPA).	<input type="checkbox"/>
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment	The policy, Cross References, and footnotes are updated. The policy and footnotes are updated to include reference to 7:315, <i>Restrictions on Publications; High Schools</i> , for high school and unit districts. The footnotes are also updated in response to 105 ILCS 5/2-3.176, added by P.A. 101-438 (safe and healthy learning grant). A new Cross Reference is added.	<input type="checkbox"/>

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

7:190, Student Behavior	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. The regulation of e-cigarettes by the U.S. Food and Drug Administration at 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed. Reg. 28973. 2. The CRTA, 410 ILCS 705/, added by P.A. 101-27. 3. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20 (described above in 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i>). 4. Changes to <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20. 5. 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requiring districts to maintain and implement an <i>age-appropriate</i> policy on sexual harassment. 6. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, and described above in 7:150, <i>Agency and Police Interviews</i>. 7. Other continuous improvement and stylistic updates are made. 	<input type="checkbox"/>
7:190-AP6, Guidelines for Investigating Sexting Allegations	<p>The procedure is updated to incorporate P.A. 101-531 into a citation to 105 ILCS 5/21B-75 regarding obligations under policy 5:90, <i>Abused and Neglected Child Reporting</i>. Additional continuous improvement updates are made.</p>	<input type="checkbox"/>
7:190-AP7, Student Discipline Guidelines	<p>The procedure and footnotes are updated to incorporate the 12-12-18 <i>Dear Colleague Letter</i> by DOE/U.S. Dept. of Justice rescinding their School Climate and School Discipline Guidance Package. Other continuous improvement updates are made.</p>	<input type="checkbox"/>
7:190-AP8, Student Re-Engagement Guidelines	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> 1. Mental Health and Developmental Disabilities Administrative Act, 20 ILCS 1705/76, added by P.A. 101-45, requiring the Ill. Dept. of Public Health (IDPH) to create an online database of mental health resources geared toward school personnel and parents. 2. Public Aid Code, 305 ILCS 5/5-5.23(g), amended by P.A. 101-461, eff. 7-1-20, requiring IDPH restructure the Family Support Program (formerly Individual Care Grant program). 3. Other continuous improvement updates are made. 	<input type="checkbox"/>
7:190-E3, Memorandum of Understanding	<p>The exhibit and footnotes are updated in response to 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, and described above in 7:150, <i>Agency and Police Interviews</i>. Footnotes are additionally updated in response to:</p> <ol style="list-style-type: none"> 1. 20 ILCS 1705/76, added by P.A. 101-45, as discussed in 7:190-AP8, <i>Student Re-Engagement Guidelines</i>, above. 2. The 12-12-18 <i>Dear Colleague Letter</i> by DOE/U.S. Dept. of Justice rescinding their School Climate and School Discipline Guidance Package. <p>Other continuous improvement updates are made.</p>	<input type="checkbox"/>
7:200, Suspension Procedures	<p>The policy is unchanged. The footnotes are updates in response to:</p> <ol style="list-style-type: none"> 1. The 12-12-18 <i>Dear Colleague Letter</i> by DOE/U.S. Dept. of Justice rescinding their School Climate and School Discipline Guidance Package. 2. 20 ILCS 1705/76, added by P.A. 101-45, as discussed in 7:190-AP8, <i>Student Re-Engagement Guidelines</i>, above. 3. Other continuous improvement updates are made. 	<input type="checkbox"/>

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

7:240-AP1, Code of Conduct for Extracurricular Activities	<p>The procedure and footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. The regulation of e-cigarettes by the U.S. Food and Drug Administration at 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed. Reg. 28973. 2. The CRTA, 410 ILCS 705/, added by P.A. 101-27. 3. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20 (described above in 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i>). 4. Changes in <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20. 5. Other continuous improvement and stylistic updates are made. 	□
7:270, Administering Medicines to Students	<p>The policy, Legal References, Cross References, and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-22.21b(d), added by P.A. 101-205, eff. 1-1-20 requiring Emergency Action Plans for each student who wishes to self-administer medication and addressing liability, indemnification, and hold harmless provisions. 2. 105 ILCS 145/27, added by P.A. 101-428, which permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide. 3. 105 ILCS 5/22-33(g) (<i>Ashley's Law</i>), added by P.A. 100-660 and amended by P.A. 101-370, eff. 1-1-20 requiring school boards to adopt a policy regarding the administration of a medical cannabis infused product to students who are qualifying registered patients under the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/, amended by P.A. 101-363 and scheduled to repeal on 7-1-20, and in addition to allowing a student's delegated care aide(s) to administer it, allow a school nurse or administrator to administer it, and/or the student him or herself. 4. Other continuous improvement and stylistic updates. <p>The footnotes are updated in response to the laws detailed in the policy. The Legal References are updated in response to 105 ILCS 145/, added by P.A. 101-428 (undesignated glucagon) and the Compassionate Use of Medical Cannabis Pilot Program Act 410 ILCS 130/, amended by P.A. 101-363 and scheduled to repeal on 7-1-20.</p>	□
7:270-AP1, Dispensing Medication	The procedure and Legal References are updated to align with the same laws discussed in 7:270, <i>Administering Medicines to Students</i> , above.	□
7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, <u>and/or Glucagon</u>	RENAMED. The procedure is updated to align with the same laws discussed in 7:270, <i>Administering Medicines to Students</i> , above, except for the cannabis-related laws.	□
7:270-E1, School Medication Authorization Form	The exhibit is updated to align with the same laws discussed in 7:270, <i>Administering Medicines to Students</i> , above, except for the cannabis-related laws.	□
7:270-E2, School Medication Authorization Form - Medical Cannabis	The procedure is updated to align with the cannabis-related laws discussed in 7:270, <i>Administering Medicines to Students</i> , above.	□
7:290, Suicide and Depression Awareness and Prevention	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-22.39, amended by P.A. 101-350, as discussed in 5:100, <i>Staff Development Program</i>, above. 2. ISBE suicide prevention resources. 3. Other continuous improvement and stylistic updates are made. 	□

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

7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program	The procedure is updated with ISBE suicide prevention resources, and other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
7:340, Student Records	The policy is unchanged. Footnotes are updated in response to: <ol style="list-style-type: none"> 1. February 2019 guidance from the Privacy Technical Assistance Center regarding school law enforcement units and FERPA. 2. 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i>, above. 	<input type="checkbox"/>
7:340-AP1, School Student Records	The procedure is updated in response to: <ol style="list-style-type: none"> 1. 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i>, above. 2. 105 ILCS 10/2(f), amended by P.A. 101-515, placing related service logs in the student temporary record. 3. ISBE military recruitment access guidance. 4. Other continuous improvement updates. 	<input type="checkbox"/>
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records	The exhibit and Footnote 3 are updated in response to 105 ILCS 10/2(f), amended by P.A. 101-515, as discussed in 7:340-AP1, <i>School Student Records</i> . Other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
7:340-AP2, Storage and Destruction of School Student Records	The procedure is updated in response to 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i> , above. Other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
7:340-AP2, E1, Letter Containing Schedule for Destruction of School Student Records	The exhibit is updated in response to 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i> , above. Other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
8:30, Visitors to and Conduct on School Property	The policy, Legal References, Cross References, and footnotes are updated in response to: <ol style="list-style-type: none"> 1. The CRTA, 410 ILCS 705/, added by P.A. 101-27; 2. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20; 3. Changes to <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20; 4. Continuous improvement clarifications to footnotes 20 and 21 regarding the text of the policy purposefully being broader than 105 ILCS 5/24-24, and requiring the board to provide hearings when ejecting persons from <i>both</i> school events and meetings with instructions for boards that wish to narrow the policy text; 5. Continuous improvement suggestions from PRESS subscribers and the PRESS Advisory Board (PAB) to align with 105 ILCS 5/27-23.7; and 6. Stylistic changes are made to the Legal References. 	<input type="checkbox"/>
8:95-AP, Parental Involvement	The procedure is updated in response to 105 ILCS 5/10-22.31, amended by P.A. 101-164, requiring a district to provide notice to parents/guardians if it intends to withdraw from a special education cooperative.	<input type="checkbox"/>
8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights	The exhibit is updated for the reason explained above in 5:250-AP, <i>School Visitation Leave</i> .	<input type="checkbox"/>



Office of General Counsel

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



Kimberly Small
PRESS Editor, IASB General Counsel
(ext. 1226), ksmall@iasb.com



Maryam Brotine
Assistant PRESS Editor,
Assistant General Counsel
(ext. 1219), mbrotine@iasb.com



Debra Jacobson
Assistant PRESS Editor,
Assistant General Counsel
(ext. 1211), djacobson@iasb.com

Acknowledgement to PRESS Advisory Board

The Policy Reference Education Subscription Service (**PRESS**) Advisory Board consists of a group of distinguished individuals, from the legal and education field. These individuals dedicate and volunteer their time to provide valuable input and suggestions on **PRESS** Issues. We appreciate their contributions and thank them sincerely.

— **Kimberly Small, Maryam Brotine, Debra Jacobson, and Brian Zumpf**

To be listed in Issue 103, Associate Director/General Counsel, Illinois Association of School Administrators

Brian Schwartz, Deputy Director & General Counsel, Illinois Principals Association

Heather K. Brickman, Attorney, Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP

Marcy Dutton, General Counsel, Teachers' Retirement System

Stephanie E. Jones, Attorney, Kriha Boucek LLC

Dr. Michael Kiser, Attorney, Law Office of Michael L. Kiser, Esq.

Fred Munding, Assistant Superintendent, DuPage County Regional Office of Education

Gregg Murphy, Assistant Regional Superintendent, Iroquois-Kankakee Regional Office of Education

David G. Penn, Attorney, Schmiedeskamp, Robertson, Neu & Mitchell LLP

Merry Rhoades, Attorney, Tueth, Keeney, Cooper, Mohan & Jackstadt P.C.

M. Curt Richardson, Attorney, McLean County Unit District 5

Caroline Roselli, Attorney, Robbins Schwartz

H. Allen Yow, Attorney, Rammelkamp Bradley, Attorneys at Law

Dr. Dale R. Fisher, Assistant Superintendent for Human Resources, Deerfield Public Schools District 109

Dr. James Gay, Superintendent, Community High School District 230

Dr. Lisa L. Smith, Associate Superintendent for Educational Services, Community School District 308

Wayne Savageau, former IASB Policy Consultant, and former Superintendent

Melinda Selbee, former IASB General Counsel

Cathy Talbert, former IASB Associate Executive Director

IASB Staff Members, especially Policy Services Directors and Consultants and Field Services Directors

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Ummehani Faizullahoy, Office of General Counsel, preparation, formatting, quality assurance, editor

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

James Wagner, Office of General Counsel, State and federal regulations monitor, editor



Document Status: Draft Update

2:20 Powers and Duties of the School Board; Indemnification

The major powers and duties of the School Board include, but are not limited to:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/ PRESSPlus1 and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act ANCRA's requirements concerning the reporting of child abuse.
19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et. seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.:

105 ILCS 5/10, 5/17-1, and 5/27-1.

115 ILCS 5/, III. Educational Labor Relations Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

CROSS REF.:1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment

and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531 and 105 ILCS 5/21B-75(b), amended by P.A. 101-531. **Note:** While 105 ILCS 5/10-23.12(c) permits boards to *immediately* dismiss certain employees upon the determination that he or she has willfully or negligently failed to report, this does not negate a board's responsibility to provide employees with due process required by the law and district policies and procedures. Consult the board attorney for further guidance. **Issue 102, October 2019**

Document Status: Draft Update

2:70 Vacancies on the School Board - Filling Vacancies

Vacancy

Elective office of a School Board member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent,
2. Resignation in writing filed with the Secretary of the Board,
3. Legal disability,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child,
5. Removal from office,
6. The decision of a competent tribunal declaring his or her election void,
7. Ceasing to be an inhabitant of the District and/or the Congressional Township from which he or she was elected, if the residential requirements contained in the School Code are violated,
8. An illegal conflict of interest, or
9. Acceptance of a second public office that is incompatible with Board membership.

Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The successor shall reside in the same Congressional Township from which his/her predecessor was elected. The Board shall fill the vacancy within 60⁴⁵ [PRESSPlus1](#) days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

If the Board fails to appoint the successor within 45 days of the occurrence of the vacancy, the Regional Superintendent shall within 30 days appoint a successor who resides in the same Congressional Township as the predecessor. If the Regional Superintendent fails to appoint a successor, the seat remains open until the next election.

LEGAL REF.:

105 ILCS 5/10-10 and 5/10-11.

CROSS REF.:2:40 (Board Member Qualifications), 2:60 (Board Member Removal from Office), 2:120 (Board Member Development)

ADOPTED:October 17, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20. Questions arise when fewer individuals run for seats on the board than are up for election. For more information, see f/n 8 of sample policy2:70, available at PRESS Online by logging in at www.iasb.com. **Issue 102, October 2019**

Document Status: Draft Update

2:70-E Exhibit - Checklist for Filling Board Vacancies by Appointment

The School Board fills a vacancy by either appointment or election. The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see [Vacancies on the Board of Education](#), published by a committee of the Ill. Council of School Attorneys, and available at: www.iasb.com/law/vacancies.cfm.

Confirm that the Board must fill the vacancy by appointment.

Guidelines	Explanation
Review Board policy 2:70, <i>Vacancies on the School Board - Filling Vacancies</i> , to determine if a vacancy on the Board occurred and, if so, whether the successor will be selected by election or Board appointment.	Filling a vacancy by Board appointment or election depends upon when the vacancy occurred. If a vacancy occurs with less than: (1) 868 days remaining in the term of office, or (2) 88 days before the next regularly scheduled election for the vacant office, no election to fill the vacancy is held and the appointee serves the remainder of the term. At all other times, an appointee serves until the next regular school election, at which election a successor is elected to serve the remainder of the unexpired term. See 105 ILCS 5/10-10.
In the event a seat on the board goes unfilled at an election, consult the Board Attorney to determine (1) how long the seat can be held over by the incumbent member, and (2) the process by which the Board will fill the seat.	The School Code partially addresses the concept of a <i>holdover seat</i> ; it states "no elective office...becomes vacant until the successor of the incumbent of such office has been appointed or elected, as the case may be, and qualified." 105 ILCS 5/10-11. PRESSPlus1

Notify the Regional Superintendent of the vacancy within **five** days of its occurrence (105 ILCS 5/10-10).

Develop a list of qualifications for appointment of a person to fill the vacancy.

Guidelines	Explanation
At a minimum, a candidate must meet the following qualifications: <ul style="list-style-type: none"> • Be a United States citizen • Be at least 18 years of age • Be a resident of Illinois and the District for at least one year immediately preceding the appointment 	While the School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 and 5/10-10. For guidance discussing other qualifications that the Board may want to consider, see IASB's <i>Recruiting School Board Candidates</i> , available at: www.iasb.com/training/recruiting.cfm For guidance regarding conflict of interest and incompatible offices, see Conflict of Interest and Incompatible Offices FAQ (ICSA).
When additional qualifications apply, the following items may be included in the Board's list of qualifications: <ul style="list-style-type: none"> • Meet all qualifications based upon the distribution of population among congressional townships in the 	Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional townships in the district or between the district's incorporated and unincorporated areas. 105 ILCS 5/10-11 (105 ILCS 5/11A-8).

<p>district.</p> <ul style="list-style-type: none"> Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas. 	<p>Note: If a vacancy for an area of residence remains unfilled, a board must submit a proposition at the next general election for the election of a board member at large. 105 ILCS 5/10-10.5(c), added by P.A. 100-800.</p>
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Decide who will receive completed vacancy applications.

Guidelines	Explanation
<p>The Board President will accept applications.</p> <p>The Board will discuss, at an open meeting, its process to review the applications and who will contact applicants for an interview.</p>	<p>Who accepts vacancy applications is at the Board's sole discretion. According to 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>, the Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts the applications must be decided prior to posting the vacancy announcement.</p>

Create the Board member vacancy announcement.

Announcement	Explanation
<p>School District _____ Board Member Vacancy</p> <p>The School District is accepting applications to fill the vacancy resulting from [<i>reason for vacancy</i>] of [<i>former Board member's name</i>].</p>	<p>The contents of a vacancy announcement, how it is announced, and where it is posted are at the Board's sole discretion.</p> <p>The Board may want to announce the vacancy and its intent to fill it by appointment during an open meeting. The announcement may be posted on the District's website and in the local newspaper(s).</p>
<p>The individual selected will serve on the School Board from the date of appointment to [<i>date</i>].</p>	<p>The length of the appointment depends upon when during the term of office the vacancy occurred. See 105 ILCS 5/10-10 and Board policy 2:70, <i>Vacancies on the School Board - Filling Vacancies</i>, to determine the length of the appointment.</p>
<p>The School District [<i>School District's philosophy or mission statement</i>].</p>	<p>See Board policy 1:30, <i>School District Philosophy</i>, for the District's mission statement that is specific to the community's goals.</p>
<p>Applicants for the Board vacancy must be: [<i>Board's list of qualifications</i>].</p>	<p>See checklist item titled <i>Develop a list of qualifications for appointment of a person to fill the vacancy</i> above.</p>
<p>Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of a Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board's policies are available at [<i>locations</i>].</p>	<p>Listing this along with the Board's list of qualifications assists candidates in understanding a Board member's duties and responsibilities and may facilitate a better conversation during the interview process. See Board policies: 2:20, <i>Powers and Duties of the School Board</i>; <i>Indemnification</i>; 2:80, <i>Board Member Oath and Conduct</i>; 2:100, <i>Board Member Conflict of Interest</i>; 2:105 <i>Ethics and Gift Ban</i>; and 2:120, <i>Board Member Development</i>.</p>
<p>Applications may be obtained at [<i>location and address and/or website</i>] beginning on [<i>date and time</i>].</p> <p>Completed applications may be turned in by [<i>time and date</i>] to [<i>name and title of person receiving applications</i>].</p>	<p>See action item titled <i>Decide who will receive completed vacancy applications</i> above.</p>

Publicize the vacancy announcement by placing it on the District's website, announcing it at a meeting, and/or advertising it in the local newspaper(s).

Accept and review applications from prospective candidates (see *Decide who will receive completed vacancy applications* above).

Contact appropriate applicants for interviews (see *Decide who will receive completed vacancy applications* above).

Develop interview questions.

Interview Questions	Explanation
<p>Why do you want to be a Board member?</p> <p>What specific skills would you bring to the Board?</p> <p>Please give specific examples of your ability in interpersonal relationships and teamwork.</p> <p>What do you see as the role of a Board member?</p> <p>What have you done to prepare yourself for the challenges of being a Board member?</p> <p>Please describe your previous community or non-profit experiences.</p> <p>What areas in the district would you like to see the Board strengthen?</p> <p>What is your availability to meet the time, training commitments, and other responsibilities required for Board membership?</p> <p>Describe what legacy you would like to leave behind.</p>	<p>Interview questions are at the Board's sole discretion. This list is not exhaustive, but it may help the Board tailor its questions toward finding a candidate who will approach Board membership with a clear understanding of its demands and expectations along with a constructive attitude toward the challenge. The Board may also want to consider allowing an equal amount of time for each interview.</p> <p>See IASB's <i>Recruiting School Board Candidates</i>, available at: www.iasb.com/training/recruiting.cfm.</p> <p>A prospective candidate to fill a vacancy may raise other specific issues that the Board will want to cover during an interview.</p>

Conduct interviews with candidates (interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(3)).

Interview Plan	Explanation
<p>In each interview, the Board President will:</p> <p>Introduce Board members to the candidate at the beginning of the interview.</p> <p>Describe the Board's interview process, selection process, and ask the candidate if he or she has questions about the Board's process for filling a vacancy by appointment.</p> <p>Describe the District's philosophy or mission statement.</p> <p>Describe the vacancy for the candidate by reviewing the: (1) qualifications, and (2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development.</p> <p>Begin asking the interview questions that the Board developed.</p> <p>Ask the candidate whether he or she has any questions for the Board.</p> <p>Thank the candidate and inform the candidate when the Board expects to make a decision and how the candidate will be contacted regarding the Board's decision.</p>	<p>The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>. The president presides at all meetings (105 ILCS 5/10-13).</p> <p>The Board may also want to consider allowing an equal amount of time for each interview.</p>

Fill vacancy by a vote during an open meeting of the Board before the 60th day (105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20).

Assist the appointed Board member in filing his or her statement of economic interest (5 ILCS 420/4A-105(c)).

Announce the appointment to District staff and community.

Announcement	Explanation
<p>The Board appointed [appointee's name] to fill the vacancy on the Board.</p> <p>The appointment will be from [date] to [date].</p> <p>The Board previously established qualifications for the appointee in a careful and thoughtful manner. [Appointee's name] meets these qualifications and has demonstrated the willingness to accept the duties and responsibilities of a Board member. [Appointee's name] brings a clear understanding of the demands and expectations of being a Board member along with a constructive attitude toward the challenge.</p>	<p>The contents of the appointment announcement and length of time it is displayed are at the Board's sole discretion. The Board may want to consider announcing the appointment during its meeting and also by posting it in the same places that it posted the vacancy announcement.</p> <p>See Board policy 8:10, <i>Connection with the Community</i>.</p>

Administer the Oath of Office and begin orientation.

Guidelines	Explanation
<p>See Board policy 2:80, <i>Board Member Oath and Conduct</i>.</p>	<p>Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.</p>
<p>See Board policy 2:120, <i>Board Member Development</i>, and 2:120-E, <i>Guidelines for Serving as a Mentor to a New School Board Member</i>.</p>	<p>Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: www.iasb.com/principles_popup.cfm.</p>

Inform IASB of the newly appointed Board member's name and directory information.

~~DATED: October 17, 2016~~

PRESSPlus Comments

PRESSPlus 1. Updated to address *holdover* incumbent members. **Issue 102, October 2019**

Document Status: Draft Update

2:100 Board Member Conflict of Interest

No School Board member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Board members must annually file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act. Each Board member is responsible for filing the statement with the county clerk of the county in which the District's main office is located by May 1.

Federal and State Grant Awards [PRESSPlus1](#)

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with a Board member that may compromise or impair the Board member's fairness and impartiality, including a member of the Board member's immediate family or household;
2. The Board member's business partner; or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

LEGAL REF.:

5 ILCS 420/4A-101.5, 420/4A-105, 420/4A-106.5, and 420/4A-107.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 105/3.

105 ILCS 5/10-9.

2 C.F.R. §200.318(c)(1).

CROSS REF.:2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

ADOPTED: May 15, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. State of Education's *Procurement and Purchasing Checklist* and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). See the PRESS Issue 102 Update Memo for more information.

The term *participate* is not specifically defined in the federal regulation; consult the board attorney regarding other actions the board can take to limit the influence of a conflicted board member, beyond abstention from the board's evaluation and vote on a contract. 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award or eligible State grants through GATA if they have a *real or apparent conflict of interest*. Authoritative sources and guidance regarding conflict of interest and financial disclosure are provided through the GATA Resource Library at www.grants.illinois.gov. See also the Ill. State Board of Education's *Procurement and Purchasing Checklist* at: www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx.

The law does not specifically define an *apparent conflict of interest*. For a discussion of what an *apparent conflict of interest* may mean, see the discussion about avoiding the *appearance of impropriety* in the Ill. Council of School Attorneys' publication, **Answers to FAQs, Conflict of Interest and Incompatible Offices**, https://www.iasb.com/IASB/media/Documents/COI_FAQ.pdf.

Issue 102, October 2019

Document Status: Draft Update

2:105 Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and School Board members:

1. No employee shall intentionally perform any "political activity" during any "compensated time," as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee shall intentionally solicit or accept any "gift" from any "prohibited source," as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to a Board member or employee from another Board member or employee, and "inter-governmental gift" means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 26 U.S.C. § 501(c)(3) of the Internal Revenue Code.

Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. As soon as possible after a complaint is filed, the Superintendent shall appoint a 3-member Ethics Commission. If the Superintendent is the subject of the complaint, the Board President shall perform this duty. Commission members may be any District resident, except that no person shall be appointed who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint. If the Commission finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or recommend disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

"Political activity" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, "compensated time" includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

"Prohibited source" means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or

6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

Complaints of Sexual Harassment Made Against Board Members by Elected Officials [PRESSPlus1](#)

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/70-5), members of the Board and other elected officials are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual's conduct or communication is offensive and must stop.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board President or Superintendent. If the report is made to the Superintendent, the Superintendent shall promptly notify the President, or if the President is the subject of the complaint, the Vice President. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board President shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. If the allegations concern the President, or the President is a witness or otherwise conflicted, the Vice President shall make the appointment. If the allegations concern both the President and Vice President, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board. [Q1 PRESSPlus2](#)

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board. [PRESSPlus3](#)

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office. [PRESSPlus4](#)

LEGAL REF.:

5 ILCS 430/, State Officials and Employees Ethics Act.

10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF.:2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

Questions and Answers:

***Required Question 1. Would the Board like to authorize the Board President or the superintendent to appoint the outside investigator when a complaint of sexual harassment is made against a member of the Board by another Board member or elected official?

The Board President (default)

The Superintendent (this will also affect policy 2:110 - be sure the same answer is entered for both policies.)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies by resolution to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. The resolution must be adopted by February 9, 2020; see 5:20-E, *Resolution to Prohibit Sexual Harassment*, for more information.

This policy includes both elected and appointed board members to effectuate the intent of the law, to comprehensively address sexual harassment in the workplace, and for consistent treatment. The statute does not address whether the *independent review* must or may be limited to a board member's conduct in his or her official capacity, or if it can extend to a board member's behavior in his or her individual capacity. Consult the board attorney for advice.

This policy only addresses the requirements of the SOEEA; it does not address harassment complaints made by employees or other non-elected individuals against board members. Such complaints may be processed under policy 2:260, *Uniform Grievance Procedure*. See policy 5:20, *Workplace Harassment Prohibited* for information about what types of conduct may rise to the level of unlawful sexual harassment under federal and State laws.

Issue 102, October 2019

PRESSPlus 2. 5 ILCS 430/70-5(a), amended by P.A. 101-221, eff. 1-1-20. The law requires governmental units, including school districts, to conduct an *independent review* of allegations of sexual harassment made against an elected official by another elected

official; however, that term is not defined. Consult the board attorney about how to investigate such complaints. **Issue 102, October 2019**

PRESSPlus 3. A board's ability to address the harassing behavior of a board member is relatively limited because it does not have the legal authority to remove one of its members. See policy 2:60, *Board Member Removal from Office*, for more information about board member removal. Consult the board attorney when dealing with a claim of sexual harassment by a board member to discuss enforcement options, as well as the accused board member's participation in any decisions regarding the complaint. **Issue 102, October 2019**

PRESSPlus 4. This paragraph is optional, but it aligns with the intent of P.A. 101-221. **Issue 102, October 2019**

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. Preside at all meetings;
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 or appoint the Board's official spokesperson to the media; and
11. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official. [Q1 PRESSPlus1](#)

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 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), [2:105 \(Ethics and Gift Ban\)](#), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure)

Questions and Answers:

***Required Question 1. Would the Board like to authorize the Board President or the superintendent to appoint the outside investigator when a complaint of sexual harassment is made against a member of the Board by another Board member or elected official?

- The Board President (default)
 - The Superintendent (this will also affect policy 2:105 - be sure the same answer is entered for both policies.)
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PRESSPlus Comments

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221. **Issue 102, October 2019**

Document Status: Draft Update

2:200 Types of School Board Meetings

General

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

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

Regular Meetings

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

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

Closed Meetings

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. ~~99-646~~101-459. PRESSPlus1
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-judicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8) ~~-amended by P.A. 99-235, eff. 1-1-16.~~
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).

13. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

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

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

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

Reconvened or Rescheduled Meetings

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

Special Meetings

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

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

Emergency Meetings

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

Posting on the District Website

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

LEGAL REF.:

5 ILCS 120/, Open Meeting Act.

5 ILCS 140/, Freedom of Information Act.

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

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

ADOPTED: December 19, 2016

PRESSPlus Comments

PRESSPlus 1. The policy is updated in response to 5 ILCS 120/2(c)(1), amended by P.A. 101-459, expanding this exception. A disclosable payment also includes payment for accumulated sick leave. **Issue 102, October 2019**

Document Status: Draft Update

2:220 School Board Meeting Procedure

Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion or explanation ^{PRESSPlus1} before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

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

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

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

Voting Method

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

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

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

Minutes

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

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

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

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

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

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

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

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

Verbatim Record of Closed Meetings

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

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

Individual Board members may access verbatim recordings in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

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

Quorum and Participation by Audio or Video Means

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

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

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (14th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

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

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

LEGAL REF.:

5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.

105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to **PRESS** Advisory Board member feedback to delete ~~or explanation~~ from the text so that the policy text reflects the court's decision in Bd. of Ed. v. Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill., 77 N.E. 3d 625 (Ill 2017) (requiring public bodies to provide in a public recital "sufficient detail to identify the particular transaction or issue but [they] need not provide an explanation of its terms or its significance").

Note: PRESS Plus subscribers should periodically review the footnotes to sample policy 2:220, available at PRESS Online by logging in at www.iasb.com, for guidance regarding Ill. Attorney General PAC opinions. **Issue 102, October 2019**

Document Status: Draft Update

2:220-E2 Exhibit - Motion to Adjourn to Closed Meeting

Motion to Adjourn to Closed Meeting

Date:	Time:
Location:	

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

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1), amended by P.A. 99-646 101-459. [PRESSPlus1](#)
- Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
- The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
- Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).
- The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
- The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).
- The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
- Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8); amended by P.A. 99-235.
- Student disciplinary cases. 5 ILCS 120/2(c)(9).
- The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
- Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).
- The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
- Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
- Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
- Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud

interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

Closed Meeting Roll Call:

"Yeas"	"Nays"
--------	--------

Motion: Carried Failed

~~DATED: December 19, 2016~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(1), amended by P.A. 101-459. **Issue 102, October 2019**

Document Status: Draft Update

2:220-E6 Exhibit - Log of Closed Meeting Minutes

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

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

Closed Session Held to Discuss:	Dates of Closed Sessions		
Specific employee(s), <u>specific independent contractors, specific volunteers</u> , or District legal counsel; however, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act], 5 ILCS 120/2(c)(1), amended by P.A. <u>99-646101-459</u> , PRESSPlus1			
Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).			
Selection of a person to fill a vacancy on the Board. 5 ILCS 120/2(c)(3).			
Evidence or testimony presented in a hearing where authorized by law. 5 ILCS 120/2(c)(4).			
Purchase or lease of real property. 5 ILCS 120/2(c)(5).			
Setting of a price for sale or lease of District property. 5ILCS 120/2(c)(6).			
Sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).			
Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. 5 ILCS 120/2(c)(8).			
Student disciplinary cases. 5 ILCS 120/2(c)(9). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Any matter involving an individual student. 5 ILCS 120/2(c)(10). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2(c)(11).			

<p>Establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool. 5 ILCS 120/2(c)(12).</p>	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>															
<p>Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. 5 ILCS 120/2(c)(16).</p>	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>															
<p>Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/2(c)(21).</p>	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>															
<p>Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).</p>	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>															

DATED: December 19, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(1), amended by P.A. 101-459. **Issue 102, October 2019**

Document Status: Draft Update

2:260 Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (State Officials and Employee Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972) [PRESSPlus1](#)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180
12. Illinois Equal Pay Act of 2003, 820 ILCS 112
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/.
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
16. Employee Credit Privacy Act, 820 ILCS 70/.

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

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf.

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

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

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

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

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

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, PRESSPlus2 the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

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

Appointing a Nondiscrimination Coordinator and Complaint Managers

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

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

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

Nondiscrimination Coordinator:

Name:

Mr. Carl Carlson, Supt.

Address:

400 E. Silverspoon Ave., Granville, IL 61326

Email:

carlsonc@pcschools535.org

Telephone:

(815) 882-2800 x5

Complaint Managers:

Name:

Name:

Ronda Cross, Principal

Mr. Carl Carlson

Putman Co. Primary School
Address:

Superintendent
Address:

400 E. Silverspoon Ave., Granville, IL 61326

400 E. Silverspoon Ave., Granville, IL 61326

Email:

Email:

crossr@pcschoools535.org

carlsonc@pcschoools535.org

Telephone:

Telephone:

(815) 882-2800 x1

(815) 882-2800 x5

LEGAL REF.:

Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.

Americans With Disabilities Act, 42 U.S.C. §12101 et seq.

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.

Equal Pay Act, 29 U.S.C. §206(d).

Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.

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

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

Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.

Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.

State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).

105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15. Illinois Genetic Information Privacy Act, 410 ILCS 513/.

Illinois Whistleblower Act, 740 ILCS 174/.

Illinois Human Rights Act, 775 ILCS 5/.

Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.

Equal Pay Act of 2003, 820 ILCS 112/.

Employee Credit Privacy Act, 820 ILCS 70/.

23 Ill.Admin.Code §§1.240 and 200.40.

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requires school districts to create, maintain, and implement an age-appropriate sexual harassment policy. See policy 7:20, *Harassment of Students Prohibited*, and see its fn 7 (available at PRESS Online by logging in at www.iasb.com) for further information. **Issue 102, October 2019**

PRESSPlus 2. Updated to align with changes made to policy 2:105, *Ethics and Gift Ban*, in response to the State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. **Issue 102, October 2019**

Document Status: Draft Update

4:15 Identity Protection

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

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

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

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

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

Treatment of Personally Identifiable Information Under Grant Awards^{PRESSPlus1}

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) *protected personally identifiable information*,^{PRESSPlus2} (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as *personally identifiable information (PII)*,^{PRESSPlus3} and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information.^{PRESSPlus4} Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.:

2 C.F.R. §200.303(e).

5 ILCS 179/, Identity Protection Act.

30 ILCS 708/, Grant Accountability and Transparency Act

50 ILCS 205/3, Local Records Act.

105 ILCS 10/, Illinois School Student Records Act.

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

ADOPTED: January 16, 2018

PRESSPlus Comments

PRESSPlus 1. Added in response to the Ill. State Board of Education's *Checklist for Protection of Personally Identifiable Information Review* (ISBE Checklist) and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/).

See the ISBE Checklist at www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx.

While the federal regulations on procurement standards in 2 C.F.R. Part 200 do not specifically require a written policy on the treatment of *personally identifiable information* (PII) under grant-funded programs, the the ISBE Checklist requires an approved policy or policies related to the identification, handling, storage, access, disposal, and overall protection of PII as evidence of legal compliance with GATA and federal regulations. The ISBE Checklist is specific to PII handled by districts in connection with their administration of grants. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 apply to eligible State grants through GATA. This policy and administrative procedure 4:15-AP2, *Personally Identifiable Information Under Grant Awards*, (available by logging into PRESS Online at iasb.com) are designed to help districts meet the standard set forth in 2 C.F.R. 200.303(e) and the documentation items on the ISBE Checklist.

The Ill. State Board of Education (ISBE) considers the Personal Information Protection Act (PIPA) (815 ILCS 530/, amended by P.A. 101-343, eff. 1-1-20) to apply to the handling of personally identifiable information under grant awards. Consult the board attorney for advice on the broader applicability of PIPA's mandates to your district.

Issue 102, October 2019

PRESSPlus 2. *Protected personally identifiable information* (Protected PII) means an individual's first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, or educational transcripts. 2 C.F.R. §200.82. **Issue 102, October 2019**

PRESSPlus 3. Protected PII is a subset of PII. PII means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books and public websites, and it is considered to be Public PII. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual. 2 C.F.R. §200.79.

In addition to 2 C.F.R. 200.303(e), depending upon the type of record being created or used in connection with a grant-funded program, multiple laws may govern the treatment of *personally identifiable information* (PII) under a grant, including the IPA (5 ILCS 179/), PIPA (815 ILCS 530/), Family Educational Rights and Privacy Act, (20 U.S.C. 1232g), Ill. School Student Records Act (105 ILCS 10/), Student Online Personal Protection Act, (105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21), Personnel Record Review Act (820 ILCS 40/), and Local Records Act (50 ILCS 205/3).

Issue 102, October 2019

PRESSPlus 4. The ISBE Checklist requires districts to maintain documentation of training of all employees/contractors on the handling of PII, including evidence of the date(s) of the training and attendance/completion of the training. Because many individuals in a district can be involved in day-to-day administration of activities supported by a federal or State grant, best practice is to regularly train all employees on the safeguarding of such sensitive information, e.g., upon hire and then annually or semi-annually. **Issue 102, October 2019**

Document Status: Draft Update

4:60 Purchases and Contracts

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

Standards for Purchasing and Contracting

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

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

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

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

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools who begins providing services in the District after June 16, 2014, PRESSPlus1 provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

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

LEGAL REF.:

105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.

820 ILCS 130/.

CROSS REF.:2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building

Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

~~ADOPTED:December 19, 2016~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/24-5, amended by P.A. 101-81, and to remove the 2014 date. **Issue 102, October 2019**

Document Status: Draft Update

4:80 Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. 200.313, if applicable. [PRESSPlus1](#) The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

Capitalization Threshold [PRESSPlus2](#)

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board

President, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

2 C.F.R. §200 et seq.

30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Admin.Code 7000 et seq.

105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.

23 Ill.Admin.Code Part 100.

CROSS REF.:4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Activity Funds)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. State Board of Education's *Equipment and Inventory Checklist* (ISBE Checklist) and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). See www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx. The uniform federal rules that govern federal grant awards in 2 C.F.R. Part 200 apply to State grant awards through GATA, unless exempted in whole or in part by the Governor's Office of Management of Budget. See www.isbe.net/gata for further information about the scope of GATA's application to federal awards and State-funded grant programs administered by ISBE. See 4:80-AP3, *Inventory Management for Federal and State Awards* (available at PRESS Online by logging in at iasb.com).

Additional ISBE guidance is available at: www.isbe.net/Documents/fiscal_procedure_handbk.pdf. **Issue 102, October 2019**

PRESSPlus 2. Optional. 23 Ill.Admin.Code §100.60 requires school boards to adopt a capitalization threshold, which can be done through policy. The capitalization threshold is a dollar figure above which the cost of an item will be included on financial statements and depreciated. A minimum threshold of \$5,000 and useful life greater than one year complies with the definition of *equipment* under federal grant rules, but may be adjusted, and/or multiple thresholds can be established, for different categories of capital assets. See Government Accounting Standards Board (GASB) Statement 34 and *Guide to Implementation of GASB Statement 34 on Basic Financial Statements* (p.28), both available at www.gasb.org. There are no specific requirements for such policies; however, district auditors may require or recommend a district have a more comprehensive capitalization policy and/or procedure. Such an accounting policy or procedure should be developed in consultation with the district's accounting professional(s) and tailored to reflect local conditions.

To delete or edit this section, strike text or type the edits and select "Adopted with Additional District Edits" as the Save Status. Edits will be automatically tracked in blue. **Issue 102, October 2019**

Document Status: Draft Update

4:150 Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code.

Standards for Managing Buildings and Grounds

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

Standards for Green Cleaning

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

Standards for Facility Construction and Building Programs

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

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

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

LEGAL REF.:

42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.

20 ILCS 3130/, Green Buildings Act.

105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.63 and 5/17-2.11.

105 ILCS 140/, Green Cleaning Schools Act.

105 ILCS 230/, School Construction Law.

410 ILCS 25/, Environmental Barriers Act.

410 ILCS 35/25, Equitable Restrooms Act [PRESSPlus1](#)

820 ILCS 130/, Prevailing Wage Act.

23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.

71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

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

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. 410 ILCS 35/25, added by P.A. 101-165, eff. 1-1-20, requires schools to identify all single-occupancy restrooms as all-gender. It is unclear if this law will apply only to those restrooms made available to members of the public in schools, or if it will also include facilities designated as employee-only. The Ill. Dept. of Public Health enforces this requirement and may issue regulations to address this issue. **Issue 102, October 2019**

Document Status: Draft Update

4:30 Revenue and Investments

Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

Investment Objectives

The objectives for the School District's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments

The Chief Investment Officer may invest District funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.

The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (c) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than three years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in short term obligations of corporations.
5. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
6. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
7. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be

required for expenditure by the District or its governing authority.

8. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
9. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
10. The Illinois School District Liquid Asset Fund Plus.
11. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, the District may not purchase or invest in instruments that constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instrument and the transaction meet all of the following requirements:

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
 - b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government, that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
 - c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
 - d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
 - e. The security interest must be perfected.
 - f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
 - g. Agreements shall be for periods of 330 days or less.
 - h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
 - i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District's claims to rights to those securities.
 - j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
 - k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.
12. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 11 supersedes paragraphs 1-10 and controls in the event of conflict.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/[PRESSPlus1](#)

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, 30 ILCS 235/. The Superintendent or designee shall keep the Board informed of collateral agreements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board (GASB) Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

Ethics and Conflicts of Interest

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.:

30 ILCS 235/, Public Funds Investment Act.

30 ILCS 238/, Ill. Sustainable Investing Act.

105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.:2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Public Funds Investment Act, 30 ILCS 235/, amended by P.A. 101-473, eff. 1-1-20. See the Ill. Sustainable Investing Act (SIA) (30 ILCS 238/, added by P.A. 101-473, eff. 1-1-20) for examples of these five *sustainability factors*. Under the SIA, school districts, must "prudently integrate sustainability factors into its investment decisions-making, investment analysis, portfolio construction, due diligence, and investment ownership in order to maximize anticipated financial returns, minimize

projected risk, and more effectively execute its fiduciary duty.” **Issue 102, October 2019**

Document Status: Draft Update

5:120 Employee Ethics; Conduct; and Conflict of Interest

Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), [PRESSPlus1](#) or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Statement of Economic Interests

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

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

Ethics and Gift Ban

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

Prohibited Interests; Conflict of Interest; and Limitation of Authority

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

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/), when the employee has a real or apparent conflict of interest, [PRESSPlus2](#) A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above, as defined by 2 C.F.R. §200.318(e)(1);

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Outside Employment

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

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

LEGAL REF.:

U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

5 ILCS 420/4A-101, Ill. Governmental Ethics Act and 430/.

5 ILCS 430/, State Officials and Employee Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 135/, Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39 and 5/22-5.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.:2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct)

ADOPTED:May 15, 2017

PRESSPlus Comments

PRESSPlus 1. 325 ILCS 5/4(a)(4), amended by P.A. 101-564, eff. 1-1-20; 105 ILCS 5/10-23.12(c) (all district employees), added by P.A. 101-531; 105 ILCS 5/21B-75(b) (teachers), amended by P.A. 101-531. **Issue 102, October 2019**

PRESSPlus 2. 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent *conflict of interest*. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 also apply to eligible State grants through the Grant Accountability and Transparency Act (GATA)(30 ILCS 708/.) Authoritative sources and guidance regarding conflict of interest and financial disclosure are provided through the GATA Resource Library at www.grants.illinois.gov. See also the Ill. State Board of Education's *Procurement and Purchasing Checklist* (ISBE Checklist) at: www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx. **Issue 102, October 2019**

Document Status: Draft Update

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic ~~violence.~~ ~~or~~ sexual violence, ~~or~~ gender violence, PRESSPlus1 genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis ~~Pilot~~ Program Act, 410 ILCS 130/.

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

Administrative Implementation

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

Nondiscrimination Coordinator:

Name:

Mr. Carl Carlson, Supt.

Address:

400 E. Silverspoon Ave., Granville, IL 61326

Email:

carlsonc@pcschoools535.org

Telephone:

(815) 882-2800 x5

Complaint Managers:

Name:

Ronda Cross, Principal

Address:

400 E. Silverspoon Ave., Granville, IL 61326

Email:

crossr@pcschoools535.org

Telephone:

(815) 882-2800 x1

Name:

Mr. Carl Carlson, Superintendent

Address:

400 E. Silverspoon Ave., Granville, IL 61326

Email:

carlsonc@pcschoools535.org

Telephone:

(815) 882-2800 x5

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity

employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

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

LEGAL REF.:

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

20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §7091 et seq., Rehabilitation Act of 1973.

38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).

42 U.S.C. §1981 et seq., Civil Rights Act of 1991.

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964, implemented by 29 C.F.R. Part 1601.

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.

42 U.S.C. §2000e(k), Pregnancy Discrimination Act.

42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I, §§17, 18, and 19.

105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.

410 ILCS 513/25, Genetic Information Privacy Protection Act.

740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

820 ILCS 112/, Ill. Equal Pay Act of 2003.

820 ILCS 180/30, Victims' Economic Security and Safety Act.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

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

~~ADOPTED:December 15, 2014~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Victims' Economic and Safety Act, 820 ILCS 180/ (VESSA), amended by P.A. 101-221, eff.

1-1-20, adding *gender violence* to the law's protections. **Issue 102, October 2019**

Document Status: Draft Update

5:90 Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911.

The report shall include, if known:

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

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

Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS. [PRESSPlus1](#)

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

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

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

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

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months one year of initial employment and at least every three five years after that date. [PRESSPlus2](#)

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

Alleged Incidents of Sexual Abuse: Investigations [PRESSPlus3](#)

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity. [PRESSPlus4](#)

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of*

Students Prohibited

Special Superintendent Responsibilities

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

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

Special School Board Member Responsibilities

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

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately. PRESSPlus5

LEGAL REF.:

105 ILCS 5/10-21.9.

20 ILCS 1305/1-1 et seq., Department of Human Services Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: January 16, 2018

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c) (all district employees), added by P.A. 101-531; 105 ILCS 5/21B-75(b) (teachers), amended by P.A. 101-531. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to the Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20. The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c) (final citation pending), added by P.A. 101-531, that mandated reporters annually review ISBE materials regarding notification of DCFS, and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees. See f/n 10 of sample policy 5:90, available at PRESS Online by logging in at www.iasb.com for more information. **Issue 102, October 2019**

PRESSPlus 3. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531.

105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, governs the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC. For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map.

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. The law is silent about investigations in counties without CACs. **Issue 102, October 2019 Issue 102, October 2019**

PRESSPlus 4. Though 105 ILCS 5/22-85(b) (final citation pending), added by P.A. 101-531, defines *alleged incident of sexual abuse*, its definition is circular, using the term *sexual abuse* without defining what that means. To provide boards with clarity, the definition of

sexual abuse used in the Ill. Criminal Code of 2012 is used. **Issue 102, October 2019**

PRESSPlus 5. 105 ILCS 5/10-23.12(c), added by P.A. 101-531. See policy 2:20, *Powers and Duties of the School Board; Indemnification*. **Issue 102, October 2019**

Document Status: Draft Update

5:100 Staff Development Program

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

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

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

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

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades kindergarten through 12 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
 - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
 - b. Within one year three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every five three years (see policy 5:90, *Abused and Neglected Child Reporting*). [PRESSPlus1](#)
 - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-2014 must be certified before their position's start date.
10. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
11. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
12. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
13. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
14. For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols. [PRESSPlus2](#)

15. For all District staff, annual sexual harassment prevention training. [PRESSPlus3](#)

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

LEGAL REF.:

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296.

7 C.F.R. Parts 210 and 235.

105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), and 5/24-5.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 150/25, Seizure Smart School Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109, III. Human Rights Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20. The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c) (final citation pending), added by P.A. 101-531, that mandated reporters annually review ISBE materials regarding notification of DCFS, and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees. See also policy 5:90, *Abused and Neglected Child Reporting*. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to 105 ILCS 150/25, added by P.A. 101-50, eff. 7-1-20. **Issue 102, October 2019**

PRESSPlus 3. Updated in response to 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20. **Issue 102, October 2019**

Document Status: Draft Update

5:200 Terms and Conditions of Employment and Dismissal

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

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

Please refer to the applicable collective bargaining agreement.

School Year

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

School Day

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

Also please refer to the applicable collective bargaining agreement.

School Social Worker Services Outside of District Employment

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

LEGAL REF.: [PRESSPlus1](#)

105 ILCS 5/10-19, [5/10-19.05](#), 5/10-20.650 (P.A. 100-356, final citation pending), 5/14-1.09a, [5/18-8](#), 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.

820 ILCS 260/1 et seq.

23 Ill.Admin.Code Parts 50 (Evaluation of ~~Certified Employees~~ [Educator Licensed Employees](#)) and 51 (Dismissal of Tenured Teachers).

Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532(1985).

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

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated. **Issue 102, October 2019**

Document Status: Draft Update

5:220 Substitute Teachers

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

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

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

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2020, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

Short-Term Substitute Teachers

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

Emergency Situations

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

Internal Substitution

Please refer to the following current agreement:

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

LEGAL REF.:

105 ILCS 5/10-20.687 (P.A. 100-596, final citation pending), [PRESSPlus1](#) 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).

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

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

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated. **Issue 102, October 2019**

Document Status: Draft Update

5:250 Leaves of Absence

Sick and Bereavement Leave, Personal Leave, Leave of Absence Without Pay, Professional Leave, Association Business Leave

Please refer to the applicable collective bargaining agreement.

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

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or classroom activities academic meetings [PRESSPlus1](#) related to the teacher's child, if the conference or meeting activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic Violence, ~~or Sexual Violence, or Gender Violence~~ [PRESSPlus2](#)

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, ~~or sexual violence, or gender violence~~, or (2) has a family or household member who is a victim of ~~domestic or sexual~~ such violence whose interests are not adverse to the employee as it relates to the domestic violence, ~~or sexual violence, or gender violence~~. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, an employee is entitled to a total of 12 work weeks of leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

LEGAL REF.:

10 ILCS 5/13-2.5.

~~20 ILCS 1805/30.1 et seq.~~

105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

330 ILCS 61/. Service Member Employment and Reemployment Rights Act.

820 ILCS 147/ and 180/.

CROSS REF.:5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: February 21, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to 820 ILCS 147/15, amended by P.A. 101-486, eff. 8-1-20. **Issue 102, October 2019**

PRESSPlus 2. Required by the Victims' Economic Security and Safety Act, (VESSA) (820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, and 56 Ill.Admin.Code §280). *Gender violence* means: (1) one or more acts of violence or aggression that is a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. *Sexual violence* is not specifically defined in VESSA. **Issue 102, October 2019**

Document Status: Draft Update

5:290 Employment Termination and Suspensions

Resignation and Retirement

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

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

Non-RIF Dismissal

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

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/. [PRESSPlus1](#)

Reduction in Force and Recall

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

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

Final Paycheck

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

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

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

LEGAL REF.:

5 ILCS 430 et seq.

105 ILCS 5/10-22.34c and 5/10-23.5.

325 ILCS 5/7.4(c-10).

820 ILCS 105/4a.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: ~~January 16, 2018~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531; and 105 ILCS 5/21B-75(b), amended by P.A. 101-531. See also policy 2:20, *Powers and Duties of the School Board; Indemnification*. **Issue 102, October 2019**

Document Status: Draft Update

5:330 Sick Days, Vacation, Holidays, and Leaves

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

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

Please refer to the applicable collective bargaining agreement.

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

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

Other Leaves

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

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic ~~or Sexual~~ Violence, Sexual Violence, or Gender Violence, [PRESSPlus1](#)
4. Leave to serve as an election judge.

LEGAL REF.:

20 ILCS 1805/30.1 et seq.

105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

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

PRESSPlus Comments

PRESSPlus 1. Required by the Victims' Economic Security and Safety Act, (VESSA) (820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, and 56 Ill.Admin.Code §280). *Gender violence* means: (1) one or more acts of violence or aggression that is a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. *Sexual violence* is not specifically defined in VESSA. **Issue 102, October 2019**

Document Status: Draft Update

6:20 School Year Calendar and Day

School Calendar

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

Commemorative Holidays

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

School Day

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

LEGAL REF.:

105 ILCS 5/10-19, [5/10-19.05](#), [PRESSPlus1](#) 5/10-24.46, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.

10 ILCS 5/11-4.1.

23 Ill.Admin.Code §1.420(f).

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

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

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated to include 105 ILCS 5/10-19.05, added by P.A. 101-12, which (1) addresses the minimum of five clock hours to qualify as a full day of attendance, and (2) opens the use of e-learning days subject to certain requirements. See f/n 3 of sample policy 6:20, available at PRESS Online by logging in at www.iasb.com, for more information. See www.isbe.net/Documents/SB28Instructional-Day.pdf for ISBE's notice regarding this law. **Issue 102, October 2019**

Document Status: Draft Update

6:60 Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Beginning with the 2020-2021 school year, in grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science. [PRESSPlus1](#)
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and ~~for students entering the 9th grade in the fall of 2016 and each year after it,~~ one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.
3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment.* [PRESSPlus2](#)
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. [Q1](#)
11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and home ownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture,

business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.

12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States (U.S.) history must be taught, [PRESSPlus3](#) including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, ~~and~~ (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, [PRESSPlus4](#) and (g) Illinois history. [PRESSPlus5](#)

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
20. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling. [Q2](#)

LEGAL REF.:

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

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

47 C.F.R. §54.520

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-24.2, 435/, and 110/3.

625 ILCS 5/6-408.5.

23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

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

Questions and Answers:

***Required Question 1. A school district may offer workplace preparation instruction in grades 9 through 12 that covers legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees. (105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-347, eff. 1-1-20.) Does the board want to offer workplace preparation instruction?

No. (default)

Yes. Insert "In grades 9-12, workplace preparation instruction will be offered, covering legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees." 5/27-23.13 (final citation pending) will be added to the Legal References

***Required Question 2. A school district may offer a course on hunting safety as part of its curriculum during the school day. (105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152.) No grade levels are specified in the statute. Does the Board want to offer a course on hunting safety as part of its curriculum?

No. (default)

Yes, Insert In grade(s) [insert grade level(s)], a course on hunting safety will be offered during the school day." 5/27-23.13 (final citation pending) will be added to the Legal References What grade level(s) should be inserted?:

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20. The statute specifically states that school districts may utilize private funding available for offering civics education. **Issue 102, October 2019**

PRESSPlus 2. This language aligns with policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, which requires bullying prevention instruction as part of a district's Bullying Prevention and Response Plan. **Issue 102, October 2019**

PRESSPlus 3. 105 ILCS 5/27-21 does not specify at what grade level districts must cover these topics as part of U.S. history instruction; however, no student may graduate from grade 8 unless the student has received instruction in U.S. history and demonstrated comprehensive knowledge of the subject matter. **Issue 102, October 2019**

PRESSPlus 4. Updated in response to 105 ILCS 5/27-21, amended by P.A. 101-227, eff. 7-1-20. **Issue 102, October 2019**

PRESSPlus 5. Updated in response to 105 ILCS 5/27-21, amended by P.A. 101-341, eff. 1-1-20 (beginning with the 2020-2021 school year). **Issue 102, October 2019**

Document Status: Draft Update

6:150 Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse's written statement. [PRESSPlus1](#) Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

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

LEGAL REF.:

105 ILCS [5/10-19.05\(e\)](#), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.

23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

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

~~ADOPTED: January 16, 2018~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/14-13.01(a-5), amended by P.A.s 100-443 and 100-863. **Issue 102, October 2019**

Document Status: Draft Update

5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*. [PRESSPlus1](#)

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The School District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law. [PRESSPlus2](#)

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

Making a Complaint

Employees and nonemployees (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Employees Individuals may choose to report to a person of the individual employee's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

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

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 5:20, Workplace Harassment Prohibited.

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

Nondiscrimination Coordinator:

Name:

Mr. Carl Carlson, Supt.

Address:

400 E. Silverspoon Ave., Granville, IL 61326

Email:

carlsonc@pcschoools535.org

Telephone:

(815) 882-2800 x5

Complaint Managers:

Name:

Name:

NAME:

Ronda Cross, Principal

Putman Co. Primary School

Address:

400 E. Silverspoon Ave., Granville, IL 61326

Email:

crossr@pcschools535.org

Telephone:

(815) 882-2800 x1

NAME:

Mr. Carl Carlson

Superintendent

Address:

400 E. Silverspoon Ave., Granville, IL 61326

Email:

carlsonc@pcschools535.org

Telephone:

(815) 882-2800 x5

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Enforcement

A violation of this policy may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, and applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and reprinting including this policy in the appropriate handbooks. [PRESSPlus3](#)

LEGAL REF.:

Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106.

State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).

Ill. Human Rights Act, 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2.

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

Burlington Industries v. Ellerth, 524 U.S. 742 (1998).

Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).

Faragher v. City of Boca Raton, 524 U.S. 775 (1998).

Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).

Harris v. Forklift Systems, 510 U.S. 17 (1993).

Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).

Oncala v. Sundowner Offshore Services, 523 U.S. 75 (1998).

Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).

Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

Vance v. Ball State University, 133 S. Ct. 2434 (2013).

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20, expanding the definition of unlawful harassment and employer liability for certain categories of employees and nonemployees (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants).

Working environment is not limited to a physical location to which an employee is assigned. Harassment is unlawful on the basis of the specifically-listed categories in this policy whether that status is *actual* or *perceived*. An employer is liable under the IHRA for harassment by its nonmanagerial and nonsupervisory employees or if it becomes aware of the conduct and fails to take reasonable corrective measures. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20. Districts may use a free, online model program to be offered by the Ill. Dept. of Human Rights (IDHR), develop their own program, or utilize a combination of the two, as long as it includes the following, at a minimum: (1) an explanation of sexual harassment consistent with the IHRA, (2) examples of conduct that constitutes unlawful harassment, (3) a summary of relevant federal and State law concerning sexual harassment and remedies available to victims of sexual harassment, and (4) a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment.

Employers that fail to comply with this training requirement may face financial penalties. Training on other types of workplace harassment is not required by law, however it is best practice. **Issue 102, October 2019**

PRESSPlus 3. Informing nonemployees is not required by law. However, given the potential for employer liability under the IHRA for harassment of nonemployees, best practice is to publicize this policy to those individuals as well. **Issue 102, October 2019**

Document Status: Draft Update

5:50 Drug-and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

Title has been updated. Original Title: Drug- and Alcohol-Free Workplace; Tobacco Prohibition

All District workplaces are drug- and alcohol-free workplaces.^{PRESSPlus1}

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being on call^{Q1} for the District.^{PRESSPlus2}

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, or use, or being impaired by or under the influence of medical cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to Ashley's Law, 105 ILCS 5/22-33.^{PRESSPlus3} The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms^{PRESSPlus4} listed in the Cannabis Regulation and Tax Act (CRTA).^{PRESSPlus5}

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, District premises^{PRESSPlus6} means workplace as defined in the CRTA in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. School grounds means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of the Board policy respecting a drug-and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five⁵ calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, Curriculum Content, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.^{PRESSPlus7}

E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, [PRESSPlus8](#) tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Tobacco shall have the meaning provided in [105 ILCS 5/section 10-20.5b](#) of the School Code.

Cannabis shall have the meaning provided in the CRTA, [410 ILCS 705/1-10](#).

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device [Q2](#).

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. [In addition or](#) Alternatively, the [School Board](#) may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer [PRESSPlus9](#)

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

LEGAL REF.:

Americans With Disabilities Act, 42 U.S.C. §12114.

~~Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/.~~

Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.

Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.

Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.

~~30 ILCS 580/.~~ Drug-Free Workplace Act, ~~30 ILCS 580/.~~

[105 ILCS 5/10-20.5b](#).

[410 ILCS 82/.](#) Smoke Free Illinois Act.

[410 ILCS 130/.](#) Compassionate Use of Medical Cannabis Program Act.

[410 ILCS 705/1-1 et seq.](#) Cannabis Regulation and Tax Act.

[720 ILCS 675.](#) Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.

[820 ILCS 55/.](#) Right to Privacy in the Workplace Act.

[21 C.F.R. Parts 1100, 1140, and 1143.](#)

[23 Ill.Admin.Code §22.20.](#)

CROSS REF.: [5:10 \(Equal Employment Opportunity and Minority Recruitment\)](#), [5:120 \(Employee Ethics, Conduct, and Conflict of Interest\)](#), [6:60 \(Curriculum Content\)](#), [8:30 \(Visitors to and Conduct on School Property\)](#)

~~ADOPTED:October 19, 2015~~

Questions and Answers:

***Required Question 1. An employee is on call when the employer schedules him or her with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the employer's location or another previously-designated location. Consult the board attorney regarding how the board wants to treat employees who may be considered on call, e.g., superintendents, principals, coaches, and/or maintenance workers, etc. Has the board adopted the phrase "or being on call" into this policy?

- Yes (default)
- No. (IASB will remove "or being on call")

***Required Question 2. Optional. Including the statutory example that includes the term vape pen provides notice that vaping products are also prohibited through the term e-cigarette. Choose from the following options:

- Include the default sentence. (default)
- Replace "includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device" with "shall have the meaning provided in the Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675/1(a-9)."

PRESSPlus Comments

PRESSPlus 1. This policy is renamed. The new text in the title includes E-Cigarettes (**PRESS** Advisory Board feedback) and Cannabis (Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27 legalizing recreational cannabis use for persons over the age of 21).

Cannabis remains a *Schedule I*(c)(17) controlled substance under federal law, meaning that it has no currently accepted medical use in addition to a high potential for abuse. This policy continues to prohibit employees from using cannabis as allowed by the CRTA.

With the passage of the CRTA, each board and superintendent may wish to engage in a risk management conversation about the district's drug- and alcohol- free policy enforcement and discipline goals. Enforcement and discipline goals depend upon a board's risk-level tolerance and community expectations. For more information, see f/n 2 of sample policy 5:50, available at PRESS Online by logging in at www.iasb.com.

Consult the board attorney before implementing a drug testing program to enforce this policy.

Issue 102, October 2019

PRESSPlus 2. To align with best practices for identifying and subsequently initiating discipline of employees for violating this policy (especially with the passage of the CRTA) and any possible collective bargaining agreement provisions, the superintendent may want to convene the **Employee Substance Abuse Prevention Committee**. See sample administrative procedure 2:150-AP, *Superintendent Committees*, available at PRESS Online by logging in at www.iasb.com. **Issue 102, October 2019**

PRESSPlus 3. 410 ILCS 130/25(b) prohibits discipline or arrest of school nurses and/or administrators for acting in accordance with *Ashley's Law*, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20. Employers may enforce drug-free workplace policies when they are applied in a nondiscriminatory manner. 410 ILCS 705/10-50(a), added by P.A. 101-27, includes disciplining employees – even those who are a *registered qualifying patient* – for violating a drug-free workplace policies (410 ILCS 130/50 and 705/10-35(a)(1), added by P.A. 101-27). Contact the board attorney for advice concerning the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)). **Issue 102, October 2019**

PRESSPlus 4. Specific articulable symptoms listed in 410 ILCS 705/10-50(d), added by P.A. 101-27, include: the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others. In contrast to the CRTA, the MCPA, while listing the same specific, articulable, symptoms, does not require an employer to have a *good faith belief* that a *registered qualifying patient* is under the influence of cannabis. 410 ILCS 130/50(f), and scheduled to be repealed on 7-1-20. **Issue 102, October 2019**

PRESSPlus 5. 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27 allows reasonable, nondiscriminatory, zero-tolerance policies. If the district seeks to discipline an employee on the basis that he or she is under the influence of or impaired by cannabis, it must afford the employee a reasonable opportunity to contest the basis of the determination. **Contact the board attorney for advice concerning this provision and whenever the district seeks disciplinary action or dismissal of an employee on the basis of the cannabis prohibitions in the policy.** See f/n 9 of sample policy 5:50, available at PRESS Online by logging in at www.iasb.com, for more information about civil, criminal, and other penalties available under the CRTA. **Issue 102, October 2019**

PRESSPlus 6. 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27, allows employers to prohibit cannabis in the *workplace*. Many attorneys agree it is a best practice for employers to define workplace in policies that prohibit cannabis. 410 ILCS 705/10-50(h), added by P.A. 101-27, defines *workplace* as the employer's premises, including any building, real property, and parking area under the control of the employer or area used by an employee while in performance of the employee's job duties, and vehicles, whether leased, rented, or owned – and may be further defined by the employer's written policy when it is consistent with this definition.

This policy's definition of workplace expands the above CRTA definition to areas that board policy and/or the School Code impose

duties upon districts to keep students safe, including:

1. The *school property* definition from policy 8:30, *Visitors to and Conduct on School Property*;
2. The *school grounds* definition at 105 ILCS 5/10-27.1A(d); and
3. Places that school districts must prevent and respond to bullying, including vehicles used for school purposes. 105 ILCS 5/27-23.7(a)

Issue 102, October 2019

PRESSPlus 7. Optional. This statement serves as a display of good judgement and a reminder to employees that 105 ILCS 5/27-13.2 and 23.4 (provided it can be funded by private grants or the federal government) require districts to educate students about the dangers of substance abuse. To remove this statement, strike it and choose "Adopted with Additional District Edits" as the Save Status. **Issue 102, October 2019**

PRESSPlus 8. While 720 ILCS 675, amended by P.A. 101-2, excludes e-cigarettes from its definition of tobacco, it does not address vaporization. Prohibiting *e-cigarettes* aligns with the district's obligation to maintain a safe, smoke-free environment and is logical extension of 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act (410 ILCS 82/), and The Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675, amended by P.A. 101-2 (raising the legal age to buy tobacco and e-cigarette products to 21 years of age). In addition, the U.S. Food and Drug Administration now regulates e-cigarettes. For more information about e-cigarettes, see f/n 18 of sample policy 5:50, available at PRESS Online by logging in at www.iasb.com. **Issue 102, October 2019**

PRESSPlus 9. Optional best practice text. **Issue 102, October 2019**

Document Status: Draft Update

5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in No individual will be employed who has been convicted of a criminal offense listed in Section 105 ILCS 5/21B-80(c) of the School Code.

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

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

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

Investigations

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

Each newly hired employee must complete an U.S. Citizenship and Immigration and Naturalization Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 105 ILCS 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment. PRESSPlus1

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria. PRESSPlus2 (3) The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation; (4) The District does not request or require an applicant to disclose wage or salary history as a condition of employment; (5) The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation. Q1 (6) claim(s) made or benefit(s) received under Workers' Compensation Act; and (7) access to an employee's or applicant's personal online account, such as social networking website, including a request for passwords to such accounts.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an a licensed advanced practice registered 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 supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an a licensed advanced practice registered 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 supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

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

LEGAL REF.:

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

20 ILCS 2630/3.3, Criminal Identification Act.

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

820 ILCS 70/, Employee Credit Privacy Act.

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

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

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

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

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

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

Questions and Answers:

***Required Question 1. A school board that wishes to preserve the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, should consult its board attorney. Note: Attorneys caution that using the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, may trigger litigation. Violating this subsection entitles an employee to recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5), added by P.A. 101-177. Has the Board adopted the exceptions into this policy, adding to #5 the following: "unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer."?

No. (default)

Yes. The Board has consulted its board attorney and has adopted the exceptions into the policy. Add to #5 the following: "unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer."

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate changes made to 105 ILCS 5/10-21.9(c) and (g), amended by P.A. 101-531. **Issue 102, October 2019**

PRESSPlus 2. Numbers 2-5 are updated to incorporate changes made to the Equal Pay Act of 2003, 820 ILCS 112/10, amended by P.A. 101-177. If an employer violates this subsection, the employee may recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. **Issue 102, October 2019**

Document Status: Draft Update

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

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

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

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

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

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

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

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

Power and Duties of the Superintendent

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duties	Does the Board enumerate the duties of the Superintendent in the employment contract? <ol style="list-style-type: none"> Are the statutory duties of the Superintendent listed? Has the Board incorporated policy references to the other duties related to the Superintendent's employment? See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.
Full-time, Attention and Energy Clause	How will the Board address outside activities of the Superintendent? <ol style="list-style-type: none"> How will the Board define <i>outside activities</i>? Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract? Will the Board require approval/notification before the Superintendent engages in outside activities?

Employment and Compensation

Superintendent	
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Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duration of Contract	<p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p>
Salary	<p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> 1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (prior to 7-1-18 (40 ILCS 5/15-155(g), amended by P.A. 101-109-587)) or three percent (40 ILCS 5/15-155 (g-1), amended by P.A. 100-587) prior to retirement? PRESSPlus1 2. What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary of \$177,412 (P.A. 100-23 now makes school districts responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds \$177,412)? 3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)? <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> 1. A fixed salary for each year of the contract. 2. A guaranteed minimum salary. 3. Compensation increases.
Severance Agreements	<p>The Government Severance Pay Act (GSPA), 5 ILCS 415/10, added by P.A. 100-895, off. 1-1-19, requires the following contract provisions:</p> <ol style="list-style-type: none"> 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. See the <i>Severance Pay</i> row under the Changes to the Superintendent's Employment Contract subhead below for a definition of what misconduct means in the context of this law.
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	<p>How does the Board want to address:</p> <ol style="list-style-type: none"> 1. Pension contributions (TRS-THIS)? 2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation? 3. Unforeseen pension reform issues?

Conditions of Employment

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Administrative License	<p>Does the Board want to require the successful superintendent candidate to guarantee that as the future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?</p>
Criminal Background Check Law	<p>105 ILCS 5/10-21.9, amended by P.A. 101-531. See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> and the subhead entitled Fingerprint-based Criminal History Records Information Check in administrative procedure 5:30-AP2, <i>Investigations</i>.</p>
	<p>Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, amended by P.A. 101-531, and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 <i>et seq.</i>, Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party <i>consumer reporting agencies</i>, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer.</p>

Other Background Check Laws	<p>820 ILCS 75/, III. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (a/k/a <i>ban the box</i> law).</p> <p>820 ILCS 55/, III. Right to Privacy in the Workplace Act (RPWA), prohibits employers from:</p> <ol style="list-style-type: none"> 1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account; 2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and 3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's use of a lawful product off District property during nonworking hours, i.e., tobacco, cannabis, or alcohol. (Note: RPWA allows employers to regulate employees' use of those lawful products that impair an employee's ability to perform the employee's assigned duties. See policy 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition, and its f/ns). <p>820 ILCS 70/, III. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a <i>bona fide occupational requirement</i>, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than \$100; and (3) involve having access to confidential and financial information. Note: Any one of these grounds alone is sufficient.</p>
Medical Examination	<p>105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</p> <p>The Americans with Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r).</p> <p>See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns 18 and 19.</p>
Tenure	<p>Suspension of Tenure</p> <p>With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost.</p> <p>Continued Tenure</p> <p>Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure.</p> <p>See 105 ILCS 5/10-23.8 and the <i>Duration of Contract</i> row in the Employment and Compensation checkbox, above.</p>

Evaluations and Goals

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Goals and	<p>105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine.</p> <p>Regarding its goals and indicators, has the Board:</p> <ol style="list-style-type: none"> 1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states "and other information as the Board may determine")? 2. Included them in the body of the employment contract? Or as an exhibit to it? 3. Set them to be: <ol style="list-style-type: none"> a. Measurable and achievable, i.e., are they within the Superintendent's control? b. Objective, subjective or a combination of both? 4. Set a timeline for achievement, and if so is it on an: <ol style="list-style-type: none"> a. Annual basis? b. Prior to completion of the employment contract?

Indicators of Student Performance and Academic Achievement for the Superintendent	<p>5. Set them as procedural, substantive, or a combination of both?</p> <p>For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see:</p> <p>IASB's <i>Field Services Catalog</i> at: http://iasb.mys1cloud.com/fieldservicecatalog.pdf</p> <p>Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for boards to hold their superintendents accountable for district performance, including academic achievement:</p> <p><i>Setting District Goals and Direction</i> (leads a board and superintendent to develop their own district-language for specific measurable, and attainable goals and indicators)</p> <p><i>The Superintendent Evaluation Process</i> (describes an effective method of holding the superintendent accountable)</p> <p><i>The Board and its Superintendent</i> (workshop assisting a board in developing an effective relationship with its superintendent).</p>
Superintendent Evaluation	<p>Once the Board has developed its goals and indicators (as discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to:</p> <ol style="list-style-type: none"> 1. "Direct, through policy, its superintendent in his or her charge of the administration of the school district;" and 2. Evaluate the superintendent in his or her "administration of school board policies and his or her stewardship of the assets of the district." <p>How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?</p> <p>Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? Note: Some districts do not consider the superintendent evaluation to be a <i>one-time event</i> and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime.</p> <p>Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent's evaluation process?</p> <p>What evaluation instrument will be used? How will the evaluation be documented?</p> <p>Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?</p> <p>Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine?</p> <p>For more information about best practices when planning for and evaluating the Superintendent, see:</p> <p><i>The Superintendent Evaluation Process</i> at: www.iasb.com/training/superintendent-evaluation-process.pdf;</p> <p>IASB's <i>Foundational Principles of Effective Governance</i>, Principle 3. The board employs a superintendent, at: www.iasb.com/principles.cfm; stating "the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy".</p>

Expenses and Benefits

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>How will the Board address expenses in its employment contract negotiations with the successful superintendent candidate?</p> <p>Business</p> <ol style="list-style-type: none"> 1. What standard will the Board use, e.g., reasonable, itemized, etc.? 2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent's expenses?

Expenses	<p>Transportation</p> <p>Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include:</p> <ol style="list-style-type: none"> 1. Vehicle insurance reimbursement(s) 2. Vehicle repair reimbursement(s) 3. A travel allowance only at either a set amount or the District's per mile rate 4. A vehicle 5. Out-of-district travel
Insurance	<p>Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate?</p> <p>Some items successful superintendent candidates request include:</p> <ol style="list-style-type: none"> 1. Insurance contributions as part of a Cafeteria Plan, or in the alternative, the Board paying the premiums. 2. Specific insurance coverages from the Board, such as health, dental, vision, life, disability, etc.
Vacation	<p>Will the Board address vacation days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many days? 2. Will vacation days accumulate? And, if so, how? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process. 4. Will the Board address reimbursement for unused days?
Sick Leave/Days	<p>Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. Will sick leave be limited to annual sick leave days in the District's teachers' contract? 2. How will sick day accumulation be addressed? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.
Professional Activities and Organizations Memberships in Community Organizations	<p>Will the Board address memberships in professional activities/organizations and/or community organizations in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many organizations will the Board allow the Superintendent to join? 2. Which organizations will be allowed? 3. What is the Board's limit for the cost of dues to professional organizations?
Retirement	<p>Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then:</p> <ol style="list-style-type: none"> 1. Has the Board thoroughly examined and addressed: <ol style="list-style-type: none"> a. Any consequences or other penalties to it? b. The impact of any prior salary increases? c. Potential pension reform issues? 2. Often, a successful superintendent candidate's attorney has interest in the following issues: <ol style="list-style-type: none"> a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc. b. Whether a potential retirement payment will be properly creditable for TRS purposes. Note: Ultimately, only TRS has the authority to determine creditability.
Annuities and Other Deferred Compensation	<p>Will the Board address any type of annuities and other deferred compensation issues? If yes, then:</p> <ol style="list-style-type: none"> 1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary? 2. Will it contribute creditable earnings for TRS purposes?

Changes to the Superintendent's Employment Contract

Superintendent

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Non-Renewal at End of Contract	<p>How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it?</p> <ol style="list-style-type: none"> 1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable? 2. Will the Board require the Superintendent to remind it of the non-renewal date? 3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification? 4. Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal?
Renewal at End of Contract	<p>Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then:</p> <ol style="list-style-type: none"> 1. What date would be the earliest that the Board could renew its employment contract with the Superintendent? 2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.
Contract Extensions	<p>Will the Board agree to allow for an extension of its employment contract during its term? If yes, then:</p> <ol style="list-style-type: none"> 1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board's stated goals and indicators of student performance and academic improvement and other information it required? 2. Will the Board agree to extend a one-year contract when the Superintendent is not required to meet any goals? <p>See 105 ILCS 5/10-23.8.</p>
Terminations	<p>If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term?</p> <ol style="list-style-type: none"> 1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement? 2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent? 3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other? 4. Will the Board terminate the employment contract for permanent disability of the Superintendent? <ol style="list-style-type: none"> a. How will the Board define permanent disability in the contract? b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or c. Will the Board consider duration of absence; e.g., 90-days or exhaustion of sick leave, whichever is greater? <p>See PRESS sample policy 5:180, <i>Temporary Illness or Temporary Incapacity</i>.</p> <ol style="list-style-type: none"> 5. What standard will the Board use to terminate the employment contract for cause? Items to consider include: <ol style="list-style-type: none"> a. Any conduct detrimental/prejudicial to the District;* b. Just cause; c. Sufficient to dismiss a tenured teacher; d. Material breach of contract; or e. Not arbitrary and capricious. <p>*50 ILCS 205/3c, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See Severance Pay row directly below.</p> 6. Will the Board agree to provisions for hearing and due process for the Superintendent?

	7. How will the Board address death of its Superintendent during the duration of the employment contract?
Severance Pay	<p>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1), added by P.A. 100-895, eff. 1-1-19:</p> <ol style="list-style-type: none"> 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c, amended by P.A. 100-1040 limits sexual harassment or discrimination to instances when an employee is “found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964.” For more discussion about these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.
Liquidated Damages	<p>Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?</p> <ol style="list-style-type: none"> 1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys? 2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?
Amendments	How will the Board and Superintendent agree to allow for amendments to the employment contract?

What technical clauses need to be in the Superintendent’s employment contract?

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

Miscellaneous Issues

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

PRESSPlus 1. III. Pension Code, 40 ILCS 5/15-155(g), amended by P.A. 101-10, raises the cap for board contributions to the Teachers Retirement System back to 6%. **Issue 102, October 2019**

Document Status: Draft Update

5:20-E Resolution to Prohibit Sexual Harassment

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

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65, added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A.s 100-554 and 101-221) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official. [PRESSPlus1](#)

THEREFORE, BE IT RESOLVED, by the Board of Education of Putnam County CUSD 535, Putnam County, Illinois, as follows:

Section 1: The Board adopts Board policies [2:105, Ethics and Gift Ban, and 5:20, Workplace Harassment Prohibited](#), attached as Exhibit A, which collectively contains the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies [2:105, Ethics and Gift Ban, and 5:20, Workplace Harassment Prohibited](#), adopted by the Board are superseded by this Resolution.

~~Adopted this 16th day of April, 2018.~~

Attested by: Board President

Attested by: Board Secretary

PRESSPlus Comments

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies by resolution to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. The resolution must be adopted by February 9, 2020. **Issue 102, October 2019**

Document Status: Draft Update

6:300 Graduation Requirements

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

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill.Admin.Code §1.440.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by the School Code, 105 ILCS 5/2-3.64a-5(c).
6. Beginning with the 2020-2021 school year, filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements. [PRESSPlus1](#)

The Superintendent or designee is responsible for:

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

Early Graduation

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

Certificate of Completion

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

Veterans of World War II, the Korean Conflict, or the Vietnam Conflict: Service Member Diploma [PRESSPlus2](#)

Upon application, The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict will be awarded a diploma, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.:

105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, and 5/27-22.10.

105 ILCS 70/, Educational Opportunity for Military Children Act.

23 Ill.Admin.Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-180, eff. 6-1-20. See 6:300-E3, *Form for Exemption from Financial Aid Application Completion*, available at PRESS Online by logging in at www.iasb.com. **Issue 102, October 2019**

PRESSPlus 2. Optional. 105 ILCS 5/22-27, amended by P.A. 101-131. See 6:300-E1, *Application for a Diploma for a Service Member Killed in Action or for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict*, available at PRESS Online by logging in at www.iasb.com. **Issue 102, October 2019**

Document Status: Draft Update

7:20 Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

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

Sexual Harassment Prohibited

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

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

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

Making a Complaint ~~Enforcement~~ [PRESSPlus1](#)

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex.

~~Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.~~

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy. ~~another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.~~ [PRESSPlus2](#)

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

Nondiscrimination Coordinator:

Name:

Mr. Carl Carlson, Superintendent

Address:

400 E. Silverspoon Ave., Granville, IL
61326

Email:

carlsonc@pcschools535.org

Telephone:

(815) 882-2800 x5

Complaint Managers:

Ronda Cross, Principal

Carl Carlson, Superintendent

Name:

Name:

400 E. Silverspoon Ave., Granville, IL
61326

400 E. Silverspoon Ave., Granville, IL
61326

Address:

Address:

crossr@pcschools535.org

carlsonc@pcschools535.org

Telephone:

Telephone:

(815) 882-2800 x1

(815) 882-2800 x5

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks. [PRESSPlus3](#)

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Alleged Incidents of Sexual Abuse [PRESSPlus4](#)

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

Enforcement

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

LEGAL REF.:

20 U.S.C. §1681 *et seq.*, Title IX of the Educational Amendments of 1972.

34 C.F.R. Part 106.

105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.

775 ILCS 5/1-101 *et seq.*, Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), **5:90 (Abused and Neglected Child Reporting)**, 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED: ~~January 16, 2018~~

PRESSPlus Comments

PRESSPlus 1. The Enforcement subsection title is moved to be with its content, below. **Issue 102, October 2019**

PRESSPlus 2. Updated to align with policy 5:90, *Abused and Neglected Child Reporting*. **Issue 102, October 2019**

PRESSPlus 3. Updated in response to 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20. requires districts to maintain and implement an *age-appropriate* policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website and, if applicable, other areas where such information is posted in each school. The law does not expressly state that the age-appropriate policy is for students; however, that is the most logical interpretation. In practice, most districts maintain a student handbook for each building. Because the law only requires one policy, this policy manages the age-appropriate requirement by directing age-appropriate explanations of the policy be included in the building-level student handbook(s). **Issue 102, October 2019**

PRESSPlus 4. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center (CAC) review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531.

105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, governs the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC. For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map.

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. The law is silent about investigations in counties not served by CACs. **Issue 102, October 2019**

Document Status: Draft Update

7:150 Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will: ~~(1)~~ [PRESSPlus1](#)

1. ~~R~~Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student. ~~(2)~~
3. ~~M~~Minimize potential disruption, ~~(3)~~
4. ~~F~~Foster a cooperative relationship with public agencies and law enforcement, and ~~(4)~~
5. ~~C~~Comply with State law, including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will: [PRESSPlus2](#)
 - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing:
 - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
 - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning. [PRESSPlus3](#)

LEGAL REF.:

105 ILCS 5/10-20.64, 5/22-85 (final citation pending)

55 ILCS 80/, Children's Advocacy Center Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/31-1 et seq., Interference with Public Officers Act.

725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

~~ADOPTED: April 18, 2016~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20.

Additional resources include:

- The *Guidelines for Interviews of Students*, published by the Ill. Council of School Attorneys (ICSA) at: www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf.
- The publication, *Policing in Schools, Developing a Governance Document for School Resource Officers in K-12 Schools*, was developed by the American Civil Liberties Union, and is available at: www.aclu.org/racial-justice/policing-schools-developing-governance-document-school-resource-officers-k-12-schools.
- *School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA)*, published by PTAC (2019), at: www.studentprivacy.ed.gov/resources/school-resource-officers-school-law-enforcement-units-and-ferpa.

Issue 102, October 2019

PRESSPlus 2. The statute does not specifically assign these duties to a school official, but instead states that "a law enforcement officer, school resource officer, or other school security personnel" must ensure these conditions are met before detaining and questioning a student on school grounds. For ease of implementation, this policy assigns these duties to a school official as they routinely contact parents/guardians and can arrange for the presence of school personnel during an interview. See the ICSA *Guidelines* at www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf for further discussion of school officials' responsibilities when law enforcement authorities interview students at school. **Issue 102, October 2019**

PRESSPlus 3. A trained law enforcement officer is someone who: (1) received training in youth investigations approved or is certified by his/her law enforcement agency as a school resource officer per 50 ILCS 705/10.22, or (2) is a juvenile police officer per 705 ILCS 405/1-3(17). **Issue 102, October 2019**

Document Status: Draft Update

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

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

Bullying Prevention and Response Plan

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

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare

of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

Name:

Mr. Carl Carlson, Supt.

Address:

400 E. Silverspoon Ave., Granville, IL
61326

Email:

carlsonc@pcschools535.org

Telephone:

(815) 882-2800 x5

Complaint Managers:

Name:

Ronda Cross, Principal

Address:

400 E. Silverspoon Ave., Granville, IL

Email:

crossr@pcschools535.org

Telephone:

815-882-2800, ext. 1

Name:

Carl Carlson, Superintendent

Address:

400 E. Silverspoon Ave., Granville, IL

Email:

carlsonc@pcschools535.org

Telephone:

815-882-2800, ext. 5

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

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

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

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-

based services.

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

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. [PRESSPlus1](#) These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.:

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

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

ADOPTED: January 16, 2018

PRESSPlus Comments

PRESSPlus 1. Added for continuous improvement. **Issue 102, October 2019**

Document Status: Draft Update

8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. [PRESSPlus1](#)

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

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug. [PRESSPlus2](#)
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred. [PRESSPlus3](#)
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, Administering Medicines to Students, implementing Ashley's Law. [PRESSPlus4](#)
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

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

3. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child

academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or

4. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

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

Exclusive Bargaining Representative Agent

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

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

Enforcement

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

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

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:^{Q1}

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

LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 730 N.E.2d 96 (Ill.App.4, 2000).

Pro-Children Act of 1994, 20 U.S.C. §7181 et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, 5/24-24, and 5/24-25, and 5/27-23.7(a).

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program Act.

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act.

720 ILCS 5/11-9.3.

CROSS REF.:4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED:February 21, 2017

Questions and Answers:

***Required Question 1. For ease of administration, this text is broader than 105 ILCS 5/24-24, requiring a hearing for both school events and meetings. See Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000) (board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting). The court in Nuding did not specifically answer whether a board meeting qualified as a school event under 105 ILCS 5/24-24, but upheld the board's right to enforce conduct rules at its meetings under 105 ILCS 5/10-20.5. Consult the board attorney before narrowing the text, especially if the board has put the current text into practice and now plans to narrow it. This issue involves a balancing of a board's interest in the orderly transaction of its public business and the efficiency of its meetings against an individual's: (a) statutory rights attend meetings and/or comment to and ask questions of the board

(105 ILCS 5/10-16 and 5 ILCS 120/2.06(g)) and (b) constitutional freedoms and rights of speech, the press, assembly, and to petition the government (U.S. Constitution, First Amendment and Ill. Constitution, Art. I, §§ 1, 2, 4, and 5). Does the board want to narrow the policy text to mirror 105 ILCS 5/24-24?

No (default)

Yes ("or meetings" will be removed from the subheading and the first sentence of the subsection)

PRESSPlus Comments

PRESSPlus 1. Updated to align with the text of 105 ILCS 5/27-23.7(a). **Issue 102, October 2019**

PRESSPlus 2. Updated in response to the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27. This statement must be consistent with employee working conditions and employee conduct standards (see 5:120-AP, *Employee Conduct Standards*, available at PRESS Online by logging in at www.iasb.com) **Issue 102, October 2019**

PRESSPlus 3. Each board and superintendent may want to engage in a conversation regarding how the district might partner with local law enforcement to enforce this policy and the penalties available under the Cannabis Regulation Tax Act, e.g., posting signs barring community members from bringing in weapons, alcohol, cannabis, tobacco, etc. Signage reminding visitors of the policy may make it easier for staff and/or local law enforcement to enforce. **Issue 102, October 2019**

PRESSPlus 4. Managing cannabis on district property and the school setting presents many unsettled and complex legal issues. To legally use medical cannabis in Illinois, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)) 410 ILCS 130/, amended by P.A. 101-363, eff. 1-1-20 and scheduled to be repealed on 7-1-20. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis, including (a) in a school bus, (b) on the grounds of any preschool or primary or secondary school, or (c) in close physical proximity to anyone under the age of 18 years of age. However, *Ashley's Law*, 105 ILCS 5/22-33(b) and (g), added by P.A. 100-660, allows *designated caregivers* to administer medical cannabis infused products to students who are *registered qualifying patients* at school or on the school bus, and requires school boards to adopt a policy to implement the law unless the district would lose federal funding. See policy 7:270, *Administering Medicines to Students*.

Remember that *Ashley's Law* requires the designated caregiver to remove the product from the school premises or the school bus after administering it to the student, so as a result, policy 7:270, *Administering Medicines to Students*, requires immediate removal of medical cannabis infused products after administering them to the student. **Issue 102, October 2019**

Document Status: Draft Update

7:270 Administering Medicines to Students

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

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

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *School Medication Authorization SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. [PRESSPlus1](#)

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A *qualifying plan* means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. [PRESSPlus2](#)

The ~~School~~ District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a *qualifying plan*, or the storage of any medication by school personnel. [PRESSPlus3](#) A student's parent/guardian must indemnify and hold harmless the ~~School~~ District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, and/or asthma medication, and/or a medication required under a *qualifying plan* or the storage of any medication by school personnel.

School District Supply of Undesignated Glucagon [Q1](#)

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis [PRESSPlus4](#)

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old [PRESSPlus5](#) and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school

bus. [PRESSPlus6](#)

3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator. [PRESSPlus7](#)

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

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, [PRESSPlus8](#) or (2) fill the District's prescription for undesignated school glucagon.

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

Administration of Undesignated Medication

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

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code applicable under State law apply. [PRESSPlus9](#)

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

LEGAL REF.:

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

105 ILCS 145/, Care of Students with Diabetes Act.

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

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

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

Questions and Answers:

***Required Question 1. Optional. 105 ILCS 145/27, added by P.A. 101-428, permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement it. Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated glucagon, and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities. The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated glucagon in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs. Has the Board adopted the School District Supply of Undesignated Glucagon subsection?

Yes (default)

No (IASB will delete the School District Supply of Undesignated Glucagon subsection and its Void Policy language)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.21b(d), added by P.A. 101-205, eff. 1-1-20. The plan must address actions to be taken if the student is unable to self-administer medication and the situations in which the school must call 911. For plan guidance, see 7:270-AP1, *Dispensing Medication*, available at PRESS Online by logging in at www.iasb.com. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20. A student with a qualifying plan may self-administer medication if the student's parent/guardian provides the school with: (1) written permission for the student's self-administration of medication, (2) written authorization from the student's physician, physician assistant, or advanced practice registered nurse for the student to self-administer the medication, and (3) the prescription label containing the name of the medication, the prescribed dosage, and the time(s) or circumstances under which the medication is to be administered. This does not allow a student to self-carry unless otherwise permitted. Contact the board attorney for further guidance. **Issue 102, October 2019**

PRESSPlus 3. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20, does not specifically require this information to be in a notification to parents/guardians. However, 105 ILCS 5/10-22.21b requires parents/guardians to sign a statement that includes the district's protections from liability under 105 ILCS 5/10-22.21b; the signed acknowledgment is the notice. This policy includes the liability protection information under 105 ILCS 5/10-22.21b to also inform the community.

The storage of medication is not addressed in the applicable statutes and may not be covered as part of the district's protections from liability and hold harmless provisions. Contact the board attorney and the board's liability insurance carrier for further discussion about the district's liability and coverage in this area. **Issue 102, October 2019**

PRESSPlus 4. 105 ILCS 5/22-33(g), added by P.A. 100-660 (*Ashley's Law*) requires school boards to adopt a policy regarding the administration of medical cannabis infused product to students who are qualifying registered patients under the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/, amended by P.A. 101-363, and in addition to allowing a student's delegated care aide(s) to administer it, allow a school nurse or administrator to administer it, and/or the student him or herself. The policy must be implemented by:

1. Authorizing a parent/guardian and/or a *designated caregiver* of a student who is a *registered qualifying patient* to administer a medical cannabis infused product to that student at school or on the school bus (105 ILCS 5/22-33(b)).
2. Allowing a school nurse or administrator to administer a medical cannabis infused product to a student who is a *registered qualifying patient* while at school, a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care, on school-operated property or while being transported on a school bus (105 ILCS 5/22-33(b-5), added by 101-370, eff. 1-1-20)).
3. Authorizing a student who is a *registered qualifying patient* to self-administer a medical cannabis infused product if the self-administration takes place under the direct supervision of a school nurse or school administrator (*ld.*).

Important: If a district would lose federal funding as a result of the board adopting this policy, the board may not authorize the use of a medical cannabis infused product under Ashley's Law and not adopt this subsection. 105 ILCS 5/22-33(f). Consult the board attorney about the issue of federal funding.

Issue 102, October 2019

PRESSPlus 5. A student under the age of 18 may have up to three designated caregivers as long as at least one is a biological parent or a legal guardian. A student 18 years of age or older may appoint up to three designated caregivers who meet the requirements of the Compassionate Use of Medical Cannabis Program Act. **Issue 102, October 2019**

PRESSPlus 6. 105 ILCS 5/22-33(b-5), added by P.A. 101-370, eff. 1-1-20. A school nurse or administrator must annually complete a training curriculum to be developed by ISBE in consultation with the Ill. Dept. of Public Health prior to administering a medical cannabis infused product to a student in accordance with this section. 105 ILCS 5/22-33(f-5), added by P.A. 101-370, eff. 1-1-20. **Issue 102, October 2019**

PRESSPlus 7. Any medical cannabis infused product administered by a school nurse or administrator, or self-administered under the supervision of a school nurse or administrator, must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator. 105 ILCS 5/22-33(b-10), added by P.A. 101-370, eff. 1-1-20. **Issue 102, October 2019**

PRESSPlus 8. 105 ILCS 145/27, added by P.A. 101-428, provides that a physician, a physician assistant who has prescriptive authority under the Physician Assistant Practice Act of 1987 (225 ILCS 95/7.5), or an advanced practice registered nurse who has prescriptive authority under the Nurse Practice Act (225 ILCS 65-40) may prescribe undesignated glucagon in the name of the district to be maintained for use when necessary. **Issue 102, October 2019**

PRESSPlus 9. 105 ILCS 5/22-30(c). The school, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of an injury to a student arising from the administration of asthma medication, epinephrine injectors, or an opioid antagonists,

a student's self-administration of medication, or administration of undesignated glucagon (insofar as it would be considered part of the care of a student with diabetes).

105 ILCS 5/22-30(c) requires the district to inform parents/guardians in writing of the protections from liability and hold harmless provisions that apply to the administration of asthma medication, epinephrine injectors, and opioid antagonists. In addition, a statement must be signed by a student's parent/guardian acknowledging the district's protections from liability and hold harmless provisions for these undesignated medications. A similar acknowledgment must be signed by a student's parent/guardian for the self-administration of medication. 105 ILCS 5/10-22.21(c), added by P.A. 101-205, eff. 1-1-20. See 7:270-E1, *School Medication Authorization Form*, available at PRESS Online by logging in at www.iasb.com, for a sample acknowledgement. **Issue 102, October 2019**

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION EXECUTIVE SESSION AGENDA
November 18, 2019
6:30 p.m.

- I. Resignations:
Natalie Hulstrom – Panteras’ Sponsor (at the end of the season)
- II. Hires:
Susan Sale – HS Special Ed Paraprofessional
- III. School Safety – no action items
- IV. Other

Susan Sale
13169 AB Drive
Granville, IL 61326
Terando_S@Yahoo.com
815-830-3881

November 10, 2019

To. Mr. Clayton Theisinger,

I am applying for a full-time position as a paraprofessional in Putnam County High School. I have been substitute teaching for six years with schools, as often as my full time job allows. During this experience I have gained confidence in working with children and understanding in how to help each one individually.

One of the main reasons I am interested in a position as a paraprofessional has developed through helping children learn and gain confidence in the classroom. Each child will learn at different rates, sometimes you need to think of different ways to help them along to meet their goal; and once they meet the goal the child is so proud. This will help them as they go through school and get to harder more challenging subjects.

The attached resume describes my experiences in different fields and other related activities, all of which demonstrate my willingness to work hard and assume responsibilities. I have a strong drive to do well in anything I do.

I am confident that I have enthusiasm, and motivation to be a positive influence on the children and help them succeed.

If you need any additional information please feel free to contact me. Thank you.

Sincerely,

Susan Sale

SUSAN SALE

Current Address

13169 AB Drive
Granville, IL 61326

terando_s@yahoo.com

Cellular Phone: (815)830-3881

EDUCATION

BACHELOR OF SCIENCE

Psychology major, Sociology minor

Western Illinois University, Macomb IL

completed in May 2012

WORK EXPERIENCE

Wolf Hollow – Horse and Cattle Company - Owner

- Raising beef cattle to be sold January 2017 – Present
- Having a cow calf operation, selling first time moms (heifers) or cow calf pairs.
- Working on getting a riding lesson program in place to help children and adults learn how to ride horses and gain confidence in different areas.

Marquis Energy

- Scale Operator June 2016- Present
- Enter Information from semi drivers, weigh, probe their trailer, and test the corn.
- When testing the corn, I am to make sure that there is no foreign material that would have negative effect on the product being made.
- Send out product in a timely manner

Hopkins & Associates CPAs

- Located in Granville, IL February 2015- May 2016
- Secretary, Bookkeeper
- Answer phone calls and schedule appointments, assist with assembling tax returns, input checks, deposits, and any other type of bookkeeping.

Substitute Teacher

- Grades Kindergarten to Twelfth Grade August 2013- Present
- Carry out the lead teachers' lessons plans and keep the students on a normal routine to the best of my ability.
- Leave notes or any important information for the lead teacher to review when he/she returns.

Catch A Star Learning Center

- Located in Macomb, IL January 2012- May 2012
- Daycare
- Watch the children and help them with each stage of growth. Each room was a different age level with different activities. Activities would include: fine motor skill, reading, mathematical, science, and readiness.

VOULNTEER WORK

Hennepin United Methodist Church Hennepin, IL August 2007 – Present

- Volunteer work varies; it will go from helping with Sunday school to helping with a fundraiser.
- Sunday school- Help the children learn and understand the bible, help with different activities such as a play to be presented in church.
- Fund Raiser- Dinners- Help set up, serve, and clean. Kettle Corn- this is a fund raiser which happens mostly in the summer time. I will help pack the kettle corn, sell or run for supplies.

American Reads Macomb, IL August 2011- December 2011

- Children at a K-3 level
- Read to students, having students read to me, involve the children in reading- related activities, assisting students with homework.
- Helping each student with reading comprehension

Hennepin Town Ball Hennepin, IL June 2007- June 2009

- Coached girls ages 7-10
- Taught them team skills, patients, and the fundamentals to play softball

Susan Sale
13169 AB Drive
Granville, IL 61326
Terando_S@Yahoo.com
815-830-3881

References

Cyndi Defreezer

Supervisor

11953 Prairie Industrial Parkway
Hennepin, IL 61327
CyndiDefreezer@marquisenergy.com

(815)-878-8005

Mandy Vincent

Co-worker at Marquis

11953 Prairie Industrial Parkway
Hennepin, IL 61327

(815) 878-3231

Angela Serafini

Teacher at Putnam County Primary School

PUTNAM COUNTY CUSD #535
400 E SILVERSPoon AVE
GRANVILLE, IL 61326
serafinia@pcschoools535.org

(815)830-4888

400 East Silverspoon Ave.
Granville, IL. 61326



Office (815) 882-2800
Fax (815) 882-2802

Putnam County School District #535

On Thursday, November 21st, four interviews were conducted for the PCHS Paraprofessional vacancy. Mr. Theisinger, Mrs. Louis, and Mrs. McNelis spent time interviewing the four candidates. Once the interviews concluded, our interview committee unanimously agreed Mrs. Susan Sale would best meet the needs of our students and district. Mrs. Sale is a PCHS graduate as well as a community member. When checking references, she was described as positive, self-motivated, hard worker, always helping in any area needed, goes above and beyond, and as one employer noted - "favorite employee". Mrs. Sale will bring positivity, warmth, and a caring personality that will strengthen the services we currently provide for students within the Life Skills Program.

Paraprofessional Recommendation: Mrs. Susan Sale

Our interview committee again unanimously agreed that Mrs. Susan Sale had the qualities needed within the Life Skills program and would be the best candidate to successfully fulfil this position.

Most respectfully submitted,

Susan McNelis
Director of Special Education

December 3, 2019

Mr. Newsome,

I am writing to resign my position as the Pantera sponsor at the end of the 2019-2020 season. I hope that there will be coach more suited to the knowledge and skills necessary for building a great team. Thank you for the support you have shared throughout the year, I truly appreciate it.

Sincerely,

A handwritten signature in blue ink that reads "Natalie Hulstrom". The signature is written in a cursive style with a large initial 'N' and a long, sweeping underline.

Natalie Hulstrom

As Superintendent, I recommend to approve hiring and resignations:

Hires

- Susan Sale as High School paraprofessional

Resignations

- Natalie Hulstrom as Pantera Coach

Rationale

- Susan Sale is being hired in place of a special education teacher at the high school. The teaching position has been vacant and filled by a long-term substitute the first semester. Our administrative team has determined that the teaching position is not necessary at this time but having paraprofessional support is necessary. Susan Sale is expecting a child this spring and the district will look to fill her position with a substitute as needed when that time comes. This hiring does save the district money as the salary for a paraprofessional is less than a teaching salary.
- Natalie Hulstrom submitted her letter of resignation. Natalie has done great job filling our void this season as we were initially unable to find a person to take on the role. Natalie plans to finish the season and then step aside and help anyone interested in taking on the position.

District Goal

Demonstrate increased academic achievement for all students