

PUTNAM COUNTY CUSD #535  
BOARD OF EDUCATION MEETING AGENDA  
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER  
December 15, 2014  
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. Mr. Heiser and Ag Issues Group	
B. Family Reading Night	
VI. CORRESPONDENCE	3
VII. CONSENT AGENDA	
A. Approve November 17, 2014 Regular and Executive Session Minutes.	4
B. Approve District Bills	8
C. Approve Financial Reports	22
D. Approve Treasurer's Report	87
E. Destroy Executive Session Verbatim Recordings of June 17, 2013.	
VIII. REPORTS, UPDATES AND INFORMATIONAL ITEMS	
A. Principals' Reports	89
B. Superintendent's Report	
1. Transportation	98
2. State Funding	99
3. Investment Update	100
4. Vision 20/20	
C. Committee Reports	
1. Triple I Conference reports	

D. Conference Reports	
IX. OLD BUSINESS	
A. Approve PRESS Plus Issue 87, October 2014 (Action)	117
B. Approve Tax Levy (Action)	173
C. Audit - Discussion/Review of District Contracts	174
X. NEW BUSINESS	
A. Lostant Intergovernmental Agreement (Action)	175
B. Health Life Safety Plan (Action)	180
C. Superintendent Goals	190
XI. EXECUTIVE SESSION FOR THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DISTRICT.	
XII. ACTION ITEMS FOLLOWING EXECUTIVE SESSION	
A. Hiring of Maintenance Supervisor (possible action)	
XIII. ADJOURNMENT	



Dear Special Olympics Friends,

After 42 years of involvement with Special Olympics as a coach, volunteer and Area Director, I have decided it is time to cut back a bit as of December 31st. This was a very difficult decision to make as I have truly enjoyed working with everyone associated with the organization. You have each become a treasured member of my Special Olympics family who I can count on to do everything within your power to make our events successful. I will continue to be active on a part time basis as a consultant.

I am proud of the growth of the Starved Rock Area Special Olympics program from a once a year track meet to a year round opportunity for our athletes to participate in over fourteen different sports. It has been exciting to watch our athletes increase their skills in a variety of areas that will help them make a difference in our communities. It has been a sincere pleasure to establish relationships with the sponsors, coaches, families, and volunteers who give of themselves for our athletes.

Allison Nichols of Utica has been hired as my replacement. She will start in the Peru office on November 24<sup>th</sup>. I am confident that the program will continue to thrive and grow under her leadership and your help. If you are in the neighborhood, stop in to meet her.

Thanks for your friendship and commitment to Special Olympics. I have been truly blessed to know and work alongside you.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl".

Cheryl De Paepe  
Area Director

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

Board of Education  
Regular Meeting  
6:30 p.m., November 17, 2014  
Media Center Putnam County Primary School

President Mrs. Nauman called the meeting to order at 6:30 p.m.

The meeting continued with the Pledge of Allegiance.

PLEDGE

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

ROLL CALL

Bill additions to the Consent Agenda. Move Executive Session after Consent Agenda.

ADJUSTMENTS TO  
AGENDA

JH Softball Coach Walker and softball players were presented certificates for their second place state finish. The players presented Board members and Superintendent McCracken with signed softballs.

AUDIENCE  
PARTICIPATION

Thank you notes from Debbie Thompson, Sandy Woest and family of Karen Rennels were read.

CORRESPONDENC  
E

Mr. Gibson moved and Mr. Copeland seconded the motion to approve the Consent Agenda: Regular and Executive session minutes of October 20, 2014, Treasurer's Report for month of October, Financial Reports for month of October, bills for month of November, and destroy Executive Session Verbatim Recordings of May 20, 2013. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; Mrs. Shore, aye; and Mr. Copeland, aye. Motion carried.

CONSENT AGENDA

At 6:40 p.m. Mrs. Gilbert moved and Mrs. Shore seconded the motion to adjourn to executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the district. On roll call the members voted as follows: Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; Mrs. Shore, aye; Mr. Copeland, aye; and Mr. Gibson, aye. Motion carried.

EXECUTIVE  
SESSION

At 7:40 p.m. Mr. Gibson moved and Ms. Glenn seconded the motion to return to open session. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; Mrs. Shore, aye; and Mr. Copeland, aye. Motion carried.

Ms. Glenn moved and Mrs. Gilbert seconded the motion to approve the three day suspension of Employee 141501. On roll call the members voted as follows: Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; Mrs. Shore, aye; Mr. Copeland, aye; Mr. Gibson, aye; and Mrs. Gilbert, aye. Motion carried.

PERSONNEL

Principals' reports are on BoardBook.

PRINCIPALS'  
REPORTS

PUTNAM COUNTY BOARD OF EDUCATION

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Transportation – No major concerns in transportation.  
State Funding - Total Owed by State \$236,491.77  
Investment – Awarded CD in the amount of \$208,438.78 to First State Bank .41%.

SUPERINTENDENT  
REPORT

No Committee Reports

COMMITTEE  
REPORTS

Mr. Gibson moved and Mrs. Shore seconded the motion to approve PRESS Plus Issue 86 August 2014 Board Policy updates. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; Mrs. Shore, aye; and Mr. Copeland, aye. Motion carried.

PRESS PLUS ISSUE  
86

Superintendent McCracken presented the tentative 2014 Tax Levy. Mrs. Gilbert moved and Ms. Glenn seconded the motion to approve the tentative Tax Levy. On roll call the members voted as follows: Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; Mrs. Shore, aye; Mr. Copeland, aye; and Mr. Gibson, aye. Motion carried.

TENTATIVE TAX  
LEVY

Mrs. Nauman moved and Ms. Glenn seconded the motion to set the Truth in Taxation Hearing for Monday, December 15, 2014 at 6:00 p.m. in the Primary Building Media Center. All ayes, motion carried.

TRUTH IN  
TAXATION  
HEARING

At 8:11 p.m. Ms. Glenn moved and Mr. Copeland seconded the motion to adjourn.

ADJOURN

Respectfully submitted.  
Pamela Ellena, Board Secretary

APPROVED _____	_____
BOARD PRESIDENT	DATE
_____	_____
BOARD SECRETARY	DATE





# Bills Payable List

Printed: 12/11/2014 10:44 AM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 12/1/2014 to 12/31/2014

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
<b>AFLAC</b>					
		AFLAC-AFTER	999	87.77	10-481
		AFLAC-PRE TAX	97	102.57	10-481
		AFLAC-PRE TAX	97	10.79	20-481
				\$201.13	
<b>ALLIED WASTE SERVICES #366</b>					
		ALL SCHOOL SERVICES	1,204	644.74	20-2542-321-1
				\$644.74	
<b>AMEREN ILLINOIS</b>					
		H S- ELECTRIC SERVICE	1,204	23.82	20-2542-466-2
		PRIMARY NATURAL GAS	1,204	192.33	20-2542-465-5
		H S-NATURAL GAS SERVICE	1,204	460.98	20-2542-465-2
		H S-NATURAL GAS SERVICE	1,204	132.46	20-2542-465-2
		H S-NATURAL GAS SERVICE	1,204	134.06	20-2542-465-2
				\$943.65	
<b>ANDERSON, KYLE</b>					
		PE CONFERENCE	1,204	119.84	10-1250-332-36
		HENN ELEM-TRAVEL	1,204	19.25	10-1110-332-4
		PRIMARY-TRAVEL	1,204	19.25	10-1111-332-5
				\$158.34	
<b>ARAMARK</b>					
		ALL SCHOOL SERVICES	1,209	323.50	20-2542-321-1
		ALL SCHOOL SERVICES	1,209	606.74	20-2542-321-1
		ALL SCHOOL SERVICES	1,209	508.00	20-2542-321-1
		ALL SCHOOL SERVICES	1,209	271.77	20-2542-321-1
		ALL SCHOOL SERVICES	1,210	882.04	20-2542-321-1
				\$2,592.05	
<b>ASSURANT EMPLOYEE BENEFITS (DENTAL)</b>					
		DENTAL CERT S	98	131.28	10-481
		DENTAL BP CRT S	98	243.84	10-481
		DENTAL CRT F	98	306.17	10-481
		DENTAL BP CRT F	98	568.65	10-481
		DENTAL CERT S+	98	115.72	10-481
		DENT BP CRT S+	98	214.94	10-481
		DENT ADM BP F	98	154.38	10-481
		DENT ADM BP S	98	31.26	10-481
		DENT ADMIN E+S	98	27.84	10-481
		DENT ADMIN E+S	98	2.22	40-481
		DENT NC FAMILY	98	118.62	10-481
		DENT NC FAMILY	98	18.01	20-481
		DENT NC BP FAM	98	87.22	10-481
		DENT NC BP FAM	98	33.45	20-481
		DENT NC S+ 1	98	40.94	10-481
		DENT BP NC S+ 1	98	49.24	10-481
		DENT NC SINGLE	98	76.58	10-481
		DENT NC SINGLE	98	27.35	20-481
		DENT NC BP SIN	98	142.24	10-481

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		DENT NC BP SIN	98	50.80	20-481
				<u>\$2,440.75</u>	
<b>ASSURANT EMPLOYEE BENEFITS (LIFE)</b>					
		LIFE ADM BP	98	20.00	10-481
		LIFE SUPT BP 2	98	3.71	10-481
		LIFE SUPT BP 2	98	0.29	40-481
		LIFE CERT	98	80.30	10-481
		LIFE CERT BP	98	149.14	10-481
		LIFE NC	98	21.70	10-481
		LIFE NC	98	4.90	20-481
		LIFE NC BP	98	40.30	10-481
		LIFE NC BP	98	9.10	20-481
		LIFE EMP PD	98	2.00	10-481
				<u>\$331.44</u>	
<b>ASSURANT EMPLOYEE BENEFITS (VISION)</b>					
		VISION EMP	98	151.70	10-481
		VISION EMP	98	12.30	20-481
		VISION E+S	98	122.25	10-481
		VISION E+S	98	0.60	40-481
		VISION E+C	98	18.02	10-481
		VISION E+C	98	9.01	20-481
		VISION FAMILY	98	144.21	10-481
				<u>\$458.09</u>	
<b>ASSURANT EMPLOYEE BENEFITS (VOL LIFE)</b>					
		LIFE VOL	25	144.39	10-481
		LIFE VOL	25	2.32	40-481
				<u>\$146.71</u>	
<b>BAELE, BRANDY</b>					
		SW-TRAVEL	1,204	16.24	10-2110-332-1
				<u>\$16.24</u>	
<b>BERGER, NANCY</b>					
		TITLE IIA TRAVEL	1,209	598.99	10-1110-332-42
		PRIMARY-TRAVEL	1,209	96.20	10-1111-332-5
				<u>\$695.19</u>	
<b>BRADFIELDS COMPUTER SUPPLY</b>					
		SMARTBOARD/PROJECTOR	1,204	2,177.00	10-1112-410-1
464900		SMARTBOARD/PROJECTOR	1,204	1,398.00	10-1112-410-1
				<u>\$3,575.00</u>	
<b>BUILDERS CHOICE, INC.</b>					
		LOCKERS	1,204	848.75	20-2542-540-4
				<u>\$848.75</u>	
<b>BUREAU COUNTY REPUBLICAN</b>					
		INFO SERV-ADVERTISING	1,204	302.00	10-2630-350-1
				<u>\$302.00</u>	
<b>CARBONI, JIMMY</b>					
		PE CONFERENCE	1,204	224.00	10-1250-332-36

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<u>\$224.00</u>					
<b>CAROLINA BIO SUPPLY</b>					
		HS-SUPPLIES	1,204	42.94	10-1113-410-2
<u>\$42.94</u>					
<b>CCTV SECURITY PROS LLC</b>					
		CAMERA SYSTEM	1,209	5,091.49	20-2542-540-3
<u>\$5,091.49</u>					
<b>CENTERPOINT ENERGY SERVICES INC</b>					
		H S-NATURAL GAS SERVICE	1,204	624.96	20-2542-465-2
		JR HI-NATURAL GAS	1,204	351.54	20-2542-465-3
		ELEMENTARY-NATURAL GAS	1,204	386.26	20-2542-465-4
		PRIMARY NATURAL GAS	1,204	1,050.28	20-2542-465-5
<u>\$2,413.04</u>					
<b>CENTRAL IL ELEVATOR INSPECTIONS</b>					
		JH HANDI LIFT INSP	1,204	240.00	80-2540-319-7
<u>\$240.00</u>					
<b>CES</b>					
		FIRE ALARM INSPECTION	1,204	680.00	80-2540-319-7
<u>\$680.00</u>					
<b>CHILDRENS HOME ASSOC OF ILLINOIS</b>					
		LIGHTEDWAY/PEORIA	1,204	4,825.80	10-1912-670-1
		LIGHTEDWAY/PEORIA	1,210	3,676.80	10-1912-670-1
<u>\$8,502.60</u>					
<b>CIONI FORD, AL</b>					
		YELLOW BUS R/M	1,204	33.50	40-2550-322-1
<u>\$33.50</u>					
<b>CIUCCI, ERIC</b>					
		STATE ATHLETIC TRAVEL	1,204	78.68	10-1501-332-1
<u>\$78.68</u>					
<b>CROSS, RONDA</b>					
		PRINC OFFICE-TRAVEL	1,204	181.12	10-2410-332-1
<u>\$181.12</u>					
<b>CULLIGAN TRI CO SALES</b>					
		ALL SCHOOL SERVICES	1,204	53.00	20-2542-321-1
<u>\$53.00</u>					
<b>DAVIS, ANNETTE E</b>					
		HEARING IMP-TRAVEL	1,204	25.20	10-1207-332-1
		MEDIA PROG-TRAVEL	1,204	358.70	10-2220-332-1
		HS-SUPPLIES	1,204	50.33	10-1113-410-2
<u>\$434.23</u>					
<b>DELTA INDUSTRIES INC</b>					
		ELEMENTARY-BLDG REPAIR	1,204	898.19	20-2542-323-4
<u>\$898.19</u>					
<b>EBSCO ACCOUNTS RECEIVABLE SERVICE CENTER</b>					
32993		JH MEDIA-PERIODICALS	1,204	188.85	10-2220-440-3

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				<u>\$188.85</u>	
<b>EDENS, MICHELLE</b>		ECE COMM SUPP	1,204	42.26	10-1125-412-1
		ECE FOOD SUPP	1,204	37.92	10-1125-411-1
				<u>\$80.18</u>	
<b>EPES SOFTWARE</b>	24404	HS OFFICE - SUPPLIES	1,204	119.00	10-2410-410-2
				<u>\$119.00</u>	
<b>ESPECIAL NEEDS LLC</b>		MEDICAID	1,205	90.79	10-1220-411-11
				<u>\$90.79</u>	
<b>FEURER, LINDA</b>		F/C SCIENCE SUPPLY	1,210	24.24	10-1113-412-2
				<u>\$24.24</u>	
<b>FROG STREET PRESS</b>	50994	F/C SCIENCE SUPPLY	1,204	338.99	10-1250-410-36
				<u>\$338.99</u>	
<b>FRONTIER</b>		H S - TELEPHONE SERVICE	1,204	90.34	20-2542-340-2
				<u>\$90.34</u>	
<b>GARAVENTA USA INC</b>		JR HI BLDG. REP/ MAINT	1,208	658.75	20-2542-323-3
				<u>\$658.75</u>	
<b>GENERAL PUMP &amp; MACHINERY</b>		PRIMARY REPAIR/MAI	1,204	237.59	20-2542-323-5
				<u>\$237.59</u>	
<b>GIBSON, JIM</b>		BOARD OF ED/TRAVEL	1,205	97.00	10-2310-332-6
				<u>\$97.00</u>	
<b>GLOBAL EQUIPMENT COMPANY</b>		LEASE FD TECH SUPPLY	1,204	1,030.27	10-1112-410-1
				<u>\$1,030.27</u>	
<b>GOETZ, JODIE L</b>		CROSS CAT SUPPLY - HS	1,209	20.79	10-1220-410-2
		EPIC-TUITION REIMB	1,209	395.00	10-2210-320-1
				<u>\$415.79</u>	
<b>GOETZ, MEGAN</b>		CROSS CAT-TRAVEL	1,209	8.96	10-1220-332-1
				<u>\$8.96</u>	
<b>GORENZ AND ASSOCIATES LTD.</b>		AUDIT/FINANCIAL SERVICES	1,204	10,150.00	10-2310-317-6
				<u>\$10,150.00</u>	
<b>GOSLIN, VANESSA</b>		JR HI-TRAVEL	1,204	67.20	10-1112-332-3
		H S TRAVEL	1,204	67.20	10-1113-332-2

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				<u>\$134.40</u>	
<b>GRAINGER</b>					
		H S-BUILDING REPAIRS/MAI	1,204	49.14	20-2542-323-2
		ELEMENTARY-BLDG SUPPLIES	1,204	89.60	20-2542-410-4
		PRIMARY BLDG SUPPLY	1,209	214.40	20-2542-410-5
				<u>\$353.14</u>	
<b>HEALTH ALLIANCE MEDICAL PLANS</b>					
		HENN ELEM-MED INSURANCE	1,215	101.18	10-1110-222-4
		PRIMARY-MED INS	1,215	101.18	10-1111-222-5
		JR HI-TEACHER MED INS	1,215	101.18	10-1112-222-3
		H S-MEDICAL INSURANCE	1,215	101.17	10-1113-222-2
		HLTH CRT S	98	433.27	10-481
		HLTH BP CRT S	98	9,815.73	10-481
		HLTH CRT F	98	1,551.52	10-481
		HLTH BP CRT F	98	1,894.52	10-481
		HLTH CRT E + S	98	1,418.97	10-481
		HLTH BP CRTE+S	98	2,732.03	10-481
		HLTH BP ADM S	98	554.00	10-481
		HLTH NC F	98	387.88	10-481
		HLTH BP NC F	98	473.63	10-481
		HLTH NC S	98	281.04	10-481
		HLTH NC S	98	58.55	20-481
		HLTH BP NC S	98	6,366.96	10-481
		HLTH BP NC S	98	1,326.45	20-481
		HLTH BP EMP+C	98	348.63	20-481
		HLTH E + C	98	1,046.90	10-481
		HLTH BP E + C	98	1,743.15	10-481
		HLTH E + C	98	209.38	20-481
		HLTH ADM BP F	98	2,584.50	10-481
		HLTH ADMIN E+S	98	549.30	10-481
		HLTH ADMIN E+S	98	43.70	40-481
				<u>\$34,224.82</u>	
<b>HEGGEN, JOHN</b>					
		TRANSP - YB SUPPLY	1,204	11.20	40-2550-411-1
				<u>\$11.20</u>	
<b>HENNEPIN BLDG IMPREST</b>					
		PRINC OFFICE-POSTAGE	1,204	21.00	10-2410-341-1
				<u>\$21.00</u>	
<b>HENNEPIN BOAT STORE LLC.</b>					
		ELEMENTARY-BLDG SUPPLIES	1,204	151.29	20-2542-410-4
		HIGH SCHOOL-BLDG SUPPLIE	1,204	189.00	20-2542-410-2
				<u>\$340.29</u>	
<b>HENNEPIN WATER DISTRICT</b>					
		ELEM-WATER	1,205	433.67	20-2542-322-4
		ELEM-WATER	1,210	368.11	20-2542-322-4
				<u>\$801.78</u>	
<b>HIGH SCHOOL IMPREST</b>					

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		HS ATH DUES/FEES	1,204	1,455.50	10-1501-640-2
		MEDIA PROG-TRAVEL	1,204	10.00	10-2220-332-1
		PRINC OFFICE-POSTAGE	1,204	18.47	10-2410-341-1
		HS ATHL OFFICIALS	1,204	270.00	10-1501-319-2
				<u>\$1,753.97</u>	
<b>HILLMANN PEDIATRIC THERAPY</b>					
		PHYS IMP-CONTRACT SERVIC	1,209	5,950.00	10-1204-319-1
				<u>\$5,950.00</u>	
<b>HINCKLEY SPRING WATER CO</b>					
		BOARD SUPPLIES	1,204	42.74	10-2310-410-6
				<u>\$42.74</u>	
<b>HOLMES, MICHAEL</b>					
		WATER TESTING	1,208	500.00	20-2543-323-3
				<u>\$500.00</u>	
<b>HOMEFIELD ENERGY</b>					
		H S- ELECTRIC SERVICE	1,205	2,855.70	20-2542-466-2
		JR HI-ELECTRICAL SERVICE	1,205	1,652.81	20-2542-466-3
		ELEMENTARY-ELECTRIC SERVI	1,205	1,043.50	20-2542-466-4
		PRIMARY-ELECTRIC SERVIC	1,205	3,632.86	20-2542-466-5
				<u>\$9,184.87</u>	
<b>HOUGHTON MIFFLIN COMPANY</b>					
	43332	HENN ELEM TEXT	1,204	5,539.77	10-1110-420-4
	43345	GO MATH GRADE 4	1,208	41.79	10-1112-410-1
				<u>\$5,581.56</u>	
<b>HULSTROM, NATALIE</b>					
		MUSIC TRAVEL	1,204	101.92	10-1115-332-1
				<u>\$101.92</u>	
<b>I D E S (ACCT 08059410)</b>					
		UNEMPLOYMENT INSUR	1,215	3,344.00	80-2363-232-7
				<u>\$3,344.00</u>	
<b>IL ASSO OF SCHOOL BOARDS</b>					
		BOARD OF ED/TRAVEL	1,209	290.00	10-2310-332-6
				<u>\$290.00</u>	
<b>IL MUSIC THERAPY SERVICES</b>					
		ECE PROF SVCS	1,209	130.00	10-1125-320-26
				<u>\$130.00</u>	
<b>IL OIL MARKETING EQUIPMENT, INC.</b>					
		H S-BUILDING REPAIRS/MAI	1,205	375.00	20-2542-323-2
				<u>\$375.00</u>	
<b>IL PRINCIPALS ASSOCIATION</b>					
		TITLE I 7-5	1,205	431.00	10-1250-332-36
		TITLE I 7-5	1,205	28.00	10-1250-332-36
	28143	TITLE I 7-5	1,205	359.00	10-1250-332-36
				<u>\$818.00</u>	
<b>IL STATE POLICE</b>					
		FINGERPRINTING	1,205	126.00	10-2310-640-6

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$126.00</u>	
<b>IL VALLEY CELLULAR</b>					
		ALL SCHOOL SERVICES	1,205	151.55	20-2542-321-1
		ALL SCHOOL SERVICES	1,205	115.44	20-2542-321-1
				<u>\$266.99</u>	
<b>IL VALLEY WASTE SERVICES</b>					
		HENNEPIN WASTE	1,209	406.09	20-2542-321-1
		HS WASTE	1,209	581.23	20-2542-321-1
				<u>\$987.32</u>	
<b>IL VIRTUAL SCHOOL</b>					
		1ST SEMESTER 1415	1,205	570.00	10-1113-470-1
				<u>\$570.00</u>	
<b>JACQUE URNIKIS DBA/</b>					
		ELEMENTARY-BLDG REPAIR	1,205	209.00	20-2542-323-4
				<u>\$209.00</u>	
<b>JOHANNES BUS SERVICE INC.</b>					
		CONTRACT REG	1,205	50,750.22	40-2550-325-1
		CONTRACT SERVICE-SP ED R	1,205	19,705.88	40-2550-326-1
		CONTRACT SERVICE-AV	1,205	1,931.80	40-2550-327-1
		CONTRACT ECE ROUTES	1,205	14,772.40	40-2550-331-1
		CONTRACT-EX CURRIC	1,205	5,765.63	40-2550-328-1
		PCEF	1,205	1,024.92	40-2550-328-1
		CONTRACT ECE ROUTES	1,205	274.00	40-2550-331-1
				<u>\$94,224.85</u>	
<b>JUNIOR HIGH IMPREST</b>					
		JR HI SUPPLIES	1,209	15.90	10-1112-410-3
		JH ATHL OFFICIALS	1,209	840.00	10-1501-319-3
		JR HI-ATHLETIC WORKERS	1,209	320.00	10-1501-125-3
		PRINC OFFICE-POSTAGE	1,209	19.44	10-2410-341-1
				<u>\$1,195.34</u>	
<b>KETTMAN HEATING &amp; PLUMBING</b>					
		ELEMENTARY-BLDG REPAIR	1,205	482.15	20-2542-323-4
				<u>\$482.15</u>	
<b>LEASE</b>					
		MEDICAID	1,205	14.08	10-1220-411-11
		SW-TRAVEL	1,205	15.00	10-2110-332-1
		ECE TRAVEL 7-5	1,205	45.00	10-1125-332-1
		PRIMARY-TRAVEL	1,205	15.00	10-1111-332-5
		SPEECH IMP-TRAVEL	1,205	30.00	10-1210-332-1
				<u>\$119.08</u>	
<b>LETTERKRAFT</b>					
		SUPT OFFICE-SUPPLIES	1,205	470.00	10-2320-410-1
				<u>\$470.00</u>	
<b>LIGHTED WAY ASSOCIATION I</b>					
		LIGHTEDWAY/PEORIA	1,205	9,745.38	10-1912-670-1
				<u>\$9,745.38</u>	

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<b>MACGILL</b>					
	33114	JR HI-ATHLETIC SUPPLIES	1,205	157.67	10-1501-410-3
				<u>\$157.67</u>	
<b>MAIN, KATHERINE</b>					
		NURSE-TRAVEL	1,205	188.27	10-2134-332-1
				<u>\$188.27</u>	
<b>MARCO INC.</b>					
		HEN R/M/COPIERS	1,209	399.15	10-1110-323-4
		PRIMARY R/M /COPIER	1,209	399.15	10-1111-323-5
		HS R/M / COPIER	1,209	399.16	10-1113-323-2
		JH R/M/COPIER	1,209	399.16	10-1112-323-3
		SUP COPY MACHINE	1,209	399.16	10-2320-323-1
		CROSS CAT R/M COPIER	1,210	78.85	10-1220-323-1
				<u>\$2,074.63</u>	
<b>MARK KARLOSKY CONSULTING</b>					
		6TH GR MOBILE CART	1,205	5,544.52	10-1112-410-1
		TECH R/M	1,205	380.00	10-2226-323-1
		TECH R/M	1,205	277.43	10-2226-323-1
		LEASE FD TECH SUPPLY	1,209	224.61	10-1112-410-1
		TECH R/M	1,210	305.75	10-2226-323-1
64895		LEASE FD TECH CAP OUT	9	1,379.00	10-1110-540-1
64895		LEASE FD TECH SUPPLY	9	2,188.91	10-1112-410-1
				<u>\$10,300.22</u>	
<b>MCGILL, MONICA</b>					
		ECE FOOD SUPP	1,205	32.92	10-1125-411-1
				<u>\$32.92</u>	
<b>MCNABB TELEPHONE COMPANY</b>					
		H S - TELEPHONE SERVICE	1,205	445.20	20-2542-340-2
		JR HI-TELEPHONE SERVICE	1,205	519.40	20-2542-340-3
		ELEM-TELEPHONE	1,205	207.76	20-2542-340-4
		PRIMARY-TELEPHONE SERV	1,205	207.75	20-2542-340-5
		SUPT-TELEPHONE	1,205	103.88	20-2542-340-1
				<u>\$1,483.99</u>	
<b>MEDIACOM LLC</b>					
		MEDIACOM HENNEPIN	91	205.90	10-2190-323-1
		MEDIACOM-GRANVILLE	91	305.90	10-2190-323-1
				<u>\$511.80</u>	
<b>MENARDS PERU</b>					
		HS ATHLETIC SUPPLY	1,205	4.59	10-1501-410-2
		H S ATHLETIC-SUPPLIES	1,205	4.59	10-1501-410-2
		HIGH SCHOOL-BLDG SUPPLIE	1,205	33.52	20-2542-410-2
		VOC AG SUPPLIES	1,209	48.08	10-1401-410-2
				<u>\$90.78</u>	
<b>MERTEL, LORI</b>					
		MEDIA PROG-TRAVEL	1,205	301.49	10-2220-332-1
				<u>\$301.49</u>	

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<b>MUSIC SHOPPE, INC.</b>					
		MUSIC RESALE	1,205	57.12	10-1115-495-1
		MUSIC REPAIRS	1,205	50.35	10-1115-323-1
				<u>\$107.47</u>	
<b>N C I M D</b>					
		PRIMARY CAFE FOOD	1,205	1,506.50	10-2560-410-5
		HENN-CAFE FOOD	1,205	895.50	10-2560-410-4
		JR HI-CAFE FOOD	1,205	910.50	10-2560-410-3
		HIGH SCHOOL- FOOD	1,205	1,378.50	10-2560-410-2
				<u>\$4,691.00</u>	
<b>NATL ASSOC FOR MUSIC EDUCATION</b>					
		MUSIC DUES	1,205	114.00	10-1115-640-1
				<u>\$114.00</u>	
<b>NCPERS GROUP LIFE INS.</b>					
		NCPERS INSURANCE	999	56.00	10-481
		NCPERS INSURANCE	999	16.00	20-481
				<u>\$72.00</u>	
<b>NCS PEARSON INC</b>					
		SW-SUPPLIES	1,205	43.00	10-2110-410-1
				<u>\$43.00</u>	
<b>NCS PEARSON</b>					
		MEDICAID	1,210	319.80	10-1220-411-11
				<u>\$319.80</u>	
<b>NETWORK BUSINESS SYSTEMS INC.</b>					
		LEASE FD-MAXIIS	91	200.00	10-2190-323-1
				<u>\$200.00</u>	
<b>NEWS TRIBUNE</b>					
		INFO SERV-ADVERTISING	1,205	357.20	10-2630-350-1
				<u>\$357.20</u>	
<b>NEWSOME, CHRIS</b>					
		TECH-TRAVEL	1,205	195.44	10-2226-332-1
		LEASE FD TECH SUPPLY	1,209	11.12	10-1112-410-1
				<u>\$206.56</u>	
<b>NORTH CENTRAL BANK</b>					
		PRIMARY REPAIR/MAI	1,215	182.74	20-2542-323-5
		PRIMARY BLDG SUPPLY	1,215	233.67	20-2542-410-5
		PRIMARY BLDG SUPPLY	1,215	792.89	20-2542-410-5
		IPAD COVERS	1,215	67.27	10-1112-410-1
		TONER	1,215	31.98	10-1112-410-1
		4 ACER CHROMEBOOK, BRACKETS	1,215	212.56	10-1112-410-1
		BAGS FOR CHROMEBOOKS	1,215	822.00	10-1112-410-1
		ADMIN MEETING	1,215	96.62	10-2310-410-6
		TRIPLE I CONFERENCE	1,209	5,804.25	10-2310-332-6
		LEASE FD TECH SUPPLY	1,209	1,509.00	10-1112-410-1
		VOC AG-FFA TRAVEL	1,209	226.37	10-1401-333-2
		H S ATHLETIC-SUPPLIES	1,209	155.11	10-1501-410-2

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	FALL PLAY	1,209	58.00	10-1540-411-1
	TRANSP - YB SUPPLY	1,209	72.00	40-2550-411-1
	EXTRA CURR- TRAVEL	1,209	294.00	10-1540-332-1
	SUPT OFFICE-TRAVEL	1,209	70.00	10-2320-332-1
	LEASE FD TECH SUPPLY	1,209	9.99	10-1112-410-1
	HENN ELEM-SUPPLIES	1,209	71.25	10-1110-410-4
	ELEMENTARY-BLDG SUPPLIES	1,209	10.75	20-2542-410-4
	ED FOUNDATIONS SUPPLIES	1,209	27.70	10-2310-411-6
	TITLE I 7-5	1,209	270.84	10-1250-332-36
	PRINC OFFICE-TRAVEL	1,209	31.02	10-2410-332-1
	PRIMARY OFFICE - SUPPLIES	1,209	77.61	10-2410-410-5
	HENN ELEM-TRAVEL	1,209	(135.00)	10-1110-332-4
	PRINC-DUES/FEES	1,210	14.41	10-2410-640-1
			<u>\$11,007.03</u>	
<b>ORIENTAL TRADING CO</b>				
43342	MEDICAID	1,208	54.98	10-1220-411-11
			<u>\$54.98</u>	
<b>ORKIN EXTERMINATING CO IN</b>				
	ALL SCHOOL SERVICES	1,205	213.79	20-2542-321-1
	ALL SCHOOL SERVICES	1,205	53.00	20-2542-321-1
			<u>\$266.79</u>	
<b>PC FOODS, INC.</b>				
	JR HI-CAFE FOOD	1,205	16.45	10-2560-410-3
	F/C SCIENCE SUPPLY	1,205	58.76	10-1113-412-2
	MEDICAID	1,205	49.69	10-1220-411-11
	BOARD SUPPLIES	1,205	25.53	10-2310-410-6
	F/C SCIENCE SUPPLY	1,205	26.44	10-1113-412-2
	MEDICAID	1,205	42.11	10-1220-411-11
	F/C SCIENCE SUPPLY	1,205	33.33	10-1113-412-2
			<u>\$252.31</u>	
<b>PCCU (NEC)</b>				
	NEC-ADMIN/10 MONTH	98	151.23	10-481
	NEC-ADMIN/10 MONTH	98	2.28	40-481
	NEC 24/20	98	1,068.56	10-481
			<u>\$1,222.07</u>	
<b>PEDERSON CONSTRUCTION</b>				
	H S-BUILDING REPAIRS/MAI	1,209	2,344.16	20-2542-323-2
			<u>\$2,344.16</u>	
<b>PENSERV PLAN SERVICES INC</b>				
	PENSERV PLAN SERVICES	999	3,478.45	10-481
	PENSERV PLAN SERVICES	999	207.50	20-481
	ANNUAL FEE	1,205	1,100.00	10-2310-640-6
			<u>\$4,785.95</u>	
<b>PERFORMANCE FOOD SERVICE</b>				
	PRIMARY CAFE FOOD	1,208	2,567.48	10-2560-410-5
	PRIMARY BREAKFAST	1,208	556.35	10-2560-410-1-5
	PRIMARY MISC SUPPLY	1,208	60.47	10-2560-490-5

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		HENN-CAFE FOOD	1,208	2,656.29	10-2560-410-4
		HEN BREAKFAST	1,208	359.13	10-2560-410-1-4
		HENN ELEM-CAFE MISC SUPP	1,208	46.95	10-2560-490-4
		JR HI-CAFE FOOD	1,208	2,927.00	10-2560-410-3
		JH BREAKFAST	1,208	295.49	10-2560-410
		JR HI-CAFE MISC SUPPLIES	1,208	22.95	10-2560-490-3
		HIGH SCHOOL- FOOD	1,208	3,996.86	10-2560-410-2
		HS BREAKFAST	1,208	665.95	10-2560-410-1-2
		H S-CAFE MISC SUPPLIES	1,208	281.43	10-2560-490-2
		ECE FOOD SUPP	1,208	144.60	10-1125-411-1
		ECE FOOD SUPP	1,208	143.23	10-1125-411-1
				<u>\$14,724.18</u>	
<b>PERMA- BOUND</b>					
		JH MEDIA BOOKS	1,205	19.84	10-2220-411-3
33084		JH MEDIA BOOKS	1,205	187.69	10-2220-411-3
33108		PCEF READING GRANT	1,205	681.47	10-2310-411-6
33116		ED FOUNDATIONS SUPPLIES	1,205	191.36	10-2310-411-6
43338		LIBRARY GRANT	1,205	191.34	10-2220-410-32
				<u>\$1,271.70</u>	
<b>PETERSON, ROBERT</b>					
		PRINC OFFICE-TRAVEL	1,205	501.20	10-2410-332-1
				<u>\$501.20</u>	
<b>PRIMARY IMPREST</b>					
		TITLE I 7-5	1,205	250.00	10-1250-332-36
				<u>\$250.00</u>	
<b>PUT CO PCEA/IEA DUES</b>					
		NON-CERT DUES	98	588.21	10-481
		NON-CERT DUES	98	37.12	20-481
		IEA CERT DUES	98	2,143.91	10-481
				<u>\$2,769.24</u>	
<b>PUT CO SCHOOL (FED TRS)</b>					
		TITLE I FED TRS JOHNSON	991	1,813.10	10-1250-210-36
				<u>\$1,813.10</u>	
<b>PUT CO SCHOOL (TRS HEALTH)</b>					
		THIS ADMIN/10 MONTH	98	441.87	10-481
		THIS ADMIN/10 MONTH	98	6.66	40-481
		THIS P24/T20	98	3,068.57	10-481
		HENSON WALTER INS	95	653.44	10-1110-222-4
		KASSABAUM SMITH INS	95	277.10	10-1112-222-3
		PUETZ TAYLOR RINGENBERG INS	95	415.65	10-1111-222-5
		SCHMIDT KEENER INS	95	277.10	10-1113-222-2
				<u>\$5,140.39</u>	
<b>PUT CO SCHOOL (TRS)</b>					
		TRS ADMI/10 MONTH	98	2,451.53	10-481
		TRS ADMI/10 MONTH	98	36.95	40-481
		TRS P24/T20	98	17,055.19	10-481
				<u>\$19,543.67</u>	

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<b>PUT CO SCHOOLS</b>					
		IM IMRF	98	30.36	10-481
		IM IMRF	98	1,676.42	10-481
		IM IMRF	98	623.08	20-481
		IMRFBRD SHARE	98	4,232.80	50-481
		IMRFBRD SHARE	98	1,545.27	50-481
				<u>\$8,107.93</u>	
<b>PUTNAM CO COMM UNIT (IL)</b>					
		IL State Tax	99	9,374.47	10-481
		IL State Tax	99	627.27	20-481
		IL State Tax	99	17.78	40-481
				<u>\$10,019.52</u>	
<b>PUTNAM CO SD FIT</b>					
		Federal Tax 2014	99	20,864.09	10-481
		Federal Tax 2014	99	1,732.50	20-481
		Federal Tax 2014	99	64.32	40-481
				<u>\$22,660.91</u>	
<b>PUTNAM CO SD MEDICARE</b>					
		MEDICARE (CERT)	99	2,212.27	10-481
		MEDICARE (CERT)	99	5.16	40-481
		MEDICARE (BRD PD)	99	2,212.27	50-481
		MEDICARE (BRD PD)	99	5.16	50-481
				<u>\$4,434.86</u>	
<b>PUTNAM COUNTY SD FICA</b>					
		MATCHING FICA	99	2,862.67	50-481
		MATCHING FICA	99	1,032.83	50-481
		FICA 2014	99	2,812.68	10-481
		FICA 2014	99	1,032.83	20-481
				<u>\$7,741.01</u>	
<b>PUTNAM COUNTY UNIT CAFE</b>					
		HEALTH CARE EXP REIMBURSE PLAN	999	256.67	10-481
		DEP DAYCARE EXP REIMBURSE PLAN	999	208.33	10-481
				<u>\$465.00</u>	
<b>QUILL</b>					
		HENN ELEM-SUPPLIES	1,205	310.38	10-1110-410-4
24430		HS-SUPPLIES	1,205	89.95	10-1113-410-2
				<u>\$400.33</u>	
<b>RANDOLPH, GENE</b>					
		PSYCH-TRAVEL	1,205	124.32	10-2140-332-1
				<u>\$124.32</u>	
<b>ROBBINS SCHWARTZ NICHOLAS</b>					
		LEGAL FEES	1,205	1,036.25	80-2369-318-1
				<u>\$1,036.25</u>	
<b>RODRIGUEZ, CARMELA</b>					
		STATE ATHLETIC TRAVEL	1,205	70.00	10-1501-332-1
				<u>\$70.00</u>	

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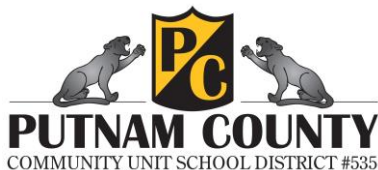
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<b>ROLANDO, ALEX</b>					
		WATER TESTING	1,208	500.00	20-2543-323-3
				<u>\$500.00</u>	
<b>SCHENNUM, JANET</b>					
		CROSS CAT DIR TRAVEL	1,205	254.24	10-1220-333-1
				<u>\$254.24</u>	
<b>SCHOLASTIC BOOK CLUBS</b>					
		ECE COMM SUPP	1,205	203.00	10-1125-412-1
				<u>\$203.00</u>	
<b>SCHOOL SPECIALTY INC</b>					
		JR HI OFFICE-SUPPLIES	1,205	208.48	10-2410-410-3
				<u>\$208.48</u>	
<b>SCHOOL SPECIALTY</b>					
24424		CO OP TRAVEL	1,205	85.40	10-1113-410-2
24432		HS-SUPPLIES	1,205	29.34	10-1113-410-2
43336		HENN ELEM-SUPPLIES	1,208	271.71	10-1110-410-4
50997		PRIMARY OFFICE - SUPPLIES	1,205	126.94	10-2410-410-5
				<u>\$513.39</u>	
<b>SCHORN, CAREY</b>					
		MEDIA PROG-TRAVEL	1,205	119.34	10-2220-332-1
				<u>\$119.34</u>	
<b>SHORE, ADRIANE</b>					
		BOARD OF ED/TRAVEL	1,209	61.74	10-2310-332-6
				<u>\$61.74</u>	
<b>SISLER ICE</b>					
		H S ATHLETIC-SUPPLIES	1,205	86.00	10-1501-410-2
				<u>\$86.00</u>	
<b>STAPLES CREDIT PLAN</b>					
		SUPT OFFICE-SUPPLIES	1,205	71.50	10-2320-410-1
		LEASE FD TECH SUPPLY	1,205	611.54	10-1112-410-1
		LEASE FD TECH SUPPLY	1,205	166.89	10-1112-410-1
		LEASE FD TECH SUPPLY	1,205	99.86	10-1112-410-1
				<u>\$949.79</u>	
<b>STATE DISBURSEMENT UNIT</b>					
		CHILD SUPPORT	982	451.83	10-481
				<u>\$451.83</u>	
<b>STEWART, ALISA</b>					
		HS-SUPPLIES	1,205	87.51	10-1113-410-2
				<u>\$87.51</u>	
<b>STRAUGHN, CHELSI</b>					
		TITLE I 7-5	1,205	84.00	10-1250-332-36
				<u>\$84.00</u>	
<b>SUPERINTENDENT IMPREST</b>					
		DONATIONS	1,205	21.00	10-2310-412-6
				<u>\$21.00</u>	

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<b>SWINGEL, EDWARD</b>					
		CO OP TRAVEL	1,205	58.80	10-1459-332-2
				<u>\$58.80</u>	
<b>TALX UC EXPRESS</b>					
		BOARD DUES/FEEES	1,210	81.36	10-2310-640-6
				<u>\$81.36</u>	
<b>TEST</b>					
		H S- GROUNDS REPAIR/MAIN	1,205	127.00	20-2543-323-2
				<u>\$127.00</u>	
<b>THOMPSON, DEBBIE</b>					
		MEDIA PROG-TRAVEL	1,205	94.64	10-2220-332-1
		TITLE I 7-5	1,205	101.75	10-1250-332-36
		MEDIA PROG-TRAVEL	1,205	22.31	10-2220-332-1
				<u>\$218.70</u>	
<b>TOEDTER OIL COMPANY</b>					
		EX CURRICULAR VAN	1,205	698.36	40-2550-324-1
		TRUCK REPAIR/MAINT	1,205	600.35	20-2542-320-3
		DRIVERS ED R/M	1,205	101.69	10-1700-323-2
		TRANSP - YB SUPPLY	1,205	1,049.99	40-2550-411-1
		H S- GROUNDS REPAIR/MAIN	1,205	767.28	20-2543-323-2
				<u>\$3,217.67</u>	
<b>TRINITY CATHOLIC SCHOOL</b>					
		HENN-CAFE FOOD	1,205	37.50	10-2560-410-4
				<u>\$37.50</u>	
<b>VILLAGE OF GRANVILLE</b>					
		PRIMARY- WATER	1,205	296.50	20-2542-322-5
		HS- WATER	1,205	611.50	20-2542-322-2
				<u>\$908.00</u>	
<b>VIPOND, JIM</b>					
		H S-ATHLETIC TRAVEL	1,205	134.40	10-1501-332-2
				<u>\$134.40</u>	
<b>WASHINGTON NATIONAL INS CO</b>					
		WASHINGTON NTNL INS.	98	327.63	10-481
		WASHINGTON NTNL INS.	98	72.75	20-481
				<u>\$400.38</u>	
<b>WOODWORKER SUPPLY</b>					
28145		IND ARTS FEE SUPPLY	1,205	870.20	10-1402-411-2
				<u>\$870.20</u>	
<b>Report Total</b>				<u><u>\$369,966.45</u></u>	



**Putnam County Primary School**

**400 E. Silverspoon Ave.  
Granville, IL 61326**

**Phone Number 1-815-882-2800  
Fax Number 1-815-882-2801**

**ACTIVITY FUND REPORT NOVEMBER**

November 30, 2014

Beginning Balance \$8289.31

DEPOSITS \$2655.20

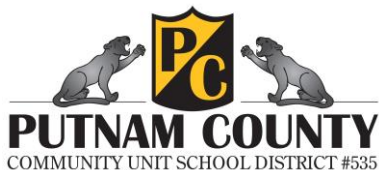
11/12 \$348.31 (shirts, water, soda)  
11/19 \$2306.89 (spirit gear & lifetouch)

EXPENDITURES

		\$-996.76
11/03 ck# 744 - \$46.03	Hinckley Springs (water)	
11/03 ck# 745 - \$294.62	Upstart (FRN supplies & t-shirts)	
11/03 ck# 746 - \$153.49	Oriental Trading Co (FMR supplies-2 <sup>nd</sup> Grade)	
11/11 ck# 747 - \$32.82	Ronda Cross (FRN supplies)	
11/11 ck# 748 - \$7.18	Jen Trovero (FMR supplies)	
11/12 ck# 749 - \$17.57	North Central Bank (Amazon-cameo supplies)	
11/12 ck# 750 - \$206.62	S&S Worldwide (backorders)	
11/12 ck# 751 - \$48.94	Pepsi (soda)	
11/18 ck# 752 - \$0	VOID	
11/18 ck# 753 - \$125.00	Ali's Pantry (FRN-pizza)	
11/20 ck# 754 - \$64.49	Oriental Trading Co (FRN-2 <sup>nd</sup> Grade)	

Ending Balance \$9947.75

*Where all students will learn and succeed and all means ALL*  
**Principal—Mrs. Ronda Cross**  
**Secretary—Mrs. Angelina Migliorini**



**Putnam County Primary School**

**400 E. Silverspoon Ave.  
Granville, IL 61326**

**Phone Number 1-815-882-2800  
Fax Number 1-815-882-2801**

**IMPREST FUND REPORT**

November 30, 2014

Maximum Balance	\$1,500.00
Less Expenditures	\$-250.00

**DEPOSITS**

Reimburse from District	\$6.00
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**EXPENDITURES**

Ck # 618 IATD (Title Confrence-Mrs. Cross)	\$250.00
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Request for Reimbursement	\$250.00
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***Where all students will learn and succeed and all means ALL  
Principal—Mrs. Ronda Cross  
Secretary—Mrs. Angelina Migliorini***

SUPERINTENDENT IMPREST  
Oct/Nov 2014

BANK BALANCE	1979.00
REPLENISHMENT REQUEST	<u>21.00</u>
BANK BALANCE	2000.00

2954		VOID	
2955	10-2310-412-6	Casey's-Partners In Ed Event	176.65
2956	10-2310-640-6	Sec of State-Bus Permit Renewal	4.00
2957	10-2320-340-1	USPS-postage	16.95
2958	10-2310-412-6	Adriane Shore-Partners In Ed	134.03
2959	10-2310-412-6	North Central Bank-repay for credit Card for gift cards for Partners in Ed event	<u>175.00</u>
			506.63

Only need to replenish imprest account \$21.00.

TOTAL	881.35
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## PCES Activity Fund November 2014

Beginning Balance November 1, 2014	\$11769.33
Deposits November 2014	1347.59
Expenditures November 2014	537.38
Ending Balance November 30, 2014	\$12579.54

### Deposits

11/12/14 – Soda (125.30),Mike Olson (80.00) Gr. American (1142.29) \$1347.59

### Expenditures

11/07/14 - #1229 – Void	
11/07/14 - #1230 – PC School 5 <sup>th</sup> Grade Girls BB Activity Fee (Balance)	\$186.10
11/11/14 - #1231 – Hennepin Foods Teacher’s Lunch for P/T	\$48.35
11/12/14 - #1232 – Pepsi Soda	\$302.93
11/17/14 - #1233 – Val Peterson Reissued for #1174	\$25.23

Total Expenditures	\$537.38
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## PCES Imprest Fund Report November 2014

Beginning Balance November 01, 2014	\$984.80
Less November 2014 expenditures	\$21.00
Balance November 30, 2014	\$1479.00
Request for reimbursement	\$21.00
Attain Maximum Balance	\$1,500.00

### Deposits

11/19/14 – Reimbursement from October	\$515.20
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### Expenditures

11/03/14 – Check# 3178	Hennepin Postmaster Postage – 10-2410-341-1	\$21.00
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Total Expenditures	\$21.00
Request for reimbursement	\$21.00

Putnam County Junior High School  
 Imprest Fund  
 November, 2014  
 Account #010-146

Beginning Balance	\$ 1,370.12
Replenishment Request	<u>1,429.88</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	<u>\$ 1,195.34</u>
Balance	\$ 1,604.66
Replenishment Request	<u>\$ 1,195.34</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>
5426	11/03	Personnel Concepts	10-1112-410-3	legal posters	15.90
5427	11/04	Edmond Ryan	10-1501-319-3	official	60.00
5428	11/04	Derek Nearhing	10-1501-319-3	official	60.00
5429	11/04	Ryan Friel	10-1501-125-3	athletic worker	40.00
5430	11/07	Ed Derix	10-1501-319-3	official	120.00
5431	11/07	John Defrietis	10-1501-319-3	official	120.00
5432	11/13	Joe Burgoni	10-1501-319-3	official	60.00
5433	11/13	Steve Peterson	10-1501-319-3	official	60.00
5434	11/14	U. S. Postmaster	10-2410-341-1	postage	7.44
5435	11/19	Pete Heiden	10-1501-319-3	official	60.00
5436	11/19	Rick Michael	10-1501-319-3	official	60.00
5437	11/19	U. S. Postmaster	10-2410-341-1	postage	12.00
5438	11/20	Ashley Kemp	10-1501-125-3	athletic worker	160.00
5439	11/20	Angelina Dauck	10-1501-125-3	athletic worker	40.00
5440	11/20	Jackie Ossola	10-1501-125-3	athletic worker	80.00
5441	VOID				
5442	VOID				
5443	11/24	Joe Stachowicz	10-1501-319-3	official	60.00
5444	11/24	Garry Schroeder	10-1501-319-3	official	60.00
5445	11/25	Pete Heiden	10-1501-319-3	official	60.00
5446	11/25	Egan Hicks	10-1501-319-3	official	60.00

expenditures	1,195.34
Replenishment request	1,195.34

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Carl Carlson, Principal

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Sandra A. Troglio, Secretary

Putnam County Junior High School  
PCJH Cheerleading  
November, 2014  
Account #138-258

Beginning Balance	\$ 3,391.15
Transfers In	<u>1,025.65</u>
Subtotal	4,416.80
Less Expenditures	<u>3,762.65</u>
Balance	654.15

<u>Check#</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
308	11/04	Varsity	uniforms	3,762.65

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Carl Carlson, Principal

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Sandra A. Troglia, Secretary

Putnam County Junior High School  
 PCJH Girls Athletic Fund  
 November, 2014  
 Account #010-707

Beginning Balance	\$ 7,868.14
Transfers In	<u>11,080.00</u>
Subtotal	18,948.14
Less Expenditures	<u>2,501.40</u>
Balance	16,446.74

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
635	11/13	Jenny Heidenricks	basketball	1,620.00
636	11/13	BSN Sports	shoes	95.00
637	11/13	Locker Room	shirts	711.00
638	11/25	Jimmy Johns	basketball	75.40

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Carl Carlson, Principal

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Sandra A. Troglia, Secretary

Putnam County Junior High School  
Puma Crew  
November, 2014  
Account #010-561

Beginning Balance	\$ 509.73
Transfers In	<u>1,125.00</u>
Subtotal	1,634.73
Less Expenditures	<u>78.92</u>
Balance	\$1,555.81

<u>Check #</u>	<u>Date</u>	<u>To Who</u>	<u>Reason</u>	<u>Amount</u>
728	11/6	Wal-Mart	Concession Supplies	71.50
729	11/13	Wal-Mart	Concession Supplies	7.42

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Carl Carlson, Principal

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Cortny Hannon, Advisor

Putnam County Junior High School  
 PCJH Staff Soda  
 November, 2014  
 Account #010-650

Beginning Balance	\$ 4,904.74
Transfers In	<u>4,314.09</u>
Subtotal	9,218.93
Less Expenditures	<u>3,343.56</u>
Balance	5,875.37

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1326	11/04	N/C Mastercard	incentive day	\$ 47.96
1327	11/14	PC Food Pantry	donation interact	273.62
1328	11/14	Sandra Woest	reimburse interact	50.00
1329	11/20	Water Store	water	20.31
1330	11/25	Apollo Theatre	movie	1,087.50
1331	11/25	Scholastic Book Fair	Book Fair	1,864.17

\_\_\_\_\_  
 Carl Carlson, Principal

\_\_\_\_\_  
 Sandra A. Troglio, Secretary

Putnam County Junior High School  
Student Council  
November, 2014  
Account #138-096

Beginning Balance	\$ 53.11
Transfers In	<u>00.00</u>
Subtotal	\$ 00.00
Less Expenditures	<u>00.00</u>
Balance	\$ 53.11

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
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Carl Carlson, Principal

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Amy Carboni, Sponsor

Putnam County Junior High School  
 PCJH Activity Fund  
 November, 2014

<u>Account name &amp; #</u>	<u>Beginning Bal</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Ending Bal.</u>
PCJH Cheerleading 138-258	\$ 3,391.15	1,025.65	3,762.65	\$ 654.15
PCJH Girls Athletic 010-707	7,868.14	11,080.00	2,501.40	16,446.74
PCJH Puma Crew 010-561	509.73	1,125.00	78.92	1,555.81
Staff Soda 010-650	4,904.74	4,314.09	3,343.56	5,875.37
PCJH Student Council 138-096	53.11	00.00	00.00	53.11

\_\_\_\_\_  
 Carl Carlson, Principal

\_\_\_\_\_  
 Sandra A. Troglia, Secretary

IMPREST REPORT  
PUTNAM COUNTY HIGH SCHOOL

November 2014

Bob Peterson, Principal

Balance October 31, 2014	\$3292.75
Replenishment Requested	\$1842.25
 Maximum Balance	 \$5135.00
November Expenditures	\$1878.97
 Balance as of November 30, 2014	 \$3256.03
Replenishment Requested	\$1743.97

Expense Breakdown

Wethersfield High School	10-1501-640-2	Boys Bask. Tourn.	\$130.00
Princeton High School	10-1501-640-2	Girls Bask. Tourn.	\$150.00
Mona's	10-1501-640-2	Tri County Meeting	\$ 25.50
Tri County Conference	10-1501-640-2	Tri County Dues	\$300.00
Metamora High School	10-1501-640-2	Wrestling Tour.	\$250.00
Prairie Cat	10-2220-322-1	Media Conference	\$ 10.00
Wendy Louis	10-2410-341-1	Postage IEP	\$ 18.47
Earlville Leland Athletics	10-1501-640-2	Girls JV Bask Tourn.	\$175.00
Morrison High School	10-1501-640-2	JV Wrest. Tourn	\$150.00
Charleston High School	10-1501-640-2	Wrestling	\$100.00
Ray Gerkitz	10-1501-319-2	Girls Bask. Official	\$ 90.00
Ed Derix	10-1501-319-2	Girls Bask Official	\$ 90.00
John Defreitas	10-1501-319-2	Girls Bask Official	\$ 90.00
Riverdale High School	10-1501-640-2	Wrestling Invite	\$175.00
Marseiles Booster Club	10-1501-640-2	Holiday Tournament	<u>\$125.00</u>

Total November Expenses	\$1878.97
Credit account 10-1501-640-2	<u>\$ 125.00</u>
<b>Replenish requested</b>	<b>\$1753.97</b>

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

<b>From Date:</b>	11/1/2014
<b>To Date:</b>	11/30/2014

<b>From Acct:</b>	100
<b>To Account:</b>	595

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000100	Office	\$7,685.89	\$545.97	(\$1,020.29)	\$0.00	\$7,211.57	\$0.00	\$7,211.57
000102	Office Adjustment	\$0.03	\$0.00	\$0.00	\$0.00	\$0.03	\$0.00	\$0.03
000105	Adult Education	\$37.48	\$0.00	\$0.00	\$0.00	\$37.48	\$0.00	\$37.48
000110	Condolence	\$352.64	\$0.00	\$0.00	\$0.00	\$352.64	\$0.00	\$352.64
000120	Baseball	\$896.14	\$555.00	(\$164.74)	\$0.00	\$1,286.40	\$0.00	\$1,286.40
000125	Girl's Softball	\$475.23	\$0.00	\$0.00	\$0.00	\$475.23	\$0.00	\$475.23
000130	PC Enterprises	\$1,121.56	\$0.00	\$0.00	\$0.00	\$1,121.56	\$0.00	\$1,121.56
000135	Golf	\$1,471.82	\$0.00	\$0.00	\$0.00	\$1,471.82	\$0.00	\$1,471.82
000137	Girls Golf	\$1,138.64	\$0.00	\$0.00	\$0.00	\$1,138.64	\$0.00	\$1,138.64
000140	Scholastic Bowl	\$413.63	\$0.00	\$0.00	\$0.00	\$413.63	\$0.00	\$413.63
000150	Interact Club	\$3,388.06	\$0.00	(\$350.57)	\$0.00	\$3,037.49	\$0.00	\$3,037.49
000155	Art	\$343.44	\$193.50	\$0.00	\$0.00	\$536.94	\$0.00	\$536.94
000200	Athletic	\$1,004.23	\$0.00	(\$50.00)	\$0.00	\$954.23	\$0.00	\$954.23
000210	Cable Club	\$1,514.67	\$0.00	\$0.00	\$0.00	\$1,514.67	\$0.00	\$1,514.67
000220	Track	\$1,864.95	\$0.00	\$0.00	\$0.00	\$1,864.95	\$0.00	\$1,864.95
000300	Journalism	\$633.06	\$2,862.00	(\$747.10)	\$0.00	\$2,747.96	\$0.00	\$2,747.96
000310	Oldies Club	\$106.17	\$0.00	\$0.00	\$0.00	\$106.17	\$0.00	\$106.17
000320	Girl's Basketball	\$1,174.70	\$645.00	\$0.00	\$0.00	\$1,819.70	\$0.00	\$1,819.70
000325	Boy's Basketball	\$2,322.67	\$4,715.00	(\$3,419.80)	\$0.00	\$3,617.87	\$0.00	\$3,617.87
000330	Student Council	\$4,774.37	\$220.25	(\$314.16)	\$0.00	\$4,680.46	\$0.00	\$4,680.46
000340	N.H.S.	\$282.84	\$0.00	(\$125.32)	\$0.00	\$157.52	\$0.00	\$157.52
000345	Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000350	Landscaping	\$222.14	\$2.69	\$0.00	\$0.00	\$224.83	\$0.00	\$224.83
000360	FFA	\$917.95	\$0.00	\$0.00	\$0.00	\$917.95	\$0.00	\$917.95
000365	Greenhouse Project	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
000370	Cheerleading	\$6,265.13	\$0.00	(\$2,926.08)	\$0.00	\$3,339.05	\$0.00	\$3,339.05
000380	Panteras	\$1,576.23	\$0.00	(\$1,341.69)	\$0.00	\$234.54	\$0.00	\$234.54
000390	Media Club	\$1,474.36	\$0.00	\$0.00	\$0.00	\$1,474.36	\$0.00	\$1,474.36
000395	Computer Club	\$333.40	\$0.00	\$0.00	\$0.00	\$333.40	\$0.00	\$333.40
000400	Tournament Athletics	\$3,070.22	\$5,381.00	(\$4,429.60)	\$0.00	\$4,021.62	\$0.00	\$4,021.62
000410	Thespians	\$1,687.98	\$484.00	(\$1,051.15)	\$0.00	\$1,120.83	\$0.00	\$1,120.83
000420	Science Club	\$39.70	\$0.00	\$0.00	\$0.00	\$39.70	\$0.00	\$39.70
000425	Wrestling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000430	Music (Band)	\$1,319.68	\$140.75	(\$761.49)	\$0.00	\$698.94	\$0.00	\$698.94
000440	Music (Chorus)	\$22.19	\$0.00	\$0.00	\$0.00	\$22.19	\$0.00	\$22.19

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

<b>From Date:</b> 11/1/2014
<b>To Date:</b> 11/30/2014

<b>From Acct:</b> 100
<b>To Account:</b> 595

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000500	Class of 2015	\$174.91	\$0.00	\$0.00	\$0.00	\$174.91	\$0.00	\$174.91
000510	Message Board	\$55.84	\$0.00	\$0.00	\$0.00	\$55.84	\$0.00	\$55.84
000520	Class of 2014	\$1,488.44	\$0.00	\$0.00	\$0.00	\$1,488.44	\$0.00	\$1,488.44
000530	Class of 2016	\$1,252.30	\$0.00	\$0.00	\$0.00	\$1,252.30	\$0.00	\$1,252.30
000540	Volleyball	\$2,163.34	\$879.00	(\$843.50)	\$0.00	\$2,198.84	\$0.00	\$2,198.84
000545	Class of 2017	\$2,289.06	\$277.25	(\$137.09)	\$0.00	\$2,429.22	\$0.00	\$2,429.22
000550	Class of 2009	\$445.18	\$0.00	\$0.00	\$0.00	\$445.18	\$0.00	\$445.18
000560	Class of 2010	(\$0.03)	\$0.00	\$0.00	\$0.00	(\$0.03)	\$0.00	(\$0.03)
000570	Class of 2012	\$990.43	\$0.00	\$0.00	\$0.00	\$990.43	\$0.00	\$990.43
000580	Class of 2011	\$1,987.60	\$0.00	\$0.00	\$0.00	\$1,987.60	\$0.00	\$1,987.60
000590	Class of 2013	\$2,588.20	\$0.00	\$0.00	\$0.00	\$2,588.20	\$0.00	\$2,588.20
000595	Class of 2018	\$0.00	\$556.65	\$0.00	\$0.00	\$556.65	\$0.00	\$556.65
<b>Group Total</b>		\$61,666.47	\$17,458.06	(\$17,682.58)	\$0.00	\$61,441.95	\$0.00	\$61,441.95
<b>Activity Accounts Grand Total</b>		\$61,666.47	\$17,458.06	(\$17,682.58)	\$0.00	\$61,441.95	\$0.00	\$61,441.95

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: \_\_/\_\_/\_\_

# Revenue Report

Printed: 12/4/2014 9:03 AM  
PUTNAM COUNTY CUSD #535

Education Fund 10							
Source of Revenue		1112	Bond and Interest Purposes Levy				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget Revenue	State Account Number
<b>Bond and Interest Purposes Levy</b>							
10-111200-1	FIRST PRIOR YEAR LEVY	145,192.03	3,158,119.20	3,159,605.00	1,485.80	99.95	10-1112
1112	Bond and Interest Purposes Levy	145,192.03	3,158,119.20	3,159,605.00	1,485.80	99.95	* Source of Revenue
<b>1St Prior Yr-Tort</b>							
10-112200-1	TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00	10-1122
1122	1St Prior Yr-Tort	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Leasing Purposes Levy</b>							
10-113000-1	FIRST PRIOR YR LEASE	2,668.85	58,051.42	58,081.00	29.58	99.95	10-1130
1130	Leasing Purposes Levy	2,668.85	58,051.42	58,081.00	29.58	99.95	* Source of Revenue
<b>Curr Yr Levy-Special Ed</b>							
10-114100-1	SP ED PRIOR YEAR LEVY	2,135.08	46,441.25	46,465.00	23.75	99.95	10-1141
1141	Curr Yr Levy-Special Ed	2,135.08	46,441.25	46,465.00	23.75	99.95	* Source of Revenue
<b>Mobile Home Privilege Tax</b>							
10-121000-1	MOBILE HOME PRIVILEGE TA	0.00	0.00	0.00	0.00	0.00	10-1210
1210	Mobile Home Privilege Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Corp Pers Prop Repl Tax</b>							
10-123000-1	CORP PERS PROP REPLC TAX	0.00	726,238.67	2,597,268.00	1,871,029.33	27.96	10-1230
1230	Corp Pers Prop Repl Tax	0.00	726,238.67	2,597,268.00	1,871,029.33	27.96	* Source of Revenue
<b>Source of Revenue 1290</b>							
10-129000-1	WETLANDS	0.00	0.00	0.00	0.00	0.00	10-1290
1290	Source of Revenue 1290	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Reg Tuition from Other Districts (In-State)</b>							
10-131200-1	PUPIL TUITION OTHER LEA	0.00	96,374.25	322,770.00	226,395.75	29.86	10-1312
1312	Reg Tuition from Other Districts (In-State)	0.00	96,374.25	322,770.00	226,395.75	29.86	* Source of Revenue
<b>Regular Tuition from Other Sources (In-State)</b>							
10-131300-1		0.00	0.00	0.00	0.00	0.00	10-1313
1313	Regular Tuition from Other Sources (In-State)	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Sp Ed Tuition-from Other Districts (In-State)</b>							
10-134200-1	PUPIL TUI-SP ED OTHER LEA	0.00	32,383.00	32,383.00	0.00	100.00	10-1342
1342	Sp Ed Tuition-from Other Districts (In-State)	0.00	32,383.00	32,383.00	0.00	100.00	* Source of Revenue
<b>Interest On Investments</b>							
10-151000-1	TAX INTEREST	0.00	0.00	0.00	0.00	0.00	10-1510
1510	Interest On Investments	0.00	0.00	0.00	0.00	0.00	* Source of Revenue

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Education Fund 10								
Source of Revenue		1511	Interest On Investments					
Source of Revenue								
Account	Description		M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number
<b>Interest On Investments</b>								
10-151100-1		ED-INT ON INVESTMENTS	1,482.03	7,305.61	16,000.00	8,694.39	45.66	10-1511
	1511	Interest On Investments	1,482.03	7,305.61	16,000.00	8,694.39	45.66	* Source of Revenue
<b>Interest-Swaney Bonds</b>								
10-151200-1		INTEREST-SWANEY BONDS	0.00	0.00	0.00	0.00	0.00	10-1512
	1512	Interest-Swaney Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Interest-Farnsworth</b>								
10-151300-1		INTEREST-FARNSWORTH	0.00	0.00	400.00	400.00	0.00	10-1513
	1513	Interest-Farnsworth	0.00	0.00	400.00	400.00	0.00	* Source of Revenue
<b>Sales To Pupils-Lunch</b>								
10-161100-1		STUDENT LUNCH	8,937.85	42,953.40	100,000.00	57,046.60	42.95	10-1611
	1611	Sales To Pupils-Lunch	8,937.85	42,953.40	100,000.00	57,046.60	42.95	* Source of Revenue
<b>Sales To Pupils-BFast</b>								
10-161200-1		STUDENT BREAKFAST	1,172.40	2,552.80	12,000.00	9,447.20	21.27	10-1612
	1612	Sales To Pupils-BFast	1,172.40	2,552.80	12,000.00	9,447.20	21.27	* Source of Revenue
<b>Sales To Pupils-Other</b>								
10-161400-1		MILK SALES (OTHER)	909.10	3,201.70	10,000.00	6,798.30	32.02	10-1614
	1614	Sales To Pupils-Other	909.10	3,201.70	10,000.00	6,798.30	32.02	* Source of Revenue
<b>Sales To Adults</b>								
10-162000-1		ADULT LUNCHES/BREAKFAST	758.20	2,140.60	4,500.00	2,359.40	47.57	10-1620
	1620	Sales To Adults	758.20	2,140.60	4,500.00	2,359.40	47.57	* Source of Revenue
<b>Other Food Service</b>								
10-169000-1		HEAD START LUNCHES	0.00	0.00	0.00	0.00	0.00	10-1690
	1690	Other Food Service	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Admissions-Athletic</b>								
10-171102-2		H S ATHLETIC ADMISSIONS	361.00	3,015.00	17,000.00	13,985.00	17.74	10-1711-2
10-171104-3		JR HI-ATHLETIC ADMISSION	1,690.00	1,884.00	6,000.00	4,116.00	31.40	10-1711-4
	1711	Admissions-Athletic	2,051.00	4,899.00	23,000.00	18,101.00	21.30	* Source of Revenue
<b>HS/JR Tourney</b>								
10-171400-1		H S / JR HI TOURNEY REV	0.00	200.00	3,000.00	2,800.00	6.67	10-1714
	1714	HS/JR Tourney	0.00	200.00	3,000.00	2,800.00	6.67	* Source of Revenue
<b>Admissions-Other</b>								
10-171900-1		ADMISSION - OTHERS	1,206.00	1,206.00	6,000.00	4,794.00	20.10	10-1719

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Education Fund 10							
Source of Revenue		1719	Admissions-Other				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number
1719	Admissions-Other	1,206.00	1,206.00	6,000.00	4,794.00	20.10	* Source of Revenue
<b>Fees</b>							
10-172000-1	VOCATIONAL FEE HS	0.00	3,170.00	3,700.00	530.00	85.68	10-1720
10-172000-2	ACTIVITY FEES HS	320.00	7,965.00	13,500.00	5,535.00	59.00	10-1720
10-172000-3	ACTIVITY FEES JR H	1,096.10	2,761.10	3,500.00	738.90	78.89	10-1720
1720	Fees	1,416.10	13,896.10	20,700.00	6,803.90	67.13	* Source of Revenue
<b>Other Pupil Activity Rev</b>							
10-179000-1	DRIVER ED FEE	0.00	2,050.00	3,000.00	950.00	68.33	10-1790
10-179000-8	H S PE RESALE	88.55	2,809.55	4,000.00	1,190.45	70.24	10-1790
10-179001-8	JH PE RESALE	118.00	2,086.00	3,000.00	914.00	69.53	10-1790-1
1790	Other Pupil Activity Rev	206.55	6,945.55	10,000.00	3,054.45	69.46	* Source of Revenue
<b>Shop Resale</b>							
10-179100-9		0.00	0.00	0.00	0.00	0.00	10-1791
1791	Shop Resale	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Music Resale</b>							
10-179200-10	MUSIC RESALE	33.00	33.00	300.00	267.00	11.00	10-1792
1792	Music Resale	33.00	33.00	300.00	267.00	11.00	* Source of Revenue
<b>Rentals-Regular Textbook</b>							
10-181100-1	ELEM-TEXTBOOK RENTAL	55.00	10,169.00	12,000.00	1,831.00	84.74	10-1811
10-181100-2	H S- TEXTBOOK RENTAL	0.00	18,779.00	18,000.00	(779.00)	104.33	10-1811
10-181100-3	JR HI-TEXTBOOK RENTAL	(30.00)	7,120.00	8,500.00	1,380.00	83.76	10-1811
1811	Rentals-Regular Textbook	25.00	36,068.00	38,500.00	2,432.00	93.68	* Source of Revenue
<b>Rentals - Other</b>							
10-181900-1	INSTRUMENT RENTAL	0.00	0.00	400.00	400.00	0.00	10-1819
1819	Rentals - Other	0.00	0.00	400.00	400.00	0.00	* Source of Revenue
<b>Donations-Private Sources</b>							
10-192000-1	DONATIONS	0.00	4,579.85	20,000.00	15,420.15	22.90	10-1920
10-192001-1	DONATIONS-NCF	0.00	0.00	0.00	0.00	0.00	10-1920
1920	Donations-Private Sources	0.00	4,579.85	20,000.00	15,420.15	22.90	* Source of Revenue
<b>Services Provided to Other Districts</b>							
10-194000-1	PSY LEA ASSESSEMENT	0.00	0.00	0.00	0.00	0.00	10-1940
1940	Services Provided to Other Districts	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>SW LEA Assessment</b>							
10-194100-1	SW LEA ASSESSMENT	0.00	0.00	0.00	0.00	0.00	10-1941

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Education Fund 10									
Source of Revenue		1941	SW LEA Assessment						
Source of Revenue									
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number		
10-194110-1	HEARING IMP ASSESS.	0.00	0.00	0.00	0.00	0.00	10-1941		
1941	SW LEA Assessment	0.00	0.00	0.00	0.00	0.00	* Source of Revenue		
<b>Lease Incentive Grant</b>									
10-194200-1		0.00	0.00	0.00	0.00	0.00	10-1942		
1942	Lease Incentive Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue		
<b>Refund-Prior Yr Expenditu</b>									
10-195000-1	REFUND EXPENSES	0.00	18,723.48	13,500.00	(5,223.48)	138.69	10-1950		
1950	Refund-Prior Yr Expenditu	0.00	18,723.48	13,500.00	(5,223.48)	138.69	* Source of Revenue		
<b>Drivers Education Fees</b>									
10-197000-1	DRIVERS ED FEE	0.00	0.00	0.00	0.00	0.00	10-1970		
1970	Drivers Education Fees	0.00	0.00	0.00	0.00	0.00	* Source of Revenue		
<b>Other Local Revenues</b>									
10-199900-1	OTHER LOCAL REVENUE	371.82	6,916.19	15,000.00	8,083.81	46.11	10-1999		
10-199900-3	INSURANCE/PLAY EQUIPMENT	0.00	0.00	0.00	0.00	0.00	10-1999		
10-199901-1	INTERNET REVENUE	0.00	0.00	0.00	0.00	0.00	10-1999-1		
1999	Other Local Revenues	371.82	6,916.19	15,000.00	8,083.81	46.11	* Source of Revenue		
<b>Source of Revenue 2200</b>									
10-220000-1	POVERTY GRANT	0.00	0.00	0.00	0.00	0.00	10-2200		
2200	Source of Revenue 2200	0.00	0.00	0.00	0.00	0.00	* Source of Revenue		
<b>Other Flow-Through</b>									
10-223000-1	ROE FLOW THRU	0.00	0.00	0.00	0.00	0.00	10-2230		
2230	Other Flow-Through	0.00	0.00	0.00	0.00	0.00	* Source of Revenue		
<b>General State Aid</b>									
10-300100-1	GENERAL STATE AID	45,183.86	180,716.52	501,668.00	320,951.48	36.02	10-3001		
3001	General State Aid	45,183.86	180,716.52	501,668.00	320,951.48	36.02	* Source of Revenue		
<b>Hold Harmless</b>									
10-300200-1	HOLD HARMLESS GSA	0.00	0.00	0.00	0.00	0.00	10-3002		
3002	Hold Harmless	0.00	0.00	0.00	0.00	0.00	* Source of Revenue		
<b>Spec Ed-Priv Facility Tui</b>									
10-310000-1	SP ED PRIV FAC TUITION	0.00	0.00	58,795.00	58,795.00	0.00	10-3100		
3100	Spec Ed-Priv Facility Tui	0.00	0.00	58,795.00	58,795.00	0.00	* Source of Revenue		
<b>Spec Ed -Extraordinary</b>									
10-310500-1	SP ED EXTRA ORDINARY	0.00	0.00	130,000.00	130,000.00	0.00	10-3105		
3105	Spec Ed -Extraordinary	0.00	0.00	130,000.00	130,000.00	0.00	* Source of Revenue		

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Education Fund 10							
Source of Revenue		3105	Spec Ed -Extraordinary				
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget Revenue	State Account Number
<b>Spec Ed -Personnel</b>							
10-311000-1	SP ED PERSONNEL	0.00	5,164.56	218,121.00	212,956.44	2.37	10-3110
3110	Spec Ed -Personnel	0.00	5,164.56	218,121.00	212,956.44	2.37	* Source of Revenue
<b>Spec Ed-Orphanage-Individ</b>							
10-312000-1	SP ED ORPHANAGE	0.00	0.00	0.00	0.00	0.00	10-3120
3120	Spec Ed-Orphanage-Individ	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Spec Ed -Summer School</b>							
10-314500-1	SP ED SUMMER SCHOOL	0.00	0.00	500.00	500.00	0.00	10-3145
3145	Spec Ed -Summer School	0.00	0.00	500.00	500.00	0.00	* Source of Revenue
<b>Career and Technical Education CTE Tech Prep</b>							
10-322000-40	CTEI GRANT-SRAVTE	0.00	0.00	18,307.00	18,307.00	0.00	10-3200
3200	Career and Technical Education CTE Tech Prep	0.00	0.00	18,307.00	18,307.00	0.00	* Source of Revenue
<b>Voc Ed - Formula</b>							
10-321500-18	VOC AG STATE GRTS	0.00	0.00	0.00	0.00	0.00	10-3215
3215	Voc Ed - Formula	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>CTE - Agriculture Education</b>							
10-323500-19	VOC AG SUPPLEMENTAL	0.00	0.00	2,501.00	2,501.00	0.00	10-3235
3235	CTE - Agriculture Education	0.00	0.00	2,501.00	2,501.00	0.00	* Source of Revenue
<b>CTE - Other</b>							
10-329900-40	FCAE GRANT	0.00	0.00	0.00	0.00	0.00	10-3299
3299	CTE - Other	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Bilingual Ed-Downstate- TPI and TBE</b>							
10-330500-20	TPI/TBE BILINGUAL ED	0.00	0.00	0.00	0.00	0.00	10-3305
3305	Bilingual Ed-Downstate- TPI and TBE	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>State Free Lunch/BFfast</b>							
10-336000-1	IL FREE LUNCH/BRKFST AIDE	577.71	1,250.20	3,500.00	2,249.80	35.72	10-3360
10-336500-1	IL BREAKFAST INITIATIVE	0.00	0.00	0.00	0.00	0.00	10-3360
3360	State Free Lunch/BFfast	577.71	1,250.20	3,500.00	2,249.80	35.72	* Source of Revenue
<b>Driver Education</b>							
10-337000-1	DRIVERS ED REIMBURSEMENT	0.00	5,535.66	11,000.00	5,464.34	50.32	10-3370-1
3370	Driver Education	0.00	5,535.66	11,000.00	5,464.34	50.32	* Source of Revenue
<b>Learning Improvement-Change Grants</b>							
10-361002-1	SCHOOL IMP-HOP	0.00	0.00	0.00	0.00	0.00	10-3610

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Education Fund 10							
Source of Revenue		3610	Learning Improvement-Change Grants				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget Revenue	State Account Number
3610	Learning Improvement-Change Grants	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>School Imp Grant</b>							
10-364000-24	SCHOOL IMP BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	10-3640
3640	School Imp Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Quality Assurance Grant</b>							
10-364100-31	LEARNING IMP GRANT	0.00	0.00	0.00	0.00	0.00	10-3641
3641	Quality Assurance Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>National Board Certification</b>							
10-365100-1	NATL BOARD CERTIFIC	0.00	0.00	0.00	0.00	0.00	10-3651-1
3651	National Board Certification	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Truants Alt/Opt Education</b>							
10-369500-1	SAFE TO LEARN GRANT	0.00	0.00	0.00	0.00	0.00	10-3695
3695	Truants Alt/Opt Education	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Early Childhood - Block Grant</b>							
10-370500-26	EARLY CHILDHOOD GRT GRANT	18,392.00	36,784.00	132,204.00	95,420.00	27.82	10-3705
3705	Early Childhood - Block Grant	18,392.00	36,784.00	132,204.00	95,420.00	27.82	* Source of Revenue
<b>Reading Improvement - Block Grant</b>							
10-371500-27	READING IMPROVEMENT GRAN	0.00	0.00	0.00	0.00	0.00	10-3715
3715	Reading Improvement - Block Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Continued Reading Improvement Block Grant</b>							
10-372500-28		0.00	0.00	0.00	0.00	0.00	10-3725
3725	Continued Reading Improvement Block Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Report Cards</b>							
10-373500-1		0.00	0.00	0.00	0.00	0.00	10-3735
3735	Report Cards	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>School Safety &amp; Educational Improv Block Grant</b>							
10-377500-43	ADA BLOCK GRANT	0.00	0.00	1,000.00	1,000.00	0.00	10-3775
3775	School Safety & Educational Improv Block Grant	0.00	0.00	1,000.00	1,000.00	0.00	* Source of Revenue
<b>Closing The Gap</b>							
10-379200-1		0.00	0.00	0.00	0.00	0.00	10-3792
3792	Closing The Gap	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>TIP GRANT</b>							
10-379400-1		0.00	0.00	0.00	0.00	0.00	10-3794

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## Education Fund 10

Source of Revenue 3794 TIP GRANT

Source of Revenue

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget Revenue	State Account Number
3794	TIP GRANT	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>State Library Grant</b>							
10-380000-32	STATE LIBRARY GRANT	0.00	0.00	675.00	675.00	0.00	10-3800
3800	State Library Grant	0.00	0.00	675.00	675.00	0.00	* Source of Revenue
<b>Emer Fin Assist/Temp Reloc Grant/Other Restr Rev</b>							
10-399900-1	OTHER STATE REVENUE	0.00	0.00	15,000.00	15,000.00	0.00	10-3999
10-399901-1	RESPRO GRANT	0.00	0.00	0.00	0.00	0.00	10-3999
3999	Emer Fin Assist/Temp Reloc Grant/Other Restr Rev	0.00	0.00	15,000.00	15,000.00	0.00	* Source of Revenue
<b>Title V - Innovation and Flexibility Formula</b>							
10-410000-37	TITLE V INVO(CHAR CTS	0.00	0.00	0.00	0.00	0.00	10-4100
4100	Title V - Innovation and Flexibility Formula	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Esea-Chap2-Comp-Urban Ed</b>							
10-411000-46		0.00	0.00	0.00	0.00	0.00	10-4110
4110	Esea-Chap2-Comp-Urban Ed	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>NatL School Lunch Progr</b>							
10-421000-1	FEDERAL LUNCH AID	19,430.66	48,454.78	140,000.00	91,545.22	34.61	10-4210
4210	NatL School Lunch Progr	19,430.66	48,454.78	140,000.00	91,545.22	34.61	* Source of Revenue
<b>School Breakfast Program</b>							
10-422000-1	FED BREAKFAST AID	5,166.90	12,292.04	36,000.00	23,707.96	34.14	10-4220
4220	School Breakfast Program	5,166.90	12,292.04	36,000.00	23,707.96	34.14	* Source of Revenue
<b>Title I - Low Income</b>							
10-430000-36	TITLE I GRANT	0.00	36,096.00	92,152.00	56,056.00	39.17	10-4300
4300	Title I - Low Income	0.00	36,096.00	92,152.00	56,056.00	39.17	* Source of Revenue
<b>Esea-Drug Free-Formula</b>							
10-440000-33	TITLE IV GRT DRUG FREE	0.00	0.00	0.00	0.00	0.00	10-4400
4400	Esea-Drug Free-Formula	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Fed-Sp Ed-Idea Flow-Thru</b>							
10-462000-38	SP ED INCENTIVE GRT	0.00	0.00	0.00	0.00	0.00	10-4620
10-462001-38	DISCRETIONARY FUNDS	0.00	0.00	0.00	0.00	0.00	10-4620
10-462002-38	SP ED BLOCK GRT	0.00	21,103.00	21,103.00	0.00	100.00	10-4620
10-462003-38	DEMONSTR PROJ/LEASE	0.00	0.00	0.00	0.00	0.00	10-4620-1
4620	Fed-Sp Ed-Idea Flow-Thru	0.00	21,103.00	21,103.00	0.00	100.00	* Source of Revenue
<b>Fed-Sp Ed-Idea Room&amp;Board</b>							
10-462500-1	EXCESS (ROOM/BOARD)	0.00	0.00	0.00	0.00	0.00	10-4625-1

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# Revenue Report

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PUTNAM COUNTY CUSD #535

Education Fund 10							
Source of Revenue		4625	Fed-Sp Ed-Idea Room&Board				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number
4625	Fed-Sp Ed-Idea Room&Board	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>TitleIiib-Cons/Home E.D.A</b>							
10-477000-40	CARL PERKINS	721.62	721.62	8,662.00	7,940.38	8.33	10-4770-1-40
4765	TitleIiib-Cons/Home E.D.A	721.62	721.62	8,662.00	7,940.38	8.33	* Source of Revenue
<b>SFSF/GSA REVENUE</b>							
10-485000-44	SFSF/GSA REVENUE	0.00	0.00	0.00	0.00	0.00	10-4850
4850	SFSF/GSA REVENUE	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Source of Revenue 4854</b>							
10-485100-44	ARRA TITLE I	0.00	0.00	0.00	0.00	0.00	10-4854
4854	Source of Revenue 4854	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>ARRA IDEA PART B</b>							
10-485700-44	ARRA IDEA PART B	0.00	0.00	0.00	0.00	0.00	10-4857-1
4857	ARRA IDEA PART B	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>GSA ARRA</b>							
10-487000-44	ARRA GSA	0.00	0.00	0.00	0.00	0.00	10-4870-1
4870	GSA ARRA	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>ARRA ED JOBS</b>							
10-488000-44	ARRA ED JOBS FUND	0.00	0.00	0.00	0.00	0.00	10-4880-1
4880	ARRA ED JOBS	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Medicaid Matching Fund</b>							
10-490000-11		0.00	0.00	0.00	0.00	0.00	10-4900
4900	Medicaid Matching Fund	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Title II - Teacher Quality</b>							
10-493200-42	TITLE II TEACHER QUALITY	0.00	3,764.00	13,662.00	9,898.00	27.55	10-4935
4935	Title II - Teacher Quality	0.00	3,764.00	13,662.00	9,898.00	27.55	* Source of Revenue
<b>Goals 2000-School Improve</b>							
10-494500-14		0.00	0.00	0.00	0.00	0.00	10-4945
4945	Goals 2000-School Improve	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Title II-Technology Enhancing Ed Formula Grant</b>							
10-497100-1	TITLE IID-TECH ENHANC	0.00	0.00	0.00	0.00	0.00	10-4971
4971	Title II-Technology Enhancing Ed Formula Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Medicaid Admin</b>							
10-499100-11	MEDICAID-ADMIN OUTREACH	0.00	5,843.75	25,000.00	19,156.25	23.38	10-4991-1

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## Education Fund 10

Source of Revenue 4991 Medicaid Admin  
Source of Revenue

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
4991	Medicaid Admin	0.00	5,843.75	25,000.00	19,156.25	23.38	* Source of Revenue
<b>Medicaid FFS</b>							
10-499200-11	MEDICAID-FEE FOR SERV	0.00	18,458.96	67,000.00	48,541.04	27.55	10-4992-1-11
4992	Medicaid FFS	0.00	18,458.96	67,000.00	48,541.04	27.55	* Source of Revenue
<b>Other Restricted Grants Recd Fed Gov thru State</b>							
10-499800-1	OTHER FEDERAL(STEP)	0.00	4,941.00	12,180.00	7,239.00	40.57	10-4998-1
4998	Other Restricted Grants Recd Fed Gov thru State	0.00	4,941.00	12,180.00	7,239.00	40.57	* Source of Revenue
<b>Abolishment or Abatement of Working Cash Fund</b>							
10-711000-1	TRANS OF WC TECH THRUST	0.00	0.00	0.00	0.00	0.00	10-7110
10-711002-1	PERM TRANSFER WC	0.00	0.00	0.00	0.00	0.00	10-7110
10-711001-1	TRANSFER OF WC	0.00	0.00	0.00	0.00	0.00	10-7110-1
7110	Abolishment or Abatement of Working Cash Fund	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Permanent Transfer of Working Cash Fund Interest</b>							
10-712000-1	TRANS WC INTEREST	0.00	0.00	0.00	0.00	0.00	10-7120
7120	Permanent Transfer of Working Cash Fund Interest	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Accured Int on Bonds</b>							
10-723000-1	ACCURED INT B&I	0.00	0.00	0.00	0.00	0.00	10-7230
7230	Accured Int on Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
10	Education Fund	258,037.76	4,650,355.16	8,018,902.00	3,368,546.84	57.99	Fund

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Oper, Build, & Maint Fund 20							
Source of Revenue		1112	Bond and Interest Purposes Levy				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number
<b>Bond and Interest Purposes Levy</b>							
20-111200-1	FIRST PRIOR YEAR LEVY	26,689.56	580,533.02	580,810.00	276.98	99.95	20-1112
1112	Bond and Interest Purposes Levy	26,689.56	580,533.02	580,810.00	276.98	99.95	* Source of Revenue
<b>1St Prior Yr-Tort</b>							
20-112200-1	TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00	20-1122
1122	1St Prior Yr-Tort	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Corp Pers Prop Repl Tax</b>							
20-123000-1	CORP PERS PROP REPL TAX	0.00	0.00	0.00	0.00	0.00	20-1230
1230	Corp Pers Prop Repl Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Interest On Investments</b>							
20-151100-1	BLD-INT	419.82	2,188.18	8,000.00	5,811.82	27.35	20-1511
1511	Interest On Investments	419.82	2,188.18	8,000.00	5,811.82	27.35	* Source of Revenue
<b>Interest-Tree Fund</b>							
20-151500-1	INTEREST - TREE FUND	0.00	0.00	50.00	50.00	0.00	20-1515
1515	Interest-Tree Fund	0.00	0.00	50.00	50.00	0.00	* Source of Revenue
<b>Rentals</b>							
20-191000-1	HOUSE RENT	0.00	0.00	0.00	0.00	0.00	20-1910
1910	Rentals	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Facility/Grounds Rent</b>							
20-191100-1	FACILITY/GROUND RENT	1,000.00	1,000.00	500.00	(500.00)	200.00	20-1911
1911	Facility/Grounds Rent	1,000.00	1,000.00	500.00	(500.00)	200.00	* Source of Revenue
<b>Donations-Private Sources</b>							
20-192000-1	DONATIONS	0.00	0.00	500.00	500.00	0.00	20-1920
1920	Donations-Private Sources	0.00	0.00	500.00	500.00	0.00	* Source of Revenue
<b>Refund-Prior Yr Expenditu</b>							
20-195000-1	REFUND PR YR EXP-BLDG	0.00	0.00	1,000.00	1,000.00	0.00	20-1950
20-195001-1	TORNADO INS/FEM/DON	0.00	0.00	0.00	0.00	0.00	20-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	1,000.00	1,000.00	0.00	* Source of Revenue
<b>Other Local Revenues</b>							
20-199900-1	OTHER LOCAL REVENUE	19,064.02	19,064.02	10,000.00	(9,064.02)	190.64	20-1999
1999	Other Local Revenues	19,064.02	19,064.02	10,000.00	(9,064.02)	190.64	* Source of Revenue
<b>Flow-Thru Rev-State</b>							
20-210000-1	OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	20-2100

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Oper, Build, & Maint Fund 20							
Source of Revenue		2100	Flow-Thru Rev-State				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
2100	Flow-Thru Rev-State	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Infrastructure Improv-Planning/Construction</b>							
20-392000-1	INFRA IMPROVE-PLAN/CONST	0.00	0.00	0.00	0.00	0.00	20-3920-1
3920	Infrastructure Improv-Planning/Construction	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>SCHL INFRASTRUCT/MAINT PROJ</b>							
20-392500-1	SCHL INFRASTRUCT/MAINT PROJ	0.00	0.00	50,000.00	50,000.00	0.00	20-3925-1-1
3925	SCHL INFRASTRUCT/MAINT PROJ	0.00	0.00	50,000.00	50,000.00	0.00	* Source of Revenue
<b>Emer Fin Assist/Temp Reloc Grant/Other Restr Rev</b>							
20-399900-1	OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	20-3999
3999	Emer Fin Assist/Temp Reloc Grant/Other Restr Rev	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Medicaid Matching Fund</b>							
20-490000-11		0.00	0.00	0.00	0.00	0.00	20-4900
4900	Medicaid Matching Fund	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Renovation Grant</b>							
20-498000-1		0.00	0.00	0.00	0.00	0.00	20-4980
4980	Renovation Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Abolishment or Abatement of Working Cash Fund</b>							
20-711001-1	TRANSFER WC	0.00	0.00	0.00	0.00	0.00	20-7110
7110	Abolishment or Abatement of Working Cash Fund	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Permanent Transfer</b>							
20-713000-1	PERM TRANSFER FROM C/P	0.00	0.00	0.00	0.00	0.00	20-7130-1
7130	Permanent Transfer	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Transfers from Other Funds Pay Princ Cap Leases</b>							
20-740000-1	SALE/COMP FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	20-7400
7400	Transfers from Other Funds Pay Princ Cap Leases	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
20	Oper, Build, & Maint Fund	47,173.40	602,785.22	650,860.00	48,074.78	92.61	Fund

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Debt Service Fund or Fund Group 30							
Source of Revenue		Bond and Interest Purposes Levy					
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget Revenue	State Account Number
<b>Bond and Interest Purposes Levy</b>							
30-111200-1	FIRST PRIOR YEAR LEVY	0.00	0.00	0.00	0.00	0.00	30-1112
1112	Bond and Interest Purposes Levy	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Interest On Investments</b>							
30-151100-1	B/I-INT INVESTMENTS	0.00	0.00	0.00	0.00	0.00	30-1511
1511	Interest On Investments	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Accrued Int on Bonds</b>							
30-723000-1	ACCRUED INT ON BONDS SOL	0.00	0.00	0.00	0.00	0.00	30-7230
7230	Accrued Int on Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
30	Debt Service Fund or Fund Group	0.00	0.00	0.00	0.00	0.00	Fund

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Transportation Fund 40							
Source of Revenue		1112	Bond and Interest Purposes Levy				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget Revenue	State Account Number
<b>Bond and Interest Purposes Levy</b>							
40-111200-1	FIRST PRIOR YR LEVY TRAN	10,675.88	232,215.01	232,324.00	108.99	99.95	40-1112
1112	Bond and Interest Purposes Levy	10,675.88	232,215.01	232,324.00	108.99	99.95	* Source of Revenue
<b>1St Prior Yr-Tort</b>							
40-112200-1	1ST PRIOR YR LEVY-TORT	0.00	0.00	0.00	0.00	0.00	40-1122
1122	1St Prior Yr-Tort	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Corp Pers Prop Repl Tax</b>							
40-123000-1	CORP REPLACEMNT PROP TAX	0.00	0.00	0.00	0.00	0.00	40-1230
1230	Corp Pers Prop Repl Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Spec Ed Trans-Pupils/Pare</b>							
40-144100-1	ORPHANAGE TRANS REIMB	0.00	0.00	0.00	0.00	0.00	40-1441
1441	Spec Ed Trans-Pupils/Pare	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Interest On Investments</b>							
40-151100-1	TRANSP-INT	78.12	419.58	2,000.00	1,580.42	20.98	40-1511
1511	Interest On Investments	78.12	419.58	2,000.00	1,580.42	20.98	* Source of Revenue
<b>Refund-Prior Yr Expenditu</b>							
40-195000-1	REFUND TRANSP	0.00	0.00	0.00	0.00	0.00	40-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Other Local Revenues</b>							
40-199900-1	OTHER LOCAL REVENUE	179.29	4,062.99	7,000.00	2,937.01	58.04	40-1999
1999	Other Local Revenues	179.29	4,062.99	7,000.00	2,937.01	58.04	* Source of Revenue
<b>Transportation Regular/Vocational</b>							
40-350000-1	REG TRANSPORTATION AID	0.00	0.00	350,787.00	350,787.00	0.00	40-3500
3500	Transportation Regular/Vocational	0.00	0.00	350,787.00	350,787.00	0.00	* Source of Revenue
<b>Transportation-Vocational</b>							
40-350500-1	VOC TRANSPORTATION AID	0.00	0.00	13,614.00	13,614.00	0.00	40-3505
3505	Transportation-Vocational	0.00	0.00	13,614.00	13,614.00	0.00	* Source of Revenue
<b>Transportation-Spec Ed</b>							
40-351000-1	SP ED TRANSPORTATION AID	0.00	0.00	156,255.00	156,255.00	0.00	40-3510
3510	Transportation-Spec Ed	0.00	0.00	156,255.00	156,255.00	0.00	* Source of Revenue
<b>Other State Revenue</b>							
40-351100-1	OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	40-3511
3511	Other State Revenue	0.00	0.00	0.00	0.00	0.00	* Source of Revenue

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Transportation Fund 40							
Source of Revenue		3705	Early Childhood - Block Grant				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget Revenue	State Account Number
<b>Early Childhood - Block Grant</b>							
40-370500-26	ECE TRANSPORTATION	0.00	36,784.00	88,500.00	51,716.00	41.56	40-3705
3705	Early Childhood - Block Grant	0.00	36,784.00	88,500.00	51,716.00	41.56	* Source of Revenue
<b>ARRA IDEA PART B</b>							
40-485700-44	IDEA ARRA	0.00	0.00	0.00	0.00	0.00	40-4857
4857	ARRA IDEA PART B	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Permanent Transfer</b>							
40-713000-1	PERMANENT TRANSFER	0.00	0.00	0.00	0.00	0.00	40-7130-1
7130	Permanent Transfer	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
40	Transportation Fund	10,933.29	273,481.58	850,480.00	576,998.42	32.16	Fund

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I.M.R.F./Soc. Sec. Fund 50							
Source of Revenue		1112	Bond and Interest Purposes Levy				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Bond and Interest Purposes Levy</b>							
50-111200-1	FIRST PRIOR YR LEVY-IMRF	6,297.30	137,105.23	137,327.00	221.77	99.84	50-1112
50-111201-1	FIRST PRIOR YR-SS	0.00	0.00	0.00	0.00	0.00	50-1112
1112 Bond and Interest Purposes Levy		6,297.30	137,105.23	137,327.00	221.77	99.84	* Source of Revenue
<b>Working Cash Purposes Levy</b>							
50-111500-1	MEDICARE-FIRST PRIOR YR	0.00	0.00	0.00	0.00	0.00	50-1115
1115 Working Cash Purposes Levy		0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Soc.Sec./Med Only Levy</b>							
50-111500-1	FIRST PRIOR YR-S S	0.00	0.00	0.00	0.00	0.00	50-1150
1150 Soc.Sec./Med Only Levy		0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Corp Pers Prop Repl Tax</b>							
50-123000-1	CORP PERS PROP REPL TAX	0.00	174,252.00	174,252.00	0.00	100.00	50-1230
1230 Corp Pers Prop Repl Tax		0.00	174,252.00	174,252.00	0.00	100.00	* Source of Revenue
<b>Interest On Investments</b>							
50-151100-1	IMRF-INT	112.09	411.26	1,000.00	588.74	41.13	50-1511
1511 Interest On Investments		112.09	411.26	1,000.00	588.74	41.13	* Source of Revenue
<b>Other Local Revenues</b>							
50-199900-1	OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00	50-1999
1999 Other Local Revenues		0.00	0.00	0.00	0.00	0.00	* Source of Revenue
50 I.M.R.F./Soc. Sec. Fund		6,409.39	311,768.49	312,579.00	810.51	99.74	Fund

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Capital Projects Fund or Fund Group 60							
Source of Revenue		1112 Bond and Interest Purposes Levy					
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget Revenue	State Account Number
<b>Bond and Interest Purposes Levy</b>							
60-111200-1	FIRST PRIOR CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1112
1112	Bond and Interest Purposes Levy	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Interest On Investments</b>							
60-151100-1	INTEREST-CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1511
1511	Interest On Investments	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Refund-Prior Yr Expenditu</b>							
60-195000-1	REFUND PRIOR YR EXP	0.00	0.00	0.00	0.00	0.00	60-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Other Local Revenues</b>							
60-199900-1	OTHER LOCAL REV CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1999
1999	Other Local Revenues	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Infrastructure Improv-Planning/Construction</b>							
60-392000-1	INFRA IMPROVE-PLAN/CONST	0.00	0.00	0.00	0.00	0.00	60-3920
3920	Infrastructure Improv-Planning/Construction	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Transfer from Other Funds for Capital Projects</b>							
60-780000-1	IEMA/CDB TRANSFER	0.00	0.00	0.00	0.00	0.00	60-7800
7800	Transfer from Other Funds for Capital Projects	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
60	Capital Projects Fund or Fund Group	0.00	0.00	0.00	0.00	0.00	Fund

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Working Cash Fund 70							
Source of Revenue		Bond and Interest Purposes Levy					
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Bond and Interest Purposes Levy</b>							
70-111200-1	FIRST PRIOR YR WRKG CASH	2,668.85	57,855.91	58,081.00	225.09	99.61	70-1112
1112	Bond and Interest Purposes Levy	2,668.85	57,855.91	58,081.00	225.09	99.61	* Source of Revenue
<b>Interest On Investments</b>							
70-151100-1	WC-INT	623.91	3,578.25	13,000.00	9,421.75	27.53	70-1511
1511	Interest On Investments	623.91	3,578.25	13,000.00	9,421.75	27.53	* Source of Revenue
<b>Sale Of Bonds</b>							
70-721000-1	PRINCIPAL ON BONDS SOLD	0.00	0.00	0.00	0.00	0.00	70-7210
7210	Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
70	Working Cash Fund	3,292.76	61,434.16	71,081.00	9,646.84	86.43	Fund

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<b>Tort Immunity and Judgment Fund 80</b>							
Source of Revenue		1112 Bond and Interest Purposes Levy					
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number
Revenue							
<b>Bond and Interest Purposes Levy</b>							
80-111200-1	FIRST PRIOR YEAR LEVY	11,693.87	254,601.25	255,010.00	408.75	99.84	80-1112
1112	Bond and Interest Purposes Levy	11,693.87	254,601.25	255,010.00	408.75	99.84	* Source of Revenue
<b>Corp Pers Prop Repl Tax</b>							
80-123000-1	CORP PERS PROP REPLCMT TAX	0.00	50,000.00	50,000.00	0.00	100.00	80-1230-1
1230	Corp Pers Prop Repl Tax	0.00	50,000.00	50,000.00	0.00	100.00	* Source of Revenue
<b>Interest On Investments</b>							
80-151100-1	TORT-INTEREST	42.23	156.72	1,000.00	843.28	15.67	80-1511
1511	Interest On Investments	42.23	156.72	1,000.00	843.28	15.67	* Source of Revenue
<b>Refund-Prior Yr Expenditu</b>							
80-195000-1	REFUND PRIOR YR EXP	0.00	0.00	0.00	0.00	0.00	80-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Other Local Revenues</b>							
80-199900-1	OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00	80-1999
1999	Other Local Revenues	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
80	Tort Immunity and Judgment Fund	11,736.10	304,757.97	306,010.00	1,252.03	99.59	Fund

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# Revenue Report

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Fire Prevention/Life Safety 90							
Source of Revenue		1112 Bond and Interest Purposes Levy					
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<b>Bond and Interest Purposes Levy</b>							
90-111200-1	FIRST PRIOR YEAR LEVY L/	2,668.85	58,051.42	58,081.00	29.58	99.95	90-1112
1112	Bond and Interest Purposes Levy	2,668.85	58,051.42	58,081.00	29.58	99.95	* Source of Revenue
<b>Corp Pers Prop Repl Tax</b>							
90-123000-1	L/S CORP REPL TAX	0.00	0.00	0.00	0.00	0.00	90-1230
1230	Corp Pers Prop Repl Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Interest On Investments</b>							
90-151100-1	LS-INT ON INVESTMENTS	115.98	781.16	2,000.00	1,218.84	39.06	90-1511
1511	Interest On Investments	115.98	781.16	2,000.00	1,218.84	39.06	* Source of Revenue
<b>Other Local Revenues</b>							
90-199900-1	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	90-1999
1999	Other Local Revenues	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Permanent Transfer of Working Cash Fund Interest</b>							
90-712000-1	TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00	90-7120
7120	Permanent Transfer of Working Cash Fund Interest	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
<b>Sale Of Bonds</b>							
90-721000-1	SALE OF BONDS	0.00	0.00	0.00	0.00	0.00	90-7210
7210	Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
90	Fire Prevention/Life Safety	2,784.83	58,832.58	60,081.00	1,248.42	97.92	Fund
<b>Report Total:</b>		<b>340,367.53</b>	<b>6,263,415.16</b>	<b>10,269,993.00</b>	<b>4,006,577.84</b>	<b>60.99</b>	

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# 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 Budge t	State Account Number
100	Salaries	37,168.26	181,709.60	0.00	482,726.00	301,016.40	37.64	
200	Employee Benefits	10,549.66	42,161.64	754.62	139,500.00	96,583.74	30.76	
300	Purchased Services	793.50	3,552.65	1,035.15	9,050.00	4,462.20	50.69	
400	Supplies And Materials	80.00	17,021.65	6,115.61	17,831.00	(5,306.26)	129.76	
500	Capital Outlay	1,500.00	19,156.56	1,379.00	33,500.00	12,964.44	61.30	
1110	Elementary	50,091.42	263,602.10	9,284.38	682,607.00	409,720.52	39.98	** Function
100	Salaries	38,578.46	223,546.37	0.00	519,000.00	295,453.63	43.07	
200	Employee Benefits	11,268.04	42,524.60	516.83	129,500.00	86,458.57	33.24	
300	Purchased Services	448.43	3,742.86	399.15	8,000.00	3,857.99	51.78	
400	Supplies And Materials	473.03	9,156.94	137.02	16,800.00	7,506.04	55.32	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
1111	Primary	50,767.96	278,970.77	1,053.00	674,800.00	394,776.23	41.50	** Function
100	Salaries	40,449.61	194,864.83	0.00	497,000.00	302,135.17	39.21	
200	Employee Benefits	10,124.63	39,070.93	378.28	126,000.00	86,550.79	31.31	
300	Purchased Services	1,570.80	4,208.89	757.16	9,000.00	4,033.95	55.18	
400	Supplies And Materials	10,460.23	92,308.66	5,651.93	235,100.00	137,139.41	41.67	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	75.00	75.00	0.00	1,000.00	925.00	7.50	
1112	Junior High	62,680.27	330,528.31	6,787.37	869,600.00	532,284.32	38.79	** Function
100	Salaries	65,210.76	303,504.36	0.00	776,842.00	473,337.64	39.07	
200	Employee Benefits	17,377.52	67,424.55	378.27	215,000.00	147,197.18	31.54	
300	Purchased Services	801.07	4,834.66	399.16	10,400.00	5,166.18	50.33	
400	Supplies And Materials	488.44	42,592.00	13,834.48	92,350.00	35,923.52	61.10	
500	Capital Outlay	0.00	1,437.18	0.00	1,500.00	62.82	95.81	
600	Other Objects	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
1113	High School	83,877.79	419,792.75	14,611.91	1,097,092.00	662,687.34	39.60	** 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	10,510.50	52,718.06	0.00	128,000.00	75,281.94	41.19	
200	Employee Benefits	3,434.75	14,703.27	0.00	41,500.00	26,796.73	35.43	
300	Purchased Services	203.84	406.44	0.00	3,750.00	3,343.56	10.84	
400	Supplies And Materials	681.47	2,246.79	0.00	5,620.00	3,373.21	39.98	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	60.00	120.00	0.00	800.00	680.00	15.00	

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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 Budge t	State Account Number
1115	MUSIC	14,890.56	70,194.56	0.00	181,170.00	110,975.44	38.75	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	6,000.00	6,000.00	0.00	
1116	Accel Reader	0.00	0.00	0.00	6,000.00	6,000.00	0.00	** Function
100	Salaries	13,005.05	55,949.17	0.00	135,400.00	79,450.83	41.32	
200	Employee Benefits	1,645.26	6,176.58	0.00	24,800.00	18,623.42	24.91	
300	Purchased Services	407.00	537.00	0.00	3,228.00	2,691.00	16.64	
400	Supplies And Materials	681.12	2,125.44	277.06	7,600.00	5,197.50	31.61	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1125	Pre-K Programs	15,738.43	64,788.19	277.06	171,028.00	105,962.75	38.04	** 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	260.00	990.00	0.00	2,500.00	1,510.00	39.60	
200	Employee Benefits	43.65	217.47	0.00	325.00	107.53	66.91	
300	Purchased Services	6,358.88	16,167.13	0.00	73,000.00	56,832.87	22.15	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1204	Physically Hndcap Homebound	6,662.53	17,374.60	0.00	75,825.00	58,450.40	22.91	** Function
300	Purchased Services	0.00	0.00	0.00	800.00	800.00	0.00	
1206	Visually Impaired (Vi)	0.00	0.00	0.00	800.00	800.00	0.00	** Function
300	Purchased Services	16.80	6,652.06	0.00	7,800.00	1,147.94	85.28	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	16.80	6,652.06	0.00	7,800.00	1,147.94	85.28	** Function
100	Salaries	3,993.50	21,954.80	0.00	52,000.00	30,045.20	42.22	
200	Employee Benefits	1,180.14	5,002.20	0.00	13,900.00	8,897.80	35.99	
300	Purchased Services	0.00	20,555.59	0.00	42,800.00	22,244.41	48.03	
400	Supplies And Materials	0.00	0.00	0.00	650.00	650.00	0.00	
1210	Speech & Lang.Impaired	5,173.64	47,512.59	0.00	109,350.00	61,837.41	43.45	** 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	

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# Expenditure Report

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Education Fund 10								
Function	1000	Instruction						
Function	1219	Pre Kind EARLY CHILDHOOD						
Object	200	Employee Benefits						
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	74,242.66	335,639.47	0.00	887,000.00	551,360.53	37.84	
200	Employee Benefits	10,945.01	43,377.22	0.00	176,000.00	132,622.78	24.65	
300	Purchased Services	503.53	1,327.07	78.85	5,150.00	3,744.08	27.30	
400	Supplies And Materials	596.55	18,238.41	1,203.44	53,300.00	33,858.15	36.48	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	86,287.75	398,582.17	1,282.29	1,121,450.00	721,585.54	35.66	** 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	4,852.93	23,435.72	0.00	59,700.00	36,264.28	39.26	
200	Employee Benefits	1,047.26	4,429.98	0.00	15,700.00	11,270.02	28.22	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	220.92	1,220.00	999.08	18.11	
1225	Special Education Programs Pre-K	5,900.19	27,865.70	220.92	76,620.00	48,533.38	36.66	** Function
100	Salaries	5,764.64	20,597.98	0.00	50,120.00	29,522.02	41.10	
200	Employee Benefits	2,945.08	8,283.23	1,813.10	29,400.00	19,303.67	34.34	
300	Purchased Services	4,066.72	11,477.10	766.00	13,848.00	1,604.90	88.41	
400	Supplies And Materials	426.55	451.48	609.11	3,900.00	2,839.41	27.19	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1250	Remedial and Supplemental Programs K-12	13,202.99	40,809.79	3,188.21	97,268.00	53,270.00	45.23	** Function
100	Salaries	3,468.76	15,618.78	0.00	42,500.00	26,881.22	36.75	
200	Employee Benefits	1,092.67	4,410.59	0.00	12,700.00	8,289.41	34.73	
300	Purchased Services	192.86	192.86	0.00	3,500.00	3,307.14	5.51	
400	Supplies And Materials	0.00	2,215.00	28.14	8,988.00	6,744.86	24.96	
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	4,754.29	22,437.23	28.14	68,188.00	45,722.63	32.95	** Function

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# Expenditure Report

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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 Budge t	State Account Number
100	Salaries	3,240.00	15,840.00	0.00	42,580.00	26,740.00	37.20	
200	Employee Benefits	1,560.82	6,738.78	0.00	18,000.00	11,261.22	37.44	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	3,527.75	1,028.84	6,412.00	1,855.41	71.06	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	4,800.82	26,106.53	1,028.84	66,992.00	39,856.63	40.51	** Function
100	Salaries	4,913.10	14,546.70	0.00	48,400.00	33,853.30	30.06	
200	Employee Benefits	1,440.72	5,991.22	0.00	16,250.00	10,258.78	36.87	
300	Purchased Services	0.00	0.00	0.00	600.00	600.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1407	BUSINESS ED	6,353.82	20,537.92	0.00	65,250.00	44,712.08	31.48	** Function
100	Salaries	3,102.56	13,801.09	0.00	34,400.00	20,598.91	40.12	
200	Employee Benefits	668.37	2,588.17	0.00	7,700.00	5,111.83	33.61	
300	Purchased Services	86.80	207.20	0.00	1,000.00	792.80	20.72	
400	Supplies And Materials	0.00	0.00	0.00	300.00	300.00	0.00	
1459	CO-OP PROGRAM	3,857.73	16,596.46	0.00	43,400.00	26,803.54	38.24	** Function
100	Salaries	12,756.01	45,247.01	0.00	139,000.00	93,752.99	32.55	
200	Employee Benefits	160.41	2,056.85	0.00	11,200.00	9,143.15	18.36	
300	Purchased Services	2,029.09	6,247.10	0.00	36,000.00	29,752.90	17.35	
400	Supplies And Materials	765.83	5,763.30	1,760.15	17,700.00	10,176.55	42.51	
500	Capital Outlay	3,200.00	4,964.50	821.00	11,300.00	5,514.50	51.20	
600	Other Objects	1,332.00	3,956.00	0.00	11,500.00	7,544.00	34.40	
1501	ATHLETICS	20,243.34	68,234.76	2,581.15	226,700.00	155,884.09	31.24	** 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	20.00	0.00	0.00	(20.00)	0.00	
1502	Music	0.00	20.00	0.00	0.00	(20.00)	0.00	** Function
100	Salaries	1,768.76	8,986.23	0.00	28,000.00	19,013.77	32.09	
200	Employee Benefits	0.00	91.36	0.00	1,500.00	1,408.64	6.09	
300	Purchased Services	0.00	0.00	0.00	1,000.00	1,000.00	0.00	

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# Expenditure Report

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## Education Fund 10

Function 1000 Instruction  
Function 1540 EXTRA CURRICULAR  
Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
400	Supplies And Materials	1,172.55	4,497.93	0.00	6,300.00	1,802.07	71.40	
600	Other Objects	0.00	(8.00)	0.00	200.00	208.00	-4.00	
1540	EXTRA CURRICULAR	2,941.31	13,567.52	0.00	37,000.00	23,432.48	36.67	** Function
100	Salaries	0.00	10,064.00	0.00	21,000.00	10,936.00	47.92	
200	Employee Benefits	0.00	0.00	0.00	3,200.00	3,200.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	37.44	0.00	250.00	212.56	14.98	
1600	Summer School	0.00	10,101.44	0.00	24,450.00	14,348.56	41.31	** 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	501.66	2,494.30	0.00	6,020.00	3,525.70	41.43	
200	Employee Benefits	204.38	616.75	0.00	800.00	183.25	77.09	
300	Purchased Services	0.00	3,717.42	0.00	12,100.00	8,382.58	30.72	
400	Supplies And Materials	0.00	50.00	0.00	2,000.00	1,950.00	2.50	
1700	Drivers Education Program	706.04	6,878.47	0.00	20,920.00	14,041.53	32.88	** 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	14,114.75	51,052.34	0.00	125,000.00	73,947.66	40.84	
1912	Special Education Programs K-12 - Private Tuition	14,114.75	51,052.34	0.00	125,000.00	73,947.66	40.84	** Function
1000	Instruction	453,062.43	2,202,206.26	40,343.27	5,849,310.00	3,606,760.47	38.34	* Function
100	Salaries	10,587.18	52,308.99	0.00	129,000.00	76,691.01	40.55	
200	Employee Benefits	2,542.63	9,947.49	0.00	28,800.00	18,852.51	34.54	
300	Purchased Services	43.12	108.64	0.00	1,500.00	1,391.36	7.24	
400	Supplies And Materials	0.00	390.87	201.90	1,170.00	577.23	50.66	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	150.00	0.00	200.00	50.00	75.00	
2110	Attendance/Soc Wrk Serv	13,172.93	62,905.99	201.90	160,670.00	97,562.11	39.28	** Function
100	Salaries	5,219.55	25,992.19	0.00	62,700.00	36,707.81	41.45	
200	Employee Benefits	1,409.48	5,475.57	0.00	15,500.00	10,024.43	35.33	
300	Purchased Services	0.00	0.00	0.00	1,650.00	1,650.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	450.00	450.00	0.00	

# Expenditure Report

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Education Fund 10								
Function	2000	Support Services						
Function	2120	Guidance Services						
Object	400	Supplies And Materials						
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	100.00	100.00	0.00	
2120	Guidance Services	6,629.03	31,467.76	0.00	80,400.00	48,932.24	39.14	** Function
100	Salaries	2,637.43	12,942.40	0.00	30,600.00	17,657.60	42.30	
200	Employee Benefits	535.78	2,150.28	0.00	75.00	(2,075.28)	2,867.04	
300	Purchased Services	203.78	389.76	0.00	1,600.00	1,210.24	24.36	
400	Supplies And Materials	0.00	884.89	0.00	1,350.00	465.11	65.55	
2134	Nurse Services	3,376.99	16,367.33	0.00	33,625.00	17,257.67	48.68	** Function
100	Salaries	4,481.76	14,975.67	0.00	45,500.00	30,524.33	32.91	
200	Employee Benefits	276.76	1,381.36	0.00	3,400.00	2,018.64	40.63	
300	Purchased Services	111.86	491.27	0.00	2,650.00	2,158.73	18.54	
400	Supplies And Materials	113.22	446.52	0.00	1,800.00	1,353.48	24.81	
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	4,983.60	17,294.82	0.00	53,350.00	36,055.18	32.42	** Function
300	Purchased Services	932.70	4,392.28	711.80	8,700.00	3,595.92	58.67	
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	932.70	4,392.28	711.80	8,700.00	3,595.92	58.67	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2191	OTHER SUPPORT	0.00	0.00	0.00	1,000.00	1,000.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2192	TITLE V CHART COUNTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2193	Title IV	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	4,563.36	18,960.08	0.00	51,000.00	32,039.92	37.18	
200	Employee Benefits	843.01	4,110.89	0.00	5,800.00	1,689.11	70.88	
300	Purchased Services	510.00	6,361.49	0.00	21,500.00	15,138.51	29.59	
400	Supplies And Materials	292.20	1,818.59	2,627.51	12,000.00	7,553.90	37.05	

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# Expenditure Report

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Education Fund 10								
Function	2000	Support Services						
Function	2210	EPIC						
Object	400	Supplies And Materials						
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
2210	EPIC	6,208.57	31,251.05	2,627.51	90,300.00	56,421.44	37.52	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
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	11,047.42	54,907.90	0.00	139,500.00	84,592.10	39.36	
200	Employee Benefits	1,237.29	4,852.79	0.00	19,000.00	14,147.21	25.54	
300	Purchased Services	191.90	368.11	0.00	1,800.00	1,431.89	20.45	
400	Supplies And Materials	701.03	5,757.70	950.46	14,690.00	7,981.84	45.66	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2220	MEDIA PROGRAM	13,177.64	65,886.50	950.46	174,990.00	108,153.04	38.19	** Function
100	Salaries	3,655.56	23,601.11	0.00	52,000.00	28,398.89	45.39	
200	Employee Benefits	1,152.88	5,365.18	0.00	13,900.00	8,534.82	38.60	
300	Purchased Services	978.86	11,230.51	0.00	53,500.00	42,269.49	20.99	
400	Supplies And Materials	233.65	2,377.99	179.94	2,700.00	142.07	94.74	
2226	TECHNOLOGY	6,020.95	42,574.79	179.94	122,100.00	79,345.27	35.02	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2230	Assessment/Testing	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	242.21	3,898.31	0.00	5,750.00	1,851.69	67.80	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	15,104.50	0.00	51,100.00	35,995.50	29.56	
400	Supplies And Materials	3,500.93	11,383.84	1,464.93	37,300.00	24,451.23	34.45	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	11,292.77	0.00	25,000.00	13,707.23	45.17	

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# Expenditure Report

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## Education Fund 10

Function 2000 Support Services  
Function 2310 Brd Ed Services  
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
2310	Brd Ed Services	3,743.14	41,679.42	1,464.93	119,150.00	76,005.65	36.21	** Function
100	Salaries	8,505.03	42,525.19	0.00	98,864.00	56,338.81	43.01	
200	Employee Benefits	2,315.28	11,688.98	0.00	28,000.00	16,311.02	41.75	
300	Purchased Services	983.36	8,262.10	399.16	13,300.00	4,638.74	65.12	
400	Supplies And Materials	163.78	2,270.14	317.50	7,200.00	4,612.36	35.94	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	896.08	0.00	1,000.00	103.92	89.61	
2320	Executive Adm. Serv	11,967.45	65,642.49	716.66	149,864.00	83,504.85	44.28	** Function
100	Salaries	39,992.89	197,919.72	0.00	510,000.00	312,080.28	38.81	
200	Employee Benefits	13,191.99	65,456.35	0.00	155,000.00	89,543.65	42.23	
300	Purchased Services	1,125.65	4,281.66	0.00	9,200.00	4,918.34	46.54	
400	Supplies And Materials	432.18	4,319.73	470.03	12,420.00	7,630.24	38.56	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	258.00	0.00	4,000.00	3,742.00	6.45	
2410	Office Of Principal Serv	54,742.71	272,235.46	470.03	692,120.00	419,414.51	39.40	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2510	Dirctn Business Suppt Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	7,941.30	39,706.46	0.00	95,500.00	55,793.54	41.58	
200	Employee Benefits	561.30	2,838.22	0.00	14,000.00	11,161.78	20.27	
300	Purchased Services	0.00	120.81	0.00	2,700.00	2,579.19	4.47	
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	450.00	450.00	0.00	
2520	Fiscal Services	8,502.60	42,665.49	0.00	112,650.00	69,984.51	37.87	** Function
100	Salaries	12,297.07	60,368.41	0.00	148,851.00	88,482.59	40.56	
200	Employee Benefits	0.00	0.00	0.00	16,675.00	16,675.00	0.00	
300	Purchased Services	88.24	191.84	0.00	2,800.00	2,608.16	6.85	
400	Supplies And Materials	26,505.65	77,592.60	0.00	244,600.00	167,007.40	31.72	
500	Capital Outlay	0.00	0.00	0.00	8,000.00	8,000.00	0.00	

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# Expenditure Report

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Education Fund 10								
Function	2000	Support Services						
Function	2560	Food 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	50.00	98.00	0.00	400.00	302.00	24.50	
2560	Food Services	38,940.96	138,250.85	0.00	421,326.00	283,075.15	32.81	** Function
300	Purchased Services	470.20	1,127.90	0.00	6,200.00	5,072.10	18.19	
2630	Information Services	470.20	1,127.90	0.00	6,200.00	5,072.10	18.19	** Function
300	Purchased Services	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
400	Supplies And Materials	630.00	1,096.52	0.00	14,600.00	13,503.48	7.51	
2660	DATA PROCESSING	630.00	1,096.52	0.00	19,600.00	18,503.48	5.59	** Function
2000	Support Services	173,499.47	834,838.65	7,323.23	2,246,045.00	1,403,883.12	37.50	* Function
600	Other Objects	0.00	7,175.88	0.00	9,500.00	2,324.12	75.54	
4120	Payments Sp Ed Programs	0.00	7,175.88	0.00	9,500.00	2,324.12	75.54	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
4140	Payments for CTE Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
4190	Other Pymnts Gov In State	0.00	0.00	0.00	5,000.00	5,000.00	0.00	** Function
600	Other Objects	0.00	450.00	0.00	6,000.00	5,550.00	7.50	
4210	Payments for Regular Programs - Tuition	0.00	450.00	0.00	6,000.00	5,550.00	7.50	** Function
600	Other Objects	0.00	64,586.46	0.00	140,000.00	75,413.54	46.13	
4220	Payments for Special Education Programs - Tuition	0.00	64,586.46	0.00	140,000.00	75,413.54	46.13	** Function
600	Other Objects	0.00	15,750.00	0.00	35,000.00	19,250.00	45.00	
4240	Payments for CTE Programs - Tuition	0.00	15,750.00	0.00	35,000.00	19,250.00	45.00	** Function
4000	Nonprogrammed Charges	0.00	87,962.34	0.00	195,500.00	107,537.66	44.99	* 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	626,561.90	3,125,007.25	47,666.50	8,300,855.00	5,128,181.25	38.22	Fund

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# Expenditure Report

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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 Budge t	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	23,703.85	141,484.19	0.00	353,600.00	212,115.81	40.01	
200	Employee Benefits	3,501.65	16,788.17	0.00	36,650.00	19,861.83	45.81	
300	Purchased Services	24,774.42	181,865.62	182.74	230,400.00	48,351.64	79.01	
400	Supplies And Materials	15,056.55	99,799.91	1,026.56	303,700.00	202,873.53	33.20	
500	Capital Outlay	5,700.00	45,558.62	0.00	80,000.00	34,441.38	56.95	
2542	Care & Upkeep Bldg Serv	72,736.47	485,496.51	1,209.30	1,004,350.00	517,644.19	48.46	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	2,073.52	31,782.23	0.00	47,700.00	15,917.77	66.63	
400	Supplies And Materials	120.63	2,495.05	127.47	10,000.00	7,377.48	26.23	
500	Capital Outlay	0.00	3,730.00	0.00	13,000.00	9,270.00	28.69	
600	Other Objects	0.00	0.00	0.00	50.00	50.00	0.00	
2543	Care Upkeep Grnds Serv	2,194.15	38,007.28	127.47	70,750.00	32,615.25	53.90	** Function
2000	Support Services	74,930.62	523,503.79	1,336.77	1,075,100.00	550,259.44	48.82	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	* Function
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
8800	Function 8800	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
20	Oper, Build, & Maint Fund	74,930.62	523,503.79	1,336.77	1,075,100.00	550,259.44	48.82	Fund

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# Expenditure Report

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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	0.00	0.00	0.00	0.00	0.00	
5200	Debt Service - Interest on Long-Term Debt		0.00	0.00	0.00	0.00	0.00	0.00	** Function
5000	Debt 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	
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	0.00	0.00	0.00	0.00	0.00	Fund

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# Expenditure Report

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Transportation Fund 40								
Function	2000	Support Services						
Function	2550	Pupil Transportation Ser						
Object	100	Salaries						
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
100	Salaries	2,709.76	12,212.45	0.00	30,200.00	17,987.55	40.44	
200	Employee Benefits	262.15	1,134.24	0.00	2,750.00	1,615.76	41.25	
300	Purchased Services	0.00	169,865.03	0.00	843,234.00	673,368.97	20.14	
400	Supplies And Materials	0.00	2,438.93	0.00	6,500.00	4,061.07	37.52	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2550	Pupil Transportation Ser	2,971.91	185,650.65	0.00	882,684.00	697,033.35	21.03	** Function
2000	Support Services	2,971.91	185,650.65	0.00	882,684.00	697,033.35	21.03	* 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	2,971.91	185,650.65	0.00	882,684.00	697,033.35	21.03	Fund

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# Expenditure Report

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

Function 1000 Instruction  
Function 1110 Elementary  
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge ↑	State Account Number
200	Employee Benefits	591.67	3,321.38	0.00	10,910.00	7,588.62	30.44	
1110	Elementary	591.67	3,321.38	0.00	10,910.00	7,588.62	30.44	** Function
200	Employee Benefits	538.14	5,268.76	0.00	7,200.00	1,931.24	73.18	
1111	Primary	538.14	5,268.76	0.00	7,200.00	1,931.24	73.18	** Function
200	Employee Benefits	704.42	2,940.86	0.00	7,100.00	4,159.14	41.42	
1112	Junior High	704.42	2,940.86	0.00	7,100.00	4,159.14	41.42	** Function
200	Employee Benefits	848.28	4,311.40	0.00	12,850.00	8,538.60	33.55	
1113	High School	848.28	4,311.40	0.00	12,850.00	8,538.60	33.55	** 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	149.48	738.07	0.00	2,000.00	1,261.93	36.90	
1115	MUSIC	149.48	738.07	0.00	2,000.00	1,261.93	36.90	** 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	1,287.94	4,975.49	0.00	12,700.00	7,724.51	39.18	
1125	Pre-K Programs	1,287.94	4,975.49	0.00	12,700.00	7,724.51	39.18	** 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	3.77	13.19	0.00	75.00	61.81	17.59	
1204	Physically Hndcap Homebound	3.77	13.19	0.00	75.00	61.81	17.59	** 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	57.30	314.72	0.00	900.00	585.28	34.97	
1210	Speech & Lang.Impaired	57.30	314.72	0.00	900.00	585.28	34.97	** 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	7,023.04	30,612.93	0.00	84,200.00	53,587.07	36.36	
1220	Cross-Categorical (Cc)	7,023.04	30,612.93	0.00	84,200.00	53,587.07	36.36	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	

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# Expenditure Report

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I.M.R.F./Soc. Sec. Fund 50								
Function	1000	Instruction						
Function	1222	MI						
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
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	346.62	1,673.71	0.00	4,300.00	2,626.29	38.92	
1225	Special Education Programs Pre-K	346.62	1,673.71	0.00	4,300.00	2,626.29	38.92	** Function
200	Employee Benefits	83.43	295.88	0.00	700.00	404.12	42.27	
1250	Remedial and Supplemental Programs K-12	83.43	295.88	0.00	700.00	404.12	42.27	** Function
200	Employee Benefits	49.80	223.45	0.00	650.00	426.55	34.38	
1401	VOCATIONAL AG	49.80	223.45	0.00	650.00	426.55	34.38	** Function
200	Employee Benefits	36.04	173.68	0.00	700.00	526.32	24.81	
1402	INDUSTRIAL ARTS	36.04	173.68	0.00	700.00	526.32	24.81	** Function
200	Employee Benefits	64.87	194.10	0.00	750.00	555.90	25.88	
1407	BUSINESS ED	64.87	194.10	0.00	750.00	555.90	25.88	** 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	40.51	93.90	0.00	275.00	181.10	34.15	
1459	CO-OP PROGRAM	40.51	93.90	0.00	275.00	181.10	34.15	** Function
200	Employee Benefits	483.44	1,182.16	0.00	6,950.00	5,767.84	17.01	
1501	ATHLETICS	483.44	1,182.16	0.00	6,950.00	5,767.84	17.01	** 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	25.12	124.01	0.00	900.00	775.99	13.78	
1540	EXTRA CURRICULAR	25.12	124.01	0.00	900.00	775.99	13.78	** Function
200	Employee Benefits	0.00	165.01	0.00	600.00	434.99	27.50	
1600	Summer School	0.00	165.01	0.00	600.00	434.99	27.50	** 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	7.28	36.14	0.00	125.00	88.86	28.91	
1700	Drivers Education Program	7.28	36.14	0.00	125.00	88.86	28.91	** 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	12,341.15	56,658.84	0.00	153,885.00	97,226.16	36.82	* Function
200	Employee Benefits	346.47	1,738.69	0.00	4,950.00	3,211.31	35.13	

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# Expenditure Report

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I.M.R.F./Soc. Sec. Fund 50									
Function	2000	Support Services							
Function	2110	Attendance/Soc Wrk Serv							
Object	200	Employee Benefits							
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State	Account Number
2110	Attendance/Soc Wrk Serv	346.47	1,738.69	0.00	4,950.00	3,211.31	35.13	**	Function
200	Employee Benefits	75.10	372.93	0.00	1,000.00	627.07	37.29		
2120	Guidance Services	75.10	372.93	0.00	1,000.00	627.07	37.29	**	Function
200	Employee Benefits	564.25	2,771.87	0.00	7,400.00	4,628.13	37.46		
2134	Nurse Services	564.25	2,771.87	0.00	7,400.00	4,628.13	37.46	**	Function
200	Employee Benefits	265.93	1,232.48	0.00	3,675.00	2,442.52	33.54		
2140	Psychological Services	265.93	1,232.48	0.00	3,675.00	2,442.52	33.54	**	Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		
2192	TITLE V CHART COUNTS	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		
2193	Title IV	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		
2196	Comp Arts	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
200	Employee Benefits	83.64	483.67	0.00	2,050.00	1,566.33	23.59		
2210	EPIC	83.64	483.67	0.00	2,050.00	1,566.33	23.59	**	Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		
2212	CURRICULUM DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		
2218	Quality Assurance	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
200	Employee Benefits	1,311.59	6,512.01	0.00	16,600.00	10,087.99	39.23		
2220	MEDIA PROGRAM	1,311.59	6,512.01	0.00	16,600.00	10,087.99	39.23	**	Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00		
2225	TECH THRUST	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
200	Employee Benefits	52.70	340.10	0.00	800.00	459.90	42.51		
2226	TECHNOLOGY	52.70	340.10	0.00	800.00	459.90	42.51	**	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

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# Expenditure Report

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I.M.R.F./Soc. Sec. Fund 50								
Function	2000	Support Services						
Function	2310	Brd Ed 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
200	Employee Benefits	17.62	293.54	0.00	875.00	581.46	33.55	
2310	Brd Ed Services	17.62	293.54	0.00	875.00	581.46	33.55	** Function
200	Employee Benefits	123.10	615.78	0.00	1,550.00	934.22	39.73	
2320	Executive Adm. Serv	123.10	615.78	0.00	1,550.00	934.22	39.73	** Function
200	Employee Benefits	591.94	3,128.45	0.00	10,000.00	6,871.55	31.28	
2365	Risk Management and Claims Services Payments	591.94	3,128.45	0.00	10,000.00	6,871.55	31.28	** Function
200	Employee Benefits	1,961.71	10,208.58	0.00	27,100.00	16,891.42	37.67	
2410	Office Of Principal Serv	1,961.71	10,208.58	0.00	27,100.00	16,891.42	37.67	** 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	1,518.97	7,591.82	0.00	18,500.00	10,908.18	41.04	
2520	Fiscal Services	1,518.97	7,591.82	0.00	18,500.00	10,908.18	41.04	** Function
200	Employee Benefits	4,950.69	26,932.12	0.00	66,595.00	39,662.88	40.44	
2542	Care & Upkeep Bldg Serv	4,950.69	26,932.12	0.00	66,595.00	39,662.88	40.44	** 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	351.28	1,603.67	0.00	3,800.00	2,196.33	42.20	
2550	Pupil Transportation Ser	351.28	1,603.67	0.00	3,800.00	2,196.33	42.20	** Function
200	Employee Benefits	2,272.51	11,253.95	0.00	29,975.00	18,721.05	37.54	
2560	Food Services	2,272.51	11,253.95	0.00	29,975.00	18,721.05	37.54	** Function
2000	Support Services	14,487.50	75,079.66	0.00	194,870.00	119,790.34	38.53	* Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
3696	Safe To Learn	0.00	0.00	0.00	0.00	0.00	0.00	** Function
3000	Community Services	0.00	0.00	0.00	0.00	0.00	0.00	* Function
50	I.M.R.F./Soc. Sec. Fund	26,828.65	131,738.50	0.00	348,755.00	217,016.50	37.77	Fund

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# Expenditure Report

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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 Budge t	State Account Number
500	Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00	
2530	Function 2530		0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services		0.00	0.00	0.00	0.00	0.00	0.00	* Function
600	Other Objects		0.00	0.00	0.00	0.00	0.00	0.00	
8150	Prmnt Trnf From S&C		0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses		0.00	0.00	0.00	0.00	0.00	0.00	* Function
60	Capital Projects Fund or Fund Group		0.00	0.00	0.00	0.00	0.00	0.00	Fund

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# Expenditure Report

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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	0.00	0.00	0.00	
8110	Permnt Trns Wrk Csh Abol	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	
8111	Permnt Trns Wrk Csh	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	
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	0.00	0.00	0.00	* Function
70	Working Cash Fund	0.00	0.00	0.00	0.00	0.00	0.00	Fund

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# Expenditure Report

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**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 Budge t	State Account Number
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1110	Elementary	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1111	Primary	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1112	Junior High	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1113	High School	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1115	MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1210	Speech & Lang.Impaired	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1225	Special Education Programs Pre-K	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1401	VOCATIONAL AG	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1407	BUSINESS ED	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1459	CO-OP PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	

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# Expenditure Report

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Tort Immunity and Judgment Fund 80								
Function	1000	Instruction						
Function	1700	Drivers Education Program						
Object	100	Salaries						
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
1700	Drivers Education Program	0.00	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	0.00	0.00	0.00	0.00	0.00	0.00	* Function
100	Salaries	0.00	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	2,090.90	31,789.86	0.00	32,000.00	210.14	99.34	
2362	Workers Comp/Workers Occ Disease Acts Payments	2,090.90	31,789.86	0.00	32,000.00	210.14	99.34	** Function
200	Employee Benefits	0.00	418.00	3,344.00	14,000.00	10,238.00	26.87	
2363	Unemployment Insurance Act Payments	0.00	418.00	3,344.00	14,000.00	10,238.00	26.87	** Function
300	Purchased Services	95.00	58,567.00	0.00	68,700.00	10,133.00	85.25	
2364	Insurance Payments (regular or self-insurance)	95.00	58,567.00	0.00	68,700.00	10,133.00	85.25	** Function
100	Salaries	13,465.52	70,494.12	0.00	141,500.00	71,005.88	49.82	
200	Employee Benefits	0.00	85.53	0.00	0.00	(85.53)	0.00	
2365	Risk Management and Claims Services Payments	13,465.52	70,579.65	0.00	141,500.00	70,920.35	49.88	** Function
300	Purchased Services	217.50	3,863.51	0.00	20,000.00	16,136.49	19.32	
2369	Legal Services	217.50	3,863.51	0.00	20,000.00	16,136.49	19.32	** 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	9,246.27	0.00	10,000.00	753.73	92.46	
2540	Function 2540	0.00	9,246.27	0.00	10,000.00	753.73	92.46	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2542	Care & Upkeep Bldg Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2560	Food Services	0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services	15,868.92	174,464.29	3,344.00	286,200.00	108,391.71	62.13	* Function
80	Tort Immunity and Judgment Fund	15,868.92	174,464.29	3,344.00	286,200.00	108,391.71	62.13	Fund

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# Expenditure Report

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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 Budge t	State Account Number	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00		
500	Capital Outlay	0.00	4,436.32	0.00	4,436.00	(0.32)	100.01		
2548	L/S Capital Outlay	0.00	4,436.32	0.00	4,436.00	(0.32)	100.01	**	Function
2000	Support Services	0.00	4,436.32	0.00	4,436.00	(0.32)	100.01	*	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	4,436.32	0.00	4,436.00	(0.32)	100.01	Fund	
Report Total:		747,162.00	4,144,800.80	52,347.27	10,898,030.00	6,700,881.93	38.51		

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**Balance Sheet (by fund)**

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 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 10</b>				
AP-Accrual-10	AP-Accrual for Fund 10	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
10-111-1	IMPREST FUND	12,800.00	0.00	12,800.00
10-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
10-110-1	CASH IN BANKS	163,824.26	5,426.14	169,250.40
10-121-1	REGULAR INVESTMENT ED	5,879,080.41	(374,175.71)	5,504,904.70
10-131	PAYROLL CASH	0.00	0.00	0.00
10-199-1	EMPLOYEE COMPUTERS	0.00	0.00	0.00
10-122-1	FARNSWORTH INVESTMENT	0.00	0.00	0.00
	<b>Total</b>	<b>\$6,055,704.67</b>	<b>(\$368,749.57)</b>	<b>\$5,686,955.10</b>
10-457-1	Delete This Account	0.00	0.00	0.00
10-498-1	TEACHER RET 2.2	0.00	0.00	0.00
10-497-1	SUPPORT PERS. DUES	0.00	0.00	0.00
10-496-1	LOHMANS CAFE. PLAN	(5,933.82)	(1,005.00)	(6,938.82)
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	238.84	0.00	238.84
10-460-1	DISABILITY INS. PAYABLE	0.00	0.00	0.00
10-458-1	Delete This Account	0.00	0.00	0.00
10-456-1	Delete This Account	0.00	0.00	0.00
10-455-1	Delete This Account	0.00	0.00	0.00
10-459-1	Delete This Account	0.00	0.00	0.00
10-454-1	Delete This Account	0.00	0.00	0.00
10-452-1	Delete This Account	0.00	0.00	0.00
10-411-1	LOAN TO LIFE SAFETY	0.00	0.00	0.00
10-431-1	ACCOUNTS PAYABLE	0.00	1,230.43	1,230.43
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
	<b>Total</b>	<b>(\$5,694.98)</b>	<b>\$225.43</b>	<b>(\$5,469.55)</b>
10-706-1	NET PROFIT/LOSS	(1,894,110.89)	368,524.14	(1,525,586.75)
10-730-1	FUND BALANCE	(4,155,898.80)	0.00	(4,155,898.80)
	<b>Total</b>	<b>(\$6,050,009.69)</b>	<b>\$368,524.14</b>	<b>(\$5,681,485.55)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 12/4/2014 8:41 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 20</b>				
AP-Accrual-20	AP-Accrual for Fund 20	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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	3,603.64	0.00	3,603.64
20-131	PAYROLL CASH	0.00	0.00	0.00
20-110-1	CASH IN BANKS	195,972.57	1,000.00	196,972.57
20-121-1	REGULAR INVESTMENT O/M	1,707,481.33	(29,966.52)	1,677,514.81
	<b>Total</b>	<b>\$1,907,057.54</b>	<b>(\$28,966.52)</b>	<b>\$1,878,091.02</b>
20-454-1	Delete This Account	0.00	0.00	0.00
20-456-1	Delete This Account	0.00	0.00	0.00
20-457-1	Delete This Account	0.00	0.00	0.00
20-458-1	Delete This Account	0.00	0.00	0.00
20-459-1	Delete This Account	0.00	0.00	0.00
20-497-1	SUPPORT PERS. DUES	0.00	0.00	0.00
20-453-1	Delete This Account	0.00	0.00	0.00
20-481-1	ANNUITIES PAYABLE	0.00	0.00	0.00
20-451	Delete This Account	0.00	0.00	0.00
20-431-1	ACCOUNTS PAYABLE	0.00	1,209.30	1,209.30
20-452-1	Delete This Account	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$1,209.30</b>	<b>\$1,209.30</b>
20-730-1	FUND BALANCE	(1,800,018.89)	0.00	(1,800,018.89)
20-706-1	NET PROFIT/LOSS	(107,038.65)	27,757.22	(79,281.43)
	<b>Total</b>	<b>(\$1,907,057.54)</b>	<b>\$27,757.22</b>	<b>(\$1,879,300.32)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 12/4/2014 8:41 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 30</b>				
AP-Accrual-30	AP-Accrual for Fund 30	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
30-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
30-110-1	CASH IN BANKS	0.00	0.00	0.00
30-121-1	REGULAR INVESTMENT B/I	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
30-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
30-730-1	FUND BALANCE	0.00	0.00	0.00
30-706-1	NET PROFIT/LOSS	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 12/4/2014 8:41 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 40</b>				
AP-Accrual-40	AP-Accrual for Fund 40	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
40-110-1	CASH IN BANKS	(3,552.44)	0.00	(3,552.44)
40-121-1	REGULAR INVESTMENT TRANS	339,278.05	7,961.38	347,239.43
40-131	PAYROLL CASH	0.00	0.00	0.00
40-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
	<b>Total</b>	<b>\$335,725.61</b>	<b>\$7,961.38</b>	<b>\$343,686.99</b>
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
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
40-706-1	NET PROFIT/LOSS	(79,869.55)	(7,961.38)	(87,830.93)
40-730-1	FUND BALANCE	(255,856.06)	0.00	(255,856.06)
	<b>Total</b>	<b>(\$335,725.61)</b>	<b>(\$7,961.38)</b>	<b>(\$343,686.99)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 12/4/2014 8:41 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 50</b>				
AP-Accrual-50	AP-Accrual for Fund 50	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
50-110-1	CASH IN BANKS	100,059.71	0.00	100,059.71
50-121-1	REGULAR INVESTMENT IMRF	450,973.12	(20,419.26)	430,553.86
50-185-1	IMRF-LONG TERM INVESTMEN	0.00	0.00	0.00
	<b>Total</b>	<b>\$551,032.83</b>	<b>(\$20,419.26)</b>	<b>\$530,613.57</b>
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
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
50-730-1	FUND BALANCE	(350,583.58)	0.00	(350,583.58)
50-706-1	NET PROFIT/LOSS	(200,449.25)	20,419.26	(180,029.99)
	<b>Total</b>	<b>(\$551,032.83)</b>	<b>\$20,419.26</b>	<b>(\$530,613.57)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 12/4/2014 8:41 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 60</b>				
AP-Accrual-60	AP-Accrual for Fund 60	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
60-730-1	FUND BALANCE	0.00	0.00	0.00
60-706-1	NET PROFIT/LOSS	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 12/4/2014 8:41 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 70</b>				
AP-Accrual-70	AP-Accrual for Fund 70	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
70-121-1	REGULAR INVESTMENT WC	883,885.94	2,887.26	886,773.20
70-185-1	INVESTMENT LONG TERM WC	1,258,375.46	405.50	1,258,780.96
70-141-1	W/C INTERFUND LOANS	0.00	0.00	0.00
70-110-1	CASH IN BANKS	(17,097.86)	0.00	(17,097.86)
	<b>Total</b>	<b>\$2,125,163.54</b>	<b>\$3,292.76</b>	<b>\$2,128,456.30</b>
70-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
70-411-1	LOANS TO LIFE SAFETY	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
70-730-1	FUND BALANCE	(2,067,022.14)	0.00	(2,067,022.14)
70-706-1	NET PROFIT/LOSS	(58,141.40)	(3,292.76)	(61,434.16)
	<b>Total</b>	<b>(\$2,125,163.54)</b>	<b>(\$3,292.76)</b>	<b>(\$2,128,456.30)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 12/4/2014 8:41 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 80</b>				
AP-Accrual-80	AP-Accrual for Fund 80	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
80-131	PAYROLL CASH	0.00	0.00	0.00
80-121-1	TORT-REG INVESTMENT	170,191.15	(4,132.82)	166,058.33
80-110-1	TORT-CASH IN BANKS	20,455.25	0.00	20,455.25
	<b>Total</b>	<b>\$190,646.40</b>	<b>(\$4,132.82)</b>	<b>\$186,513.58</b>
80-481	NON-CERT DUES	0.00	0.00	0.00
80-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
80-730-1	FUND BALANCE	(56,219.90)	0.00	(56,219.90)
80-706-1	NET PROFIT/LOSS	(134,426.50)	4,132.82	(130,293.68)
	<b>Total</b>	<b>(\$190,646.40)</b>	<b>\$4,132.82</b>	<b>(\$186,513.58)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 12/4/2014 8:41 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 90</b>				
AP-Accrual-90	AP-Accrual for Fund 90	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
90-185-1	LONG TERM L/S	0.00	0.00	0.00
90-121-1	REGULAR INVESTMENT L/S	554,051.28	2,784.83	556,836.11
90-110-1	CASH IN BANK-LIFE SAFETY	(119,648.63)	0.00	(119,648.63)
	<b>Total</b>	<b>\$434,402.65</b>	<b>\$2,784.83</b>	<b>\$437,187.48</b>
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
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
90-706-1	NET PROFIT/LOSS	(51,611.43)	(2,784.83)	(54,396.26)
90-730-1	FUND BALANCE	(382,791.22)	0.00	(382,791.22)
	<b>Total</b>	<b>(\$434,402.65)</b>	<b>(\$2,784.83)</b>	<b>(\$437,187.48)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Fund Balance Report

Printed: 12/4/2014 8:47 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	626,561.90	258,037.76	3,125,007.25	4,650,355.16	1,525,347.91	4,156,137.64	5,681,485.55
20	Oper, Build, & Maint Fund	74,930.62	47,173.40	523,503.79	602,785.22	79,281.43	1,800,018.89	1,879,300.32
40	Transportation Fund	2,971.91	10,933.29	185,650.65	273,481.58	87,830.93	255,856.06	343,686.99
50	I.M.R.F./Soc. Sec. Fund	26,828.65	6,409.39	131,738.50	311,768.49	180,029.99	350,583.58	530,613.57
70	Working Cash Fund	0.00	3,292.76	0.00	61,434.16	61,434.16	2,067,022.14	2,128,456.30
80	Tort Immunity and Judgment Fund	15,868.92	11,736.10	174,464.29	304,757.97	130,293.68	56,219.90	186,513.58
90	Fire Prevention/Life Safety	0.00	2,784.83	4,436.32	58,832.58	54,396.26	382,791.22	437,187.48
		<u>\$747,162.00</u>	<u>\$340,367.53</u>	<u>\$4,144,800.80</u>	<u>\$6,263,415.16</u>	<u>\$2,118,614.36</u>	<u>\$9,068,629.43</u>	<u>\$11,187,243.79</u>

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Putnam County Comm. Unit School Dist. #535  
Treasurers Report November 30, 2014

PAGE 2 OF 2	EDUCATION	O/M	TRANSPORT	IMRF	C/P	W/C	TORT	L/S	TOTALS
<b>C/D INVESTMENTS</b>									
<b>Granville National Bank</b>									
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
<b>First State Bank</b>									
32994 05/13/15 0.75%						\$716,060.45			\$716,060.45
33595 11/17/15 0.41%						\$208,438.78			\$208,438.78
									\$0.00
									\$0.00
									\$0.00
<b>North Central Bank</b>									
40413 03/05/15 0.40%						\$334,405.58			\$334,405.58
∞									\$0.00
∞									\$0.00
									\$0.00
									\$0.00
<b>Auditor Adjustments</b>									
<b>Tree Fund</b>		\$3,603.64							\$3,603.64
<b>Assets</b>	\$12,800.00								\$12,800.00
<b>Adjustments</b>	\$85.09	\$6.73				\$213.29		\$0.01	\$305.12
<b>Liabilities</b>	(\$5,469.55)	\$1,209.30							(\$4,260.25)
<b>TOTAL CASH &amp; INVESTMEN</b>	\$5,681,485.55	\$1,879,300.32	\$343,686.99	\$530,613.57	\$0.00	\$2,128,456.30	\$186,513.58	\$437,187.48	\$11,187,243.79

CERTIFIED CORRECT

*Alvin F. Rolando*

11/30/14

## DECEMBER Principal's Report From the Desk of Mrs. Cross

**PCPS Enrollment Numbers:** I have decided that I will be doing monthly PCPS enrollment numbers to the Board. I would like to keep you informed of our mobility and enrollment per grade level and I think this will give you a good feel for growth, challenges, etc.

Currently, our enrollment numbers at PCPS are:

Pre-K	75
Kindergarten	46
1 <sup>st</sup> Grade	53
2 <sup>nd</sup> Grade	63
Total Enrollment:	237

**Title I & Title IIA Grant:** I am ~~sorry~~ **happy** to report that the Title grant is ~~still not~~ **finally** approved. Our final allocations are: \$103,678 in Title I funds and \$13,720 in Title II A Teacher Quality Funds. Copies of the grant have been disbursed to the administrators and Title I teachers. I will continue to work closely with the district office for monitoring of the spend-down of the funds for amendment purposes.

**Teacher Evaluations:** The first round of teacher evaluations will be completed by Dec. 19<sup>th</sup> and turned into the district office. Some assistance will be coming from Mrs. Schennum due to the high volume and opportunity for another evaluator's perspective. The second round of non-tenured teachers and non-certified staff evaluations will be completed in the new-year.

**Family Reading Night:** Well, there are just too many great pictures to share in this report. Please go to the following address on our website to see more. We (as well as the students and families) had a fantastic time with our Pete the Cat themed night. Jennifer Smith and Amy Krieser will attend the Board meeting to share a little bit more about the evening.



Three 1<sup>st</sup> grade friends (Drew, Brayden and Collin) showing off their fancy shoes!



Three siblings (Villagomez Family) demonstrating their groove with Pete the Cat and his security team!

It's hard not to include all of the photos so....More photos can be viewed at:  
<http://www.pcschools535.org/vnews/display.v/ART/546cba6e2e62f>

**History of 2C, Flat Stanley, and the Soldiers:** Three years ago, 2C connected with a troop of soldiers in Afghanistan through Mrs. Berger's daughter Ashley. Pictures, letters, and gifts exchanged hands for about 3 months. Over Thanksgiving break this year Mrs. Berger's daughter was contacted by Infantry Sergeant Chris asking if 2C would like to send Flat Stanleys to his new troop. He leads a group of 7 men into the front line. He and his group are constantly engaging the enemy. They also do recon missions. They are in Germany now for a debriefing and then heading back to Washington DC on the 20th. They will then be stationed in Texas. Sgt. Chris shared a picture of his group with President Obama and his wife Michelle which is amazing for the students to see. 2C plans on sending a colored Flat Stanley, a letter to a soldier and a Christmas Ornament. With the help of Mr. Newsome, the class also hopes to Skype with Sgt. Chris too. More information to come as it happens...

**Response to Intervention:** This month we conducted a half day RtI Leadership team (Members of the team are: Connie Hartman, Anita Ladage, Betsy Kuehn, Ronda Vacca, Jennifer Smith, Janet Schennum, Courtney Balestri and Ronda Cross) meeting to discuss issues and concerns with certain aspects of the system that needed attention. Some of the times discussed were the Decision Rules, Tier Movement, Assessment for K-2, intervention resources, etc. Unfortunately, half a day was not enough time for us to discuss, research and make all of the decisions we needed to make. Therefore, in January or February we will conduct another meeting to round out our needs.

**Professional Development:** Last month I attended the Triple I Conference for professional development. I attended sessions on teacher evaluation, walk-throughs, and the keynote speakers, but my favorite this year was attending a half-day school tour at Manuel Perez Charter Performing Arts School in downtown Chicago. The reason this was my favorite professional development is because it is so rare that administration gets an opportunity to visit another school and see the core functions and perspectives of another school. Manuel Perez Elementary was a K-8 school that had a strong integration and focus on the Arts. Students performed

traditional Mexican dances, Japanese dance, Hawaiian dance, songs, role play and the Brothers Grimm with opera voices. Now, the opera singing was not perfect, but it was the confidence and attempts that were made that was found to be so impressive. Students were so engaged in their learning and proud of their culture and talents. It was inspiring to see their studies turned into intricate murals on the hall walls and their framed art in the halls that changed every month. The student-centered approach that they have reminds me of what I see here at PC. Student learning first!

**Appreciation:** I would also like to thank you for the acknowledgement during American Education Week. The Board and superintendent truly verbalize and demonstrate care and appreciation to the faculty, staff and administration...and not just on one day. Thank you for your support and service!

**Next Month:** In next month's report you will have data from our winter benchmarking with AIMSweb. We will be administering the assessment Wednesday and Thursday to all K-2<sup>nd</sup> grade students. Our building-based RtI data team meeting will be held on January 7<sup>th</sup> during our early dismissal time.

## **Putnam County Junior High School**

### **School Board Report**

**December 12, 2014**

#### **Winter Benchmarking Information – MAP Testing**

We are planning to have our winter benchmarking for the MAP testing process to take place the week of January 12, 2015. This will be an important time as it will provide us with our second data point for all students. This also establishes a trend line in the beginning stages of monitoring student growth. The results will help us identify additional student needs as we move forward in our response to intervention process. We will also be conducting our AIMSweb data for students with IEP's on Wednesday, December 10<sup>th</sup>. This is done because most of the students have educational goals tied to items progress monitored with the AIMSweb program.

#### **Chrome Book Initiative Update**

The Chrome Book initiative has been running smoothly the past couple of months. We did decide to purchase a small cinch bag for each student dedicated to specifically carrying the Chrome Book. We had a handful of accidental drops since the school year began resulting in some screens being damaged. Mr. Newsome is able to get the replacement screens through Amazon and fixes them himself which saves quite a bit of money in the long run. I have included a picture of the bag with our school logo on them.



I continue to enjoy observing the use of technology in all the 7<sup>th</sup> and 8<sup>th</sup> classrooms. We also purchased an additional Chrome Book cart with 20 Chrome Books. This cart will be for sign out uses for sixth grade students particularly in the afternoon classes with the back computer lab being used for Tech Exploratory. The cart is also going to be used for sixth grade students

receiving RtI services. This will allow them access to the internet based programs being used within the classroom just like the 7<sup>th</sup> and 8<sup>th</sup> grade students. Also, this means we will be looking at having to purchase only a minimal number of Chrome Books for sixth grade next year when we hope to expand the initiative to all 5<sup>th</sup> -12<sup>th</sup> grade students.

### **Putnam County Junior High School Winter Concert**

The Putnam County Junior High School Band and Chorus presented their Winter Concert on Friday, December 5<sup>th</sup> at 7:00 PM in the Putnam County High School Auditorium. The event was very well attended with hardly an empty seat to be found. Mr. Lombardo had the students well prepared for the performance as both groups sounded great. Our numbers in band and chorus are very strong with close to fifty students in each group. There are several students that participate in both. As a former band student in school, I am proud of the progress, development, and support for the musical programs at PCJH. Way to go Mr. Lombardo and all the hard work and dedication by the students really shows at each performance.

### **Athletic Updates**

The boys' 5<sup>th</sup> and 6<sup>th</sup> grade basketball season will be winding down on Thursday, December 18<sup>th</sup> when we will be hosting Ottawa Marquette for our Pack the Place Night at PCJH. The 5<sup>th</sup> grade will start their game at 4:00 followed by the 6<sup>th</sup> grade. We are also having our JH games that night as well with the 7<sup>th</sup> starting around 6:00 followed by the 8<sup>th</sup> grade. It is also 8<sup>th</sup> grade night that night. The season still has over a month to go after the winter break. Unfortunately, we don't have any home games during January due to schedule rotations and the LTC conference tourney being held at other schools.

The 8<sup>th</sup> grade girls' basketball season ended in the IESA Regional Championship game. The 8<sup>th</sup> grade lost to host Seneca by six points in the Championship. Both the 7<sup>th</sup> and 8<sup>th</sup> grade girls' teams improved immensely under Coach Barnett and Coach Sale. I wanted to thank both coaches for stepping up and taking on the additional coaching duties here at PCJH. They were extremely busy because they have also spent the past four weeks also starting their high school season. Not many could handle this crazy work load but they did a tremendous job.

Volleyball season began on Monday, December 8<sup>th</sup> with practices. We look to have a good number of girls going out for all three levels grades 6<sup>th</sup>-8<sup>th</sup>. The 6<sup>th</sup> grade coach is Ashley Bogacz, the 7<sup>th</sup> grade coach is Amy Kreiser, and the 8<sup>th</sup> grade coach is Kyle Anderson. They will have their first match on Monday, January 5<sup>th</sup> when we return from the winter break. Good luck to all the players and coaches during their seasons.

## **8<sup>th</sup> Grade Class Trip and other Grade Level Field Trips**

The 8<sup>th</sup> grade VIP teachers met with our fundraising sponsor Great American Opportunities. The eighth grade will be selling candy bars and magazine subscriptions starting on January 22<sup>nd</sup> and ending on February 9<sup>th</sup>. The 8<sup>th</sup> grade will be attending the Field Museum in Chicago. They are also signed up to attend some specific shows as well. They will conclude their day with a late lunch at Dave and Busters and return back to school. The money that is raised goes toward covering the rental of two charter buses and their meal and spending money at Dave and Busters. In the past, there has been enough money left over to help offset the costs of graduation by applying it to the costs of gowns and such.

The 7<sup>th</sup> grade is in the final planning stages for their trip to Springfield. They plan to attend the Lincoln Museum, Lincoln's Home, and the Capital buildings. This trip ties in very nicely with the curriculum regarding taking the Constitution test and study of the Civil War and the impact Lincoln had on the nation.

The 6<sup>th</sup> grade has reserved a spot to attend a play in Bloomington, attend lunch at Avanti's, and trying to schedule one other activity in the area. Originally, we were hoping to do something on the Illinois State University campus but all the colleges and universities are on spring break at the time we are scheduled to attend the play.

All these trips are made possible through the support of the school board, generous funding from The Education Foundation and the efforts of fundraising and donations from the student groups of Puma Crew and Student Council. These are tremendous opportunities for our students to get exposure in educational settings outside of Putnam County. Thanks to everyone for their support!!

## **Staff Evaluations**

I was very busy conducting several staff evaluations the past few weeks. I have completed the initial first observations for non-tenured staff. I have also begun the second round as well as the observations of tenured staff members. Again, this is a busy and rewarding process. I have had the opportunity to have some very meaningful and productive discussions with staff during the process. Overall, the staff is doing very well. Everyone is working very hard and the level of communication continues to improve over the course of the year. I plan to have all evaluations completed by the end of January or mid-February at the latest.



## **Putnam County Elementary School**

### **Putnam County Elementary School Principal's Board Report December 15, 2014**

#### **Mid-Year Report**

\* The students and staff have worked very hard the first semester of the school year. The students have been provided with outstanding educational opportunities and many opportunities for enrichment. This is the time of year in which we all reflect on what we have done, how well we have done, what we can improve on, and how to get there the 2nd semester. This is a great time of year!

#### **Student Activities**

\*We had our Book fair at PCES Nov. 20-21.

\*We had Mr. Heiser and his FFA students come to PCES and build birdhouses with our 4th Graders.

\*The U of I Extension office continues to provide excellent enrichment opportunities for our students.

\*On Dec. 11 our 5th Graders went to see the Nutcracker Ballet at the Peoria Civic Center.

\*We continue to have our Art in Residence come once a month for our 4th Graders.

\*The Rotary Readers come once a month to read to our 3rd Graders.

\*Our Family Reading Night still draws a good crowd of 4th & 5th Graders to our school once a month.

\*Our 5th Grade Boys basketball team has 15 Boys and continues to play and is finishing up their season.

\*Our Winter Concert was very well attended and the students did a fantastic job of performing and entertaining all in attendance. Congratulations to them.

#### **Enrollment Numbers- As of December 11th- Change is since November Board Report**

3rd Grade=59 (+1)

4th Grade=66 (+1)

5th Grade=52(0)

#### **Professional Development**

**\*I sent a teacher to the Raising Student Achievement Conference Dec. 8-9 to gain insight on the latest research into best teaching practices, and the Common Core Standards. Debbie Ward attended and will share her knowledge at the next faculty meeting. Dec 1&2 I sent Monica Frund and Chelsi Straughn to Differentiated Instruction Workshop. They will share their knowledge with the staff. This shows the commitment to working and educating themselves to make better educators.**

**\*The staff has been working hard to continue to update and work on aligning their curriculum to the standards, their instruction, and assessments. These Curriculum Maps are a great step in adding the rigor to our curriculum. The next step is to continue to analyze our data to ensure our students are being successful in their education.**

**\*The 2:00 Dismissal for Professional Development has been extremely beneficial for our staff. We spent Dec. 3rd at the High School for District wide presentations and then had ½ hr to discuss our rti for our building.**

## **Evaluations**

**\* I continue to observe and evaluate the staff. My philosophy has always been this is the most important job of a principal. This process can help improve teaching- this will result in better instruction, better curriculum, and increased student achievement. I also continue to do daily walk throughs of the building to ensure all the teachers are working hard and the students are learning at a high level.**

## **Principal Evaluations**

**\*I continue to process through the Principal Evaluation process with Jay and find this a great process to continue my growth as a leader, professional,. and person who impacts students.**

## **Technology**

**\* The ChromeBook Pilot project for 5th Grade is a great success that is ongoing and increasing use everyday. The students and teachers are increasing their use everyday and incorporating them into the curriculum more and more and increasing the students' use of technology. We are in the process of planning to allow the students the opportunity to take them home to work on a project sometime after the break. The administrative team is also discussing the long range plan for technology so that our students always have the technology available and will always beginning the skills to utilize it. Among the current projects with the ChromeBooks are the 5th Grade Math is using them in a 1-to-1 with their homework, instruction, problem solving, and assessments. In Science Mrs, Hall has been having the students do STEM activities utilizing technology.**

## **Winter Benchmarking**

**\*We are planning on using Winter MAP assessments for January.**

**\*We are also planning on more professional development for MAP, in the area of using the data after the assessments for better use of increasing student achievement.**

## **Final Thoughts**

**Thank you to all of you for all your hard work, dedication to PC, and support over the years I have been here and i wish each of you a safe and warm holiday season.**

Putnam County High School  
Principal's Report  
December 11, 2014

**Winter Concert**

Monday, December 8 was our high school winter concert. It started at 7:00, we had a great crowd and I hope you were able to attend.

**Teachers**

At this time I have done evaluations for the first time on all non-tenured teachers. About all tenured teachers have been evaluated for this school year. We have a great group of faculty members. They have the best interest of the students!! I am still trying to find a Family Consumer Science teacher I have started to work on an alternate plan.

**Winter Sports**

Our basketball teams, boys and girls, are underway. The boys will once again be playing in the Marseilles Christmas tournament December 26 thru the 30<sup>th</sup>. The girls will be playing in the Charleston Christmas tournament starting on the 26<sup>th</sup> going thru the 30<sup>th</sup>. The wrestlers will also be competing in Ottawa.

My wife and I would like to take this time to wish you and your families a Merry Christmas and a Happy New Year!!

## **Transportation Update**

**December 8, 2014**

- **Nov. 26, 2014** I received a report from Irene at Johannes Bus Service that included four minor issues. The locations were ESK Road, Oak Park Estates, Hennepin Park, and a stop in Standard. Irene consistently provides updates such as these to fully inform us about parental pick up issues, etc.
- **Dec. 3, 2014** I received a three page report detailing an incident on the Orange Bus (Bus 88). Irene provided information regarding this student incident involving cursing and yelling by the student. The second page of the summary provides concerning information that the disk or DVR did not function properly, and the incident was not recorded. They discovered that the equipment had not worked appropriately for months. I was quite disturbed by this, and I requested an adjustment in our billing from Johannes since we are paying for this service. Both Irene and Jason Johannes agreed, and our bill will be adjusted. In addition, monthly checks will be conducted to ensure that the camera equipment is functioning properly.
- **Dec. 5, 2014** I received a contact from Irene at Johannes and a parent who stated that her son was not able to ride that morning because the driver did not wait for her son. The driver stated that he had waited, but the student was not there. I have requested GPS equipment to be placed in the vehicle so that we can determine when the driver arrives at the house.

## State Funding Update

December 9, 2014

E.C.E. (Early Childhood Education)	\$36,784.00
Voc. Ag.	\$2,501.00
Special Education	\$81,587.75
Transportation	\$99,499.49
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Total Owed by State	\$220,372.24
Federal Lunch	\$29,024.00
Federal Breakfast	\$7,125.00
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Total Owed by Federal Govt.	\$36,149.00

**\*Typically, we report only the amount that is vouchered, yet still owed by the State of Illinois. The School Lunch dollars flow from the federal government to the state, and at this time, the dollars are still owed by the federal government.**

## **Investment Update**

**December 8, 2014**

**Our next CD that will be placed out for bids is at North Central Bank, and the maturity date is March 5, 2015. It is in the Working Cash Fund, and it is currently earning 0.40%. The amount is \$334,405.58.**

**Following district investment policy, this will be placed out for bids in February.**



# Economic Update

November 21, 2014

**PFM Asset Management LLC**  
222 North LaSalle  
Suite 910  
Chicago, IL 60601

*Sources: Bloomberg, Investor Guide, Vanguard, Financial Times*

717-231-2723  
717-233-6073 fax  
[www.pfm.com](http://www.pfm.com)

## Economic Update

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### Summary of Recent Economic Data

Global trade pacts took center stage in recent economic reports as there was news from abroad with potentially significant impacts for the global economy. During President Obama's latest trip to China, progress was announced on eliminating tariffs on a variety of information technology products. One of the challenges in reaching an agreement has been the evolving nature over the past several years of what actually constitutes "information technology." The accord between the U.S. and China could pave the way for further negotiations to expand the World Trade Organization's ("WTO") Information Technology Agreement. Additionally, the U.S. and India reached an agreement on key issues regarding India's food security program that would facilitate India's ratifying a different tariff agreement negotiated last year by the 160 member countries of the WTO. It has been estimated that this WTO agreement could add approximately \$1 trillion to the world economy in the future and create millions of jobs in developing nations.

The Federal Reserve released minutes from their October FOMC meeting which highlighted falling inflation as "worrisome" if there was a slowdown in growth while seeing "limited impact" from the global slowdown. The key point to the minutes is that the first interest rate increase is still data dependent as some FOMC participants wanted to remove "considerable time" in its statement while others did not. Nevertheless, the Federal Reserve is not in a rush to raise interest rates, but this is not new news to the market. The minutes also showed that there was notable discussion of headwinds from Europe and Asia and that the Fed sees the U.S. economy as slowly improving despite some concern about low inflation. Though the unemployment rate has declined, the Fed still sees the labor market as sluggish. They also see inflation down in the near term but expect inflation to firm further down the road as the recent drop in gas prices has boosted near-term spending by consumers. Overall, policymakers see the risks to the economy as essentially balanced. Interest rates are likely to rise in 2015, but there still remains the question of when and how fast as any increases will most likely be very slow.

In domestic news, retail sales rose modestly in October and resumed their advance despite downward headwinds from lower gasoline prices. After an unexpectedly weak September, retail sales grew by 0.3% in the month of October to \$444.5 billion, more than offsetting September's decrease of 0.3%. Retail sales were supported by non-store retailers (which includes online merchants), as they posted some of the best gains. Demand at non-store retailers was up by 1.9%. Excluding gas station sales – which dropped as pump prices decreased – October retail sales advanced by 0.5%. Additionally, when excluding automobile and gasoline sales from the numbers, retail sales actually jumped up by 0.6% in October after a 0.1% jump in the previous month. Economists view this improvement as a sign that lower gas prices are leading consumers to spend more elsewhere. Compared with one year ago, October retail sales increased 4.1%. Total sales for the August through October 2014 period were up 4.5% from the same period a year ago. The overall rise in retail sales is a welcome sign for the economy as consumers are gearing up for the holiday shopping season. In addition to consumer confidence nearing pre-recession highs and gas prices falling, fourth quarter 2014 economic growth could see a boost from consumer spending. Overall, the most recent retail sales report was moderately modest as component gains were broadly based and consistent with recent gains in consumer confidence and a downward trend in initial jobless claims.

Inflation at the producer level was much stronger than expected in the month of October. The producer price index (“PPI”) increased more than expected in October. Prices rose by 0.2% month-over-month (versus an estimate of -0.1%) and also rose by 1.5% year-over-year (versus an estimate of 1.3%). Excluding food and energy, core producer prices rose by 0.4% month-over-month (versus an estimate of 0.1%) and also rose by 1.8% year-over-year (versus an estimate of 1.5%). Overall, inflation at the producer level still remains sluggish at the producer level on an average basis.

Consumer prices were unchanged in October month-over-month while rising by 1.7% year-over-year. Both figures were 0.1% above expectations. Excluding food and energy, core consumer prices rose by 0.2% month-over-month and 1.8% year-over-year. While consumer price inflation has firmed up marginally, the year-over-year rate is still below the Federal Reserve’s target of 2.0%, especially when converted to a PCE basis which has continually been running below CPI.

Housing starts figures continue to fluctuate back and forth. Starts declined by 2.8% and fell to a level 1.009 million in October from 1.038 million in September. Estimates had called for housing starts to come in at 1.028 million for the month of October. Weakness during the month was seen in the multi-family component which swings sharply on a monthly basis while the single-family component was gaining mild strength. Nevertheless, the 1.009 million unit pace in housing starts is still up by 7.8% on a year-ago basis. Building permits also rose by 4.8% to a 1.080 million unit pace in October from 1.031 million in September, making this its highest level since June of 2008 (estimates had called for permits to come in at 1.035 million). Overall, though housing data has been wavering, the housing sector may be slowly building strength.

Existing home sales rose by 1.5% to an annual rate of 5.26 million in October, the highest rate in a year, from 5.18 million in September. Estimates called for a decline in existing home sales to 5.15 million in October. On a year-ago basis, existing home sales are up by 2.5%. Supply declined by 2.6% in October after a 2.1% drop in September. The month’s supply figure slipped from 5.3 months in September to 5.1 months in October. Demand appears to be somewhat soft as the median price dropped by 0.4% after a 4.3% slip seen in September. Median prices are still up by 5.5% when compared to last October though. Overall, though housing is currently not robust, the most recent existing home sales report still suggests modest improvement in housing sales, but with mixed numbers on prices and supply. Also related to the housing market, mortgage applications rose by 4.9% week-over-week this past week. Mortgage rates have remained mostly unchanged with the average 30-year fixed rate at 4.18% and the average 15-year fixed rate at 3.38%.

The Bureau of Labor Statistics reported last week that import prices declined by a steep 1.3% in October, mostly due to oil prices which declined by 6.9% for the month. This was the fourth straight monthly decline for import prices and the largest decline since June of 2012. Excluding oil, import prices are still down with October, September, and August all at -0.1%. It should be noted that import prices have fallen by 1.8% over the past twelve months, which is the largest year-over-year decline since last November. The export side is very similar with prices down by 1.0% in October for a third straight monthly decline.

Industrial production in the month of October declined on comedowns in utilities and mining. Overall industrial production fell by 0.1% in October, missing the estimate for a 0.2% rise. This comes after a 0.8% increase in September. Capacity utilization posted at 78.9% in October versus a reading of 79.2% in September. This most recent report on industrial production still shows that manufacturing remains on a moderate uptrend.

The index of leading economic indicators (“LEI”) increased 0.9% in October, pointing to near-term acceleration in economic growth. The largest positive once again came from the interest rate component which reflects the Federal Reserve’s near-zero interest rate policy. Low unemployment gains and housing permits were also strong contributors to the LEI. The stock market was the only negative component for the month, but this component might rebound going forward given the gains seen so far in November. Overall, the LEI is on a modest upward trend as it is underscoring some of the U.S. economy’s key pulses going into year-end.

Inventories also rose modestly again in September and continued to increase, up by 0.3% from August and higher than expected. Sales were virtually unchanged from the August level, which in turn was lower than the level seen in July. The ratio of total inventory to sales remained at 1.3, which was unchanged from August despite rising inventories. However, the ratio of retail inventories to sales rose. Overall, the nation’s inventories right now look balanced, especially going into what looks to be a positive holiday shopping season.

After a 29% decline in the deficit for fiscal year 2014, the U.S. Treasury began fiscal year 2015 with a deficit of \$121.7 billion for October versus \$90.6 billion in October of last year. Because November 1<sup>st</sup> fell on a weekend this year, benefit payments for the military, veterans, social security, and Medicare were made in October, not November. This effect should reverse with November’s statement. The receipt side of October’s ledger showed a 6.9% gain from October of last year on higher tax receipts.

International economic momentum continues to lag U.S. strength. The Chinese economy continued to slow as fixed asset investment increased by 15.9%, the weakest over the past decade, while Chinese retail sales rose by 11.5% over the year, the slowest pace since 2006. Also, last week, in addition to the release of the overall consumer price index in the Euro-zone, several nations in Europe also released gross domestic product figures as well. Germany avoided a recession in the third quarter of 2014 despite stronger exports while France showed a positive surprise of growth in the third quarter due to increased government spending. Germany’s GDP rose by 0.1% quarter-over-quarter and 1.2% year-over-year, both in line with expectations. France’s GDP rose by 0.3% quarter-over-quarter (exceeding the 0.1% expectation), and 0.4% year-over-year, which was in line with expectations. The overall Euro-zone maintained positive economic growth as its GDP rose by mere 0.2% quarter-over-quarter and by 0.8% year-over-year, both exceeding expectations by 0.1%. Euro-zone CPI rose by 0.4% while the core CPI rose by 0.7% quarter-over-quarter, which were both in line with expectations. However, it should be noted that the Bank of England stated that yearly inflation could fall below 1.0% in the coming months as the specter of economic stagnation could possibly haunt Europe in the near term.

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## Fixed Income Market

The FOMC ended its multi-year asset purchase program last month as widely expected. Market participants have now turned their attention to the Fed's next move, a likely increase in the Fed Funds target rate. The Fed maintained at its last meeting that it would be a "considerable time" before they would hike the Federal Funds target rate. Many investors and Fed officials anticipate this to occur at the June 2015 meeting or later. The fixed income market has experienced increased volatility due to concerns over global growth. This volatility has recently been calmed by central banks as the European Central Bank and the Bank of Japan recently announced further stimulus measures in an attempt to promote growth in their regions.

Strong economic fundamentals and the end of the Fed's bond purchase program are two forces that would normally point interest rates higher. There are some investors in the market who continue to warn about a bond market bubble. It remains to be seen if the low U.S. inflation rate and the slowdown in Europe will ultimately drag down U.S. growth. Oil may also be a factor, but it may take months for lower gasoline prices to flow through the global economy.

U.S. equities have recovered all of the ground lost in the October sell-off and then some. Equities have risen modestly over the past two weeks on positive economic data domestically and the conclusion of quarterly earnings reports. The S&P 500 index recently hit yet another new all-time high of over 2,050, the 40<sup>th</sup> record level of the year. In addition, oil prices continue to fall with WTI crude prices recently touching a low of \$73.25. Gasoline prices have fallen further to a national average of \$2.91 per gallon now.

In the short-end of the U.S. Treasury yield curve, the market expects supply shortages at year-end to be severe as many dealers cut their repo books to near zero. This will cause investors to scramble for outlets for their cash. It should be noted that, currently, the average overnight repurchase agreement rate has been around 0.06% while three-month LIBOR has remained stable at 0.23%.

The Federal Home Loan Bank ("FHLB") has issued tens of billions of short-term debt over the last few weeks, driving shorter interest rates higher by 2 – 4 basis points. This issuance, in discount notes, has been concentrated in the February to May 2015 period. The FHLB also increased their normal issuance in December 2014, pushing these short-term maturities higher by 1 – 4 basis points. The FHLB short-term debt is sold through auctions in which major dealers have been the buyers, in turn working off the inventory to money market funds and other short-term investors. The enormity of the additional FHLB issuance has pushed U.S. Treasury Bills higher by 1 – 3 basis points in the same maturity range.

These increased rates have provided an opportunity to both capture slightly higher yields and invest over year-end. Short-term investors should note that investing in the last few weeks of December has become more difficult the last few years as issuers complete their borrowing needs early.

Commercial paper and negotiable certificates of deposit continue to offer significant relative value compared to U.S. Treasuries and Federal Agencies. While the aforementioned FHLB issuance has moved 1 – 6 month U.S. Treasury Bills and Federal Agencies higher by 1 – 4 basis points, commercial paper and negotiable CD rates have stayed generally the same. For short-term public funds investors, 2 – 6 month maturities into 2015 from a variety of high-quality issuers are recommended, with a focus on domestic, Japanese, and Nordic banks. Commercial paper and negotiable certificate of deposit rates in the 3 – 6 month area are yielding in the 0.20% – 0.30% range and offer an attractive 15 to 24 basis point pickup over Treasuries.

It should be noted that the Federal Reserve's Reverse Repo facility ("RRP") will move the rate paid on overnight repo through this direct repo counterparty facility to 10 basis points on December 1<sup>st</sup> which will likely move rates higher by 1 – 3 basis points in the short-term repurchase agreement market.

U.S. Treasury rates have fluctuated modestly but remain range bound. Over the past week, the market has had decent economic data: higher than expected housing starts; CPI that surprised to the upside; and a bit of a hawkish element in the recent FOMC minutes. All of this led to a slight bump in rates. However, the central banks of Europe and China announced their plans of increasing stimulus amid signs of slowing growth, which has increased the relative attractiveness of U.S. government debt. Since the FOMC's announcement, rates are approximately two basis points lower across the intermediate and longer part of the curve. The 2-year U.S. Treasury Note, with a current yield of approximately 0.51% offers value at this level, as do 3-year Treasury Notes at 0.95%. Investors should remain cautious on longer maturity Treasuries, given the view of the timing of FOMC rate hikes, and higher interest rates going forward. For intermediate-term fixed income investors, maintaining a conservative target duration range is still recommended.

Federal Agency spreads continued their march tighter versus U.S. Treasury Notes, as stabilizing interest rates have brought buyers back to the market. Spreads in the front end of the curve have returned to their historically narrow range that the market witnessed earlier in the year, while spreads in longer dated securities remain elevated. The yield spread on a 2-year Agency obligation is +3 basis points. The yield spreads on a 3-year Agency is +4 basis points. The yield spread on a 5-year Agency is +16 basis points. Earlier in the year, there was a poor risk reward dynamic for longer-term Agency paper because higher moving rates could quickly erode the additional spread benefit. However, the inherent steepness in the curve from 3 years to 5 years, along with the continued dearth of supply in term Agency debt, should prove supportive going forward and make longer term securities attractive. In issuance news, FHLB announced a new \$3 billion 2-year global deal which priced at U.S. Treasuries +10½ basis points, approximately ½ basis point tighter than initial expectations. The deal was well over subscribed and tightened to +9 to +9½ basis points by the close of the day. Buying Agencies inside of 3 years at spreads of +7 basis points versus matched maturity U.S. Treasuries continues to be recommended for investors. Also, buying Federal Agencies with maturities of 4 to 5 years with spreads of +12 basis points or more is recommended as well, especially where one can swap longer dated U.S. Treasuries to limit outright duration extensions.

Callable volumes have increased slightly, as some higher coupon paper came to market. Issuers took advantage of the slight spike in volatility and announced the following: FHLMC announced \$250 million 2-year non-call 3-month quarterly (Bermuda option) paper at 0.75% and \$750 million of 3-year non-call 3-month quarterly (Bermuda option) paper at 1.30%. FNMA also issued \$250 million of 5-year non-call 1-year, 1 time paper at 2.05%. Although indications have cheapened compared to last week, most investors still feel that given the steepness of the curve, non-callable securities, which benefit from roll-down, offer better value going forward than callable Agency securities.

The yield spreads of investment grade corporate debt over U.S. Treasuries have widened to levels not seen since late 2013. This move wider across the board can be attributed primarily to the robust new issuance calendar the market has witnessed this month thus far. Month-to-date, \$94 billion of new investment grade paper has been injected into the market, which puts the year-to-date total at \$880 billion. In light of the shorter Thanksgiving week, it is likely the busy new issue calendar will slow down, which should give investors a chance to digest the recent supply. Overall, value remains in the corporate sector. Spreads currently are at their widest of the year and continue to offer meaningful yield pickups versus Treasuries in the ongoing low interest rate environment. Adding exposure in high quality corporate issues is recommended at this time.

*This material is based on information obtained from sources generally believed to be reliable and available to the public; however PFM Asset Management LLC cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some but not all of which are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.*

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# Economic Update

December 5, 2014

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*Sources: Bloomberg, Investor Guide, Vanguard, Financial Times*

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## Economic Update

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### Summary of Recent Economic Data

Recent economic reports have shown that the U.S. economy has continued to show some resilience. After stumbling in the first quarter of 2014, the U.S. economy expanded in the past two quarters at a pace not seen in more than a decade. This performance stands in contrast to that of many other developed economies around the world, including the Euro-zone and Japan, whose economies have been struggling. Friday's non-farm payroll numbers were much better than expected, with strong job gains and surprising wage growth.

The economic picture in the U.S. is becoming a bit brighter as growth in the third quarter of 2014 was stronger than previously estimated. With more data available, it is now estimated that gross domestic product (GDP) in the U.S. grew by 3.9% in the third quarter on an annualized basis. This is up from the previous estimate for GDP of 3.5%. For this second reading of GDP that exceeded estimates, upward revisions were made to consumer spending – a key driver of the economy – as well as to business spending and inventories. However, these gains were partially offset by a smaller contribution from trade. Imports were higher, but U.S. exports came in lower than originally estimated, and this is possibly a reflection of weak global demand. In addition, private inventory declined less than previously expected while both personal consumption and non-residential fixed investment increased more. Following a contraction in GDP in the first quarter due to severe winter weather, the U.S. economy has now grown at a rate of 4.25% between April and September, its fastest six-month pace since the second half of 2003. Growth in GDP, which is the value of all goods and services produced in the country when adjusted for inflation, has been above-trend over the past several months. That being said though, the Fed will still be keeping a close eye on the evolution of a number of variables for signs of sustainability before changing its monetary policy.

The employment situation in November was significantly stronger than expected. Solid employment gains were seen in the month as non-farm payrolls rose by 321,000 jobs during the month of November, beating the consensus estimate for a rise of 230,000 jobs. Private payrolls rose by 314,000 jobs (versus an estimate of 225,000 jobs) while manufacturing payrolls rose in the month by 28,000 jobs (versus a 15,000 job estimate). The unemployment rate remained unchanged at 5.8% while the underemployment rate ticked down from 11.5% to 11.4% as the labor force participation rate remained unchanged at 62.8%. Average hourly earnings jumped up by 0.4% in November after only edging up by 0.1% in October (expectations were for a 0.2% increase). Average weekly hours rose to 34.6 hours from 34.5 hours in the prior month. Analysts had expected this number to come in at 34.6 hours. All in all, the November employment report clearly portrayed an upbeat read on the U.S. labor market.

Consumer confidence dipped in November. After hitting a seven-year high in the previous month, the consumer confidence index fell back to a level of 88.7 in November. Consumers polled in the household survey were a bit less upbeat about present economic conditions, but more of the decline in the index was attributable to a drop in their expectations for business conditions and the labor market six months out. Consumers' income expectations also edged lower, but that did not seem to affect their purchasing plans ahead of the holiday shopping season. In fact, the number of respondents who stated that they were likely to purchase an automobile, appliance, or house in the next six months actually rose. The overall consumer confidence reading, which is a closely watched index, points to steady and favorable conditions for the U.S. economy.

Recent ISM manufacturing numbers were roughly in line with expectations as the ISM manufacturing composite index held very strong near recovery highs, at a level of 58.7 in November versus a reading of 59.0 in October. In the same light, the ISM non-manufacturing index also showed very solid economic conditions as the index came in at a level of 59.3, one of the highest readings ever. This latest reading points to solid year-end acceleration for the services sector of the U.S. economy.

New home sales edged higher in October. Sales of new single-family houses notched up, increasing for the third straight month to 458,000 units in the month of October on an annualized basis. However, this number was lower than the 471,000 figure that was expected by analysts. Nevertheless, new home prices moved significantly higher with the median sales price increasing to \$305,000. The pace of sales was strong in the Midwest and in the Northeast, countering slower sales seen in the West and in the South. With new home completions outstripping sales, the months' supply on the market edged up to 5.6. Also, compared to last year, new home sales are up by 1.8%. This report gallops up and down from month to month, though the current overall trend has been somewhat flat recently.

Home prices showed strength in September, but not enough to reverse the current trend which is still softening. The S&P/Case-Shiller composite 20-city home price index rose by 0.3% in September for the first gain since April while the year-over-year rate fell to 4.9%, the weakest showing since October of 2012. This was slightly lower than the 5.65% year-over-year increase in August but exceeded the 4.6% expectation by analysts. Overall, home prices remain soft, which is a positive for homebuyers, but maybe perhaps a negative for new buyers who are banking on the prospects of home-price appreciation.

Pending home sales declined by 1.1% in October, missing expectations for an increase of 0.5%. This comes after a 0.6% increase seen in pending home sales in September. Weakness in pending sales for existing homes in the month of October was led by a 3.2% fall in the West with the South decreasing by 1.0% and the Midwest falling by 0.6%. The Northeast was up slightly by 0.5% for the month. Compared to one year ago, pending home sales are up by 2.2%. On average, the housing sector is on a borderline flat trajectory.

Construction spending rebounded significantly on public government spending and the private residential component. Construction outlays increased by 1.1% in the month of October after a 0.1% dip in the previous month (market expectations were for a 0.5% rise). The increase in October was primarily the result of a 2.3% rise in public outlays. Private residential spending was also a main factor that contributed to the overall figure as it gained by 1.3%. On the other hand, private non-residential construction spending slipped by 0.1%. Nevertheless, on a year-over-year basis, total construction outlays were up by 3.3% in October and the overall increase in this index will probably nudge up estimates for fourth quarter 2014 GDP.

The consumer sector continues to nudge upward on income and spending as there were modest gains seen in personal income and personal spending in October. Personal spending increased 0.2% in the month of October. This figure was actually lower than economists' expectations of a 0.3% rise. Consumers spent more in October on services and non-durable goods, but a little bit less on durable goods. Personal income, which has grown slowly since the recession, matched the prior month's gain of 0.2%, and this missed estimates for an increase of 0.4%. Wage income was up by 0.3% during October. Additionally, the savings rate was 5.0% for the month of October. Overall, the consumer sector is slowly improving in terms of spending and income.

PCE inflation continues to be below the Federal Reserve's goal of 2.0%. Headline inflation only rose by 0.1% in October, matching the increase seen in September. Core PCE inflation was a tick higher than expected at 0.2% for the month while the year-over-year numbers show that headline PCE inflation has increased by 1.4% compared to last year and that annual core inflation is up by 1.6% when compared to last October. The core figure is one tenth higher than expectations and the previous month's number.

Durable goods orders – a leading indicator of industrial production and capital spending – still remains erratic, but surprised to the upside in October as the headline number looked good while the core numbers notably disappointed. After decreasing by 18.3% in August and falling by 0.9% in September, new durable goods orders increased by 0.4% in October, compared to expectations of a decline of 0.6%. Much of this upswing stemmed from a 45.3% rise in orders for defense aircrafts and parts. When excluding out the defense sector, orders for durable goods were actually down by 0.6% for the month. This number also includes a decline of 1.3% in core capital goods orders, a repeat of the September performance for this closely watched proxy for business spending plans. Excluding transportation, new orders of durable goods actually decreased 0.9%. As one can see, transportation equipment drove the overall increase of durable goods orders. Overall, the latest durable goods orders report indicates softness in the manufacturing sector.

Non-farm productivity growth for the third quarter of 2014 was revised upwards to an annualized rate of 2.3% from the initial estimate of 2.0%. This comes after a 2.9% boost seen in the second quarter. Unit labor costs were revised down notably to -1.0% from an initial estimate of +0.3%. Year-over-year, non-farm productivity was up by 1.0% in the third quarter as this latest productivity report points to positive company profits and mild gains in consumer income.

MBA mortgage applications fell for the fifth time in six weeks, driven by a plunge in refinancing activity. Refinancing declined by 7.3% last week, which was the largest decline since November of 2013. The 30-year fixed mortgage rate decreased to 4.08%, and this is the lowest it has been since May of 2013 while the 15-year fixed mortgage dropped to 3.30%.

U.S. imports of crude oil from OPEC nations have reached its lowest level in nearly thirty years, underlining the impact of the shale revolution. Crude oil prices have fallen to their lowest levels in more than four years following OPEC's decision to maintain its collective output target at 30 million barrels a day as they resisted calls to cut production to stem the decline in oil prices. Most economists had expected a possible reduction of 1.5 million barrels. As U.S. production rises to the highest level in more than three decades and global expansion slows, the supply glut continues. The price of West Texas Intermediate ("WTI") crude oil briefly fell below \$65 per barrel while Brent crude oil fell below \$70 per barrel. Gasoline futures fell to \$1.90 while the U.S. national average price per gallon is now around \$2.79.

Overseas, European economic data continues to show weakness. The final reading of German third quarter 2014 GDP was in line with estimates as its economy grew by 1.2% year-over-year and avoided contraction quarter-over-quarter, rising by a mere 0.1%. Private consumption and government spending rose in Germany, while capital and construction investment as well as domestic demand fell quarter-over-quarter. Nevertheless, continued European weakness was also highlighted by Italian GDP that fell by 0.5% year-over-year (expectations were only for a 0.4% drop). Elsewhere in Europe, the European Central Bank ("ECB") kept their rates unchanged while it cut its GDP growth and inflation forecasts for the Euro-zone. Furthermore, ECB President Mario Draghi recently reiterated that the bank's balance sheet is seen moving toward levels seen in early 2012 and that it will reassess current stimulus next quarter.

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## **Fixed Income Market**

Because the U.S. labor market has continued to improve and broad inflation measures have recently ticked modestly higher – indications that the Fed is near to achieving its dual mandate of maximum employment and stable prices – the market expects short-term rates to eventually trend higher. Short-term yields remain anchored by the combination of a near-zero Federal Funds target rate and diminishing supply of high-quality investments. Intermediate and longer-term yields recently moved higher though due to the strong November payrolls report. This has caused the yield curve to flatten considerably. In general, it should be noted that the last several weeks has seen a continuation of recent market trends: improving domestic economic data contrasted against the headwinds of global uncertainty.

Third-quarter U.S. GDP was revised to show annualized growth of 3.9% based on higher business and consumer spending. The U.S. economy has now grown at a rate of 3.5% or better in four of the past five quarters. In addition, the S&P 500 index recently closed at another record high of over 2,070. Furthermore, oil prices have recently fallen to five-year lows as OPEC maintained its current level of output despite increased production in the U.S. and weakening global demand. Though the domestic economy has been improving, in recently released minutes from the FOMC, many Committee members still expressed concern about the risk of falling prices (or deflation) in the global markets. Both the ECB and the Bank of Japan recently announced new stimulus measures, including larger amounts of asset purchases, but it remains to be seen what influence these measures will have in the near term.

Bond yields were relatively stable for the past two weeks and were trending slightly lower on weaker economic data and a collapse in oil prices. However, on the morning of Friday, December 5<sup>th</sup>, yields spiked following the much better-than-expected employment market report for November. The 2-year Treasury was up by almost nine basis points on the day to 0.62% while the 5-year Treasury was up ten basis points to 1.68% and the 10-year Treasury was up seven basis points to 2.31%. The yield curve has flattened significantly, as longer maturity yields have not increased as much as shorter-dated yields.

Federal Agency and corporate spreads have been mixed, depending on maturity and quality. Agency spreads five years and less have recently narrowed while longer Agency spreads have widened. Despite strong new issuance, higher-rated corporate bond spreads have mostly narrowed as well as U.S. economic conditions have remained supportive of corporate fundamentals. It should be noted though that corporates rated “BBB” and below have actually exhibited spread widening. Yields in the money market space have remained relatively stable with a slight uptick over the past week. Still though, new bank capital and liquidity rules have continued to constrain the supply of high-quality, short-duration investments.

#### Update on the Fed's Reverse Repo Facility

After averaging just 0.05% for the first ten months of the year and 0.07% in November, overnight repo rates have risen over the past week to 0.10% – 0.14% as the Federal Reserve continues to test and refine its Reverse Repo Facility (“RRP”). In this initiative, the Fed is paying 0.10% on its overnight RRP program in the first half of December, for up to \$300 billion in collateral, before moving the rate back to 0.05% to finish out the year. The Fed also recently announced a series of four weekly term RRP operations beginning on Monday to mature on January 5, 2015. This term program will provide up to an additional \$300 billion at a rate of up to 0.10%. In sum, for year-end, these operations may bring up to \$600 billion of repo collateral into a market that is starving for supply due to various forces (mainly regulatory forces, QE side effects, etc.). This program will certainly help alleviate the massive supply/demand imbalance in the money markets (repo, T-Bills, Agency discount notes, CP/CDs).

Under the Fed's RRP program, the Fed acts as a direct repo counterparty to money market funds, banks, and GSE's, providing collateral to these institutional investors in exchange for overnight cash. The RRP is a component of the Fed's exit strategy toolkit which also contains the Term Deposit Facility (“TDF”) and Interest on Excess Reserves (“IOER”). These tools would be used to assist the central bank in an eventual liftoff from the zero percent interest rate policy that has been targeted since December of 2008.

Over the last two and a half months, the Federal Home Loan Bank (“FHLB”) discount note auctions have consistently cheapened in the 2 – 3 month area from the low of 0.02% – 0.03% in late September, to 0.09% – 0.11% at an auction that took place on 12/4/2014. These higher rates are the result of two factors: (i) heavy issuance (about \$30 billion per week) through FHLB discount note auctions which occur each Tuesday and Thursday; and (ii) the aforementioned increase in repo rates recently. These January through March maturities are especially attractive as the market approaches year-end because they are an attractive short-term investment option compared to short maturity Treasuries (which are trading near zero) and repo collateral (which is extremely limited). For investors with short-term liquidity needs, 2 – 3 month FHLB discount notes are recommended. It is expected that new issue FHLB supply will eventually slow as the market approaches the holidays/year-end, which may lead to lower levels as investors inevitably scramble to put money to work in the final trading days of the year.

Although 3-month LIBOR is only up by ½ basis points over the past two weeks, the market has seen the cash CP/CD markets cheapen further. For the first time in a very long while, CP and CD rates have moved higher by 2 – 3 basis points across the curve over the past few weeks. Paper maturing under 3 months has likely moved higher in order to better compete with rising repo and Agency discount note rates (see above) while 6 – 12 month maturities are likely being driven up by the general bond market sell-off which has seen 2-year Treasuries move back towards the top of the recent trading range (currently at 0.62%). In this environment, 3 – 6 month maturities are recommended in the 0.20% – 0.30% range from a variety of high-quality issuers, focusing on those from the U.S., Canada, and Nordic regions.

Following the release of the blockbuster November employment report, the front end of the U.S. Treasury yield curve is pushing back up to three-year highs. For these maturities, the market volatility in October has been completely erased as the pace of the U.S. economic recovery appears to be quickening. Continued strong growth in non-farm payrolls, combined with a surprise uptick in average hourly earnings provided a double whammy on a complacent marketplace in which investors have become accustomed to postponing the timing of the first hike of the Fed Funds target rate. In October, the market had pushed rate hikes out of 2015, but recent data releases suggest that they are back. An article released on Thursday by the Wall Street Journal's Jon Hilsenrath unveiled details of an internal simulation at the Fed using the "optimal control" framework, popularized in a 2012 speech by then Vice-Chair Janet Yellen, which had suggested in 2012 that rates should stay low into 2016 but now suggest the Fed Funds target rate should be raised immediately and the pace of rate hikes end more abruptly with the long-term peak of rates never reaching 4.00%. For more information, please follow the link to the article:

<http://blogs.wsj.com/economics/2014/12/04/fed-simulations-call-for-rate-hikes-soon/?KEYWORDS=fed>).

If the uptick in this month's average hourly earnings were to continue, this could be a potential game changer for longer-term rates as well. Investors in longer maturity paper have clearly grown comfortable with the notion that inflation will remain low for the long term. Twelve months ago, the yield on the 10-year U.S. Treasury was approaching 3.00% with the looming start of the Fed tapering its asset purchase program. Today, with the Fed program at a close, the yield stands at 2.30%. Even recently, the market has seen a continued flattening of the yield curve. Since the prior peak in the 2-year Treasury in September to today, the following chart shows how much longer-term yields have fallen. The path is now cleared for the Federal Reserve meeting on December 17<sup>th</sup> with only retail sales, PPI, and CPI left as major economic releases between now and then. The drop in gas prices and strength of the U.S. dollar should lead to stronger holiday sales and low inflation figures. Absent any major surprises, investors are awaiting the FOMC's next statement to see how much they are weighing the current strength of economic conditions. At a minimum, the market expects the removal of the "considerable time" language, but any framework for a liftoff of the Federal Funds target rate will likely cause another re-pricing of short-term yields.

	9/17/2014	12/5/2014	Yield change
2yr	0.57	0.62	0.06
3yr	1.09	1.06	(0.04)
5yr	1.83	1.68	(0.14)
7yr	2.30	2.06	(0.24)
10yr	2.62	2.31	(0.31)
30yr	3.38	2.98	(0.40)

With rates pushing back up to three year highs in the front end of the yield curve, there is good value to be found and it is recommended that intermediate and long-term investors modestly add to their portfolio duration, to perhaps near or a bit below the upper end of the long-term target range. Yields are likely (finally) to grind steadily higher as the market pushes into 2015 and begins focusing on the Fed in earnest. The value of the steep yield curve is an undeniable benefit and the balancing act between the rewards of higher yields and the risks of increased duration become more vexing. The bird in the hand right now again favors taking advantage of the recent rate move, as opposed to waiting on a further rise in rates. In the intermediate space, instruments in the 2 to 3-year maturity range are favored, which most in the market feels best compensates for the balance of risks. As mentioned previously it is recommended that public funds investors maintain their portfolios' duration at the upper end of the target range.

Federal Agency yield spreads have gradually tightened from their levels following the volatility in mid-October. Across the 0 – 4 year maturity range, spreads are low single digits in most maturities. If one finds benchmarks with spreads of +5 basis points or more to comparable maturity U.S. Treasuries, then it is recommended that one should add these benchmark securities (potentially on swap, or in a way that supports the appropriate duration target). The 4 to 5 year range continues to offer value with Federal Agency yield spreads at +10 basis points or more. With outright purchases focused in the 2 to 3 year range, adding 4 – 5 year paper on swaps from other holdings with similar durations is recommended, especially when spreads reach +12 basis points or more. New issues can also offer attractive spreads relative to outstanding issues.

The current coupons for new issue callable Agency paper are shown in the charts below. Most investors feel that the benefit of roll-down for non-callable securities more than makes up for the current incremental yield benefit of callable Agencies. They also value the stability of durations in periods of heightened volatility, and still feel that non-callable securities, which benefit from roll-down, offer better value going forward than callable securities.

<Qtr>	2yr	3yr	5yr		1X	2yr	3yr	5yr
3mo	0.82	1.36	2.06		3mo	0.79	1.28	1.88
6mo	0.78	1.32	2.03		6mo	0.77	1.26	1.9
1yr	0.76	1.26	1.96		1yr	0.75	1.24	1.87
bullet	0.69	1.15	1.81		bullet	0.69	1.15	1.81

Corporate spreads had held stubbornly wider since peaking in October. New issuance has been mixed recently. The market has seen signs that spreads have been drifting lower recently, but still think that value could be found in the sector. Continued economic improvement in the U.S. should support corporate fundamentals and yield spreads going forward. It is recommended that fixed income investors look for value in high-quality corporate notes.

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# ***DRAFT UPDATE***

## **Operational Services**

### **Insufficient Fund Checks and Debt Recovery**

The Superintendent or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the District's attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

### **Delinquent Debt Recovery**

The Superintendent is authorized to seek collection of delinquent debt owed the District to the fullest extent of the law.

To participate in the Local Debt Recovery Program through the Illinois Office of the Comptroller (IOC), an intergovernmental agreement (IGA) between the District and the IOC must be in existence. The IGA establishes the terms under which the District may refer delinquent debt owed it over to the IOC for an offset (deduction). The IOC may execute an offset of the amount of the delinquent debt owed to the District from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.

The Superintendent or designee shall execute the requirements of the IGA. While executing the requirements of the IGA, the Superintendent or designee is responsible, without limitation, for each of the following:

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (*claim*) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the claim is certified to the IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, *Waiver of Student Fees*. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.
2. Certifying to the IOC that the debt is past due and legally enforceable, and notifying the IOC of any change in the status of an offset claim for delinquent debt.
3. Responding to requests for information from the IOC to facilitate the prompt resolution of any administrative review requests received by the IOC.

LEGAL REF.: 15 ILCS 405/10.05 and 10.05d.  
810 ILCS 5/3-806.

ADOPTED:

# ***DRAFT UPDATE***

## **General Personnel**

### **Equal Employment Opportunity and Minority Recruitment**

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

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

#### Administrative Implementation

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

#### **Nondiscrimination Coordinator:**

Mr. Jay McCracken, Supt.

Name

400 E. Silverspoon Ave.

Address

Granville, IL 61326

(815) 882-2800 x5

Telephone

# ***DRAFT UPDATE***

## **Complaint Managers:**

Ronda Cross, Principal

Mr. Jay McCracken

Putman Co. Primary School

Superintendent

Name

Name

400 E. Silverspoon Ave.

400 E. Silverspoon Ave.

Address

Address

Granville, IL 61326

Granville, IL 61326

(815) 882-2800 x1

((815) 882-2800 x5

Telephone

Telephone

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

### Minority Recruitment

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

# ***DRAFT UPDATE***

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

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

ADOPTED:

# ***DRAFT UPDATE***

## **Instruction**

### **School Year Calendar and Day**

#### School Calendar

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

#### Commemorative Holidays

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

#### School Day

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

LEGAL REF.: 105 ILCS 5/10-19, 5/10-24.46, 5/18-8.05, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.  
10 ILCS 5/11-4.1.  
23 Ill.Admin.Code §1.420(f).  
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill., 1994), *aff'd* by 57 F.3d 618 (7th Cir., 1995).

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

ADOPTED:

# ***DRAFT UPDATE***

## **Instruction**

### **Curriculum Content**

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, (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 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include classroom instruction on distracted driving as a major traffic safety issue. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during

# ***DRAFT UPDATE***

the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Activity*.

9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

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

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18. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.

19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

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

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

ADOPTED:

# ***DRAFT UPDATE***

## **Students**

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

#### Age

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

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

#### Admission Procedure

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

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

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

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

#### Homeless Children

# ***DRAFT UPDATE***

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

## Student Transfers To and From Non-District Schools

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

## Foreign Students

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

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

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

## Re-enrollment

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

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

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

ADOPTED:

**School Board**

**Communications To and From the Board**

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

The Superintendent or designee shall:

1. Ensure that the home page for the District’s website contains an active electronic link to the email address(es) for the School Board, and
2. Provide the Board, such as in the Board meeting packet, with all emails that are received and any feedback regarding them.

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

**Board Member Use of Electronic Communications**

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

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

LEGAL REF.: 5 ILCS 120/  
50 ILCS 205/20.

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

ADOPTED:

Compare to current district policy 2:140, or consider adding to your manual if it is not now included.

**School Board**

**Exhibit - Guidance for Board Member Communications, Including Email Use**

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

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

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

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

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

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

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

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

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

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

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

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

#### When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act, only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation (Local Records Act, 50 ILCS 205/). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email to the appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or

received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the Local Records Act.

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

DATED:

Compare to current district exhibit 2:140-E, or consider adding to your manual if it is not now included.
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# ***DRAFT UPDATE***

## **Operational Services**

### **Transportation**

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

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

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

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

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

### **Pre-Trip and Post-Trip Vehicle Inspection**

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

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LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/10-22.22 and 5/29-1 et seq.  
105 ILCS 45/1-15.  
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815,  
5/12-816, 5/12-821, and 5/13-109.  
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.  
92 Ill.Admin.Code §440-3.

CROSS REF.: 4:170 (Safety), 5:120 (Ethics and Conduct), 5:280 (Educational Support  
Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children),  
7:220 (Bus Conduct)

ADOPTED:

# ***DRAFT UPDATE***

## **Operational Services**

### **Free and Reduced-Price Food Services**

#### Notice

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

#### Eligibility Criteria and Selection of Children

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

#### Notification

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

#### Nondiscrimination Assurance

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

#### Appeal

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

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

# ***DRAFT UPDATE***

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.  
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.  
105 ILCS 125/ et seq. and 126/.  
23 Ill.Admin.Code §305.10 et seq.

ADOPTED:

# ***DRAFT UPDATE***

## **Operational Services**

### **Facility Management and Building Programs**

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

#### **Standards for Managing Buildings and Grounds**

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

#### **Standards for Green Cleaning**

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

#### **Standards for Facility Construction and Building Programs**

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

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

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

# ***DRAFT UPDATE***

LEGAL REF.: 42 U.S.C. §12101 et seq.  
20 ILCS 3130/, Green Buildings Act.  
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/17-2.11, 140/, and 230/.  
410 ILCS 25/, Environmental Barriers Act.  
820 ILCS 130/, Prevailing Wage Act.  
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life  
Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary  
and Secondary Schools.  
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

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

ADOPTED:

# ***DRAFT UPDATE***

## **General Personnel**

### **Family and Medical Leave**

#### **Leave Description**

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act, The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

#### **Eligibility**

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, the employee has been employed by the

# ***DRAFT UPDATE***

District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.

## Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

## Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

# ***DRAFT UPDATE***

## Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

## Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

## Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

## Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. §2601 et seq., 29 C.F.R. Part 825.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED:

# ***DRAFT UPDATE***

## **Professional Personnel**

### **Substitute Teachers**

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

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

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 school days.
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 school days.

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

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

### **Emergency Situations**

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute shall notify the appropriate Regional Office of Education within 5 business days after the employment of a substitute teacher in an emergency situation.

### **Internal Substitution**

**Please refer to the following current agreement:**

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

LEGAL REF.: 105 ILCS 5/21B-20(3) and 24-5.  
23 Ill.Admin.Code §25.520.

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

ADOPTED:

# ***DRAFT UPDATE***

## **Professional Personnel**

### **Leaves of Absence**

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

**Please refer to the following current agreement:**

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

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

### **Leaves for Service in the Military**

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

### **General Assembly**

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

### **School Visitation Leave**

An eligible professional staff member is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher's child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

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

### **Leaves for Victims of Domestic or Sexual Violence**

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

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, an employee is entitled to a total of 12 work weeks of leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in

# ***DRAFT UPDATE***

addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

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

**Please refer to the following current agreement:**

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

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

## Leave to Serve as an Election Judge

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

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.  
820 ILCS 147/ and 180/.

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

ADOPTED:

# ***DRAFT UPDATE***

## **Instruction**

### **Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program**

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

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

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

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

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

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

ADOPTED:

# ***DRAFT UPDATE***

## **Instruction**

### **Grading and Promotion**

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois *Partnership for Assessment of Readiness for College and Careers* (PARCC) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED:

# ***DRAFT UPDATE***

## **Instruction**

### **Graduation Requirements**

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

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

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 to implement this policy.

### **Early Graduation**

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish 7 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 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

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

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

# ***DRAFT UPDATE***

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, 5/27-22.10, and 70/23 Ill.Admin.Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED:

## Instruction

### High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

#### Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College courses offering dual credit courses at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep)
7. Credit earned in a Vocational Academy

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

#### Substitutions for Required Courses

**Vocational or technical education.** A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

**Advanced placement computer science.** The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of

the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

**Substitutions for physical education.** A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

**Volunteer service credit.** A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

#### Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences

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

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.

23 Ill.Admin.Code §§1.420(p), 1.440(f), and 1.470(c).

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Activity)

ADOPTED:

Compare to current district policy 6:310, or consider adding to your manual if it is not now included.
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# ***DRAFT UPDATE***

## **Instruction**

### **Student Testing and Assessment Program**

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

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

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

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.  
105 ILCS 5/2-3.63a-5, 5/2-3.64, 5/10-17a, and 5/27-1.

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

ADOPTED:

# ***DRAFT UPDATE***

## **Students**

### **Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**

#### **Required Health Examinations and Immunizations**

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

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

Proof of immunization against meningococcal disease is required from students in grades 6 and 12, beginning with the 2015-2016 school year.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

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

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the

# ***DRAFT UPDATE***

required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

## Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

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

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

## Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

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

## Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

## Homeless Child

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

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LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/27-8.1 and 45/1-20.  
410 ILCS 45/7.1 and 315/2e.  
23 Ill.Admin.Code §1.530.  
77 Ill.Admin.Code Part 665.  
77 Ill.Admin.Code Part 695.

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

ADOPTED:

# ***DRAFT UPDATE***

## **Students**

### **Administering Medicines to Students**

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

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

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

### **Self-Administration of Medication**

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

### **School District Supply of Undesignated Epinephrine Auto-Injectors**

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

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

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

# ***DRAFT UPDATE***

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.

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

ADOPTED:

**Operational Services**

**Food Services**

Good nutrition shall be promoted in the District’s meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with School Board policy 6:50, *School Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture’s *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education’s School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

LEGAL REF.:       Russell B. National School Lunch Act, 42 U.S.C. §1751 et seq.  
                          Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.  
                          7 C.F.R. Parts 210 and 220, Food and Nutrition Service.  
                          105 ILCS 125/.  
                          23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.:       4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED:

Compare to current district policy 4:120, or consider adding to your manual if it is not now included.

# Update Memo

# PRESS

## Policy Reference Education Subscription Service

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### Instructions

You are encouraged to share this **PRESS** Update Memo with all board members and appropriate staff. It may be viewed and downloaded from **PRESS Online**: [iasb.com/policy/login.cfm](http://iasb.com/policy/login.cfm). Subscribers are mailed the current password with each **PRESS** issue.

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

This publication is designed to provide information only and is not a substitute for legal advice from the school board's legal counsel. If you have any questions, please contact Melinda Selbee, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1231, or Kimberly Small, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1226.

**Please note:** Unless otherwise stated, all public acts are currently effective.

### School Board

► **2:140, Communications To and From the Board.** The policy, footnotes, and Legal References are updated in response to 50 ILCS 205/20, added by P.A. 98-930, eff. 1-1-2015. School districts that maintain an Internet website, other than a social media or social networking website, must post a "mechanism, such as a uniform single email address, for members of the public to electronically communicate with elected officials." This must be done within 90 days of 1-1-2015. The following provision is added to implement this law:

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

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and
2. Provide the Board, such as in the Board meeting packet, with all emails that are received and any feedback regarding them.

This language may be used even when the district provides each board member an individual email address. The language permits every board member to read all emails sent to the board or its members. This promotes good governance because all members are provided the same information and communications as illustrated below:

- When the district provides individual email addresses to board members, it can post a hyperlink on the district home page to an email address that will forward the communication to all 7 board members' email addresses simultaneously.
- When the district does not provide individual email addresses to board members, it can post a hyperlink on the district's home page to one email address that every board member may access.

Other ways to comply should be avoided unless they allow all board members to have equal access to communications. For example, posting a hyperlink on the district home page to a list of individual board member email addresses will not ensure that all board members have equal access to emails.

An alternative is provided for districts that do not maintain an Internet website.

Board members must be careful to avoid violating the Open Meetings Act when replying to a constituent's email. Likewise, they must be careful to abide by the provision in their oath of office stating that they "shall recognize that a board member has no legal authority as an individual and that decisions can only be made by a majority vote at a public board meeting." These issues are addressed in the footnotes.

► **2:140-E, Guidance for Board Member Communications, Including Email Use.** The exhibit is updated in response to an appellate court decision in *City of Champaign v. Madigan*, 992 N.E.2d 629 (Ill.App.4th, 2013). That decision addresses the circumstances when emails sent or received by individual members of a public body will be a *public record* and, thus, subject to disclosure under FOIA, barring an applicable exemption. This guidance is discussed in a new section of this exhibit titled: **When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?** Specific examples of FOIA's treatment of electronic communications from the decision are described in the exhibit as follows:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
  - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work would not be a public record. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate the Open Meetings Act and, thus, are subject to disclosure during proceedings to enforce the Open Meetings Act.

- b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address will be a public record and subject to FOIA. The electronic communication is under the control of the District.
- c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server will be a public record and subject to FOIA. The electronic communication is under the control of the District.
- d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum will be a public record and subject to FOIA. The electronic communication is in the District's possession.
- e. Either sent to or from a Board member's personal electronic device during a Board meeting will be a public record and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

► **2:250-E2, Exhibit — Immediately Available District Public Records and Web-Posted Reports and Records.** The following new requirements for web-posting are added to this exhibit:

1. "A hyperlink to an email address(es) for members of the public to communicate with the members of the Board," required by 50 ILCS 205/20, added by P.A. 98-930, eff. 1-1-2015 (must be done within 90 days of 1-1-2015).
2. "Board policy, 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*," required by 105 ILCS 5/27-23.7(b)(10) & (11), amended by P.A. 98-669.
3. "Information developed as a result of the evaluation and assessment of the bullying policy's outcomes and effectiveness," required by 105 ILCS 5/27-23.7(b)(10) & (11), amended by P.A. 98-669.

Other nonsubstantive edits are made to increase clarity.

## Operational Services

► **4:10, Fiscal and Business Management.** A footnote in the policy is updated in response to indicate that P.A. 98-131 extended the time period during which a district may transfer money from specified funds for any purpose to July 1, 2016.

### Ill. Office of the Comptroller (IOC) Local Debt Recovery Program for School Districts

As we reported in **PRESS** Issue 86's *Progress Report*, in an effort for the State of Illinois' Local Debt Recovery Program to assist school districts, a series of helpful discussions occurred between the Ill. Office of the Comptroller (IOC), IASB, and a group of lawyers from the Ill. Council of School Attorneys who specialize in representing the interests of local school boards.

This group highlighted the complexities school districts face in recovering debt owed to them, particularly with respect to fee waiver eligibility, and will strive to continue collaborating around these issues. The IOC is committed to working with the educational professionals and counsel with an eye toward a possible partnership in recovering unpaid debt for school districts around the State.

To assist school districts in possibly entering the IOC's Local Debt Recovery Program, we have amended the following local debt recovery materials. Remember, though, that adopting any of the following materials will not ensure entry into the IOC's Local Debt Recovery Program, nor does adopting policy 4:45, *Insufficient Fund Checks and Debt Recovery* enroll a school district in the IOC's Local Debt Recovery Program. An Intergovernmental Agreement (IGA) between the IOC and your school district is required. Contact your school board attorney for legal advice about any possible entry into the IOC's Local Debt Recovery Program.

► **4:45, Insufficient Fund Checks and Debt Recovery.** The policy is updated in response to feedback and to clarify language in the **Delinquent Debt Recovery** subhead (see discussion above). Several footnotes were amended and added.

1. Based upon subscriber feedback, we added flexibility for the superintendent and his or her designee(s) in the first sentence: "The Superintendent or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks..." We amended its footnote to identify possible legal issues with this flexibility. We also added an option to continue charging the maximum fee allowed by law, which is the policy's former default language.

2. The amended text in the **Delinquent Debt Recovery** subhead should only be used if a board has interest in entering the IOC's Local Debt Recovery Program (discussed above). The new text clarifies the following issues that districts need to address to set themselves up for a possible entry into the IOC's Local Debt Recovery Program:

- a. Intergovernmental agreements (IGAs): A district must have an IGA with the IOC to participate in its Local Debt Recovery Program.
  - b. Due process: A district should be able to point to some type of uniform district-wide due process method to (1) notify individuals and entities of their delinquent debts, and (2) allow individuals and entities to challenge their debts before a referral to the IOC.
  - c. Waiver of student fees: When a waiver of student fees is requested as a challenge to delinquent debt, the district must follow its *Waiver of Student Fees* policy and it should not refer these debts to the IOC until after the district's fee waiver policy is followed.
3. For boards that have no interest in the IOC's Local Debt Recovery Program, a new footnote explains that there are other methods to collect delinquent debts owed to the school district, i.e., small claims court, private collection agencies, etc. If the district decides it will not enter the IOC's Local Debt Recovery Program, the IOC language in the policy should be deleted.

► **4:45-AP2, Administrative Procedure — Local Debt Recovery Program Implementation Procedures. NEW.**

Through discussions with various stakeholders to the IOC debt recovery process, we discovered that many individual school buildings within a school district are providing varying degrees of due process within the same district. This procedure addresses this due process issue by providing information about implementing a uniform district-wide delinquent debt recovery procedure. Implementing this procedure should involve the board attorney, along with the superintendent and building principals, who are all necessary links to a school district's successful entry into the IOC's Local Debt Recovery Program.

► **4:45-E1, Exhibit - Cover Page Documenting the Process to Seek Offset from the Illinois Office of the Comptroller.** We amended the name of this procedure to align with how IOC refers to itself. We updated the document, which serves as a cover page to communicate what steps a district took to provide due process to an individual or entity before referring a claim through the IOC's Local Debt Recovery Program.

► **4:45-E2, Exhibit — Notice of Claim and Intent to Seek Debt Recovery; Challenge; and Response to Challenge.**

We amended this exhibit to align with the discussions prior to and in 4:45, *Insufficient Fund Checks and Debt Recovery* (above). Most significantly, information about managing requests for waivers of student fees as a challenge to delinquent debt is added. Again, claims for delinquent debt involving a request for a fee waiver as a challenge to the debt should not be referred to the IOC until a district’s fee waiver process is followed.

► **4:110, Transportation.** The underscored words are added to the policy to align it with State statute:

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) ...

The footnotes now include the statutory definition of *cellular radio telecommunication device*, i.e.: “a device capable of sending or receiving telephone communications without an access line for service and which requires the operator to dial numbers manually; it does not include citizens band radios or citizens band radio hybrids, [a cell phone].” Other nonsubstantive updates are made in the footnotes.

► **4:120, Food Services.** The policy, footnotes, and Legal References are updated to comply with the new U.S. Dept. of Agriculture’s *Smart Snacks* rules (7 C.F.R. Parts 210 and 220) and the Ill. State Board of Education’s (ISBE’s) rule 23 Ill.Admin.Code Part 305, which implements the *Smart Snacks* rules. These rules are further discussed below in 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

► **4:120-AP, Administrative Procedure — Food Services; Competitive Foods; Exemptions.**

This procedure is renamed and rewritten to comply with the new U.S. Dept. of Agriculture’s *Smart Snacks* rules. Those rules directed ISBE to promulgate rules that allow schools to hold exempted fundraising days to sell competitive foods to students at school. It defines competitive foods and exempted fundraising days, and it lists the number of exempted fundraising days for each grade level. The last section discusses how to request exempted fundraising days, and it explains the recordkeeping requirements for granted exempted fundraising days. A Legal Reference is updated with the amended *Smart Snacks* rule’s new title.

Note that the current ISBE rules are *emergency rules*. They will expire before the New Year. It is possible that the number of exempted fundraising days in this procedure may change with the final rule. A link is provided for users to check for the final rules and adjust the procedure’s limitations, if necessary.

► **4:130, Free and Reduced-Price Food Services.** The policy’s text is unchanged. Footnotes are updated in response to subscriber feedback and provide a new explanation of and option for school districts that receive Community Eligibility Option (CEO) reimbursements. It reads:

From time to time, the income eligibility guidelines and standards may not be necessary when reimbursements for students’ free breakfasts and lunches are claimed through the U.S. Depts. of Agriculture and Education’s Community Eligibility Option (CEO). When claiming the CEO, the District will follow its requirements.

Districts that use this option must keep the other language within this policy to comply with federal law. Other nonsubstantive edits to the footnotes were made.

► **4:150, Facility Management and Building Programs.** The footnotes and Legal References are updated; the policy is not changed. A footnote contains the following information:

105 ILCS 5/2-3.12 and 23 Ill.Admin.Code Part 180 contain the Health, Life and Safety Code. Among its mandates is the decennial *safety survey report*. After 1-1-2015, all “new school building construction” must include a storm shelter that meets or exceeds the ICC/NSSA Standard for the Design and Construction of Storm Shelters (ICC-500) published jointly by the International Code Council and the National Storm Shelter Association (105 ILCS 5/2-3.12, P.A. 98-883, eff. 1-1-2015).

The Legal References now include “105 ILCS 5/2-3.12.”

## Personnel

► **5:10, Equal Employment Opportunity and Minority Recruitment.** The policy is updated as follows:

1. The underscored words are added to implement 775 ILCS 5/6-101, amended by P.A. 98-1050, eff. 1/1/2015: “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, ...”
2. Blank lines are added for the insertion of email addresses for the nondiscrimination coordinator and complaint managers. This is optional, but may facilitate reporting.

In addition to other nonsubstantive edits, the footnotes are updated as follows:

1. This caution is added: “This is a complex, confusing, and highly litigated area of the law; consult the board attorney for advice on the application of these laws to specific fact situations.”

2. A footnote to the protected status of *arrest record* is augmented in response to legislation:

Districts may not make employment decisions on the basis of arrest history, but may use job-disqualifying criminal convictions (775 ILCS 5/2-103). The Job Opportunities for Qualified Applicants Act, 820 ILCS 75/, added by P.A. 98-774, eff. 1-1-2015, prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. School employers should limit their requests for criminal convictions to *job-disqualifying convictions*. See also the U.S. Equal Employment Opportunity Commission's guidance, *Consideration of Arrest and Conviction Records in Employment Decisions*, at [www.eeoc.gov/laws/guidance/arrest\\_conviction.cfm](http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm)."

3. A footnote to the protected status of *being a victim of domestic or sexual violence* explains a requirement in the Victims' Economic Security and Safety Act, 820 ILCS 180/30, amended by P.A. 98-766, i.e.:

An employer is prohibited from discriminating against any individual (e.g. an applicant for employment) because he or she "is an employee whose employer is subject to Section 21 of the Workplace Violence Prevention Act." The Workplace Violence Prevention Act (820 ILCS 275/, amended by P.A. 98-766) allows an employer to seek a *workplace protection restraining order* when there is a credible threat of violence at the workplace. Section 21 requires the employer seeking a *workplace protection restraining order* to notify the employee who is a victim of unlawful violence.

4. A footnote to the protected statuses of *pregnancy, childbirth, or related medical conditions* is augmented in response to State legislation and federal rulemaking:

Employers must provide reasonable accommodations to employees with conditions related to pregnancy or childbirth (775 ILCS 5/2-102(J), added by P.A. 98-1050, eff. 1-1-2015). Employers are required to post a notice summarizing the right to be free from unlawful discrimination and the right to certain reasonable accommodations. The Ill. Dept. of Labor is required to prepare such a notice, retrievable from its website, which employers may use.

Federal law also prohibits employers from discriminating against employees and applicants on the basis of pregnancy, childbirth, or related medical conditions (42 U.S.C. §2000e(k)). Pregnant workers with pregnancy-related impairments may have disabilities for which they may be entitled to reasonable accommodation under the ADA (42 U.S.C. §12112). Guidance from the U.S. Equal Employment Opportunity Commission (7/14/2014) is available at [www.eeoc.gov/laws/guidance/pregnancy\\_qa.cfm](http://www.eeoc.gov/laws/guidance/pregnancy_qa.cfm).

The Legal References are updated to include Section 2-103 and 6-101 of the Human Rights Act (see #1 above in the list of policy edits) and the Job Opportunities for Qualified Applicants Act, 820 ILCS 75/ (see #2 above in the list of footnote edits).

► **5:30-AP1, Administrative Procedure — Interview Questions.** In addition to several nonsubstantive updates, two new *protected statuses* are added to this procedure:

1. Interviewers should not seek information concerning a "conviction that is not on the School Code's list of disqualifying convictions." An explanation is provided that is essentially the same as #2 in the list of footnote edits for 5:30, above. The permissible interview question now states:

Have you ever been convicted of attempting to commit, conspiring to commit, soliciting, or committing any crime in the following list? (1) any sex offense or narcotics offense, as defined in Section Sec. 21B-80 of the School Code, (2) first degree murder or a Class X felony, or (3) any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

2. Interviewers should not ask whether an applicant is "a victim of domestic violence or [is] being protected under an order of protection status."

► **5:130, Responsibilities Concerning Internal Information.** The footnote to the policy's list of laws requiring confidential treatment of internal records is amended to include: "(6) any person who knowingly destroys, removes, conceals, or alters any public record with the intent to defraud any party commits a Class 4 felony (50 ILCS 205/4, amended by P.A. 98-1063)." No other changes are made.

► **5:185, Family and Medical Leave.** The policy and footnotes are updated in response to amended federal rules and to enhance clarity and resources, as follows:

1. The policy's first paragraph states that employees may use unpaid family and medical leave (FMLA leave) as guaranteed by the federal Family and Medical Leave Act. The following sentence is added: "The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave."

Among other things, the footnote to this new sentence explains that "[t]he U.S. Department of Labor, Wage & Hour Division, has a very helpful website containing forms, compliance guidance, posters, etc. ([www.dol.gov/whd/fmla](http://www.dol.gov/whd/fmla)). It also contains a link to the complete FMLA rules, 29 C.F.R. Part 825."

2. The following sentence is now a separate paragraph: "An eligible employee may take FMLA leave for up

to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.”

Its footnote explains:

29 C.F.R. §825.200 lists and explains the four methods boards may choose among for determining a 12-month period in which the 12-week entitlement occurs. While using a school year may be the easiest method to administer, another method may be more suitable for the district. Before changing to a different method of calculating the 12-month period, an employer must first give all employees at least 60-days’ notice of the intended change; the transition must take place in such a way that the employees retain the full benefit of their leave entitlement under whichever method affords the greatest benefit to the employee. If the district fails to select an option, the one that provides the most beneficial outcome for employees will be used.

3. The policy lists the instances in which FMLA leave is available, including the “existence of a qualifying exigency arising out of the fact that the employee’s spouse, child, or parent is a ~~covered~~ military member on covered active duty.” The underscored and stricken words reflect changes in the federal rules.
4. Multiple definitions throughout the policy are replaced by references to the “federal rules.” The recent amendments to the federal rules have made the definitions too lengthy to restate in the policy. The footnotes provide citations.
5. A new sentence in the footnote to the section on **Eligibility** highlights that: “The default policy language exceeds federal law requirements because it provides immediate eligibility to full-time classroom teachers.” The footnote continues to provide an alternative for a board that wants to deny eligibility to classroom teachers who have not worked 12 months for the district.
6. In accordance with the revised federal rules, the **Certification** section now requires certificates to be “complete and sufficient” and signed by the individual identified in the policy.

► **5:185-AP, Administrative Procedure — Resource Guide for Family and Medical Leave.** A link to the compilation of resources, prepared by the U.S. Dept. of Labor, Wage & Hour Division, is added ([www.dol.gov/whd/fmla](http://www.dol.gov/whd/fmla)). The table of contents for the Dept. of Labor’s rules is edited to reflect the reorganization of and changes to the federal rules. We removed the Dept. of Labor’s definitions from the procedure believing that people are better served by being directed to the official rules.

► **5:220, Substitute Teachers.** The policy, footnotes, and Legal References are updated. The following changes to the policy are intended to enhance clarity and to replace ~~certificate~~ with license as per State statute and rule:

A substitute teacher must hold either a valid teaching or substitute ~~certificate~~ license and may teach in the place of a ~~certified~~ 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. ~~However there is a limit on the number of days that a substitute teacher may teach for any one certified teacher under contract with the District in the same school year. The following limitations apply , except as follows:~~

1. A substitute teacher holding a substitute ~~certificate~~ license may teach ~~for any one licensed teacher under contract with the District~~ only for a period not to exceed 90 school days.
2. A teacher holding a ~~valid early childhood, elementary, high school, Professional Educator License or special certificate~~ Professional Educator License with Stipulations may teach ~~for any one licensed teacher under contract with the District~~ only for a period not to exceed 120 school days.

The footnotes now include the following reminders:

- “Policy 5:30, Hiring Process and Criteria, contains the requirements for pre-employment investigations, e.g. a finger-print based criminal history records check. See also 5:30-AP2, Administrative Procedure - Investigations. Each board must require new employees to furnish evidence of a physical examination and ~~tuberculin skin test and, if appropriate, an X ray~~ freedom from communicable disease (105 ILCS 5/24-5, amended by P.A. 98-716).”
- “Substitute teaching licenses are governed by 105 ILCS 5/21B-20(3) and 23 Ill.Admin.Code §25.520.”

► **5:250, Leaves of Absence.** The policy, Legal References, and footnotes are updated. A new leave is added to the policy under the subhead **Leave to Serve as an Election Judge**, i.e.:

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.

A footnote gives the origin of this new leave and identifies an open question, i.e.: “This paragraph restates 10 ILCS 5/13-2.5, amended by P.A. 98-691. The statute does not state whether the notice requirement is calendar days or business days. Support for it being calendar days is found in 10 ILCS 5/1-6; support for it being business days is found in 10 ILCS 5/1-3.”

## Instruction

► **6:20, School Year Calendar and Day.** This policy is updated in the footnotes and the Legal References. When a county board or board of election commissioners chooses a school to be a polling place, 10 ILCS 5/11-4.1, amended by P.A. 98-773, encourages a school district to (1) close the school or (2) hold a teachers' institute with students not in attendance.

► **6:60, Curriculum Content.** The policy is updated with other policies' name changes. The footnotes are amended to discuss:

1. 23 Ill.Admin.Code §1.420. It "recommends that activities, including student internships and observations of government in action, be a part of the instructional program where appropriate."

2. 105 ILCS 5/27-22, amended by P.A. 98-885. It allows the substitution of an advanced placement computer science course for a year of mathematics. See 6:300, *Graduation Requirements*, below for more information.

3. 105 ILCS 5/27-23.7, amended by P.A. 98-669. A new option reads:

Because of the negative outcomes associated with bullying in schools, the Ill. General Assembly has also found "that [school districts] should educate students, parents, and school district personnel about what behaviors constitute prohibited bullying" (105 ILCS 5/27-23.7(a), amended by P.A. 98-669). A board may want to add the following option:

Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

4. 105 ILCS 110/3, amended by P.A. 98-632. It requires the comprehensive health education program to include cardiopulmonary resuscitation and automated external defibrillator use. See 6:60-AP, *Comprehensive Health Education Program*, below for more information.

5. House Resolution 824 (2014). It urges all schools in Illinois to educate youth about the dangers of using heroin and the rising numbers of accidental deaths from heroin overdoses.

6. Senate Resolution 1073 (2014), almost identical to a resolution last year, both urge all Illinois educators to share with students of an appropriate age the story of comfort women when discussing the history of Asia or World War II, or the issue of human trafficking.

7. 625 ILCS 5/6-408.5, amended by P.A. 98-718, which changed ~~GED~~ to high school equivalency in several statutes.

Legal References are amended to reflect the new laws discussed above, and the Cross References section contains an addition of 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

► **6:60-AP, Administrative Procedure — Comprehensive Health Education Program.** The procedure and footnotes are updated in response to the following legislative actions:

1. 105 ILCS 110/3, amended by P.A. 98-632. It required a new number 5. It reads:

5. In secondary schools, the program shall include: (1) cardiopulmonary resuscitation (CPR) training from a nationally recognized certifying organization, e.g., American Heart Association or American Red Cross, and (2) how to use an AED. Its corresponding footnote discusses the meaning of *secondary schools*.

2. House Resolution 824 (2014), discussed above in 6:60, *Curriculum Content*.

► **6:110, Programs for Student At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.** The policy, Legal References, and footnotes are updated in response to legislation and to enhance clarity, as explained below:

1. The policy contains a list of conditions allowing students to enroll in a graduation incentive program. This list is nonsubstantively updated, i.e.: "5. Is enrolled in a bilingual education or ~~LEP~~ English Language Learners program." This change is made to use the same program name as used in statute and policy 6:160, *English Language Learners*.

2. "~~105 ILCS 5/2-3.64~~" is deleted from the Legal References because it was repealed by P.A. 98-972.

3. A footnote is edited to remove the obsolete explanation of a remedial program required by 105 ILCS 5/2-3.64, repealed by P.A. 98-972.

► **6:280, Grading and Promotion.** The policy, Legal References, Cross References, and footnotes are updated in response to the repeal of 105 ILCS 5/2-3.64 and the enactment of 105 ILCS 5/2-3.64a-5. The stricken and underscored words in the following indicate the changes to the policy:

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance ~~based~~ on the Illinois ~~Standards Achievement Tests, Partnership for Assessment of Readiness for College and Careers (PARCC) and/or other testing~~ assessments.

A cite in Legal References is changed, i.e., "~~105 ILCS 5/2-3.64~~ 5/2-3.64a-5." A footnote explains:

Until July 1, 2014, 105 ILCS 5/2-3.64 contained the State assessment program; it was repealed by P.A. 98-972.

105 ILCS 5/2-3.64a-5, added by P.A. 98-972, requires ISBE to "establish the academic standards that are to be applicable to students who are subject to State assessments." It contains the schedule for assessing students by calendar year and grade. ISBE selected the

Partnership for Assessment of Readiness for College and Careers (PARCC) as the State assessment and accountability measure.

► **6:280-AP, Administrative Procedure — Evaluating and Reporting Student Achievement.** In addition to nonsubstantive edits, the table is updated to:

1. Make amendments following the repeal of 105 ILCS 5/2-3.64, repealed by P.A. 98-972, to the principal's responsibility to develop a remediation plan for failing students.
2. Change the *list of directives* to the principal concerning grades to a *list of recommendations* that the principal provides the superintendent.

► **6:300, Graduation Requirements.** In addition to nonsubstantive edits, the following updates are made to the policy, footnotes, and Legal References:

1. A footnote is added providing the following information:

In accordance with 105 ILCS 5/2-3.157, added by P.A. 98-560, a school district may establish a program to recognize high school graduates who attained a high level of proficiency in one or more languages in addition to English by designating on a student's diploma and transcript a State Seal of Biliteracy. A participating school must notify ISBE of its participation by October 1 of each year or within 30 days after electing to participate, if that occurs after October 1.

2. Outdated language is removed from the policy, i.e., "To graduate from high school, unless otherwise exempted, each student is responsible for: ... (2) Completing all courses as provided in the School Code, 105 ILCS 5/27-22, according to the year in which a student enters the 9th grade."

The footnote to this provision states:

The escalating graduation requirements in 105 ILCS 5/27-22 have timed-out such that only the final list of required courses is applicable. 105 ILCS 5/27-22, amended by P.A. 98-885, allows the substitution of an advanced placement computer science course for a year of mathematics. For specific requirements, see 6:300-E2, *State Law Graduation Requirements*, and 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*.

3. A change is made to the policy following the repeal of 105 ILCS 5/2-3.64 and the enactment of 105 ILCS 5/2-3.64a-5, P.A. 98-972, i.e.: "To graduate from high school, unless otherwise exempted, each student is responsible for: ... (5) ~~Taking the Prairie State Achievement Examination~~ Participating in State assessments that are required for graduation by 105 ILCS 5/2-3.64a-5, unless the student is exempt according to 105 ILCS 5/2-3.64."

A footnote to this provision explains:

The requirement to take the Prairie State Achievement Examination (PSAE) has ended (105 ILCS 5/2-3.64, repealed by P.A. 98-972). A new section (105 ILCS 5/2-3.64a-5, added by P.A. 98-972) states that "[s]tudents who are not assessed for college and career ready determinations may not receive a regular high school diploma unless the student is exempted..." ISBE selected the Partnership for Assessment of Readiness for College and Careers (PARCC) assessments (www.isbe.net/assessment/parcc.htm). Some students, particularly out-of-state student-transferees, may have problems fulfilling the diploma requirement depending on when the applicable PARCC is administered. Contact the board attorney for assistance.

4. Text is deleted from the policy to align with 105 ILCS 5/22-27, i.e.: "Upon application, an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict will be awarded a diploma, provided that he or she: (1) ..., (2) .., and (3) has not received a high school diploma ~~or General Educational Development (GED) diploma.~~"

► **6:300-E2, Exhibit — State Law Graduation Requirements.** This exhibit quotes the list of high school courses required for graduation by 105 ILCS 5/27-22; obsolete provisions are deleted. P.A. 98-885 amended Section 27-22 by permitting a school board to allow a student to substitute an Advanced Placement computer course for a high school mathematics course.

► **6:310, High School Credit for ~~Alternative Courses and Programs, and Non-District Experiences; Course Substitutions; Re-entering Students.~~** The policy is rewritten and amended in response to legislation. The policy is now organized under three subheads, described below. Footnotes explain the requirements and the options.

**Credit for Non-District Experiences.** This section consolidates all of the non-district experiences for which a student may receive high school credit. A footnote explains that "[e]ach board may choose for which, if any, of the listed non-district experiences the district will grant high school credit." An alternative is provided if a district does not grant credit for any of the listed experiences.

**Substitution for Required Courses.** This section contains the following four sub-sections:

- Vocational or technical education
- Advanced placement computer science - this is optional, but allowed by 105 ILCS 5/27-22, amended by P.A. 98-885
- Substitutions for physical education
- Volunteer service credit

**Re-Entering Students.** This section explains that individuals younger than 21 years of age may re-enter high school. It contains a list of activities for which re-entering students may receive credit.

► **6:340, Student Testing and Assessment Program.** The policy, footnotes, Cross References and Legal References are updated in response to the repeal of 105 ILCS 5/2-3.64 and the enactment of 105 ILCS 5/2-3.64a-5, added by P.A. 98-972. See 6:300, *Graduation Requirements*, above, for an explanation. An option is added for boards that do not want to exceed State law requirements concerning reports to parents/guardians. A footnote outlines changes to the *school climate survey* made by P.A. 98-648 to 105 ILCS 5/2-3.153.

## Students

► **7:50, School Admissions and Student Transfers To and From Non-District Schools.** The policy, footnotes, and Cross References are updated. We added an optional sentence in the text to address a new Section of the Military Compact Act at 105 ILCS 70/33, added by P.A. 98-673. It reads, “Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District’s school year, or (b) the grade level following the last grade completed.” The Military Compact Act discusses transfers to and from schools and placement of children of active military duty personnel. More amendments are made below in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools* and 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The first sentence in the **Student Transfers To and From Non-District Schools** subhead now reads, “A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee.”

Footnotes are amended throughout to clarify and explain:

1. Early admission based upon a child’s readiness to attend school in footnote 6, “Using this exception defeats the age requirement rules because it only relies upon a child’s readiness, regardless of his or her age.”
2. Presenting a certified copy of a student’s birth certificate is a missing children’s law enforcement issue that **may not be used for denying enrollment**. New text in footnote 7 reads, “See Guidance Documents subhead in 7:50-AP, School Admissions and Student Transfers To and From Non-District Schools, for more information about enrollment and residency issues.”
3. New citations for the Military Compact Act throughout in response to P.A. 98-673.

We amended Cross References renaming materials as follows, “6:310 (~~*High School Credit for Alternative Courses and Programs, and Non-District Experiences; Course Substitutions; Re-Entering Students*~~).”

► **7:50-AP, Administrative Procedure — School Admissions and Student Transfers To and From Non-District Schools.** The procedure, footnotes, and Legal References are updated in response to P.A. 98-673, amending 105 ILCS 70/32(a), recent *Dear Colleague Letters*, and ISBE’s annual registration and enrollment guidance document. Two new subheads were added. They are titled:

1. **Annual Review.** Due to the Office of Civil Rights (OCR) increasing activity initiating compliance visits in school districts, we added this subhead in response to some recent *Dear Colleague Letters* from OCR. The subhead text reads, “The Superintendent or designee reviews this procedure to ensure it is consistent with applicable State and federal laws.”
2. **Guidance Documents.** Several non-regulatory guidance documents from the OCR and ISBE’s annual registration and enrollment guidance document are listed here.

We added citations for the Military Compact Act throughout the procedure in response to P.A. 98-673. It discusses transfers to and from schools and placement of children of active military duty personnel. Citations to online links were also updated.

The footnotes are amended to discuss the OCR *Dear Colleague Letters*. Footnote 2 was moved into the text of the procedure as a “Note” and amended. The Legal References now include the citation to the Military Compact Act.

► **7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.** The policy text, footnotes, and Legal References are updated. In response to a new administrative rule 77 Ill. Admin. Code Part 695 and the Military Compact Act (discussed above in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*), we amended the text within the first subhead **Required Health Examinations and Immunizations** as follows:

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

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student’s grade (including nursery school, special education, ~~h~~Head\_sStart programs operated by ele-

mentary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grades 6 and 12, beginning with the 2015-2016 school year.

We omitted all unchanged policy text until the following change in the last paragraph:

~~Until June 30, 2015,~~ A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if her or she has proof...is properly submitted.

Footnotes that discuss the Military Compact Act were amended in response to the new public act. Other footnotes and the Legal References are amended to discuss 77 Ill. Admin Code Part 695, that requires immunizations against meningococcal disease at certain ages.

► **7:220, Bus Conduct.** A footnote to the section on **Electronic Recordings on School Buses** now discusses the impact of two Ill. Supreme Court decisions declaring the criminal eavesdropping statute to be unconstitutional. It states:

This section is optional; it contains the statutory prerequisites for districts that want to use electronic audio and visual recording devices on school buses (720 ILCS 5/14-3(m). These required prerequisites are contained in an exception to the criminal eavesdropping statute that prohibits recording a conversation without the consent of all parties. Two Ill. Supreme Court decisions declared the criminal eavesdropping statute to be unconstitutionally overbroad in violation of the first amendment. *People v. Melongo*, 6 N.E.3d 120 (2014), and *People v. Clark*, 6 N.E.3d 154 (2014). The enforceability of the statute containing exceptions to a crime that no longer exists is questionable until the General Assembly amends the criminal eavesdropping statute to correct its deficiency.

Anticipating that the criminal eavesdropping statute will be legislatively corrected, districts may wish to continue following the requirements in the statutory exceptions. These require (1) the school board to adopt a policy authorizing electronic recordings, and (2) the district to provide notice as provided in the sample policy.

► **7:220-AP, Administrative Procedures — Electronic Recordings on School Buses.** A new footnote discusses the impact of two Ill. Supreme Court decisions. It is almost identical to the new footnote in 7:220, quoted above.

► **7:270, Administering Medicines to Students.** The text of the policy, footnotes and its Administrative Procedure References are amended in response to 105 ILCS 5/22-30, amended by P.A. 98-795.

The text in the first sentence of the **Self-Administration of Medication** subhead was amended to read “A student may possess an epinephrine auto-injector (EpiPen®) and/or ~~asthma~~ asthma medication prescribed for ~~asthma for immediate~~ use at the student’s discretion provided the student’s parent/guardian has completed and signed a “*School Medication Authorization Form.*”

The second subhead was renamed **School District Supply of Undesignated Epinephrine Auto-Injectors**, and its amended text now reads:

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This 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 ~~school undesignated~~ epinephrine auto-injectors ~~and a standing protocol~~ from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District’s prescription for undesignated school epinephrine auto-injectors.

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

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

Footnotes discuss 105 ILCS 5/22-30, amended by P.A. 98-795, and the Administrative Procedure Reference is updated with a renamed procedure, discussed below in 7:270-AP2, *Checklist for District Supply of Undesignated Epinephrine Auto-Injectors*.

► **7:270-AP1, Administrative Procedures — Dispensing Medication.** The procedure is updated in response to the following:

1. 105 ILCS 5/22-30, amended by P.A. 98-795 (discussed immediately above). Text now reads, “*Medications includes an epinephrine auto-injector (EpiPen®) and asthma inhaler medication (105 ILCS 5/22-30(a), amended by P.A. 98-795).*”
2. The Public Self-Care of Diabetes Act, 410 ILCS 135/, added by P.A. 98-844, requires new text. It reads, “Last, the Public Self-Care of Diabetes Act allows a

person with diabetes (or a parent/guardian of a person with diabetes) to self-administer insulin (or administer insulin) in any location, public or private, where the person is authorized to be irrespective of whether the injection site is uncovered during or incidental to the administration of insulin (P.A. 98-844).”

- Subscriber feedback that the following text is outdated, “Unless these arrangements can be made, the student must forego the field trip.”

► **7:270-AP2, Administrative Procedures — Checklist for District Supply of Undesignated Epinephrine Auto-Injectors.** The following procedure is renamed and substantially updated throughout to incorporate 105 ILCS 5/22-30, amended by P.A. 98-795 (see the discussion in 7:270, *Administering Medicines to Students*, above).

► **7:270-E, Exhibit- School Medication Authorization Form.** This form is updated throughout to incorporate 105 ILCS 5/22-30, amended by P.A. 98-795 (see the discussion in 7:270, *Administering Medicines to Students*, above).

## Community Relations

► **8:20, Community Use of School Facilities.** The policy is unchanged. A footnote discusses 10 ILCS 5/11-4.1, amended by P.A. 98-773 (discussed above in 6:20, *School Year Calendar and Day*).

## Progress Report: The contents of this table frequently change.

Topics	Our Response
<p><b>Physical Fitness Assessment (P.A. 98-859)</b> The law requires a Taskforce to submit recommendations on physical fitness assessments on or before April 1, 2014. ISBE must then create rules for implementing physical fitness assessments by Dec. 31, 2015. Implementation of physical fitness assessments will occur during the school year 2016-2017.</p>	<p>We will amend <b>PRESS</b> materials when ISBE finishes its rules.</p>
<p><b>Online Concussion Certificates (P.A. 98-1011)</b> Online concussion awareness training is mandatory for all high school coaching personnel, including the head and assistant coaches, and the athletic directors. Coaching personnel and athletic directors hired before the effective date of this law must be certified by Aug. 19, 2015. Coaching personnel and athletic directors hired on and after Aug. 19, 2014 must be certified before the starting date of their position. In addition, student athletes are required to view the Ill. High School Association’s video about concussions.</p>	<p>We will amend <b>PRESS</b> materials over the 2015 school year. Boards hiring coaching personnel and athletic directors after Aug. 19, 2014 should view <a href="http://screencast-o-matic.com/watch/c2iZYZnjPl">screencast-o-matic.com/watch/c2iZYZnjPl</a> for more information about compliance with this law.</p>
<p><b>E-Rate Spending and Transparency</b> The Federal Communications Commission (FCC) enacted changes this summer to the Universal Service Fund E-Rate program to provide \$2 billion in funding over the next two years for Wi-Fi connectivity to the nation’s schools and libraries. Wi-Fi connectivity, however, still requires a fixed wireline infrastructure. Other various E-Rate spending and transparency reforms were enacted.</p>	<p>We will monitor this development and amend <b>PRESS</b> as necessary in response to this change.</p>
<p><b>5:330, Sick Days, Vacation, Holidays, and Leaves</b> We have received feedback about the <b>PRESS</b> Issue 86 amendments to this material. We are working to amend the policy’s language and plan for it to be included in our January 2015 <b>PRESS</b> Issue 88.</p>	<p>Please refer all questions on this policy to Kimberly Small at 630-629-3776 x1226 and/or your board attorney.</p>

## Revisions to Policies, Administrative Procedures and Exhibits

Number and Title	<b>Action</b> The memo describes the revisions.
2:140, Communications To and From the Board	Policy, Legal References, and footnotes are updated in response to legislation.
2:140-E, Guidance for Board Member Communications, Including Email Use	A section is added in response to an Illinois Appellate Court decision.
2:250-E2, Exhibit - Immediately Available District Public Records and Web-Posted Reports and Records	Exhibit is updated in response to legislation.
4:10, Fiscal and Business Management	Footnotes are updated in response to legislation.
4:45, Insufficient Fund Checks and Debt Recovery	Policy and footnotes are updated in response to feedback and to clarify language in the <b>Delinquent Debt Recovery</b> subhead.
4:45-AP2, Administrative Procedure - Local Debt Recovery Implementation Procedures	<b>NEW</b>
4:45-E1, Exhibit - Cover Page Documenting the Process to Seek Offset from the Illinois Office of the Comptroller	Renamed and updated to document uniform district-wide due process for certifying debt to the Ill. Office of the Comptroller.
4:45-E2, Exhibit - Notice of Claim and Intent to Seek Debt Recovery; Challenge; and Response to Challenge.	Amended to (1) align with 4:45, <i>Insufficient Fund Checks and Debt Recovery</i> and (2) address requests for waivers of student fees as a challenge to delinquent debt.
4:110, Transportation	Policy and footnotes are updated to align with State statute.
4:120, Food Services	Policy, footnotes, and Legal References are updated to comply with <i>Smart Snacks</i> rules.
4:120-AP, Administrative Procedure - Food Services; Competitive Foods; Exemptions	Renamed and rewritten to comply with <i>Smart Snacks</i> rules.
4:130, Free and Reduced-Price Food Services	Policy is unchanged. Footnotes updated with (1) subscriber feedback, and (2) a new option for districts that receive Community Eligibility Option (CEO) reimbursements.
4:150, Facility Management and Building Programs	Footnotes and Legal References are updated in response to legislation.
5:10, Equal Employment Opportunity and Minority Recruitment	Policy, footnotes, and Legal References are updated in response to legislation and guidance from the U.S. Office of Civil Rights.
5:30-AP1, Administrative Procedure - Interview Questions	Procedure is updated in response to legislation.
5:130, Responsibilities Concerning Internal Information	A footnote is updated in response to legislation.
5:185, Family and Medical Leave	Policy and footnotes are updated in response to federal rule-making.
5:185-AP, Administrative Procedure - Resource Guide for Family and Medical Leave	Procedure is updated in response to federal rulemaking.
5:220, Substitute Teachers	Policy, Legal References, and footnotes are updated in response to legislation.
5:250, Leaves of Absence	Policy, Legal References, and footnotes are updated in response to legislation.
6:20, School Year Calendar and Day	Footnotes and Legal References updated in response to legislation.
6:60, Curriculum Content	Policy, Legal References, Cross References, and footnotes updated in response to rules and legislative action.
6:60-AP, Administrative Procedure - Comprehensive Health Education Program	Procedure and footnotes are updated in response to legislative action.
6:110, Programs for Student At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program	Policy, Legal References, and footnotes are updated in response to legislation.

# Revisions to Policies, Administrative Procedures and Exhibits

*continued*

Number and Title	Action
6:280, Grading and Promotion	Policy, Legal References, Cross References, and footnotes are updated in response to legislation.
6:280-AP, Administrative Procedure - Evaluating and Reporting Student Achievement	Procedure is updated in response to legislation and to enhance clarity and organization.
6:300, Graduation Requirements	Policy, Legal References, and footnotes are updated in response to legislation.
6:300-E2, Exhibit - State Law Graduation Requirements	Exhibit is updated in response to legislation and to delete out-of-date provisions.
6:310, <u>High School Credit for Alternative Courses and Programs, and Non-District Experiences; Course Substitutions; Re-Entering Students</u>	The name is changed and the policy is rewritten to enhance organization and clarity, and in response to legislation.
6:340, Student Testing and Assessment Program	Policy, footnotes, Legal References, and Cross References are updated in response to legislation.
7:50, School Admissions and Student Transfers To and From Non-District Schools	Policy, footnotes, and Cross References are updated in response to legislation and non-regulatory guidance documents.
7:50-AP, Administrative Procedure - School Admissions and Student Transfers To and From Non-District Schools	Procedure, footnotes and Legal References are updated for the same reasons discussed above in 7:50, <i>School Admissions and Student Transfers To and From Non-District Schools</i> .
7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	Policy, footnotes, and Legal References are updated in response to rules and legislation.
7:220, Bus Conduct	A footnote is updated in response to an Illinois Supreme Court decisions.
7:220-AP, Administrative Procedures - Electronic Recordings on School Buses	A footnote is added in response to an Illinois Supreme Court decisions.
7:270, Administering Medicines to Students	Policy, footnotes, and Administrative Procedure References are amended in response to legislation.
7:270-AP1, Administrative Procedures - Dispensing Medication	Updated in response to legislation and subscriber feedback.
7:270-AP2, Administrative Procedures - Checklist for District Supply of <u>Undesignated</u> Epinephrine Auto-Injectors	Renamed and substantially updated for same reasons as 7:270, <i>Administering Medicines to Students</i> , above.
7:270-E, Exhibit - School Medication Authorization Form	Updated for same reasons as 7:270, <i>Administering Medicines to Students</i> , above.
8:20, Community Use of School Facilities	Policy unchanged. Footnote addresses the legislation discussed in 6:20, <i>School Year Calendar and Day</i> .

## Acknowledgement to PRESS Advisory Board

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

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### **Recommendation to Approve PRESS Plus**

**As superintendent, I recommend approval of the PRESS Plus Board Policy updates that are referenced here. This is the second reading of those policy changes.**

### **Rationale**

**Board members and administrators have had the opportunity to review the PRESS Plus changes referenced here. This is a part of our ongoing updates of our Board Policy Manual.**

### **District Goal**

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

### **Recommendation to Pass the 2014 Tax Levy**

**As superintendent, I recommend passing the 2014 Tax Levy. (Please refer to the attached tax levy summary sheet and the Certificate of Tax Levy.)**

### **Rationale**

**As designated by law, we are to pass the tax levy in December to allow our district to receive the tax levy extension for the upcoming FY15/16 School Year. As you are aware, I explained the tax levy process at our November Board of Education Meeting, and I have included a tax levy summary sheet that explains what tax extension we will likely receive after all deductions. We must utilize the total EAV in the actual Certificate of Tax Levy because Putnam County does not factor in the deductions until the County Clerk processes the levy. I plan to share more details at our Board meeting.**

### **District Goal**

**Maintain strong fiscal responsibility in the Putnam County School District.**

## **Review of District Contracts**

**December 9, 2014**

**December is the month in which the review of district contracts should be considered. I recommend to the Board that a sub-committee should review the contracts for liability insurance, audit services, and legal counsel. We will not make any decisions this month, but this committee can be prepared to report to the Board at the January meeting. Of course, our district office will be prepared to answer any questions or provide needed documentation for this committee.**

## INTERGOVERNMENTAL AGREEMENT ON DEACTIVATION

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

### WITNESSETH:

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

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

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

1. **Recitals**. The parties hereto hereby find that all of the recitals contained in the preamble to this Intergovernmental Agreement on Deactivation are full, true, and correct and do incorporate them into this Agreement by this reference.
2. **Purpose**. This Intergovernmental Agreement has been developed between Lostant Community Unit District #425, and Putnam County Community Unit School District No. 535, for the 2015-2016 school years due to the deactivation of Lostant High School by District #425.
3. **Acceptance of Students**. Putnam County agrees to accept any Lostant student, whose parents have so chosen to send said students to that particular school. Putnam County agrees to make all programs and activities available to Lostant students on the same basis as it does its own students. Lostant agrees to notify Putnam County no later than March 1 of the number of students that will attend a participating high school the following school year.
4. **Assessment Data and Other Student Data**. Putnam County agrees to communicate with Lostant with regards to the academic progress of Lostant students. Every semester, Putnam County will send to Lostant a list of students who are not passing and may not, or do not, have enough credits to move to the next grade level.

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

5. **Summer and Alternative School Options.** Putnam County agrees to encourage any Lostant student up to the maximum extent permitted under the law to attend summer school or alternative credit recovery options in order to minimize to the greatest extent possible any Lostant student from requiring more than four (4) years to graduate from Putnam County.
6. **Tuition Charges.** Lostant agrees to pay Putnam County a rate of 105% for 2015-2016 of the prior years' per capita tuition rate. In addition Lostant agrees to compensate Putnam County for the additional cost of educating any student in an individualized education program. Said additional compensation shall equal the total cost for the student in an individualized education program. Said additional compensation shall equal total cost for the student minus the tuition charge paid by Lostant, minus any reimbursement from outside sources. Tuition fees from a receiving school will be assessed on a per diem charge for actual enrollment days of Lostant students.
7. **Transportation.** Lostant is responsible for transportation to and from the bus stop located in McNabb. Neither Lostant nor Putnam County. are responsible for transportation costs occurring due to student disciplinary actions or for the costs incurred due to participation in extra-curricular activities. Such transportation costs are the sole responsibility of the parent(s) or legal guardian of the students.
8. **Payment of Tuition.** Lostant will pay Putnam County on a quarterly basis based on monthly enrollment.
9. **General State Aid and Categorical Aid.** Lostant will receive general state aid and pupil transportation reimbursement from the State of Illinois. Categorical aid generated from both the federal and state government will be the asset of the receiving school.
10. **Rights and Responsibilities of Lostant Students Under the Deactivation.** Lostant students attending Putnam County will be considered Putnam County High School's students and as such are responsible for meeting all requirements, rules, and regulations of Putnam County. These requirements specifically include fees, graduation requirements, all rules and regulations Putnam County High School's Parent/Student Handbook, etc. Lostant students are expected to enroll at Putnam County for a full year. No student will be allowed to make a change of high school during the school year. Acceptance for less than a full year requires the approval of the Superintendent of the receiving district.

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

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

11. **Change of Schools.** Students of Lostant will be allowed one (1) change of school during their four (4) year high school program. This change may only occur at the end of the full school year. Irrevocable notice of intent to change at the end of the school year must be provided to Lostant and the current receiving district on or before July 1<sup>st</sup> of the current school year. A change of school is not allowed for a student who is, at the time of change, serving an expulsion from any one (1) of the receiving districts.
12. **Special Education Students.** Lostant students who are in need of “Special Education” programs will be placed only in those high schools which offer appropriate special education programs. The Lostant Board of Education reserves the right to have a representative at any staffing of the involved special education students from Lostant. The Lostant administrator must be consulted prior to scheduling dates for I.E.P. or 504 meetings.
13. **Amendment of Agreement.** This agreement may only be amended by the mutual written Agreement of the parties approved by the majority of the members of each of the participating Boards of Education.
14. **Severability.** If any provision of the Agreement is invalid for any reason, such invalidation shall not render invalid any other provision of this Agreement which can be given effect without the invalid provision.
15. **Governing Law.** This Agreement shall be construed and interpreted in accordance with the law and the Constitution of the State of Illinois.
16. **Renewal Clause.** The Districts agree to consider an extension of this contract in the fall of 2015. The deactivation section of the School Code requires an agreement be completed by January 1, 2016.

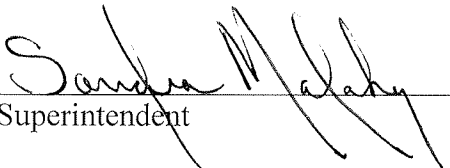
The terms presented in this INTERGOVERNMENTAL AGREEMENT ON DEACTIVATION have been agreed upon by the Superintendents and have been duly voted on and passed by the Boards of Education as follows:

LOSTANT COMMUNITY  
UNIT SCHOOL DISTRICT #425

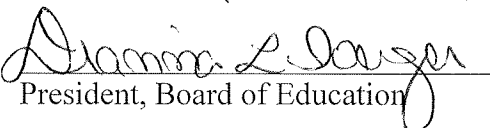
PUTNAM COUNTY COM.  
UNIT SCHOOL DISTRICT #535

signed this 19<sup>th</sup> day of November, 2014


signed this      day of      , 2014

  
\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
President, Board of Education

  
Secretary, Board of Education

\_\_\_\_\_  
Secretary, Board of Education

**Recommendation to Approve Intergovernmental Agreement on Deactivation with Lostant Community School District #425**

**As superintendent of Putnam County CUSD 535, I recommend the approval of the attached intergovernmental agreement with Lostant CUSD 425.**

**Rationale**

**Most of the agreement is similar to the previous agreement with the Lostant School District. Numbers 4, 5, and 7 have minor changes that reflect concerns from Lostant. If you have questions about the specificity of this agreement, I will be pleased to provide clarification.**

**District Goal**

**Demonstrate increased academic achievement for all students.**

1. COUNTY CODE 078, Putnam			2. DISTRICT CODE/NAME 5350, Putnam County CUSD 535					3. FACILITY CODE/NAME PUTNAM CO ELEM SCH-HENNEPIN BLDG						
Item I.D.	Location(s) (Room No)	Rule Violated	Description of the violation	Recommendation to correct violation	Action I.D.	Priority Code	Specification(s)	Units Of Measure	Quantity	Labor Code	Estimated Cost	Estimated Completion Date	Funding Type	
1	(A-1) Storage 161	185.380.c.10	Storage room is not separated from adjacent educational occupancies.	Remove stored items from room and convert Storage 160, 161 and Music 159 back to their original usage, a locker room. Verify operation of existing exhaust system.	b	b.	Remove stored items from room and convert Storage 160, 161 and Music 159 back to their original usage, a locker room. Verify operation of existing exhaust system.	Each	1	1	\$0.00	11/1/2019	F	
2	(A-2) Storage 001	185.370.m.6.B.ii	Storage room is not separated from boiler room.	Remove items in Storage Room 001 and relocate to Storage 003.	d	b.	Remove items in Storage Room 001 and relocate to Storage 003.	Each	1	1	\$0.00	11/1/2019	F	
3	(A-3) Kitchen 129	185.380.c.10	Door has been removed at fire rated opening between kitchen and cafeteria.	Remove existing wood door frame and provide new 20 minute fire rated door, frame and hardware.	f	b.	Remove existing wood door frame and provide new 20 minute fire rated door, frame and hardware..	Each	1	2	\$4,000.00	11/1/2019	F	
4	(A-4) Storage 123	185.380.c.10, BOCA-F 303.3	Storage room door does not properly close.	Adjust door hardware for proper operation.	c	b.	Adjust door hardware for proper operation.	Each	1	2	\$500.00	11/1/2019	F	
5	(A-5) Stair 148	185.390.h.2.C	Pipe penetrations in fire rated wall are not properly sealed.	Seal wall penetrations around piping with firestopping.	f	b.	Seal wall penetrations around piping with firestopping.	Each	1	2	\$500.00	11/1/2019	F	
6	(A-6) Storage 003	185.370.m.6.B.ii	Door separating storage room from boiler room is not self closing.	Provide door closer.	f	b.	Provide door closer.	Each	1	2	\$400.00	11/1/2019	F	
7	(A-7) Boiler Room 002, 143	185.370.m.6.B.ii	Doors are being held open in a fire rated assembly by kickstops, hooks, wedges, etc.	Remove hooks, wedges, door stops from doors.	b	b.	Remove hooks, wedges, door stops from doors.	Each	2	1	\$0.00	11/1/2019	F	
8	(A-8) Storage 128, 149	185.390.g.4.B.iii	A portion of the gypsum board ceiling has been removed compromising the separation between the storage room and corridor.	Infill opening with minimum 30 minute fire rated construction consisting of a minimum of (2) layers of 5/8" gypsum board on metal framing. Provide a fire rated access panel in ceiling.	f	b.	Infill opening with minimum 30 minute fire rated construction consisting of a minimum of (2) layers of 5/8" gypsum board on metal framing. Provide a fire rated access panel in ceiling.	Each	2	2	\$1,000.00	11/1/2019	F	
9	(A-9) Boiler Room 143	185.390.e.2.C	Boiler room masonry wall does not extend to floor deck above compromising the separation between the boiler room and corridor.	Provide 1 hour fire rated gypsum board wall on top of existing cmu wall and extend tight to floor deck above. Relocate existing electrical items and provide a fire damper in existing duct where it penetrates new wall.	f	b.	Provide 1 hour fire rated gypsum board wall on top of existing cmu wall and extend tight to floor deck above. Relocate existing electrical items and provide a fire damper in existing duct where it penetrates new wall.	Each	1	2	\$2,500.00	11/1/2019	F	
10	(A-10) Music Room 155	185.380.c.10.F	Doors separating music room from gymnasium are hollow core wood doors.	Provide new 45 minute fire rated solid core wood doors, hardware with door closer and hollow metal frame.	f	b.	Provide new 45 minute fire rated solid core wood doors, hardware with door closer and hollow metal frame.	Each	2	2	\$8,500.00	11/1/2019	F	
11	(A-11) Classroom 182	Part 180	Classroom does not have evacuation procedures posted.	Post evacuation procedures.	f	a.	Post evacuation procedures.	Each	1	1	\$0.00	11/1/2015	F	
12	(A-12) Teacher	185.395.e.	Space does not contain a	Provide a fire	f	b.	Provide a fire	Each	1	1	\$100.00	11/1/2019	F	

	Lounge 183	BOCA F-518.2	fire extinguisher.	extinguisher.			extinguisher.								
13	(A-13) Storage 132	185.380.c.10.D	Door separating storage room from corridor is not self-closing.	Provide a door closer.	f	b.	Provide a door closer.	Each	1	2	\$400.00	11/1/2019	F		
14	(A-14) Roof	175.210, BOCA-PM 304.7	Portion of the roof area is deteriorated and leaks in multiple areas and are damaging interior finishes.	Replace damaged roof area.	f	b.	Replace damaged roof area.	Square feet	3100	2	\$65,000.00	11/1/2019	F		
15	(A-15) Storage 167	185.380.c.10	Occupied space (time-out room) constructed within storage room and is not separated from the storage room.	Remove stored items from room and convert Storage 167 and adjacent Classroom 170 back to their original usage, a locker room. Verify operation of existing exhaust system.	b	b.	Remove stored items from room and convert Storage 167 and adjacent Classroom 170 back to their original usage, a locker room. Verify operation of existing exhaust system.	Each	1	1	\$0.00	11/1/2019	F		
16	(A-16) West exterior of 1963 Addition	BOCA-PM 304.6	Masonry joints are damaged allowing water to infiltrate the building damaging interior finishes.	Tuckpoint and repair damaged masonry areas.	c	b.	Tuckpoint and repair damaged masonry areas.	Each	1	2	\$50,000.00	11/1/2019	F		
17	(A-17) Music Room 155	185.360.d.1.B	Accordion partition does not provide required 30 minute fire separation between classroom and gymnasium.	Remove partition and provide fire rated operable partition including additional structure to support operable partition, gypsum board construction for door pocket, electrical and fire alarm work.	f	b.	Remove partition and provide fire rated operable partition including additional structure to support operable partition, gypsum board construction for door pocket, electrical and fire alarm work.	Each	1	2	\$70,000.00	11/1/2019	F		
18	(A-18) Corridor 145	185.390.h.2.C	Exit stair is not enclosed on the first floor.	Provide 20 minute fire rated door, frame and hardware with hold open device tied to fire alarm system between Corridor 145 and 146 to provide proper separation.	f	a.	Provide 20 minute fire rated door, frame and hardware with hold open device tied to fire alarm system between Corridor 145 and 146 to provide proper separation.	Each	1	2	\$5,000.00	11/1/2015	F		
19	(A-19) Office 144, Classroom 131, Community Room 139	185.370.c.11.A	Doors opening into an exit stair are not self closing.	Provide door closer.	f	b.	Provide door closer.	Each	3	2	\$1,000.00	11/1/2019	F		
20	(A-20) Gymnasium 171	BOCA-F 601.7	Posted occupancy in assembly space exceeds the exit capacity of the space.	Revise the posted occupancy sign to indicate a maximum occupancy of 550 persons.	f	b.	Revise the posted occupancy sign to indicate a maximum occupancy of 550 persons.	Each	1	1	\$0.00	11/1/2019	F		
21	(M-1) Not Used		Not Used	Not Used	a	c.	Not Used	Each	1	1	\$0.00	11/1/2019	F		
22	(M-2) Storage 203	1959 ILL. Plumbing Code 10.5.2, 185.710	Laundry tub has a faucet with a hose connection and no vacuum breaker on the faucet to prevent back flow.	Remove laundry tub and cap piping.	b	b.	Remove laundry tub and cap piping.	Each	1	1	\$0.00	11/1/2019	F		
23	(E-1) Storage 203	175.610.b, NEC 110.12	Switch cover missing.	Provide new switch cover.	f	b.	Provide new switch cover.	Each	1	1	\$50.00	11/1/2019	F		
	(E-2)	175.610.b, NEC	Receptacle	Repair or replace			Repair or replace								

24	Corridor 177	110.12	broken.	broken receptacle.	c	b.	broken receptacle.	Each	1	1	\$200.00	11/1/2019	F
25	(E-3) Library 173	185.395	Fire alarm pull station is missing.	Provide fire alarm pull station.	f	a.	Provide fire alarm pull station.	Each	1	2	\$500.00	11/1/2015	F
26	(E-4) Music 159, Special Ed. 170	185.560	Exit signs are missing at required exterior exit doors for a classroom occupancy.	Convert Music 159 and adjacent Storage rooms 160 and 161 as well as Special Ed. 170 and adjacent storage room 167 back to their original usage, locker rooms. In a locker room occupancy, the exterior doors are no longer required exit doors and, therefore, no longer require exit signs.	f	a.	Convert Music 159 and adjacent Storage rooms 160 and 161 as well as Special Ed. 170 and adjacent storage room 167 back to their original usage, locker rooms. In a locker room occupancy, the exterior doors are no longer required exit doors and, therefore, no longer require exit signs.	Each	2	1	\$0.00	11/1/2015	F
27	(E-5) Boys Toilet 133, Girls Toilet 138, Boiler Room 143	185.510.a, NEC 410	Light fixture is inoperable.	Repair or replace light fixture.	c	b.	Repair or replace light fixture.	Each	3	1	\$600.00	11/1/2019	F
28	(E-6) Library 173	185.510.a, NEC 110.13	Speaker is loose.	Properly secure speaker to wall.	c	b.	Properly secure speaker to wall.	Each	1	2	\$300.00	11/1/2019	F
29	(E-7) Vestibule 163	185.395.d	No fire alarm horn.	Provide fire alarm horn.	f	a.	Provide fire alarm horn.	Each	1	2	\$500.00	11/1/2015	F
30	E-8) Conference 142, Corridor 145, Music Room 155, Storage 161, 209, Gymnasium 171	185.550	Exposed wiring in junction box.	Provide cover for junction box.	f	b.	Provide cover for junction box.	Each	7	2	\$700.00	11/1/2019	F
31	(E-9) Boiler Room 002	185.510.a, NEC 110.12	Electrical panel door lock missing.	Provide new panel door lock on electrical panel.	f	b.	Provide new panel door lock on electrical panel.	Each	1	2	\$500.00	11/1/2019	F
32	(E-10) Girls 118, Kindergarten 125, Cafeteria 126, Storage 204, 206, Corridor 210	185.510.a, NEC 110.12	Receptacle is broken.	Repair or replace broken receptacle.	c	b.	Repair or replace broken receptacle.	Each	6	1	\$1,200.00	10/1/2019	F
33	(E-11) Corridor 177	175.610.b, NEC 110.13	Device not secured to wall.	Properly secure the device to wall.	c	b.	Properly secure the device to wall.	Each	1	2	\$300.00	11/1/2019	F
34	(E-12) Library 173, Storage 203, 204 and 209	185.560	Exit sign not working.	Repair exit sign in Library 173. Exterior doors in Storage 203, 204 and 209 are not required exits and do not lead to an exit path to grade. Remove exit signs above doors in Storage 203, 204 and 209.	c	a.	Repair exit sign in Library 173. Exterior doors in Storage 203, 204 and 209 are not required exits and do not lead to an exit path to grade. Remove exit signs above doors in Storage 203, 204 and 209.	Each	4	1	\$0.00	11/1/2015	F
35	(E-13) Boiler Room 002	185.595	Insufficient lighting.	Provide proper lighting levels.	f	b.	Provide proper lighting levels.	Each	1	2	\$2,000.00	11/1/2019	F
36	(E-14) Storage 203	185.550	Receptacle cover is missing.	Provide receptacle cover.	f	b.	Provide receptacle cover.	Each	1	1	\$100.00	11/1/2019	F

Violation / Work Item Listing

1. COUNTY CODE 078, Putnam		2. DISTRICT CODE/NAME 5350, Putnam County CUSD 535						3. FACILITY CODE/NAME PUTNAM COUNTY HIGH SCHOOL						
Item I.D.	Location(s) (Room No)	Rule Violated	Description of the violation	Recommendation to correct violation	Action I.D.	Priority Code	Specification(s)	Units Of Measure	Quantity	Labor Code	Estimated Cost	Estimated Completion Date	Funding Type	
1	(A-1) Storage 147, 148	175.260.d	Gypsum board walls stop at the acoustical ceiling and do not extend up to the roof deck to maintain 1 hour fire rating.	Extend gypsum board walls tight to roof deck. Modify existing acoustical ceiling tiles and grid as required. Properly seal around all penetrations through wall to maintain 1 hour fire rating.	f	b.	Extend gypsum board walls tight to roof deck. Modify existing acoustical ceiling tiles and grid as required. Properly seal around all penetrations through wall to maintain 1 hour fire rating.	Each	1	2	\$2,000.00	11/1/2019	F	
2	(A-2) Storage 125	175.285.a, BOCA-F 303.3	Door closer arm has been removed on a fire rated door.	Reinstall / provide new door closer.	f	b.	Reinstall / provide new door closer.	Each	1	2	\$400.00	11/1/2019	F	
3	(A-3) Storage 152A, 158, 177, 219, 226, Computer Lab 201, Classroom 203	BOCA-PM 705.2.2, NFPA 13	Items are being stored on top of wall hung cabinets/shelving and are within 18" of the ceiling.	Remove items from the top of the wall hung cabinets/shelving.	b	b.	Remove items from the top of the wall hung cabinets/shelving.	Each	7	1	\$0.00	11/1/2019	F	
4	(A-4) Storage 172	175.260.c, BOCA-F 303.3	Doors are being held open in a fire rated assembly by kickstops, hooks, wedges, etc.	Remove hooks, wedges, door stops from doors.	b	b.	Remove hooks, wedges, door stops from doors.	Each	1	1	\$0.00	11/1/2019	F	
5	(A-5) Electrical 140, Agricultural Shop 152	175.260.d	Pipe penetrations in fire rated wall are not properly sealed.	Seal wall penetrations around piping with firestopping.	f	b.	Seal wall penetrations around piping with firestopping.	Each	2	2	\$1,000.00	11/1/2019	F	
6	(A-6) Art 146, Computer Lab 201, Weight Lifting 236	175.495, NFPA 10	Date on fire extinguisher certification tag has expired.	Recertify fire extinguishers.	c	b.	Recertify fire extinguishers.	Each	3	2	\$100.00	11/1/2019	F	
7	(A-7) Storage 147, 148, 182, 219	175.260.a, d	Doors and frames in fire rated walls are not fire rated.	Provide new fire rated doors, frames and hardware.	f	b.	Provide new fire rated doors, frames and hardware.	Each	5	2	\$15,000.00	11/1/2019	F	
8	(A-8) Storage 106, 113, 123, 137, 182, 195, Gymnasium 124	175.260.a, d	Doors in fire rated walls are not fire rated.	Provide certification that doors and hardware are ¾ hour fire rated minimum or provide new fire rated doors and hardware.	f	b.	Provide certification that doors and hardware are ¾ hour fire rated minimum or provide new fire rated doors and hardware.	Each	7	2	\$25,000.00	11/1/2019	F	
9	(A-9) Gymnasium 124	175.290, BOCA-F 303.3	Door coordinator on fire rated door is not operating properly and does not allow the doors to properly close and latch.	Adjust coordinator for proper door operation.	c	b.	Adjust coordinator for proper door operation.	Each	1	2	\$250.00	11/1/2019	F	
10	(A-10) Corridor 215, Auditorium 228	175.290, BOCA-F 303.3	Door coordinator on fire rated door with astragal has been removed and does not allow door to properly close and latch.	Provide new door coordinator and adjust door for proper operation.	f	b.	Provide new door coordinator and adjust door for proper operation.	Each	3	2	\$500.00	11/1/2019	F	
11	(A-11) Stage 227	175.410.i	Doors subject to use by 100 or more persons do not have panic hardware.	Provide panic device on doors.	f	a.	Provide panic device on doors.	Each	2	2	\$5,000.00	11/1/2015	F	
12	(A-12) Gymnasium 124	175.290, BOCA-F 303.3	Door in a fire rated wall does not latch.	Adjust door hardware for proper operation.	c	b.	Adjust door hardware for proper operation.	Each	1	2	\$250.00	11/1/2019	F	
13	(A-13) Auditorium 226	NFPA 101 1967 5-1204, BOCA-F 605.2	Curtains are hung across stair landing obstruction required exit doors.	Remove curtains.	b	a.	Remove curtains.	Each	1	1	\$0.00	11/1/2015	F	
			Space is missing fire extinguisher	Provide a new fire			Provide a new fire							

14	(A-14) Media Center 207	175.495, NFPA 10	from the fire extinguisher cabinet.	extinguisher in existing cabinet.	f	b.	extinguisher in existing cabinet.	Each	1	1	\$100.00	11/1/2019	F
15	(A-15) Storage 231, 232	175.430	Plywood installed on wall exceeds flamespread rating.	Paint plywood with fire retardant paint.	f	b.	Paint plywood with fire retardant paint.	Square feet	300	1	\$800.00	11/1/2019	F
16	(A-16) Weight Lifting 236	BOCA-PM 305.3	Wall mounted mirrors are cracked and pose a safety hazard.	Remove all mirrors.	b	a.	Remove all mirrors.	Each	1	1	\$0.00	11/1/2015	F
17	(A-17) Stage 227	BOCA-F 306.4	Stage curtains do not have flame proof certification.	Provide certification that stage curtains are flameproof or have curtains flameproofed.	f	b.	Provide certification that stage curtains are flameproof or have curtains flameproofed.	Each	1	2	\$10,000.00	11/1/2019	F
18	(A-18) Storage 177	175.260.d	Shelving in storage area concealed from classroom with curtain.	Remove curtain.	b	b.	Remove curtain.	Each	1	1	\$0.00	11/1/2019	F
19	(A-19) Corridor 160	175.410.g	Ducts penetrating a fire rated exit corridor that have communication from the corridor to an adjacent room do not have fire dampers to provide proper separation.	Provide fire dampers in ductwork at corridor walls.	f	a.	Provide fire dampers in ductwork at corridor walls.	Each	3	2	\$4,500.00	11/1/2015	F
20	(A-20) Corridor adjacent to Toilet 185	BOCA-PM 304.14.1	Glass in sliding door of trophy case is damaged. Glass at entire trophy case does not appear to be tempered.	Replace damaged glass with new tempered glass. Provide certification glass at remainder of trophy case is tempered or replace glass with tempered glass.	c	a.	Replace damaged glass with new tempered glass. Provide certification glass at remainder of trophy case is tempered or replace glass with tempered glass.	Each	1	1	\$500.00	11/1/2015	F
21	(A-21) Auditorium 226	BOCA 96 1004.1	Extension cord for sound equipment runs across the egress aisle creating a tripping hazard.	Remove extension cord.	b	a.	Remove extension cord.	Each	1	1	\$0.00	11/1/2015	F
22	(A-22) North Elevation	BOCA-PM 304.6	Caulk around windows has failed and has allowed water to infiltrate the building damaging interior finishes.	Recaulk perimeter of windows.	c	b.	Recaulk perimeter of windows.	Each	1	2	\$2,000.00	11/1/2019	F
23	(A-23) Auditorium 228, Gymnasium 124	BOCA-F 601.7	Posted occupancy in assembly space exceeds exit capacity of space.	Revise the posted occupancy sign to indicate a maximum occupancy as follows: Gymnasium 124 = 2500 persons, Auditorium 400 = persons.	f	a.	Revise the posted occupancy sign to indicate a maximum occupancy as follows: Gymnasium 124 = 2500 persons, Auditorium 400 = persons.	Each	2	1	\$0.00	11/1/2015	F
24	(A-24) Office 126	175.290	Storage room has been converted to an office space and does not have ventilation. See violation M-5. The closer on the existing fire rated door has been removed.	Remove the desk, etc. from the space and convert the room back to a storage room. Reinstall or provide a door closer.	b	b.	Remove the desk, etc. from the space and convert the room back to a storage room. Reinstall or provide a door closer.	Each	1	1	\$250.00	11/1/2019	F
25	(M-1) Computer Maintenance 221	ILL. Plumbing Code 890.1110	Lavatory and sink faucets do not function, plumbing fixtures are not operational.	Remove non-functioning plumbing fixtures and cap piping.	b	b.	Remove non-functioning plumbing fixtures and cap piping.	Each	1	1	\$0.00	11/1/2019	F
26	(M-2) Entire Building	175.750	The galvanized domestic piping is 40 years old, has had many leak repairs, is corroded and flow is restricted and in poor condition.	Repair/replace damaged plumbing piping.	c	b.	Repair/replace damaged plumbing piping.	Each	1	2	\$50,000.00	11/1/2019	F

27	(M-3) Janitor 224	175.780.h, i, j	The domestic hot water systems do not have tempered water mixing valves to prevent scalding.	Install tempered water mixing valves on domestic hater water systems.	f	b.	Install tempered water mixing valves on domestic hater water systems.	Each	1	2	\$2,000.00	11/1/2019	F
28	(M-4) Janitor 224	1993 ILL. Plumbing Code 890.11130.g.7	Domestic water heaters do not have a thermal expansion tank on the cold water piping inlet to the heaters.	Install thermal expansion tank on cold water piping on the inlet to the water heater.	f	b.	Install thermal expansion tank on cold water piping on the inlet to the water heater.	Each	1	2	\$800.00	11/1/2019	F
29	(M-5) Team Room 136, Office 126	175.574	There is no mechanical ventilation in the occupied space.	Relocate desk in Office 126 and revert the room back to the original room usage, a storage room. Remove furniture in Team Room 136 and revert room back to original room usage, towel room.	f	b.	Relocate desk in Office 126 and revert the room back to the original room usage, a storage room. Remove furniture in Team Room 136 and revert room back to original room usage, towel room.	Each	2	1	\$0.00	11/1/2019	F
30	(M-6) Art Classroom 146	175.595.c	The kiln does not have an exhaust hood to exhaust the heat to the outside.	Provide an exhaust hood and roof mounted exhaust fan above the kiln to provide exhaust.	f	b.	Provide an exhaust hood and roof mounted exhaust fan above the kiln to provide exhaust.	Each	1	2	\$20,000.00	11/1/2019	F
31	(E-1) Scullery 174	175.610.b, NEC 110.21	No labels for electrical disconnect switch.	Provide information detailing the maker of the device and its purpose or identification.	c	b.	Provide information detailing the maker of the device and its purpose or identification.	Each	2	2	\$2,000.00	11/1/2019	F
32	(E-2) Office 107, Gymnasium 127, Stage 227	175.470	Light fixture lens is broken or missing.	Replace or provide new light fixture lens.	c	b.	Replace or provide new light fixture lens.	Each	3	1	\$300.00	11/1/2019	F
33	(E-3) Kitchen 170	175.650	Exposed wiring at junction box.	Provide junction box cover to conceal exposed wiring.	c	b.	Provide junction box cover to conceal exposed wiring.	Each	1	1	\$100.00	11/1/2019	F
34	(E-4) Bldgs. & Grounds Office 142, Storage 143, 145, 219, Office 216	175.610.b, NEC 410	Light fixture is inoperable.	Repair or replace light fixture.	c	b.	Repair or replace light fixture.	Each	9	1	\$1,800.00	11/1/2019	F
35	(E-5) Agricultural Shop 152	175.470.f	Fire alarm pull station is blocked.	Relocate equipment blocking pull station to make pull station visible and readily accessible.	d	a.	Relocate equipment blocking pull station to make pull station visible and readily accessible.	Each	1	1	\$0.00	11/1/2015	F
36	(E-6) Storage 104	175.470.a	Fire alarm heat detector broken.	Repair or replace fire alarm heat detector.	c	a.	Repair or replace fire alarm heat detector.	Each	1	2	\$250.00	11/1/2015	F
37	(E-7) Agricultural Shop 152	175.460.a.2	Fire alarm detection (heat detectors) missing.	Provide (2) fire alarm heat detectors.	f	a.	Provide (2) fire alarm heat detectors.	Each	2	2	\$500.00	11/1/2015	F
38	(E-8) Boy's Locker 127, Auditorium 228	175.660	Exit sign is inoperable.	Repair or replace exit sign.	c	a.	Repair or replace exit sign.	Each	2	2	\$1,000.00	11/1/2015	F
39	(E-9) Industrial Arts 141	175.610.b, NEC 110.12	Receptacle is damaged.	Repair or replace damaged receptacle.	c	b.	Repair or replace damaged receptacle.	Each	1	1	\$200.00	11/1/2019	F
40	(E-10) Greenhouse 155	175.610.b, NEC 424.19	Local disconnect for greenhouse equipment is missing.	Provide local disconnect for greenhouse equipment.	f	b.	Provide local disconnect for greenhouse equipment.	Each	1	2	\$1,500.00	11/1/2019	F
41	(E-11) Vestibule 206 and 208	175.696	Exterior lighting at exit door missing.	Provide exterior lighting for doorway.	f	a.	Provide exterior lighting for doorway.	Each	2	2	\$750.00	11/1/2015	F
42	(E-12) Storage 102, Industrial Arts 141, Agricultural Shop 152	175.610.b, NEC 410	Light fixture is missing lamp and does not provide required illumination.	Provide a lamp for the fixture.	c	b.	Provide a lamp for the fixture.	Each	3	1	\$150.00	11/1/2019	F
43	(E-13) Balcony 233	175.610.b, NEC 110.12	Light switch is broken.	Repair or replace light switch.	c	b.	Repair or replace light switch.	Each	1	1	\$200.00	11/1/2019	F
	(E-14)												

44	Janitor 109, Computer Lab 201, Classroom 202, Storage 225	175.610.b, NFPA 72	Loose fire alarm device.	Secure fire alarm device.	c	a.	Secure fire alarm device.	Each	4	2	\$1,000.00	11/1/2015	F
45	(E-15) Vestibule 111, Classroom 203, Media Center 207	175.470.f	Blocked fire alarm device.	Move items blocking the fire alarm device to provide vision.	d	a.	Move items blocking the fire alarm device to provide vision.	Each	3	1	\$0.00	11/1/2015	F
46	(E-16) Storage 135	175.610.b, NEC 110.12	No panel lock on electrical panel door.	Provide a panel lock for the electrical panel door.	f	b.	Provide a panel lock for the electrical panel door.	Each	1	2	\$500.00	11/1/2019	F
47	(E-17) Kitchen 170, Agricultural Shop 152, Storage 226	175.610.b, NEC 110.16	Insufficient working clearance around electrical equipment.	Relocate stored items to provide proper working clearance around electrical equipment.	d	b.	Relocate stored items to provide proper working clearance around electrical equipment.	Each	6	1	\$0.00	11/1/2019	F
48	(E-18) Office 101	175.610.b, NEC 110.22	Improper electrical panel label.	Provide properly oriented label for electrical panel.	c	b.	Provide properly oriented label for electrical panel.	Each	1	2	\$600.00	11/1/2019	F

Violation / Work Item Listing

1. COUNTY CODE 078, Putnam			2. DISTRICT CODE/NAME 5350, Putnam County CUSD 535					3. FACILITY CODE/NAME PUTNAM COUNTY JR HIGH SCHOOL						
Item I.D.	Location(s) (Room No)	Rule Violated	Description of the violation	Recommendation to correct violation	Action I.D.	Priority Code	Specification(s)	Units Of Measure	Quantity	Labor Code	Estimated Cost	Estimated Completion Date	Funding Type	
1	(A-1) Classroom 180, Storage 131, 132, Science 147	BOCA PM 705.2.2, NFPA 13	Items are being stored on top of wall hung cabinets/shelving and are within 18" of the ceiling.	Remove items from the top of the wall hung cabinets/shelving.	b	b.	Remove items from the top of the wall hung cabinets/shelving.	Each	4	1	\$0.00	11/1/2019	F	
2	(A-2) Science 147	175.285	Doors in walls with a fire resistance rating of ¾ hour have a louver without a fire damper.	Provide new 20 minute fire rated door and hardware.	f	b.	Provide new 20 minute fire rated door and hardware.	Each	2	2	\$3,000.00	11/1/2019	F	
3	(A-3) Janitor 148	175.260.d	New conduit penetration in fire rated wall is not properly sealed.	Seal wall penetration around piping with firestopping.	f	b.	Seal wall penetration around piping with firestopping.	Each	1	2	\$500.00	11/1/2019	F	
4	(A-4) Serving 108	175.260.c, BOCA-F 303.3	Doors are being held open in a fire rated assembly by kickstops, hooks, wedges, etc.	Remove hooks, wedges, door stops from doors.	b	b.	Remove hooks, wedges, door stops from doors.	Each	1	1	\$0.00	11/1/2019	F	
5	(A-5) Storage 131, 132	175.285.a, BOCA-F 303.3	Door closer has been removed on a fire rated door.	Reinstall / provide new door closer.	f	b.	Reinstall / provide new door closer.	Each	2	2	\$800.00	11/1/2019	F	
6	(A-6) Janitor 184	185.380.c.10.D	Door in a fire rated partition contains a louver without a fire damper.	Remove stored items and revert room back to its original room usage, a sick room.	f	b.	Remove stored items and revert room back to its original room usage, a sick room.	Each	1	2	\$0.00	11/1/2019	F	
7	(A-7) Entire Roof	BOCA PM 304.7	There are multiple roof leaks throughout the building damaging interior finishes.	Replace entire roof.	f	b.	Replace entire roof.	Square feet	49155	2	\$125,000.00	11/1/2019	F	
8	(A-8) Corridor 06	BOCA-F 608.1, F 608.3	Electromagnetic locks have been installed on exit doors.	Provide sensor on electromagnetic locks to allow for unobstructed egress.	f	a.	Provide sensor on electromagnetic locks to allow for unobstructed egress.	Each	1	2	\$500.00	11/1/2015	F	
9	(A-9) Storage 140	175.260.d	Storage room door is not fire rated.	Provide new 1 hour fire rated door, frame and hardware.	f	b.	Provide new 1 hour fire rated door, frame and hardware.	Each	1	2	\$3,600.00	11/1/2019	F	
10	(A-10) Storage 002, 004	185.390.f.1.B	Doors in storage rooms beneath an assembly occupancy are not fire rated.	Provide new 1 hour fire rated doors, frame and hardware.	f	b.	Provide new 1 hour fire rated doors, frame and hardware.	Each	4	2	\$14,400.00	11/1/2019	F	
11	(M-1) Boys Locker Room 08, Girls Locker Room 07	185.460.a.1	Locker room exhaust fans are not operational.	Repair non-operational wall exhaust fans.	f	b.	Repair non-operational wall exhaust fans.	Each	2	1	\$0.00	11/1/2019	F	
12	(M-2) Boiler 110, Office 114	1959 ILL Plumbing Code 10.5.2, 185.710	No vacuum breaker on service sink with a faucet and a hose connection.	Provide new faucet with vacuum breaker and hose connection.	f	b.	Provide new faucet with vacuum breaker and hose connection.	Each	2	1	\$800.00	11/1/2019	F	
13	(E-1) Janitor 184	185.510.b, NFPA 72	Loose fire alarm device.	Secure fire alarm device.	c	a.	Secure fire alarm device.	Each	1	2	\$250.00	11/1/2015	F	
14	(E-2) Corridor 06, Girls Locker Room 07, Office 114	185.510.a, NEC 410	Light fixture lens is broken or missing.	Replace or provide new light fixture lens.	c	b.	Replace or provide new light fixture lens.	Each	3	1	\$300.00	11/1/2019	F	
15	(E-3) Computer Lab II 156	175.650	Exposed wiring.	Provide cover plate for junction box to conceal exposed wiring.	c	b.	Provide cover plate for junction box to conceal exposed wiring.	Each	1	1	\$500.00	11/1/2019	F	
16	(E-4) Science 147	175.610.b, NEC 110.12	Receptacle is broken.	Repair or replace broken receptacle.	c	b.	Repair or replace broken receptacle.	Each	1	1	\$200.00	11/1/2019	F	
17	(E-5) Corridor 06, Stor. 02, Office 05, Band/Choral 113, Mech.	185.510.a, NEC 410	Light fixture is inoperable.	Repair or replace light fixture.	c	b.	Repair or replace light fixture.	Each	11	2	\$2,200.00	11/1/2019	F	

	165, 179, 168, 173													
18	(E-6) Office 127	175.650	Gap between cover plate and wall.	Fill around junction box.	c	b.	Fill around junction box.	Each	1	1	\$200.00	11/1/2019	F	
19	(E-7) Media Center 142	175.610.b, NEC 110.13	Low voltage device not secured to wall.	Properly secure device to wall.	c	b.	Properly secure device to wall.	Each	1	2	\$250.00	11/1/2019	F	
20	(E-8) Classroom 163, Art Room 174	185.510.a, NEC 110.12	Broken pilot light switch.	Provide new bulb or switch.	c	b.	Provide new bulb or switch.	Each	2	1	\$400.00	11/1/2019	F	
21	(E-9) Bleachers 102	185.550.a	Junction box cover missing, exposing wiring.	Provide cover plate for junction box to conceal exposed wiring.	c	b.	Provide cover plate for junction box to conceal exposed wiring.	Each	1	1	\$50.00	11/1/2019	F	
22	(E-10) Art Room 174	185.395	Fire alarm device broken.	Repair or replace fire alarm device.	c	a.	Repair or replace fire alarm device.	Each	1	2	\$250.00	11/1/2015	F	
23	(E-11) Boiler 110, Band/Choral Classroom /Stage 113	185.510.a, NEC 110.12	Electrical panel door lock missing.	Provide new panel door lock.	c	b.	Provide new panel door lock.	Each	2	2	\$1,000.00	11/1/2019	F	
24	(E-12) Bleachers 102, Classroom 169, 181	185.510.a, NEC 110.12	Receptacle broken.	Repair or replace broken receptacle.	c	b.	Repair or replace broken receptacle.	Each	3	1	\$600.00	11/1/2019	F	
25	(E-13) Bleachers 102	185.550	Gap between cover plate and wall.	Fill around junction box.	c	b.	Fill around junction box.	Each	2	1	\$400.00	11/1/2019	F	
26	(E-14) Electrical 121	175.610.b, NEC 110.16	Insufficient working clearance around electrical equipment.	Relocate stored items to provide proper working clearance around electrical equipment.	d	b.	Relocate stored items to provide proper working clearance around electrical equipment.	Each	7	1	\$0.00	11/1/2019	F	
27	(E-15) Gymnasium 104, Office 114	185.510.a, NEC 110.13	Device not secured to wall.	Properly secure the device to wall.	c	b.	Properly secure the device to wall.	Each	2	2	\$500.00	11/1/2019	F	
28	(E-16) Not Used		Not Used	Not Used	c	c.	Not Used	Each	0	1	\$0.00	11/1/2019	F	
29	(E-17) Boiler 110	185.510.a, NEC 110.22	No electrical panel directory.	Provide panel directory.	f	b.	Provide panel directory.	Each	1	2	\$1,000.00	11/1/2019	F	
30	(E-18) Entire 1964 Original Building	185.560	Exit signs are inoperable.	Repair exit signs.	c	a.	Repair exit signs.	Each	15	1	\$0.00	11/1/2015	F	
31	(E-19) Office 157	175.610.b, NEC 410	Broken or missing light fixture lens.	Repair or replace light fixture lens.	c	b.	Repair or replace light fixture lens.	Each	1	1	\$100.00	11/1/2019	F	
32	(E-20) Computer Lab I 155, Computer Lab II 156, Office 157	175.610.b, NEC 410	Light fixture is inoperable.	Repair or replace light fixture.	c	b.	Repair or replace light fixture.	Each	5	1	\$1,000.00	11/1/2019	F	
33	(E-21) Entire 1974 Addition	175.670	Exit signs are inoperable.	Repair exit signs.	c	a.	Repair exit signs.	Each	12	1	\$0.00	11/1/2015	F	

Violation / Work Item Listing

## **Recommendation to Approve the District Health Life Safety Plan**

**As superintendent, I recommend approval of the district Ten Year Health Life Safety Plan. (The plan was passed out at the previous Board meeting for your review.)**

### **Rationale**

**This plan was created by Healy Bender Architect Dave Patton. It was reviewed by Doug Smith and Jay McCracken. This is a required plan that reflects State law.**

### **District Goal**

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

## **Superintendent Goals December 8, 2014**

1. The superintendent will continue to lead the administrative team to provide clear, user-friendly reports of student achievement data, indicating formative and/or summative outcomes of student/district progress. This achievement data will be reported to the Board of Education at least on a quarterly basis.

**Evidence: Our administrative team has provided quarterly achievement data reports to the Board, including the School Report Card summaries and benchmarking reports. Our district has adopted MAP Assessments this school year, and the team is working to create uniform reports that reflect the student growth in an appropriate benchmarking and longitudinal manner.**

2. The superintendent will continue to work closely with the Board of Education Finance Committee, administrative team, and district office to develop, implement, and monitor the district budget. State funding updates and investment reports will be provided for the Board at monthly meetings.

**As superintendent, I have provided a Mid-year and End of the Year Budget Update, including PowerPoints with detailed information. Of course, the Tentative Budget was given in August, and the Final Budget was presented in September. The Board has been involved closely with Senate Bill 16 and the potential impact that this legislation could have. The budget process has continued throughout the year, including meetings with the Board of Education, internal departmental meetings, administrative team, and the State funding updates/ investment reports that are provided monthly to the Board. Our district auditor has commented for years that we not only set a budget, but we follow it. Through the collective effort of the district office staff, the Board of Education, and administration, we have received an excellent audit and an overall rating of 4, the highest rating possible from the State.**

3. The superintendent will continue to provide the Board of Education an updated multi-year budget projection, reflecting the latest changes from the State of Illinois and federal government. The Finance Committee from the Board will be invited to participate in this process.

**As you know, we have discussed whether the multi-year budget should be completed during this time this fiscal year. I contacted Brent Appell from I.S.B.E. to determine if it makes sense to create the multi-year**

**budget because of Senate Bill 16 and the possible TRS cost shift measures. He remains willing to work with our Finance Committee and our team, and I have asked for the Board's input regarding our collective decision. There are so many unknown factors regarding any multi-year budget planning process because of the State's plans to implement educational funding reform. I believe our best plan of action is to remain actively engaged with legislators and I.S.B.E. so that they understand our concerns about the negative impact of poor legislative reform measures. As you know, we presented at the I.S.B.E. Budget Hearing in November while at the Triple I Conference, and we continue to work together to make certain that our "voice" is heard. This work is actually a part of the multi-year budget process, as our fiscal outlook will be vastly different if we lose \$874,000 annually.**

4. The superintendent will continue to participate in professional development activities related to district issues, leadership, or current events. He will provide information/documentation to the Board from at least three of those activities.

**Throughout the year, I have continued my participation in professional development activities related to district issues, leadership, or current events. I serve on the V.O.I.C.E. Executive Committee (Vision on Issues and Choices in Education....a five county organization of superintendents). I also serve as the representative from I.A.S.A. on the statewide Governmental Relations and Advocacy Committee. Both of those committees provide fine opportunities for professional development regarding current educational events and leadership activities. I complete all required Administrator Academies and attend the annual IASA Conference in Springfield. I also attend the monthly Regional Office of Education Superintendent Meetings. On January 22, our educational team will present at the principal/superintendent meetings for the three counties. Upon request, I would be pleased to provide the names of the actual trainings I have attended.**

5. The superintendent will continue to organize and implement Board/administration retreats (a minimum of two per year) to foster productive working relationships. The retreats will be a reflection of the Board's requested topics.

**On January 21, 2014, we held our internal Board Retreat at 5:30 p.m., including a dinner served in the P.C. District Conference Room. Chris Newsome provided IPAD Training to the Board. On July 21, at 6:00, we had gmail training for the Board. At this time, I would like the Board members to provide the best date for the Tour of Schools to serve as our next Board retreat. We had planned to hold that prior to the beginning of this school year, but we had conflicts each month that did not allow**

**this to be scheduled. I suggest the date of February 17 at 4:30 p.m. for the P.C. Tour of Schools. Please indicate if that date and time would be possible. This would include dinner and tour of all schools, highlighting the newest district technology in each building.**

6. The superintendent will lead the administrative team and staff to continue improvements in assessment preparation regarding ISAT,PSAE, ACT, and other local assessments needed to implement the Common Core. Updates regarding those assessments will be provided quarterly to the Board of Education.

**In the Spring of 2014, our district E.P.I.C. Council made the recommendation to move forward with MAP Assessments in our district. These assessments are tied to the Common Core, and they provide a more comprehensive assessment process that should lead to targeted assistance for students in specific skill deficit areas. Our educational teams are now preparing for the PARCC Assessments, the online tests that will replace ISAT and PSAE. We have dedicated considerable funding to technological advances that have made this transition to online testing a possibility in our district. We now have the appropriate broadband capacity to handle the online assessments. Regarding ACT, we will implement an internal ACT prep in our district this school year. There is a PARCC timeline for completion of the preparation for this assessment process.**

7. The superintendent will lead district efforts toward the implementation of the new Common Core Standards. A minimum of two specific professional development activities for staff should be implemented, and evaluations of those activities shall be available for review by the Board of Education.

**The P.C. Administrative Team developed a comprehensive professional development calendar for the entire school year, including Common Core Curriculum sessions, one scheduled for October 1 during one of bi-monthly early dismissal times. Additional time has been provided at these monthly meetings for ongoing curriculum mapping to the Common Core Standards. In addition, RtI Coaches were provided in each building through an annual stipend. Extensive training was provided our RtI Coaches, including training on Thursday, August 7 from 8:00 a.m. to 3:30 p.m. The training was conducted by Janet Schenum and Courtney Shaefer from L.E.A.S.E. Upon request, I can also provide the professional development calendar that was provided all staff members this year.**

8. The superintendent will lead and coordinate the development of the new teacher evaluation tool in collaboration with the district union representatives and administration. Upon completion of the new evaluation instrument, it will be presented to the Board of Education for formal approval. (The principal evaluation tool was completed last year.)

**The PCEA (union) requested that we take additional time for more training, etc. before creating the new teacher evaluation tool. The administrative team discussed this and agreed that it made sense to provide more training on student growth measures, etc. before finalizing the evaluation tool. The MPW Regional Office of Education offered a series of workshops regarding student growth, and our district team attended this series of workshops held in Metamora this Fall. With this training completed, we will set the date to begin the formal process of creating the teacher evaluation tool that is required through the PERA legislation. With our PERA workshops held throughout last school year and the student growth trainings this school year, our team is better prepared to meet the challenges that will come in this next stage of the evaluation tool creation.**

**Our collaborative work with our local union should help our district move forward in a sensible, focused approach to this very important work. The plan is to begin the formal process by February 1, and the team should complete the work by June 30, 2015. The Board will then be able to formally accept the evaluation tool so that it can be used in a pilot evaluation process in the 2015/2016 School Year. This will enable our district to be fully implemented by the 2016/2017 School Year, and that is the required timeframe from the State.**