

A G E N D A

**BRIMFIELD COMMUNITY UNIT SCHOOL DISTRICT #309
BRIMFIELD BOARD OF EDUCATION
REGULAR MEETING – WEDNESDAY, JANUARY 20, 2021
BRIMFIELD HIGH SCHOOL – LIBRARY – 7:00 P.M.**

AGENDA ITEMS	CONSENT AGENDA
I. Call to Order	
II. Roll Call	
III. Pledge of Allegiance	
IV. Recognize Visitors	
V. Approve Minutes A. December 16, 2020 – Special Meeting & Closed Session B. December 16, 2020 – Regular Meeting C. January 11, 2021 – Building & Grounds Committee Meeting	
VI. School Board Business A. President’s Report B. Superintendent’s Report C. High School Principal’s Report D. Grade School Principal’s Report	
VII. Old Business	
VIII. New Business A. One to one initiative for 2021-2022 school year B. Approve First reading for Five –Year Policy Review. 1. Policy 5:270 Employment At-Will, Compensation, and Assignment. 2. Policy 6:315 High School Credit for Students in Grade 7 or 8. C. Approve First reading for draft updates. 1. Policy 3:40 Superintendent 2. Policy 3:40-E Exhibit – Checklist for the Superintendent Employment Contract Negotiation Process 3. Policy 4:150 Facility Management and Building Programs 4. Policy 4:80 Accounting and Audits 5. Policy 4:90 Student Activity and Fiduciary Funds 6. Policy 6:20 School Year Calendar and Day 7. Policy 6:300 Graduation Requirements 8. Policy 6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students 9. Policy 6:320 High School Credit for Proficiency 10. Policy 6:340 Student Testing and Assessment Program 11. Policy 7:100 Health, Eye, and Dental Examinations; Immunizations, and Exclusion of Students 12. Policy 7:140 Search and Seizure 13. Policy 7:300 Extracurricular Activities	

<p>IX. Personnel</p> <p>A. Approve Alyssa Walser – High School Biology</p>	
<p>X. Adoption of Consent Calendar</p> <p>Action by the Board of Education in Adoption of the Consent Calendar at this point of the Agenda means that all items appearing in the agenda which have asterisks are adopted by one single motion, unless a member of the Board of Education requests that any such item be removed from the consent calendar and voted upon separately. Generally, consent calendar items are matters which the Board and the Superintendent consent are routine in nature and should be acted upon in one motion.</p> <p>A. Approve Bills for Payment for the Month of January</p> <p>B. Approve Position Statement and Treasurer’s Report for December</p> <p>C. Approve High School & Grade School Activity Reports for December</p>	<p>*</p> <p>*</p> <p>*</p>
<p>XI. Public Comment</p>	
<p>XII. Adjourn</p>	

To: Brimfield Board of Education, BCUSD #309

From: Tony Shinall, Superintendent

Re: January Board Report

Welcome Back

I would like to welcome back the students, faculty, and staff of our district. We have persevered and had a great first semester. It is incumbent upon each one of us to attack the second semester with the same intensity as we did in the fall.

I would like to thank the Board for their continued support of the efforts of faculty and staff to keep school open as long as we have in support of in-person instruction.

2021-2022 School Calendar

Soon, administrators will be meeting with members from the BEA to work on the school calendar for the 2021-2022 school year. We hope to have a draft available soon after this meeting.

Grant Meeting

Over Winter Break, on December 21, 2020, I met with area superintendents and a retired superintendent regarding an opportunity for a grant that would provide equipment for enhanced opportunities for remote instruction. The grant would pay for video and audio equipment for synchronous and asynchronous instruction. The grant would cover 75% of the cost, with the district paying for the balance. It would include installation.

After break, Mr. Robison, Mr. Henson, and I met with area superintendents, principals, and technology coordinators on January 6, 2020 to continue to discuss opportunities for collaborations within the districts. Districts all were interested in pursuing this opportunity to allow for greater and more robust offerings for students.

We have since learned that the grant timeline has been pushed back until next summer. We will keep this in our sights if this grant status changes.

ESSER II

The federal government has provided the means for states, and then schools, to receive additional funding. The amount of money a district gets is based upon the amount for Title I students they have. The State of Illinois and the Illinois State Board of Education are in the process of deciding how much money will be distributed to each district. The preliminary estimate given for Brimfield CUSD #309 is \$188,811. Once we have our allotment, we will use it appropriately. There are restrictions on how we use this funding.

One to One Initiative

I met with the Brimfield Grade School PTO leaders on Wednesday, January 13, 2021. We discussed moving the grade school and the district closer to going one to one. The Grade School PTO funded iPads for both kindergarten classrooms in the fall. We greatly appreciate their

partnership. As we have seen over the last few months, devices and connectivity is an issue for our district. Our students will be living and working in society and workforce that will require greater technological skills. Moving towards one to one will help us meet those needs. In addition, the district has an Alternative Learning Day plan proved by the Regional Office of Education. This is in lieu of what we used to call snow days. Devices would help ensure a greater continuity of services for students on days like that as well. In order to facilitate and sustain this, the \$100 technology fee discussed last meeting will need to be enacted.

Budget

We are still closely watching the budget for this school year and preparing preliminary figures for next year. It is difficult at this time to project what cuts may be coming from the state, and how those cuts will impact us. Originally, we were told to expect a 5% reduction from the state for the 2021-2022 school year and a 10% reduction for the 2022-2023 school year.

Please recall from August when we passed the FY21 budget when I spoke about Tiered funding for Evidence Based Funding. Currently, Brimfield is in Tier 2. Schools in Tier 1 and Tier 2 qualify for a larger piece of EBF money. Since the beginning of EBF in FY18, Brimfield has been close to moving into Tier 3. Currently, we are 1 percentage point away from moving to Tier 3. A move to Tier 3 would greatly impact EBF received from the state. If a district reaches 90% of the state's adequacy target, that district moves to Tier 3. This year, Brimfield is at 89%.

School districts in Tiers 1 and 2 split 99% of the total EBF allotment, with Tier 1 districts starting with the first 50% before Tier 2 is added along with the next 49%.

A portion of the formula used to calculate the adequacy target in local property value. When compiling the FY22 levy, Peoria County informed us that our property value went up nearly 3%. With a rise of 3% in local property value and the prospect of looming budget cuts from the state, it is very possible Brimfield will be in Tier 3 next year. Collectively, Tier 3 schools receive 0.9% of EBF money.

If we stay in Tier 2, and the state cuts EBF by 5%, we could stand to lose nearly \$85,000. If we stay in Tier 2, and the state cuts EBF by 10%, we could stand to lose nearly \$170,000.

If we jump to Tier 3, and the state cuts EBF by 5%, we could stand to lose nearly \$255,000. A Tier 3 jump, along with a 10% cut, could mean as loss of nearly \$450,000.

While I think EBF funding will remain, the question of where the 5% reduction will come from is valid. If it does not come from EBF, as in past years, Mandated Categorical payments, such as transportation, may be where the cuts are seen, as well as other grants. We will be keeping our eyes and ears open for information about future funding.

We have received preliminary information from the federal government in regards to Title I for next school year. The percentage of low-income families we serve has dropped from 6.2% to 4.43%, a difference of 1.77%. The calculation is made by the federal government and is based, in part, on the recent census. A drop of this magnitude will move our district from Targeted to Basic eligibility. This year, a move like that would have cost the district \$21,420. The Illinois

State Board of Education provided a link to request information to challenge this calculation. I requested the information and am waiting for their response.

Unfortunately, the potential loss in revenue may require tough decisions about programming, staffing, and offerings within Brimfield CUSD #309.

Legislation

The Illinois Legislature had their lame duck session last week. There were a number of changes to education proposed. There are certain dates attached to some of this legislature. Some of the bill that passed is listed as follows:

Educational Technology Capacity Reporting

- Requires districts to submit to ISBE an annual report including information about educational technology capacity and policies, device availability for students, school-based access and infrastructure, professional learning and training opportunities, and documentation of developmentally appropriate computer literacy instruction in the district curriculum.

Curriculum and Assessments

- Codifying the KIDS (kindergarten) assessment.
- New graduation requirements:
 - Beginning with the **2028-2029** school year, requiring 2 years of a foreign language.
 - Beginning with the **2024-2025** school year, requiring 2 years of laboratory science (rather than "science").
 - Beginning with the **2022-2023** school year, students in grades 9-12 must complete one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and may be counted toward the fulfillment of other graduation requirements.
- Requires all school districts to ensure students receive developmentally appropriate opportunities to gain computer literacy skills beginning in elementary school.
- Beginning with the **2023-2024** school year, requires districts to provide an opportunity for students to take at least one computer science course in grades 9-12.
- Review of social studies standards to be inclusive and reflective of all individuals in this country.
- Creates an Inclusive American History Commission to review available resources to reflect the racial and ethnic diversity of the State and country, provide guidance for learning standards to ensure instruction and content are not biased to specific cultures, time periods, and experiences, and, review tools and support for professional learning.

Commission members would include teachers, a principal, school librarian, school board member, and a superintendent.

- Adds the history of pre-enslavement of Black people, study of reasons why Black people came to be enslaved, and the study of the American civil rights renaissance to existing Black History curriculum.

Whole Child Initiatives

- Creation of a Whole Child Task Force to review training in restorative practices, implicit bias, mental health services, and SEL services, and make recommendations on anti-racist and trauma-responsive strategies and practices. Task force members include school administrators, a principal, and a school board member.

The Inclusive American History Commission and the Whole Child Task Force still requires work to be done at the state level before districts officially start their work.

October 2020

Distributions from the Peoria County School Facilities Tax based on Fall 2019 Enrollment Numbers

Fall 2019 Housing Report Enrollment					
School District	Total Enrollment	Out of Peoria County	In Peoria County	Percentage in Peoria	Amount Distributed
Pleasant Valley #62	498	0	498	1.8228%	\$12,984.32
Norwood #63	480	0	480	1.7569%	\$12,515.00
Bartonville #66	253	0	253	0.9260%	\$6,596.45
Oak Grove #68	273	0	273	0.9992%	\$7,117.91
Pleasant Hill #69	232	0	232	0.8492%	\$6,048.92
Monroe #70	316	0	316	1.1566%	\$8,239.04
Peoria #150	13095	18	13077	47.8643%	\$340,955.61
Farmington #265	1325	767	558	2.0424%	\$14,548.69
Brimfield #309	679	0	679	2.4853%	\$17,703.51
Limestone #310	921	0	921	3.3710%	\$24,013.16
Limestone Walters #316	192	0	192	0.7028%	\$5,006.00
Illinois Valley Central #321	2107	0	2107	7.7120%	\$54,935.65
Elmwood #322	699	1	686	2.5109%	\$17,886.03
Dunlap #323	4522	0	4522	16.5514%	\$117,901.76
Peoria Heights #325	772	0	747	2.7342%	\$19,476.47
Princeville #326	731	13	718	2.6280%	\$18,720.36
Illini Bluffs #327	921	20	901	3.2978%	\$23,491.70
Hollis #328	139	0	139	0.5088%	\$3,624.14
Williamsfield #210	309	287	22	0.0805%	\$573.61
Total	28464	1106	27321	100.00%	712338.33

***Note:** Totals may not equal 100% due to rounding.

January **Month Distributed**

\$712,338.33 **Monthly Proceeds from DOR**

Regional Superintendent

Date

To: Brimfield CUSD #309 Board of Education

From: Billy Robison, Principal

Re: Brimfield High School report for January 20, 2021

Testing

ICC will be at BHS on February 3rd. All 10th and 11th graders who have an interest in ICC dual credit classes along with 12th graders who are planning on attending ICC should take the placement test. We will begin NWEA/MAP testing on February 4th.

Culture

Student Council is planning a homecoming theme week to end the month of January/begin February. We will have individual theme days and competitions as guidelines allow.

Power of Positive Thinking

With the new year comes a focus to improve and make resolutions. We are offering the following suggestions with action to improve levels of happiness: 3 Gratitude's, Conscious Act of Kindness, Get Active, and Meditation.

Benefits

Studies have shown that happiness helps activate the parasympathetic nervous system, too, which can lead to positive physical changes like more energy, better sleep, a reduction in blood pressure and a boost to the immune system.

-3 times more creative

-31% more productive

-40% more likely to receive a promotion

-23% fewer fatigue symptoms

-Up to 6 times more engaged

-39% more likely to live until age 94

When we feel we MAKE A DIFFERENCE we move towards a Positive Emotional State

IHSA Update

The most recent release from Craig Anderson is as follows: IHSA sports remain in a pause until IDPH lets us know otherwise. We could see potential rollbacks by region on Friday, but a chance exists that the status of sports may not change even if rollbacks occur. Many are extremely frustrated with how the state has made decisions regarding high school sports. Especially when Craig Anderson states "the IHSA acknowledges the immense mental, emotional, and physical strain that a lack of contact with school programs is causing Illinois high school student-athletes." Add to this the fact that many of the surrounding states are conducting high school sports and it is truly disheartening for our kids, families, coaches, and community.

P.E.R.F.E.C.T.

Thank you to P.E.R.F.E.C.T. for providing funds to purchase a brand new refrigerator for our Foods lab.

#BElite

We are focused on being elite in everything we do every day.



Brimfield Grade School

Principal's Monthly Report

Submitted By: Julie L. Albritton

Date Submitted: Friday, January 15, 2021



- **Enrollment**

- K-8 = 395
- BF = 29
- Total Enrollment = 424

- **Remote Learners**

- BF-8th Grade SEPT = 49 OCT = 32 Nov = 33 Dec = 103 **January = 64 after January 19th = 23**

- **Message from Our Nurse Mrs. Sumner 1/14/21**

- Our district numbers are looking really good right now. After Christmas we initially had 8 students/staff who had tested positive over break and were in isolation and 14 who were in quarantine. As of today (1/14/21), we have nobody in isolation and only 4 in quarantine.
The health department is currently caught up on contacting positive cases and doing contact tracing of exposed individuals which is great for our families. The health dept has recently changed the quarantine guidelines for exposure and is allowing some students to return to school after a 10 day quarantine as opposed to a 14 day quarantine period. This determination on the number of quarantine days is at the discretion of the health dept.

- **Student Achievement/Instruction/Curriculum/Initiatives**

- **Congratulations Mrs. Gibbs - (BGS K-8 Music Teacher)-** Mrs. Gibbs was recently featured on the Music ConstructED website, a professional music education website, for her creative music resources and lessons on YouTube! AWESOME job Mrs. Gibbs!
- **Winter Benchmarking** - will be taking place for all K-8 students January 14th - January 29th. This is assessments using NWEA Map testing and AIMSweb Plus.
- **Alternative Learning Days** - In case of inclement weather that leads to an alternative learning day, I have asked teachers to put together ideas/lessons for at home learning. Teachers will communicate their plan with students and parents and be prepared in case we need to use this option. This way students without internet or technology can still participate in the learning day!
- **SIP Day (School Improvement Planning)** - Will be on Friday, February 12th. Teachers will not be remote teaching that afternoon. PD will be provided on SMARTboards, State Priority Standards, and Curriculum Mapping.
- **Illinois Assessment of Readiness** - IAR state assessment window is March 15th - May 14th. More information will be coming out as soon as we have a schedule to share.
- **Illinois Science Assessment** - ISA state assessment window is March 15th - May 14th. This assessment is only for 5th and 8th grade students. We are working on that schedule and dates should be posted in February.

- **BGS Extracurricular**

- **Basketball/Volleyball** - is currently on hold. (This includes NO open gyms or practices.)
- **Speech** - has started and everything is being done via Zoom/Google Meets.
- **Scholastic Bowl** - is still scheduled to proceed in late winter/early spring with contests as long as IDPH guidelines are being followed.
- **Chess** - is still on as long as we adhere to social distancing and sanitizing guidelines.

- **Upcoming events:**

- Monday, January 18th - No School MLK Jr Day
- Thursday, January 28th - Josten's to meet with 8th Grade
- Friday, February 5th - Midterms sent home
- Friday, February 12th - SIP Day - 11:30 Dismissal No PM Remote Learning
- Monday, February 15th - No School - Presidents Day
- Friday, March 12th - End of 3rd Quarter

Document Status: 5-Year-Review - Needs Review

Educational Support Personnel

5:270 Employment At-Will, Compensation, and Assignment

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.:

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

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

ADOPTED: June 17, 2025

Document Status: 5-Year-Review - Needs Review

INSTRUCTION

6:315 High School Credit for Students in Grade 7 or 8

The Superintendent or designee may investigate, coordinate, and implement a program for students in grades 7 and 8 to enroll in a course required for a high school diploma.

If a program is available, students in grades 7 and 8 may enroll in a course required for a high school diploma when the course is offered by the high school that the elementary student would attend and either of the following is satisfied: (1) the student participates in the course at the high school and the elementary student's enrollment in the course would not prevent a high school student from being able to enroll, or (2) the student participates in the course where the student attends school as long as the course is taught by a teacher who holds a professional educator license with an endorsement for the grade level and content area of the course.

A student who successfully completes a course required for a high school diploma while in grades 7 and 8 shall receive academic credit for the course. That academic credit shall satisfy the requirements of Section 27-22 of the School Code for purposes of receiving a high school diploma, unless evidence about the course's rigor and content show that the course did not address the relevant Illinois learning standard at the level appropriate for the high school grade during which the course is usually taken. The student's grade in the course shall also be included in the student's grade point average.

LEGAL REF.:

105 ILCS 5/10-22.43 and 5/27-22.10.

23 Ill.Admin.Code §1.460.

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:320 (High School Credit for Proficiency)

~~ADOPTED June 17, 2020~~

Document Status: Draft Update

GENERAL SCHOOL ADMINISTRATION

3:40 Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.

23 Ill.Admin.Code §§1.310, 1.705, and ~~29.130~~ 25.355, PRESSPlus1

CROSS REF: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

~~ADOPTED June 17, 2020~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to the repeal of 23 Ill.Admin.Code §29.130. **Issue 106, November 2020**

Document Status: Draft Update

OPERATIONAL SERVICES

4:150 Facility Management and Building Programs

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

Standards for Managing Buildings and Grounds

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

Standards for Green Cleaning

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

Standards for Facility Construction and Building Programs

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

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

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

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The committee will follow this criteria: ^{PRESSPlus1}

1. ~~The committee will e~~ Encourage input from the community, staff members, and students.
2. ~~Give c~~ Consideration will be given to names of local communities, neighborhoods, streets, landmarks, history, ~~real~~ considerations of the area, and individuals who have made a contribution to the District, community, State, or nation.
3. ~~Ensure that t~~ The name will not duplicate or cause confusion with the names of existing facilities in the District.

The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.:

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

20 ILCS 3130/, Green Buildings Act.

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

105 ILCS 140/, Green Cleaning Schools Act.

105 ILCS 230/, School Construction Law.

410 ILCS 25/, Environmental Barriers Act.

410 ILCS 35/25, Equitable Restrooms Act.

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: June 17, 2020~~

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 106, November 2020**

Document Status: Draft Update

OPERATIONAL SERVICES

4:80 Accounting and Audits

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

Annual Audit

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

Annual Financial Report

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

Inventories

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

Capitalization Threshold

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

Disposition of District Property

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

Taxable Fringe Benefits

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

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by

the Board and established in an amount approved by the Superintendent consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. Two of the following individuals: the Treasurer, Bookkeeper, and/or Superintendent's Secretary, shall sign all checks issued by the Board of Education, except that checks from ~~an~~ accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians. [PRESSPlus1](#)

Internal Controls

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

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

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

LEGAL REF.:

2 C.F.R. §200 et seq.

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

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

23 Ill.Admin.Code Part 100.

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

~~ADOPTED: June 17, 2020~~

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate 23 Ill.Admin.Code §§100.20, 100.80 and 100.85 (establishing *fiduciary* funds as a category of funds separate from *student activity funds*, for which a district has custodial responsibilities). See policy 4:90, *Student Activity and Fiduciary Funds*, for more information about a board's responsibilities for *student activity funds* and *fiduciary funds*. **Issue 106, November 2020**

Document Status: Draft Update

OPERATIONAL SERVICES

4:90 Student Activity and Fiduciary Funds

Title has been updated. Original Title: Activity Funds

The Board of Education, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes. The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds. [PRESSPlus1](#)

Student Activity Funds [PRESSPlus2](#)

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

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

Fiduciary Funds [PRESSPlus3](#)

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, Accounting and Audits; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

LEGAL REF.:

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

23 Ill.Admin.Code §§100.20, ~~and~~ 100.80, and 100.85.

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

~~ADOPTED: June 17, 2020~~

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate 23 Ill.Admin.Code §§100.20, 100.80 and 100.85 (establishing *fiduciary* funds as a category of funds separate from *student activity funds*, for which a district has custodial responsibilities). **Issue 106, November 2020**

PRESSPlus 2. Student activity funds are under the school board's control, giving it a fiduciary responsibility to safeguard them along with district assets. In contrast to *fiduciary funds* (see PRESS Plus Comment 3), the board, superintendent, or other district employees have direct involvement in how *student activity funds* are spent or attained. And, unlike fiduciary funds, student activity funds must be reported as part of a district's Educational Fund for its annual financial reporting and budget, in accordance with *Governmental Accounting Standards Board Statement No. 84*. 23 Ill.Admin.Code §§100.80(e), 100.85. **Issue 106, November 2020**

PRESSPlus 3. Fiduciary funds are funds "received from an independent, outside source in which the school board is acting in an administrative capacity." Unlike student activity funds, where "[t]he school board, superintendent, or district employees have direct involvement with the decisions of how the funds are spent or attained," a district has no control over how fiduciary funds

are spent or raised. 23 Ill.Admin.Code §§100.20, 100.80, and 100.85.

See 23 Ill.Admin.Code §100.85 for the specific characteristics and permitted activities of a fiduciary fund. Boards must take a number of specific actions for fiduciary funds that are delegated to the superintendent or designee in this policy and align with IASB's *Foundational Principles of Effective Governance*, at www.iasb.com/principles_popup.cfm. 23 Ill.Admin.Code §100.85(b). Boards should consult their local auditors for guidance on whether a particular fund should be classified as a student activity fund or fiduciary fund.

Issue 106, November 2020

Document Status: Draft Update

INSTRUCTION

6:20 School Year Calendar and Day

School Calendar

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

Commemorative Holidays

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

School Day

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

LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-24.46, 5/10-30, 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. [PRESSPlus1](#)

10 ILCS 5/11-4.1.

23 Ill.Admin.Code §1.420(f).

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

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 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: June 17, 2020

PRESSPlus Comments

1. The Legal References are updated. **Issue 106, November 2020**

Document Status: Draft Update

INSTRUCTION

6:300 Graduation Requirements

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

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22. [PRESSPlus1](#)
3. Completing all minimum requirements for graduation as specified in State law 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 State law by the School Code, 105 ILCS 5/2-3.64a-5(e). [PRESSPlus2](#)
6. ~~Beginning with the 2020-2021 school year, filing~~ one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

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

Early Graduation

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

Certificate of Completion

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

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.:

105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, and 5/27-22.10.

105 ILCS 70/, Educational Opportunity for Military Children Act.

23 Ill.Admin.Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED June 17, 2020

PRESSPlus Comments

PRESSPlus 1. The Ill. State Board of Education (ISBE) may adopt rules modifying graduation requirements for students in grades 9-12 if the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7. 105 ILCS 5/27-22(i), added by P.A. 101-643. **Issue 106, November 2020**

PRESSPlus 2. 105 ILCS 5/2-3.64a-5(c), amended by P.A.s 100-7, 100-1046, and 101-643. Assessments are not required if ISBE receives a waiver from the administration of assessments from the U.S. Dept. of Education. **Issue 106, November 2020**

Document Status: Draft Update

INSTRUCTION

6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

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

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College or high school courses offering dual credit at both the college and high school level

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

Substitutions for Required Courses

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

1. The Building Principal approves the substitution(s) 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(s) in writing on forms provided by the District.

Registered Apprenticeship Program. ^{Q1} The Superintendent or designee will ensure that the District complies with State law requirements for registered apprenticeship programs. ^{PRESSPlus1} The opportunities and requirements for registered apprenticeship programs contained in this policy will be posted on the District's website, and parents/guardians and students will also be notified of such opportunities in the appropriate school handbook(s). ^{PRESSPlus2}

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program if:

1. The registered apprenticeship program meets all criteria contained in State law;
2. The registered apprenticeship program is listed by the District, or the student identifies a registered (but not listed) apprenticeship program with a business or organization if one is not offered in the District;
3. The student enrolled in a registered apprenticeship program has the opportunity to earn post-secondary credit toward a certificate or degrees, as applicable;
4. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District and on its website. ^{PRESSPlus3}
5. The Building Principal approves the substitution(s); and
6. All non-academic requirements mandated by the School Code for high school graduation that would otherwise prohibit or prevent the student from participating in the registered apprenticeship program are waived.

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

1. Ongoing participation in a marching band program for credit;
2. Ongoing participation in an interscholastic or extracurricular athletic program;
3. 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
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

Re-Entering Students

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

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

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

LEGAL REF.:

105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/2-3.175, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.

110 ILCS 27/, Dual Credit Quality Act.

23 Ill.Admin.Code §§1.425(e), 1.440(f), ~~and 1.470(c)~~, and Part 255.

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education)

~~ADOPTED June 17, 2020~~

Questions and Answers:

***Required Question 1. A *registered apprenticeship program* is an industry-based occupational training program of study with standards reviewed and approved by the U.S. Dept. of Labor that meets characteristics set forth in State law and ISBE rules. The introductory sentence and listed items 1, 3, 4, and 6 are required to be in the policy if a board decides to allow students to participate in registered apprenticeship programs. See 23 Ill.Admin.Code §255.200(b). Item #2 is not required to be stated in policy, but is required to be included in a district's website notification (if any) to parents/guardians about registered apprenticeship opportunities.

Allowing for this substitution is optional, but, if offered, must be included in board policy, and the policy must be posted on the district's website (if any) for students, parents, and members of the business and industry community to access. 105 ILCS 5/2-3.175, added by P.A. 100-992, renumbered by P.A. 101-81; 23 Ill.Admin.Code §255.200.

Does the District allow substitutions in grades 9-12 (who are at least 16 years old) for PE and other required courses with participation in a registered apprenticeship program?

- Yes (default) Does the district maintain a website? Enter yes or no. (If no, IASB will edit the policy as necessary. See footnotes 11 and 13, available at PRESS Online by logging in at www.iasb.com, for more information.): yes
- No (IASB will remove the policy language regarding a Registered Apprenticeship Program.)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/2-3.175, added by P.A. 100-992, renumbered by P.A. 101-81; 23 Ill.Admin.Code Part 255. In addition to the requirements listed in the policy, districts allowing for student participation in registered apprenticeship programs must also: (1) submit data on participating students through ISBE's Student Information System, (2) identify and attempt to eliminate any barriers to student participation, and (3) include the program in the Career Pathway Endorsement if the district awards endorsements under the Postsecondary and Workforce Readiness Act (110 ILCS 148/). 23 Ill.Admin.Code §255.200(d)-(f). **Issue 106, November 2020**

PRESSPlus 2. 23 Ill.Admin.Code §255.200(c). The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook. The notification to students and parents on the district's website must include: (1) a statement that a student may participate in any registered apprenticeship program listed by the district; and (2) a statement that a student may find a registered, but not listed, apprenticeship program with a business or organization, if a registered apprenticeship program is not offered in the district. 23 Ill.Admin.Code §255.200(c)(2). See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at www.iasb.com (2:250-E2 will be updated in PRESS Issue 107). **Issue 106, November 2020**

PRESSPlus 3. 23 Ill.Admin.Code §255.200(b)(4). See 6:310-E, *Class Substitution Request*, and 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at www.iasb.com (2:250-E2 will be updated in PRESS Issue 107). **Issue 106, November 2020**

Document Status: Draft Update

INSTRUCTION

6:320 High School Credit for Proficiency

Proficiency Credits

Subject to the limitations in this policy and State law, the Superintendent or designee is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. No letter grade will be given for purposes of the student's cumulative grade point average. The Superintendent or designee shall notify students of the availability of and requirements for receiving proficiency credit.

Proficiency credit will be offered in the following subject areas:

Foreign language - A student is eligible to receive one year of foreign language credit if the student has graduated from an accredited elementary school and can demonstrate proficiency, according to this District's academic criteria, in a language other than English. A student who demonstrates proficiency in American Sign Language is deemed proficient in a foreign language and will receive one year of foreign language credit. A student who studied a foreign language in an approved ethnic school program is eligible to receive appropriate credit according to the level of proficiency reached; the student may be required to take a proficiency examination.

Other proficiency testing - Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

LEGAL REF.:

105 ILCS 5/10-22.43, 5/10-22.43a, 5/27-22, and 5/27-24.3.

23 Ill.Admin.Code ~~§1-460~~ Part 680, PRESSPlus1

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8)

~~ADOPTED June 17, 2020~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 106, November 2020**

Document Status: Draft Update

INSTRUCTION

6:340 Student Testing and Assessment Program

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

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students ~~the State assessment system, known as the Illinois Assessment of Readiness (IAR),~~ all standardized assessments required by the Ill. State Board of Education (ISBE) ~~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. [PRESSPlus1](#)
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. 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*.
4. Utilizes professional testing practices.

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

LEGAL REF.:

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

105 ILCS 10/, Illinois School Student Records Act.

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

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

~~ADOPTED: June 17, 2020~~

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate continuous improvement changes suggested by the **PRESS** Advisory Board. **Issue 106, November 2020**

Document Status: Draft Update

STUDENTS

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

Required Health Examinations and Immunizations

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

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

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

As required by State law:

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

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 registered nurse, physician assistant, or local health department responsible for administering the immunizations.

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

Eye Examination

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

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

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

Dental Examination

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

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

Exemptions

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

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

Homeless Child

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

LEGAL REF.:

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

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

410 ILCS 45/7.1 and 315/2e.

23 Ill.Admin.Code §1.530.

77 Ill.Admin.Code Part 665.

77 Ill.Admin.Code Part 690.

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

~~ADOPTED June 17, 2024~~

PRESSPlus Comments

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 106, November 2020**

Document Status: Draft Update

STUDENTS

7:140 Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.

Right to Privacy in the School Setting Act, 105 ILCS 75/.

Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993). [PRESSPlus1](#)

People v. Dilworth, 169 Ill.2d 195, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).

People v. Pruitt, 278 Ill.App.3d 194, 662 N.E.2d 540 (Ill.App. 1st Dist., 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).

T.L.O. v. New Jersey, 469 U.S. 325 (1985).

Vernonia School Dist. 47J v. Acton, 515 U.S. 646 (1995).

Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

~~ADOPTED June 17, 2020~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to a five-year review. **Issue 106, November 2020**

Document Status: Draft Update

STUDENTS

7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered **PRESSPlus1** nurse, or a physician assistant. The **Pre-Participation Physical Examination Form**, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
7. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

105 ILCS 5/10-20.30, 5/10-20.54, 5/22-80, and 25/2.

23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Athlete Concussions and Head Injuries), 7:340 (Student Records)

ADOPTED: June 17, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 106, November 2020**

Document Status: Draft Update - Rewritten Superintendent

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

The Board of Education hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7. As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/.^{PRESSPlus1}

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

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

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

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

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

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

Power and Duties of the Superintendent

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

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

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duration of Contract	<p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p>
Salary	<p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> 1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (40 ILCS 5/15-155(g), amended by P.A. 101-10) prior to retirement? 2. What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary of \$177,412 (P.A. 100-23 now makes school districts responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds \$177,412)? 3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)? <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> 1. A fixed salary for each year of the contract. 2. A guaranteed minimum salary. 3. Compensation increases.
Severance Agreements	<p>Any contract that contains a condition of severance pay must include the following provisions required by the Government Severance Pay Act (GSPA), 5 ILCS 415/10, added by P.A. 100-895:</p> <ol style="list-style-type: none"> 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. See the <i>Severance Pay</i> row under the Changes to the Superintendent's Employment Contract subhead below for a definition of what misconduct means in the context of this law.
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	<p>How does the Board want to address:</p> <ol style="list-style-type: none"> 1. Pension contributions (TRS-THIS)? 2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation? 3. Unforeseen pension reform issues?

Γ Conditions of Employment

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Administrative License	Does the Board want to require the successful superintendent candidate to guarantee that as the future Superintendent of the District, he or she has and will maintain the appropriate licensure

	throughout the employment contract?
Criminal Background Check Law	105 ILCS 5/10-21.9, amended by P.A.s 101-531 and 101-643. See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> , and the subhead entitled Fingerprint-based Criminal History Records Information Check in administrative procedure 5:30-AP2, <i>Investigations</i> .
Other Background Check Laws	<p>Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, amended by P.A.s 101-531 and 101-643, and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 <i>et seq.</i>, Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party <i>consumer reporting agencies</i>, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer.</p> <p>820 ILCS 75/, III. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (<i>a/k/a ban the box law</i>).</p> <p>820 ILCS 55/, III. Right to Privacy in the Workplace Act (RPWA), prohibits employers from:</p> <ol style="list-style-type: none"> 1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account; 2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and 3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's use of a lawful product off District property during nonworking hours, i.e., tobacco, cannabis, or alcohol. (Note: RPWA allows employers to regulate employees' use of those lawful products that impair an employee's ability to perform the employee's assigned duties. See policy 5:50, <i>Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition</i>, and its f/ns). <p>820 ILCS 70/, III. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a <i>bona fide occupational requirement</i>, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than \$100; and (3) involve having access to confidential and financial information. Note: Any one of these grounds alone is sufficient.</p>
Medical Examination	<p>105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</p> <p>The Americans with Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r).</p> <p>See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns 23 and 24.</p>
Tenure	<p>Suspension of Tenure</p> <p>With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost.</p> <p>Continued Tenure</p> <p>Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure.</p> <p>See 105 ILCS 5/10-23.8 and the <i>Duration of Contract</i> row in the Employment and Compensation checkbox, above.</p>

▮ Evaluations and Goals

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

	<p>superintendent candidate?</p> <p>Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine?</p> <p>For more information about best practices when planning for and evaluating the Superintendent, see:</p> <p style="padding-left: 40px;"><i>The Superintendent Evaluation Process</i> at: www.iasb.com/training/superintendent-evaluation-process.pdf;</p> <p>IASB's <i>Foundational Principles of Effective Governance</i>, Principle 3. The board employs a superintendent, at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/; stating "the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy."</p>
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☐ Expenses and Benefits

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

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

Changes to the Superintendent's Employment Contract

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

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

	litigation with its former Superintendent?
Amendments	How will the Board and Superintendent agree to allow for amendments to the employment contract?

What technical clauses need to be in the Superintendent's employment contract?

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

Miscellaneous Issues

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

PRESSPlus Comments

PRESSPlus 1. This Board exhibit is REWRITTEN for PRESS Plus Issue 106. Updates were made in response 105 ILCS 5/10-21.9(e), amended by P.A. 101-643 and **PRESS** Advisory Board member feedback. A redline version showing the changes made is available at **PRESS** Online by logging in at www.iasb.com. **Issue 106, November 2020**

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
AEP ENERGY	ELECTRICITY TRACK BUILDING	12/15/2020	94.16
	<i>ELECTRICITY TRACK BUILDING</i>		94.16
AEP ENERGY	ELECTRICITY BASEBALL FIELD	12/11/2020	74.43
	<i>ELECTRICITY BASEBALL FIELD</i>		74.43
AEP ENERGY	GARAGE ELECTRICITY MONTHLY	01/04/2021	28.78
	<i>GARAGE ELECTRICITY MONTHLY</i>		28.78
AEP ENERGY			197.37
BRIMFIELD HARDWARE	BHS FAUCET REPAIRS PO 6-21-116	12/10/2020	7.20
	<i>BHS FAUCET REPAIRS PO 6-21-116</i>		7.20
BRIMFIELD HARDWARE	CLEANING CONDENSER COILS PO 6-	01/06/2021	7.79
	<i>CLEANING CONDENSER COILS PO 6-</i>		7.79
BRIMFIELD HARDWARE			14.99
CONSTELLATION	MONTHLY GAS CHARGES	12/22/2020	1,523.78
	<i>GS MONTHLY GAS CHARGES</i>		782.92
	<i>HS MONTHLY GAS CHARGES</i>		740.86
CONSTELLATION			1,523.78
DIGITAL COPY	COPY MACHINE MONTHLY BILLING	01/04/2021	1,850.85
	<i>GS COPY MACHINE MONTHLY</i>		1,190.67
	<i>HS COPY MACHINE MONTHLY</i>		595.33
	<i>GS COPY MACHINE MONTHLY</i>		62.10
	<i>HS COPY MACHINE MONTHLY</i>		2.75
DIGITAL COPY SYSTEMS,			1,850.85
FARMINGTON CUSD	SPECIAL EDUCATIN TUITION BILING	01/06/2021	14,040.00
	<i>SPECIAL EDUCATIN TUITION BILING</i>		14,040.00
FARMINGTON CUSD #265			14,040.00
FRONTIER	HS PHONE SERVICE MONTHLY	12/25/2020	330.58
	<i>HS PHONE SERVICE MONTHLY</i>		330.58
FRONTIER	GS PHONE LINE SERVICE MONTHLY	12/28/2020	241.14
	<i>GS PHONE LINE SERVICE MONTHLY</i>		241.14
FRONTIER	GS FAX LINE MONTHLY BILLING	12/28/2020	44.41
	<i>GS FAX LINE MONTHLY BILLING</i>		44.41

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
FRONTIER	UNIT OFFICE PHONE LINE MONTHLY	12/28/2020	163.61
	<i>UNIT OFFICE PHONE LINE MONTHLY</i>		<i>163.61</i>
FRONTIER			779.74
JOSTENS, INC.	GS SUPPLIES/MATERIALS PO 1-21-	12/21/2020	235.79
	<i>GS SUPPLIES/MATERIALS PO 1-21-</i>		<i>235.79</i>
JOSTENS, INC.			235.79
KOHL WHOLESALE	HS FOOD SERVICE	12/16/2020	575.42
	<i>HS FOOD SERVICE</i>		<i>575.42</i>
KOHL WHOLESALE	GS FOOD SERVICE	12/16/2020	1,356.56
	<i>GS FOOD SERVICE</i>		<i>1,152.52</i>
	<i>GS FOOD SERVICE</i>		<i>250.90</i>
	<i>GS FOOD SERVICE</i>		<i>-46.86</i>
KOHL WHOLESALE	FOOD SERVICE SUPPLIES-GENERAL	01/04/2021	59.08
	<i>GS FOOD SERVICE SUPPLIES-</i>		<i>59.08</i>
KOHL WHOLESALE	HS FOOD SERVICE SUPPLIES	01/06/2021	2,035.64
	<i>HS FOOD SERVICE SUPPLIES-</i>		<i>1,759.30</i>
	<i>HS FOOD SERVICE SUPPLIES-</i>		<i>85.62</i>
	<i>HS FOOD SERVICE SUPPLIES-</i>		<i>176.04</i>
	<i>HS FOOD SERVICE SUPPLIES-</i>		<i>14.68</i>
KOHL WHOLESALE	GS FOOD SERVICE BILLING	01/06/2021	777.79
	<i>GS FOOD SERVICE BILLING-</i>		<i>637.64</i>
	<i>GS FOOD SERVICE BILLING-</i>		<i>31.50</i>
	<i>GS FOOD SERVICE BILLING- DRINKS</i>		<i>75.00</i>
	<i>GS FOOD SERVICE BILLING- PAPER</i>		<i>33.65</i>
KOHL WHOLESALE	HS FOOD SERVICE	01/13/2021	766.66
	<i>HS FOOD SERVICE</i>		<i>496.83</i>
	<i>HS FOOD SERVICE</i>		<i>240.47</i>
	<i>HS FOOD SERVICE</i>		<i>29.36</i>
KOHL WHOLESALE	GS FOOD SERVICE MONTHLY	01/13/2021	2,403.85
	<i>GS FOOD SERVICE MONTHLY</i>		<i>2,139.32</i>
	<i>GS FOOD SERVICE MONTHLY</i>		<i>26.23</i>

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
	<i>GS FOOD SERVICE MONTHLY</i>		183.35
	<i>GS FOOD SERVICE MONTHLY</i>		54.95
KOHL WHOLESALE			7,975.00
LIMESTONE #310	SPECIAL EDUCATION BILLING-	02/28/2021	1,700.00
	<i>SPECIAL EDUCATION BILLING-</i>		1,700.00
LIMESTONE #310			1,700.00
MECHANICAL SERVICE	CHECKING DAKIN UNIT FOR NOISE	12/29/2020	231.00
	<i>CHECKING DAKIN UNIT FOR NOISE</i>		231.00
MECHANICAL SERVICE			231.00
MIDCENTURY	FIBER INTERNET MONTHLY BILLING	01/01/2021	617.25
	<i>FIBER INTERNET MONTHLY BILLING</i>		617.25
MIDCENTURY			617.25
NEXTERA ENERGY	MONTHLY ELECTRICITY BILLING	12/10/2020	14,641.12
	<i>GS MONTHLY ELECTRICITY BILLING</i>		2,393.98
	<i>HS MONTHLY ELECTRICITY BILLING</i>		12,247.14
NEXTERA ENERGY			14,641.12
PERFECTION BAKERIES,	GS FOOD SERVICE SUPPLIES-	12/14/2020	25.74
	<i>GS FOOD SERVICE SUPPLIES-</i>		25.74
PERFECTION BAKERIES,	HS FOOD SERVICE SUPPLIES-	12/14/2020	38.00
	<i>HS FOOD SERVICE SUPPLIES-</i>		38.00
PERFECTION BAKERIES,	FOOD SERVICE BREAD	01/04/2021	20.85
	<i>FOOD SERVICE BREAD</i>		20.85
PERFECTION BAKERIES,	HS FOOD SERVICE BREAD	01/04/2021	12.24
	<i>HS FOOD SERVICE BREAD</i>		12.24
PERFECTION BAKERIES,	FOOD SERVICE BREAD	01/14/2021	12.24
	<i>FOOD SERVICE BREAD</i>		12.24
PERFECTION BAKERIES,			109.07
PRAIRIE FARMS DAIRY,	MONTHLY MILK BILLING	01/05/2021	850.32
	<i>MONTHLY MILK BILLING</i>		850.32
PRAIRIE FARMS DAIRY,			850.32
PRINCEVILLE CUSD 326	SPECIAL EDUCATION TUITION -	01/11/2021	1,030.00
	<i>SPECIAL EDUCATION TUITION -</i>		1,030.00

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
PRINCEVILLE CUSD 326			1,030.00
ROCOR INDUSTRIES	GS CLEANING SUPPLIES/MATERIALS	01/06/2021	602.45
	<i>GS CLEANING SUPPLIES/MATERIALS</i>		<i>602.45</i>
ROCOR INDUSTRIES			602.45
S.J. SMITH CO.	HS CLASSROOM	01/05/2021	29.50
	<i>HS AG CLASSROOM</i>		<i>29.50</i>
S.J. SMITH CO.			29.50
SPECIAL EDUC OF	SPECIAL EDUCATION MONTHLY	01/05/2021	25,487.00
	<i>SPECIAL EDUCATION MONTHLY</i>		<i>25,487.00</i>
SPECIAL EDUC OF			25,487.00
SUNRISE SUPPLY	GS CAFETERIA CLEANING	01/12/2021	66.30
	<i>GS CAFETERIA CLEANING</i>		<i>66.30</i>
SUNRISE SUPPLY	HS CAFETERIA CLEANING	01/12/2021	61.30
	<i>HS CAFETERIA CLEANING</i>		<i>61.30</i>
SUNRISE SUPPLY			127.60
THE HOME DEPOT PRO	FANS FOR DRYING ENTRYWAYS	01/06/2021	361.96
	<i>FANS FOR DRYING ENTRYWAYS</i>		<i>361.96</i>
THE HOME DEPOT PRO	GS CLEANING SUPPLIES/MATERIALS	01/08/2021	698.06
	<i>GS CLEANING SUPPLIES/MATERIALS</i>		<i>698.06</i>
THE HOME DEPOT PRO	GS CLEANING SUPPLIES/MATERIALS	01/08/2021	6.00
	<i>GS CLEANING SUPPLIES/MATERIALS</i>		<i>6.00</i>
THE HOME DEPOT PRO			1,066.02
VILLAGE OF BRIMFIELD	GS WATER/SEWER MONTHLY	01/01/2021	219.98
	<i>GS WATER/SEWER MONTHLY</i>		<i>219.98</i>
VILLAGE OF BRIMFIELD	HS WATER/SEWER MONTHLY	01/01/2021	140.57
	<i>HS WATER/SEWER MONTHLY</i>		<i>140.57</i>
VILLAGE OF BRIMFIELD			360.55
WEST MUSIC	MUSIC SUPPLIES/MATERIALS PO 1-	01/04/2021	89.90
	<i>MUSIC SUPPLIES/MATERIALS PO 1-</i>		<i>89.90</i>
WEST MUSIC			89.90
WEX BANK	RETAIL FUEL PURCHASES MONTHLY	12/31/2020	82.99
	<i>RETAIL FUEL PURCHASES MONTHLY</i>		<i>82.99</i>
WEX BANK			82.99

Invoice Listing

BRIMFIELD CUSD 309

<u>Full Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Net Amount</u>
WIGAND DISPOSAL	GARBAGE DISPOSAL MONTHLY	01/01/2021	359.76
	<i>GARBAGE DISPOSAL MONTHLY</i>		359.76
WIGAND DISPOSAL			359.76
Total Number of Batch Invoices:		44	\$74,002.05
Total Number of Open Invoices:		0	\$0.00
Total Number of History Invoices:		0	\$0.00
Total Number of Update in Progress Batch Invoices:		0	\$0.00
Total Number of Update in Progress Batch Reversal Invoices:		0	\$0.00
Total Number of Reversal History Invoices:		0	\$0.00
Total Number of Deleted History Invoices:		0	\$0.00
Total Number of Batch Reversal Invoices:		0	\$0.00
Total Invoices:		<u>44</u>	<u>74,002.05</u>

TREASURER'S REPORT

DECEMBER 2020	HARRIS BANK	F&M BANK	F&M BANK-CAFÉ
BEGINNING BALANCE	6,299,682.02	75,336.41	29,001.79
O/S Checks - NOV	-31,991.03	-5.00	-103.05
BEG. ACCT. BALANCE	<u>6,267,690.99</u>	<u>75,331.41</u>	<u>28,898.74</u>
REVENUES	311,644.25	1,263.50	2,683.85
ADJUSTMENT	159,075.65		
INTEREST	106.12	1.28	1.29
TOTAL REVENUE	470,826.02	1,264.78	2,685.14
EXPENSES	551,021.81	5.00	17.95
O/S Checks - NOV	-31,991.03	-5.00	-103.05
O/S Checks - DEC	122,874.98	0.00	127.86
ADJUSTMENT	159,075.65		
TOTAL EXPENSES	800,981.41	0.00	42.76
END ACCT. BAL.	6,060,410.58	76,596.19	31,668.98
O/S Checks - DEC	-122,874.98	0.00	-127.86
CASH BALANCE	5,937,535.60	76,596.19	31,541.12

POSITION STATEMENT

DECEMBER 2020	ED	OBM	B&I	TSP	IMRF	SOC SEC	CAP PROJ	W/C	TORT	F/P	TOTALS
HARRIS BANK											
PREV BALANCE	2,872,471.96	249,031.73	1,817,709.10	307,781.21	20,642.74	36,047.61	217,211.03	186,014.97	230,135.40	330,645.24	6,267,690.99
LEVY - SP. ED	6,378.18										
LEVY - LEASE	1,275.62										
LEVY	63,781.71	12,756.33	24,451.85	5,102.56	1,141.99	1,566.21	0.00	1,275.62	6,090.71	1,275.62	125,096.40
REVENUES	267,903.51	3,924.64	94.20	379.49	30,758.44	24,678.61	17,794.23	6.47	181.11	8.92	345,729.62
CDs MATURED				246,100.00	55,500.00	44,500.00					346,100.00
TOTAL REVENUE	339,339.02	16,680.97	24,546.05	5,482.05	31,900.43	26,244.82	17,794.23	1,282.09	6,271.82	1,284.54	470,826.02
EXPENSES	597,156.72	27,879.84	0.00	44,326.57	7,570.18	9,151.34	0.00	55,000.00	54,396.76	5,500.00	800,981.41
CD'S PURCHASED				246,100.00	25,000.00	20,000.00		55,000.00			346,100.00
TOTAL EXPENSES	597,156.72	27,879.84	0.00	44,326.57	7,570.18	9,151.34	0.00	55,000.00	54,396.76	5,500.00	800,981.41
HARRIS BANK BAL	2,614,654.26	237,832.86	1,842,255.15	268,936.69	44,972.99	53,141.09	235,005.26	132,297.06	182,010.46	326,429.78	5,937,535.60
INVESTED	550,400.00	169,500.00	0.00	246,100.00	60,900.00	55,000.00	0.00	320,700.00	326,000.00	0.00	1,728,600.00
IMPREST FUNDS	5,500.00										
F&M BK BAL	76,596.19	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	76,596.19
F&M BK BAL-CAFÉ	31,541.12	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	31,541.12
FUND BALANCE	3,278,691.57	407,332.86	1,842,255.15	515,036.69	105,872.99	108,141.09	235,005.26	452,997.06	508,010.46	326,429.78	7,779,772.91

Brimfield Activity Accounts
Reconciliation Summary
checking, Period Ending 12/31/2020

	Dec 31, 20
Beginning Balance	57,062.54
Cleared Transactions	
Checks and Payments - 12 items	-9,133.31
Deposits and Credits - 7 items	6,460.97
Total Cleared Transactions	-2,672.34
Cleared Balance	<u>54,390.20</u>
Uncleared Transactions	
Checks and Payments - 4 items	-333.38
Total Uncleared Transactions	-333.38
Register Balance as of 12/31/2020	<u>54,056.82</u>
Ending Balance	54,056.82

**Brimfield Activity Accounts
Reconciliation Detail
checking, Period Ending 12/31/2020**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57,062.54
Cleared Transactions						
Checks and Payments - 12 items						
Check	09/02/2020	14683	Kyle Woodard	X	-50.00	-50.00
Check	11/20/2020	14716	Kelsey Drea	X	-112.96	-162.96
Check	11/24/2020	14718	Pepsi Beverages C...	X	-404.52	-567.48
Check	11/24/2020	14717	Lampe Publications	X	-81.00	-648.48
Check	12/02/2020	14719	Breedlove Sporting ...	X	-435.30	-1,083.78
Check	12/03/2020	14720	Ox Wood Bat Co.	X	-194.00	-1,277.78
Check	12/09/2020	14721	Blue Freedom Farm...	X	-3,649.55	-4,927.33
Check	12/09/2020	14723	Signature Fundraisi...	X	-1,806.00	-6,733.33
Check	12/09/2020	14722	Country Lights Soy ...	X	-833.90	-7,567.23
Check	12/10/2020	14724	CJL Landscaping	X	-1,200.00	-8,767.23
Check	12/15/2020	14725	Rookies	X	-220.00	-8,987.23
Check	12/18/2020	14726	Pizza 150	X	-146.08	-9,133.31
Total Checks and Payments					-9,133.31	-9,133.31
Deposits and Credits - 7 items						
Deposit	12/08/2020			X	60.00	60.00
Deposit	12/08/2020			X	780.10	840.10
Deposit	12/08/2020			X	2,624.00	3,464.10
Deposit	12/21/2020			X	35.00	3,499.10
Deposit	12/21/2020			X	2,957.00	6,456.10
Deposit	12/24/2020			X	2.46	6,458.56
Deposit	12/31/2020			X	2.41	6,460.97
Total Deposits and Credits					6,460.97	6,460.97
Total Cleared Transactions					-2,672.34	-2,672.34
Cleared Balance					-2,672.34	54,390.20
Uncleared Transactions						
Checks and Payments - 4 items						
General Journal	07/01/2016	09			-8.38	-8.38
Check	03/11/2020	14618	Marissa Bonomo		-50.00	-58.38
Check	03/11/2020	14623	Debbie Lowman		-50.00	-108.38
Check	10/12/2020	14700	Section 5 IAVAT		-225.00	-333.38
Total Checks and Payments					-333.38	-333.38
Total Uncleared Transactions					-333.38	-333.38
Register Balance as of 12/31/2020					-3,005.72	54,056.82
Ending Balance					-3,005.72	54,056.82

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12/18/20

Accrual Basis

Brimfield Grade School Custom Transaction Detail Report December 2020

Type	Date	Num	Name	Memo	Account	Class	Amount	Balance
Activity Fund								
Motivational Fund								
Deposit	12/11/2020			Deposit	Motivational Fund		101.56	101.56
Check	12/16/2020	3033	Rookies	motivation- Chris...	Motivational Fund		-275.00	-173.44
Total Motivational Fund							-173.44	-173.44
Relief Fund								
Deposit	12/11/2020			Deposit	Relief Fund		570.00	570.00
Check	12/14/2020	3031	F & M Bank	Relief Fund - mo...	Relief Fund		-400.00	170.00
Check	12/16/2020	3032	F & M Bank	Relief Fund - mo...	Relief Fund		-200.00	-30.00
Total Relief Fund							-30.00	-30.00
Total Activity Fund							-203.44	-203.44
Deposit								
Deposit	12/11/2020		Deposit	dep#1166 motiva...	Deposit	Motivation	-101.56	-101.56
Deposit	12/11/2020		Deposit	dep#1167 Relief ...	Deposit	Relief F...	-570.00	-671.56
Total Deposit							-671.56	-671.56
Expense Account								
Check	12/14/2020	3031	F & M Bank	Relief Fund - mo...	Expense Account	Relief F...	400.00	400.00
Check	12/16/2020	3032	F & M Bank	Relief Fund - mo...	Expense Account	Relief F...	200.00	600.00
Check	12/16/2020	3033	Rookies	motivation- Chris...	Expense Account	Motivation	275.00	875.00
Total Expense Account							875.00	875.00
TOTAL							0.00	0.00

**Brimfield Grade School
 Balance Sheet Detail
 As of December 31, 2020**

Type	Date	Num	Name	Amount	Balance
ASSETS					-579,355.15
Current Assets					-579,355.15
Checking/Savings					-579,355.15
Activity Fund					20,220.91
AD Incidental					112.54
Deposit	10/15/2020			120.00	232.54
Total AD Incidental				120.00	232.54
Athletic Department Concessions					1,816.50
Check	08/28/2020	3023	Jason Sunderland	-820.43	996.07
Check	10/16/2020	3024	West Creek Creatio...	-62.00	934.07
Total Athletic Department Concessions				-882.43	934.07
Biddy Soccer					73.17
Total Biddy Soccer					73.17
Cheerleading					736.26
Deposit	11/09/2020			608.00	1,344.26
Total Cheerleading				608.00	1,344.26
Cross Country					303.99
Deposit	10/01/2020			120.00	423.99
Deposit	10/15/2020			500.00	923.99
Check	10/16/2020	3026	River City Race Ma...	-650.00	273.99
Check	10/16/2020	3027	Fran Meyers	-240.00	33.99
Deposit	11/13/2020			113.00	146.99
Check	11/13/2020	3029	Breedlove's Sportin...	-145.00	1.99
Total Cross Country				-302.00	1.99
Girls Jr. High Basketball					620.98
Deposit	08/26/2020			300.00	920.98
Total Girls Jr. High Basketball				300.00	920.98
Library Fund					1,726.54
Total Library Fund					1,726.54
Motivational Fund					2,313.62
Deposit	07/31/2020			0.86	2,314.48
Deposit	08/26/2020			751.44	3,065.92
Deposit	08/31/2020			0.86	3,066.78
Deposit	09/30/2020			0.83	3,067.61
Deposit	10/30/2020			0.86	3,068.47
Deposit	11/30/2020			0.84	3,069.31
Deposit	12/11/2020			101.56	3,170.87
Check	12/16/2020	3033	Rookies	-275.00	2,895.87
Total Motivational Fund				582.25	2,895.87
One Classroom at a Time - Savag					1,000.00
Check	08/28/2020	3022	Ashley Savage	-274.38	725.62
Check	11/18/2020	3030	Literacy Resources,...	-79.99	645.63
Total One Classroom at a Time - Savag				-354.37	645.63
One Classroom at a Time - Sneer					1,000.00
Total One Classroom at a Time - Sneer					1,000.00
Physical Education					0.48
Total Physical Education					0.48
Relief Fund					1,043.27
Deposit	12/11/2020			570.00	1,613.27
Check	12/14/2020	3031	F & M Bank	-400.00	1,213.27
Check	12/16/2020	3032	F & M Bank	-200.00	1,013.27
Total Relief Fund				-30.00	1,013.27
Scholastic Bowl					16.05
Total Scholastic Bowl					16.05

**Brimfield Grade School
 Balance Sheet Detail
 As of December 31, 2020**

Type	Date	Num	Name	Amount	Balance
School Nurse					151.48
Total School Nurse					151.48
Science-Jr. High					300.00
Total Science-Jr. High					300.00
Science Camp-Elementary					3,372.53
Total Science Camp-Elementary					3,372.53
Sensory Room					328.17
Total Sensory Room					328.17
Softball					300.09
Total Softball					300.09
Speech					44.40
Total Speech					44.40
Student Council					241.50
Total Student Council					241.50
Volleyball					93.97
Total Volleyball					93.97
Yearbook					4,568.32
Check	10/16/2020	3025	Kevin Faulkner	-59.98	4,508.34
Check	11/13/2020	3028	Kevin Faulkner	-77.73	4,430.61
Total Yearbook				-137.71	4,430.61
Activity Fund - Other					57.05
Total Activity Fund - Other					57.05
Total Activity Fund				-96.26	20,124.65
Deposit					-599,576.06
Deposit	07/31/2020		Deposit	-0.86	-599,576.92
Deposit	08/26/2020		Deposit	-751.44	-600,328.36
Deposit	08/26/2020		Deposit	-300.00	-600,628.36
Deposit	08/31/2020		Deposit	-0.86	-600,629.22
Deposit	09/30/2020		Deposit	-0.83	-600,630.05
Deposit	10/01/2020		Deposit	-120.00	-600,750.05
Deposit	10/15/2020		Deposit	-500.00	-601,250.05
Deposit	10/15/2020		Deposit	-120.00	-601,370.05
Deposit	10/30/2020		Deposit	-0.86	-601,370.91
Deposit	11/09/2020		Deposit	-608.00	-601,978.91
Deposit	11/13/2020		Deposit	-113.00	-602,091.91
Deposit	11/30/2020		Deposit	-0.84	-602,092.75
Deposit	12/11/2020		Deposit	-101.56	-602,194.31
Deposit	12/11/2020		Deposit	-570.00	-602,764.31
Total Deposit				-3,188.25	-602,764.31
Total Checking/Savings				-3,284.51	-582,639.66
Total Current Assets				-3,284.51	-582,639.66
TOTAL ASSETS				-3,284.51	-582,639.66
LIABILITIES & EQUITY					-579,355.15
Equity					-579,355.15
Opening Bal Equity					7,947.14
Total Opening Bal Equity					7,947.14
Retained Earnings					-576,884.13
Total Retained Earnings					-576,884.13

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12/18/20

Accrual Basis

**Brimfield Grade School
Balance Sheet Detail
As of December 31, 2020**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
Net Income					-10,418.16
Total Net Income				-3,284.51	-13,702.67
Total Equity				-3,284.51	-582,639.66
TOTAL LIABILITIES & EQUITY				-3,284.51	-582,639.66