

A G E N D A
BRIMFIELD COMMUNITY UNIT SCHOOL DISTRICT #309
BRIMFIELD BOARD OF EDUCATION
REGULAR MEETING – WEDNESDAY, AUGUST 12, 2020 – 7:00 P.M.
BRIMFIELD HIGH SCHOOL LIBRARY

AGENDA ITEMS	CONSENT AGENDA
I. Call to Order	
II. Roll Call	
III. Pledge of Allegiance	
IV. Alternative Learning Day Hearing A. Approve Alternative Learning Day Resolution	
V. Waiving Administrative Cost Limitation Hearing A. Approve Waiving Administrative Cost Limitation Resolution	
VI. Recognize Visitors	
VII. Approve Minutes A. July 15, 2020 – Regular Meeting B. July 30, 2020 - Special Meeting C. August 4, 2020 - Policy Committee Meeting	
VIII. School Board Business A. President’s Report B. Superintendent’s Report C. High School Principal's Report D. Grade School Principal's Report	
IX. Old Business A. Memorial Wall	
X. New Business A. Budget FY21 B. First Reading of updates for Policies 2:220, 2:220 Exhibit 9, 4:180, 7:190, 7:340, and 7:345.	
XI. Personnel A. Resignation 1. Heidi Mueller - Cafeteria Assistant B. Employment 1. Angel Frail - 7th Grade Girls Basketball Coach 2. Brandon Porter - 8th Grade Boys Basketball Coach 3. Terri Reeves - High School Custodian 4. Kirsten Linder - Cafeteria Assistant 5. Lyndsey Johnson - Cafeteria Assistant 6. Camron Fabry - Cafeteria Assistant C. Compensation 1. Stipends for staff working on Skyward 2. Approve Salary Increase for Crossing Guards	

<p>XII. Adoption of Consent Calendar 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 August B. Approve Position Statement and Treasurer’s Reports for July C. Approve High School and Grade School Activity Fund Reports for July</p>	<p>** ** **</p>
<p>XIII. Public Comment</p>	
<p>XIV. CLOSED SESSION – to discuss the appointment, employment, compensation, discipline, performance of dismissal of an employee – <i>Open Meetings Act, 5ILCS 120, being Sec.2(c)</i></p>	
<p>XV. Adjourn</p>	

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF EDUCATION
OF BRIMFIELD COMMUNITY UNIT SCHOOL DISTRICT NO. 309
ADOPTING E-LEARNING DAYS IN LIEU OF EMERGENCY DAYS**

WHEREAS, the Illinois School Code, 105 ILCS 10-20.56, authorizes school districts to adopt an e-learning program for electronic student instruction while students are not physically present in lieu of districts' scheduled emergency days as required by Section 10-19 of the School Code; and

WHEREAS, the District finds that the e-learning program attached hereto as **Exhibit A** meets the requirements of and is designed to reasonably and practicably accomplish the goals set forth in Section 20.56 of the School Code; and

WHEREAS, the District has conducted a public hearing held pursuant to duly published notice in accordance with the School Code; and

WHEREAS, the Board of Education finds that it is in the best interests of the District to adopt the e-learning program attached hereto as **Exhibit A**.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF
BRIMFIELD COMMUNITY UNIT SCHOOL DISTRICT NO. 309 AS FOLLOWS:**

Section 1. The foregoing recitals are correct and accurate and are incorporated herein.

Section 2. The e-learning program attached hereto as **Exhibit A** is hereby approved.

Section 3. This Resolution shall be in full force and effect upon its passage.

ADOPTED this ____ day of _____, 2020 by the Board of Education of
Brimfield Community Unit School District No. 309.

_____AYES _____NAYS _____ABSENT

President, Board of Education

ATTEST: _____
Secretary, Board of Education

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF EDUCATION OF
BRIMFIELD COMMUNITY UNIT SCHOOL DISTRICT NO. 309
WAIVING THE ADMINISTRATIVE COSTS LIMITATION
PURSUANT TO SECTION 17-1.5 OF THE SCHOOL CODE**

WHEREAS, the Illinois School Code, 105 ILCS 17-1.5, limits the increase in administrative expenditures of a school district from year to year to 5%; and

WHEREAS, the Board of Education of Brimfield Community Unit School District No. 309, Peoria County, Illinois, has determined that the amount of administrative expenditures necessary for the 2020-2021 school year is in excess of a 5% increase over the 2019-2020 school year; and

WHEREAS, pursuant to Section 17-1.5 of the School Code, if a school district's administrative expenditures per pupil are at or below the 25th percentile of all similar school districts, a district may waive the limitation of administrative costs set forth in Section 17-1.5; and

WHEREAS, the District's administrative expenditures per pupil are below the 25th percentile of all similar school districts; and

WHEREAS, the District has conducted a public hearing held pursuant to duly published notice in accordance with the School Code;

WHEREAS, the Board of Education finds that the administrative costs set forth in the budget attached hereto as **Exhibit A** are necessary for District operations and that it is in the best interests of the District to waive the limitations set forth in Section 17-1.5 of the School Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF BRIMFIELD COMMUNITY UNIT SCHOOL DISTRICT NO. 309 AS FOLLOWS:

Section 1. The foregoing recitals are correct and accurate and are incorporated herein.

Section 2. The Board of Education hereby waives the limitation imposed under Section 17-1.5 of the Illinois School Code for the 2020-2021 school year.

Section 3. The Secretary is hereby directed to notify the State Board of Education of the District's waiver within 45 days.

Section 4. This Resolution shall be in full force and effect upon its passage.

ADOPTED this _____ day of _____, 2020 by not less than a two-thirds vote of the Board of Education of Brimfield Community Unit School District No. 309.

_____ AYES _____ NAYS _____ ABSENT

President, Board of Education

ATTEST: _____
Secretary, Board of Education

To: Brimfield Board of Education, BCUSD #309

From: Tony Shinall, Superintendent

Re: August Board Report

Registration

Thank you to the families and staff for making registration go as smoothly as possible. We are excited to get our students back in session next week.

Audit

Gorenz and Associates came for the audit on July 27 & 28, 2020. The district did an excellent job managing finances this past year, earning a 3.8 rating on a 4.0 scale. Thanks especially to Kyle and Michele for their hard work.

Budget

The tentative budget is on display on the district website. We will start the September Board of Education meeting with the budget hearing.

Stipends

The Superintendent is recommending stipends for the following people for their work over the summer for implementing Skyward: Kevin Faulkner (\$1,750), Bren Dwyer (\$1,500), Julie Edwards (\$1,250), Kelsey Messineo (\$500) and Lonna Sumner (\$100).

The Superintendent is recommending a stipend of \$3,000 for Kevin Faulker for assistance this past spring/summer for technology upgrade work and website maintenance. It is recognized that contracting an outside firm, in addition to the using the District Technology Coordinator, would have cost the district significantly more than this stipend.

Return to School

We plan to open school next Wednesday, July 19, 2020. This will be a school year like no other. As a team, stakeholders in the district have worked since March to finish the school year and use the lessons learned to prepare for the start of the 2020-2021 school year. We have listened to families and used the guidance provided to us to design a plan that we feel will allow us to bring students back as safely as possible. This has truly been a team effort, one of which I am extremely proud.

To: Brimfield CUSD #309 Board of Education

From: Billy Robison, Principal

Re: Brimfield High School report for August 12, 2020

Return to School Committee

Thank you to our BHS staff team of Amy Herron, Kelsea Drea, Scott Zehr, Trent Trotter, Lonna Summner, Kevin Kreiter, Petrina Winkelman, and Kristen Wagner. Together we believe that we have worked out the best possible procedures to ensure the safety of our students, staff, and community while continuing to provide the best high school experience possible. We have met multiple times, and continue to identify various options to keep our students and staff safe.

IHSA Schedule Changes

IHSA boys and girls golf, along with cross country will remain as fall sports, and can proceed to start on August 10 as scheduled.

The rest of the schedule is as follows:

Fall: August 10 to October 24 (Boys and Girls Golf, Cross Country)

Winter: November 16 to February 13 (Boys and Girls Basketball, Cheerleading)

Spring: February 15 to May 1 (Football, Volleyball)

Summer: May 3 to June 26 (Baseball, Softball, and Track)

Registration

This year's process was extremely smooth. The Brimfield team and community did a fantastic job throughout the process and handled everything with the utmost professionalism.

#BELite



This year's hashtag is #BELite. Brimfield staff, students, families, and the community are Elite. We are doing amazing things everyday here in Brimfield #309. We also want to strive to do our best every day and to focus on being better today than we were yesterday. We believe that our students can do anything they set their minds to by combining hard work with being a good human. This is what being elite is all about!

Brimfield Grade School

Principal's Monthly Report

Submitted By: Julie L. Albritton

Date Submitted: Friday, August 7, 2020



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

- **School Registration** - Was on Tuesday, August 4th and Wednesday, August 5th. Registration went smoothly allowing for social distancing and parents to move quickly through each station. We had 15 new students register at BGS and 20 new kindergarten students who hadn't attended bright futures at BGS. Our total enrollment for 2020-2021 will be about 455 students.
- **Remote Learning** - At registration we asked parents to specify if their children would be starting the school year "in-person" or remote learning. Currently, Brimfield Grade School has about 60 students who will be remote learning for the first semester.
- **Brimfield Website** - brimfield309.com will continually be updated regarding reopening of school/sports/employment etc..

- **Facilities, Grounds, Maintenance, and Instructional Technology:**

- **BGS Outside Maintenance** - We are working on bids for the front drainage issue. Much of the summer maintenance has been completed.
- **BGS Inside Maintenance** - Thanks to Dave Wiltz, Danette Jackson, Lee Ray, and Terri Reeves. Our inside maintenance is complete.
- **Playground**
 - Fresh Mulch and Cleanup - Was done on Monday, August 3rd

- **Upcoming events:**

- Teacher's Institute - Monday, August 17th and Tuesday, August 18th.
- First Day of School - Wednesday, August 19th.

Budget - Tentative

FY - 21

FUND	EOY BAL - FY20	EST REV - FY21	EST EXP - FY21	EST BAL FY21
EDUCATION FUND	\$3,046,682	\$5,009,354	\$5,406,603	\$2,649,433
OBM FUND	\$334,704	\$558,720	\$648,620	\$244,804
B&I FUND	\$1,321,545	\$1,060,164	\$319,150	\$2,062,559
TRANSPORTATION	\$424,688	\$424,688	\$652,700	\$196,676
RETIREMENT FUND	\$116,081	\$57,126	\$110,815	\$62,392
SOC SEC FUND	\$117,067	\$71,285	\$141,295	\$47,057
W/C FUND	\$417,892	\$57,546	\$0	\$475,438
TORT FUND	\$451,395	\$268,028	\$311,205	\$408,218
CAPITAL PROJECTS	\$141,363	\$156,000	\$110,000	\$187,363
FIRE PREVENTION	\$311,955	\$57,796	\$100,000	\$269,751
TOTALS	\$6,683,372	\$7,720,707	\$7,800,388	\$6,603,691

BUDGET BREAKDOWN**REVENUE**

LOCAL SOURCES	\$5,927,329
STATE SOURCES	\$1,481,831
FEDERAL SOURCES	\$311,547.00

TOTAL \$7,720,707

EXPENSES

SALARIES	\$4,341,861
BENEFITS	\$765,422
PURCHASE SVS	\$1,146,400
SUPPLIES	\$675,770
CAPITAL OUTLAY	\$245,160
OTHER ITEMS	\$625,775

TOTAL \$7,800,388

OPERATING FUNDS

EDUCATION FUND	\$3,046,682	\$5,009,354	\$5,406,603	\$2,649,433
OBM FUND	\$334,704	\$558,720	\$648,620	\$244,804
TRANSPORTATION	\$424,688	\$424,688	\$652,700	\$196,676
WORKING CASH	\$417,892	\$57,546	\$0	\$475,438
TOTALS	\$4,223,966.44	\$5,992,762	\$6,707,923	\$3,566,351

*NOTE: There is \$185,000 built into the Expenses as contingencies.

Document Status: Draft Update

BOARD OF EDUCATION

2:220 Board of Education Meeting Procedure

Agenda

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

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may submit suggested agenda items to the Board President for his or her consideration for an upcoming meeting. District residents may suggest inclusions for the agenda. Discussion items may be added to the agenda upon majority approval of those Board members present. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

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

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

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

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

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

Minutes

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

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

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes

for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

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

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

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

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

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

Verbatim Record of Closed Meetings

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

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

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

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

Quorum and Participation by Audio or Video Means

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

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

No Physical Presence of Quorum and Participation by Audio or Video: Disaster Declaration^{PRESSPlus1}

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency.^{PRESSPlus2} The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration. If neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly

authorized designee for purposes of making this determination.^{PRESSPlus3}

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes.^{PRESSPlus4} and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.^{PRESSPlus5}

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (11th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

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

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

LEGAL REF.:

5 ILCS 120/2a, 120/2.02, 120/2.05, ~~and 120/2.06~~, and 120/7.

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

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

~~ADOPTED: June 17, 2020~~

PRESSPlus Comments

PRESSPlus 1. 5 ILCS 120/2.01 and 120/7(e)(1)-(10), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. During the 2020 COVID-19 pandemic, Ill. Gov. Pritzker issued Executive Order (EO) 2020-07 pursuant to 20 ILCS 3305/7 (disaster proclamation due to public health emergency) that temporarily suspended OMA's physical quorum requirement. The Governor extended this OMA relief through subsequent Executive Orders as the crisis continued. See EOs 2020-18, 2020-33, and 2020-39. During the period covered by EO 2020-39, 5 ILCS 120/7(e), amended by P.A. 101-640 was enacted, immediately requiring public bodies to meet a number of conditions before suspending the physical quorum requirement.

Boards must remember that public comment is still required when a quorum is not physically present at the meeting location. See Public Comment section of the Ill. Atty. Gen.'s guidance entitled *Guidance to Public Bodies on the Open Meetings Act and the Freedom of Information Act During the COVID-19 Pandemic* on p. 5 at: www.foia.ilattorneygeneral.net/pdf/OMA_FOIA_Guide.pdf. **Issue 104, June 2020**

PRESSPlus 2. The phrase "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, which provides the governor with the power to declare a disaster. 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns because [the governor has declared] a disaster" and while not aligning with IEMA text, means "public health emergency." For ease of understanding and alignment with IEMA, this policy uses "public health emergency."

To avoid confusion, note that the triggers under 5 ILCS 120/7(e), amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad than the School Code's triggers to implement remote and/or blended remote learning days (RLD/BLRDs). OMA states (1) the "governor **or the director of IDPH** has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/" This means that it is possible for the board to meet remotely if the director of IDPH declares a disaster under OMA, but that may not mean a district must implement RLD/BLRDs because the School Code states that the governor must declare the disaster. **Issue 104, June 2020**

PRESSPlus 3. 5 ILCS 120/7(e)(2), amended by P.A. 101-640 states "the head of the public body as defined in [the Freedom of Information Act (FOIA), 5 ILCS 140/2(e), FOIA]." FOIA defines *head of the public body* to mean the *president* or "such person's duly authorized designee." 5 ILCS 140/2(e). Policy 2:110, *Qualifications, Term, and Duties of Board Officers*, designates the vice president to perform the duties of the president if that office is vacant or he or she is absent or unable to perform the office's

duties.

For practical purposes if a disaster is declared due to a public health concern, this policy designates the superintendent as “[the president or vice president’s] duly authorized designee” pursuant to the authority of 5 ILCS 140/2(e) for the board to move forward with the required determination to meet by audio or video with no physical presence of a quorum. **Issue 104, June 2020**

PRESSPlus 4. While this phrase of the sentence is not required in OMA, many attorneys agree that transparency best practices in this situation include the individual making the determination to: (1) put it in writing referring to the specific disaster declaration applicable to the board’s jurisdiction and the public health concern/public health emergency that applies to not having an in-person meeting; and (2) include that written determination (a) on the board’s published notice and agenda for the audio or video meeting, and (b) in the meeting minutes. **Issue 104, June 2020**

PRESSPlus 5. See 2:220-E9, *Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration*. Find this sample Board exhibit at your PRESS Plus dashboard under the Status **Draft Update - New. Issue 104, June 2020**

Document Status: Draft Update - New

2:220-E9 Exhibit - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration

New/Unpublished Section

Use this exhibit to document the Board's and/or its committee(s)'s (5 ILCS 120/1.02) processes to comply with the requirements of the Open Meetings Act (OMA) when a board and/or its committee(s) must meet during a disaster declaration related to a public health emergency/concern and the meeting will have no physical presence of a quorum and participation by audio or video. [PRESSPlus1](#)

Note: If a Board committee uses this exhibit, replace Board President, Vice President, and Supt. with the appropriate committee leaders.

Consult the Board Attorney for guidance.

Documentation of OMA Requirements for Board Members to Participate in a Meeting with No Physical Presence of Quorum

The Governor or the Director of the Ill. Dept. of Public Health has issued a disaster declaration related to a public health emergency because of a disaster as defined in 20 ILCS 3305/4, and all or part of the jurisdiction of the Board is covered by the disaster area. 5 ILCS 120/7(e)(1), amended by P.A. 101-640. **Note:** OMA uses "public health concerns," but the Ill. Emergency Management Act (IEMA) uses "public health emergency;" this exhibit matches the IEMA term because it governs disaster declarations.

The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President, or if neither the President nor Vice President are present or able to perform this determination, the Superintendent (5 ILCS 120/7(e)(2), amended by P.A. 101-640, and 140/2(e)) signs below that the following three **Steps** were executed by:

Step 1. Determining whether the meeting is a bona fide emergency (5 ILCS 120/7(e)(7), amended by P.A. 101-640) (*check Yes or No, below*):

Yes; it is an emergency meeting, and I:

- A. Notified the Board members and the public, including any news medium which has filed an annual request for notice of meetings as soon as practicable, but in any event prior to the holding of such meeting pursuant to 5 ILCS 120/2.02(a) and 120/7(e)(7)(A), amended by P.A. 101-640;
- B. Stated the nature of the emergency at the beginning of the meeting; and
- C. Provided the Superintendent or Board Secretary the resources necessary during the meeting to keep a verbatim record of the meeting, **for both open and closed**, and managed it the same way that the Board complies with the verbatim recording requirements for closed meetings (see exhibit 2:220-E1, *Board Treatment of Closed Meeting Verbatim Recordings and Minutes*). **Note:** In this situation, a verbatim recording is not limited to closed meetings only.
- D. Move to Step 2, below.

No; it is a regular or special meeting, and I:

- A. Ensured that the Board provided 48 hours' notice of the meeting to all Board members, to any news medium on file in the District that have requested notice of meetings pursuant to 5 ILCS 120/2.02(a), and to members of the public by posting it on the District's website. 5 ILCS 120/7(e)(7), amended by P.A. 101-640. **Note:** 5 ILCS 120/7(e), amended by P.A. 101-640 does not have the "if any" exception for school boards that do not have websites. Consult the board attorney regarding alternate ways to communicate notice of a meeting when the district does not have a website and a Disaster Declaration or Executive Order has been issued.

- B. Moves to Step 2, below.

Step 2. Determining whether it is practical, prudent, or feasible for any in-person attendance at the regular meeting location (5 ILCS 120/7(e)(2), amended by P.A. 101-640). (*check Yes or No, below*):

Yes; in-person attendance is practical, prudent, or feasible, and I:

- A. Ensured that at least one Board member, the Board Attorney, or the Superintendent was physically present at the regular meeting location (5 ILCS 120/7(e)(5), amended by P.A. 101-640), and
- B. Verified that members of the public who were present could hear all discussion and testimony and all votes of the members of the Board. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.
- C. Move to Step 3, below.

No; in-person attendance is not practical, prudent, or feasible, and I:

- A. Made a written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting. 5 ILCS 120/7(e)(1) and (2), amended by P.A. 101-640.
- B. Included the written determination made in letter A., above, on the Board's published notice and agenda for the alternative arrangements for the meeting. 5 ILCS 120/7(e)(7)(A)-(B), amended by P.A. 101-640.
- C. Offered the alternative arrangements to the public by offering a telephone number or a web-based link. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.

Insert a link to the meeting notice or attach a copy of the notice or refer to above if already attached to this document (see above).

Include this written determination on the Board/committee's published notice and agenda for the audio or video meeting, and in the meeting minutes.

D. Move to Step 3, below.

Step 3. During the meeting, I:

Directed the Recording Secretary to, in addition to the requirements for open meetings under OMA, also keep verbatim record of the open meeting by recording it and making it open and available to the public under all provisions of OMA. 5 ILCS 120/7(e)(9), amended by P.A. 101-640. *Sample text follows below in the subhead below* **Report to the Public Following the Board's Meeting with No Physical Presence of Quorum.**

Read my written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting and directed the Recording Secretary to include it in the meeting minutes.

Ensured that any interested member of the public has access to contemporaneously hear all discussion, testimony, and roll call votes. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.

Requested the Recording Secretary to enter into the appropriate minutes of the Board that each Board member participating in the meeting, wherever their physical locations, announced:

1. Themselves present (5 ILCS 120/7(e)(3), amended by P.A. 101-640), and
2. A verification that they could hear one another and all discussion and testimony. Id.

See 2:220-E3, *Closed Meeting Minutes* and/or 2:220-E4, *Open Meeting Minutes*.

Attach to this document copies or information about where these minutes may be found.

Announced and considered each Board member participating in the meeting present at the meeting for purposes of determining a quorum and participating in all proceedings (5 ILCS 120/7(e)(8), amended by P.A. 101-640) and directed the Recording Secretary to reflect it in the minutes (best practice for transparency).

Conducted all votes by roll call, so each Board member's vote on each issue could be identified and recorded (5 ILCS 120/7(e)(6), amended by P.A. 101-640), and ensured that the Recording Secretary entered all votes as **Roll Call Votes** (Use exhibit 2:220-E4, *Open Meeting Minutes* but ensure all votes are recorded as roll call votes pursuant to the example below):

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

Motion: Carried Failed

Executed or directed execution of the subhead below **Report to the Public Following the Board's Meeting with No Physical Presence of Quorum.**

Report to the Public Following the Board's Meeting with No Physical Presence of Quorum

The text below may be used for the actual report.

The School Board met on *[insert date]* with no physical presence of quorum to conduct its business.

The verbatim *[circle one]* audio | video recording of this meeting is available to the public under all provisions of OMA and will be destroyed pursuant to 5 ILCS 120/2.06(c) (no less than 18 months after the completion of the meeting recorded but only after: (1) the Board approves the destruction of the particular recording; and (2) the Board approves minutes of the meeting that meet the written minutes requirements of OMA). 5 ILCS 120/7(e)(9), amended by P.A. 101-640.

Insert links to the verbatim recording of meeting here or attach to this document.

Note: Consult the board attorney for guidance on the destruction of a verbatim recording of an open meeting without the physical presence of a quorum. While 5 ILCS 120/2.06(c) refers to the process for destroying closed session verbatim recordings, 5 ILCS 120/7(e)(9), amended by P.A. 101-640, applies that process for destroying closed session verbatim recordings to the destruction of the verbatim open session recordings that are required when a board determines it is necessary for it to meet without the physical presence of a quorum due to a public health emergency.

Completed By: _____

Title: _____

PRESSPlus Comments

PRESSPlus 1. During the special Illinois legislative session held at the end of May, the General Assembly codified the Governor's Executive Orders relaxing the in-person physical quorum requirement under the Open Meetings Act (OMA) during a disaster declaration related to a public health emergency. Use this exhibit for assistance with meeting the statutory requirements of the amendments to the OMA, 5 ILCS 120/7(e)(1)-(10), amended by P.A. 101-640. Boards are encouraged to consult their attorneys for assistance with this exhibit. **Issue 104, June 2020**

Document Status: Draft Update - Rewritten

OPERATIONAL SERVICES

4:180 Pandemic Preparedness; Management; and Recovery

Title has been updated. Original Title: Pandemic Preparedness

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic. [PRESSPlus1](#)

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. [PRESSPlus2](#)

To prepare the School District community for a pandemic, the Superintendent or designee shall: (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

Emergency School Closing [PRESSPlus3](#)

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education. [Q1](#)

During an emergency school closing, the Board President and the Superintendent [Q2](#) may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic. [PRESSPlus4](#)

Board Meeting Procedure: No Physical Presence of Quorum and Participation by Audio or Video [PRESSPlus5](#)

A disaster declaration related to a public health emergency [PRESSPlus6](#) may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

Payment of Employee Salaries During Emergency School Closures [PRESSPlus7](#)

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s) [PRESSPlus8](#)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote Learning Days* or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption [PRESSPlus9](#) a Remote and/or Blended Remote Learning Day Plan (Plan) that: [Q3](#)

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic; [PRESSPlus10](#)
2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.5, 5/10-20.56, and 5/10-30.

5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.

20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).

20 ILCS 3305/, Ill. Emergency Management Agency Act.

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

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), 2:220 (School Board Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

Questions and Answers:

***Required Question 1. Is your district served by an Intermediate Service Center rather than an ROE (suburban Cook County)?

No. (default)

Yes. (IASB will replace "Regional Office of Education" with "Intermediate Service Center")

***Required Question 2. This sample policy uses the board president and superintendent as the default text because during a pandemic, it may be difficult for a board policy committee to meet pursuant emergency executive orders that are issued, etc. See policies 2:150, *Committees*, and 2:240, *Board Policy Development*. Does the board prefer its policy committee to engage in this work?

No. (default)

Yes. (IASB will replace "Board President and the Superintendent" with "Board Policy Committee")

***Required Question 3. Remote Learning Days (RLDs) and Blended Remote Learning Days (BRLDs) are different from *e-learning days/e-learning programs*. RLD/BRLDs are for use when the governor declares a disaster under 20 ILCSA 3305/ and the state superintendent has declared a requirement for the district to use them to provide remote instruction to pre-kindergarten through grade 12 that count as pupil attendance days under 105 ILCS 5/10-19.05(j-5), amended by P.A. 101-643. 105 ILCS 5/10-30(1), added by P.A. 101-643. BRLDs allow districts to utilize "hybrid models of in-person and remote instruction. E-learning days are part of an e-learning program that require a board to, among other things, hold a public hearing and obtain approval by the Regional Office of Education (or Intermediate Service Center) to allow the district to provide instruction to students electronically while they are not physically present due to inclement weather and other unexpected events. 105 ILCS 5/10-20.56(b), amended by P.As. 101-12 and 101-643. School districts with e-learning programs may adapt them for use during RLDs and BRLDs (105 ILCS 5/10-20.56(a), amended by P.As. 101-12 and 101-643, and 5/10-30(2), added by P.A. 101-643.

Has the board adopted an e-learning program pursuant to 105 ILCS 5/10-20.56, added by P.A. 101-12?

No. (default)

Yes. (IASB will add the following text to number two after 105 ILCS 5/10-30: "by adapting into a Plan the District's e-learning program implemented pursuant to 105 ILCS 5/10-20.56")

PRESSPlus Comments

PRESSPlus 1. This policy is renamed from *Pandemic Preparedness to Pandemic Preparedness: Management and Recovery*. It is updated in response to the General Assembly, the Ill. State Board of Education (ISBE), Ill. Attorney General, and the U.S. Dept. of Education taking a number of actions and/or issuing guidance documents to address the ongoing COVID-19 pandemic as it affects public school operations and student learning. Its purpose is to establish board direction about pandemic preparedness, management, and recovery issues and inform the community about the board's role during a pandemic.

Certain subheads of this policy are required; see further PRESS Plus comments for more information.

A redlined version showing the changes and more information in the footnotes can be found at PRESS Online, accessed by logging in at www.iasb.com. **Issue 104, June 2020**

PRESSPlus 2. This paragraph embodies the CDC's pandemic definition. See www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html. The **Illinois Pandemic Influenza Preparedness and Response Plan**, Version 5.0, May 2014, also defines pandemic at page 9; however, that definition is specific to influenza. The new COVID-19 coronavirus is not an influenza virus yet was characterized as a pandemic by the World Health Organization. At the time of publication during the 2020 COVID-19 pandemic, it was not clear whether this Illinois resource's definition will be amended. **Issue 104, June 2020**

PRESSPlus 3. In times of emergency, the functions of different levels of State and federal government often become cloudy, and determining what governmental entity has powers to take a particular action can be confusing. The concept of federalism, or the coexistence of federal and state governments with their own local powers, was utilized during the response to the 2020 COVID-19 pandemic. Federalism is premised on the Constitutional limits of federal power. See U.S. Const. Art. I, Sec. 8 (limiting powers of Congress providing only those powers enumerated). Generally, during the 2020 COVID-19 pandemic, Illinois and other states were left with these remaining powers of government to respond to the crisis. In general, President Trump's administration set broad national policy, particularly with respect to international travel and the approval of treatments, and suggested guidance that States could follow regarding mitigation measures. The states' governors and local leaders made other state-specific or locality-specific decisions based upon the local conditions in each community. Depending upon the federal administration in power at the time of a pandemic, the federal government may seek to play a greater or lesser role in the management of a pandemic.

During the 2020 COVID-19 pandemic, the Governor and ISBE issued many directives and/or guidance, including reliance upon the advice and recommendations of local public health departments. See www.isbe.net/Documents/ISBE-Guidance-to-School-Coronavirus.pdf. And see other 2020 COVID-19 guidance documents as follows:

- Ill. Gov. Pritzker, ISBE, Ill. Association of School Admin., Ill. Principals' Assoc., Ill. Ed. Assoc., and Ill. Fed. of Teachers Joint Statement: www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf.
- IDPH-ISBE joint schools guidance: www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance
- IDPH-ISBE joint workplace health and safety guidance: www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance
- Restore Illinois Plan: www2.illinois.gov/dceo/Pages/RestoreILP3.aspx.

During the 2020 COVID-19 pandemic, several protests occurred and many lawsuits were filed challenging Ill. Gov. Pritzker's extensions of disaster declaration emergency power under IEMA, 20 ILCS 3305/7. See the 2020 COVID-19 Executive Orders (EO) at: coronavirus.illinois.gov/s/resources-for-executive-orders. Controversies existed across party and regional lines with all branches of government looking to balance the need to protect human life against the desire to preserve personal liberty. Gov. Pritzker's EOs faced unsettled challenges in both the courts of law and public opinion as a five-phased plan to re-open Illinois was also being introduced a/k/a *Restore Illinois Plan* (coronavirus.illinois.gov/s/restore-illinois-introduction). **Issue 104, June 2020**

PRESSPlus 4. Examples include, but are not limited to, policies 6:20, *School Year Calendar and Day*, 6:300, *Graduation Requirements*, 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*. For Executive Orders addressing these issues, see the footnotes available at PRESS Online by logging in at www.iasb.com. **Issue 104, June 2020**

PRESSPlus 5. 5 ILCS 120/2.01 and 120/7(e), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. See policy 2:220 and Board exhibit 2:220-E9 for more information. **Issue 104, June 2020**

PRESSPlus 6. While 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns," the text "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, the governing statute of disaster declarations. For ease of understanding and alignment with IEMA, this policy uses "public health emergency." **Issue 104, June 2020**

PRESSPlus 7. Required if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure, depending upon the specific terms of government orders and/or guidance issued during a pandemic. 2 C.F.R. Part 200 (see www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf, extended until 9-30-20 by www.whitehouse.gov/wp-content/uploads/2020/06/M-20-26.pdf) and 30 ILCS 708/.

During the 2020 COVID-19 pandemic, Gov. Pritzker and ISBE issued directives and/or guidance regarding payment of school

district employees that may impact a board's decision regarding continued payment of employees during an extended closure. ISBE and the Governor suspended in-person learning and issued a Joint Statement (JS) with other school administrator and union groups, which purported to mandate that all school district employees on the district's payroll be paid as if districts were functioning normally and they were performing their normal work. See www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf. The JS cited no specific authority for the payment mandate. Additionally, changes to wages, hours, terms and conditions of employment, even when made during an extraordinary circumstance such as a pandemic, remain subject to collective bargaining obligations.

See sample procedure 4:180-AP3, *Grant Flexibility; Payment of Employee Salaries During a Pandemic*, and its footnotes, available at PRESS Online by logging in at www.iasb.com. **Issue 104, June 2020**

PRESSPlus 8. 105 ILCS 5/10-30(3), added by P.A. 101-643, requires the "[board] to adopt and the superintendent to approve" these plans upon the following statutory triggers: (1) the governor declaring a disaster pursuant to 20 ILCS 3305/, and (2) the state superintendent of education declaring a requirement for a school district, multiple school districts, a region, or the entire State.

See sample administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, available at PRESS Online by logging in at www.iasb.com, for the specifics of implementing Remote Learning Days (RLDs) and/or Blended Remote Learning Days (BLRDs).

Implementing a plan under this subhead contains items on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This subhead of the policy concerns an area in which the law is unsettled. See 105 ILCS 5/10-30(7), added by P.A. 101-643 (stating that it does not increase or diminish any collective bargaining rights under existing law, and that aspects of the plan that impact the wages or other terms or conditions of employment will need to be bargained with the exclusive bargaining representative(s)).

To avoid confusion, note that the triggers under the Open Meetings Act (OMA), 5 ILCS 120/7, amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad: (1) the "governor **or the director of IDPH** has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/, and (2) all or part of the jurisdiction of the [school board] is covered by the disaster area. This means that it is possible for the board to meet remotely under OMA if the director of IDPH declares a disaster, but the School Code requires the governor to be the one to declare the disaster under 20 ILCS 3305/ in order for the state superintendent of education to declare that a district implement RLD/BLRDs. **Issue 104, June 2020**

PRESSPlus 9. 105 ILCS 5/10-30(3), added by P.A. 101-643 states "the district shall adopt a remote and blended remote learning day plan approved by the district superintendent." For ease of administration, to avoid confusion during implementation, and to align with the IASB Foundational Principles of Effective Governance (www.iasb.com/principles_popup.cfm), this policy assigns the duty to *adopt* the remote and blended remote learning day plan (plan) by "the district" to the board. In alignment with this policy, administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, requires the superintendent to *approve* the plan and present it to the board for *adoption* prior to district-wide implementation and posting on the district's website. **Issue 104, June 2020**

PRESSPlus 10. 105 ILCS 5/10-30(8), added by P.A. 101-643 does not excuse districts from completing all statutory and regulatory curricular mandates and offerings. **Issue 104, June 2020**

Document Status: Draft Update

STUDENTS

7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled

substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truant.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Isolated Time Out, Time Out, and Physical Restraint^{Q1}

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out, time out, nor physical restraints shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430ILCS65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent or Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated

by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

20 U.S.C. §6081, Pro-Children Act of 1994.

20 U.S.C. §7961 et seq., Gun Free Schools Act.

105 ILCS 5/2-3.71(a)(7), 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-7:190

27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.

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

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill.Admin.Code §§ 1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

~~ADOPTED: June 17, 2020~~

Questions and Answers:

***Required Question 1. In late November 2019 and early 2020, in response to investigative journalism articles, ISBE issued emergency rules and subsequent amendments to those emergency rules that significantly limited the use of isolated time out and physical restraint. ISBE adopted permanent rules governing the use of isolated time out, time out, and physical restraint (permitted under limited circumstances and only until July 1, 2021), effective April 9, 2020.

Isolated time out, time out, or physical restraint may be used by staff members **only if** their use is authorized by policy and administrative procedure. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. See 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*, available at PRESS Online by logging in at www.iasb.com. **By default, this policy allows the use of isolated time out, time out, and physical restraint pursuant only to the conditions allowed in the School Code and ISBE rules.** State statute and ISBE rules contain complex restrictions on the use of isolated time out, time out, and physical restraint. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. According to the ISBE rule, isolated time out, time out, and physical restraints are allowed only if a board authorizes their use in a policy containing the numerous components identified in the rule. To comply with ISBE's rule, a board must also incorporate by reference the district's procedure, i.e., 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. By doing this, the policy includes the district's procedure.

Does the Board allow or prohibit the use of isolated time out, time out, and physical restraint?

- The Board allows the use of isolated time out, time out, and physical restraint. (Default)
 - The Board prohibits the use of isolated time out, time out, and physical restraint. (IASB will delete this subhead and its contents, amend the Legal Reference, and delete the Incorporated by Reference line.)
-

Document Status: Draft Update

STUDENTS

7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. A student or the student's parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student's academic transcript. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to ~~object to~~ opt-out of the release of directory information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without parent consent to the official records custodian of another school district in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law. PRESSPlus1

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

LEGAL REF.:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.

50 ILCS 205/7.

105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.

23 Ill.Admin.Code Parts 226 and 375.

Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies: Student Data Privacy and Security)

ADOPTED: June 17, 2020

PRESSPlus Comments

PRESSPlus 1. Updated with continuous improvement changes based on feedback from the Ill. Council of School Attorneys. **Issue 104, June 2020**

Document Status: Draft Update - New

7:345 Use of Educational Technologies; Student Data Privacy and Security

New/Unpublished Section

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria. [PRESSPlus1](#)

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. [PRESSPlus2](#) The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. [PRESSPlus3](#) Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. [Q1](#)

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes. [PRESSPlus4](#)

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District. [PRESSPlus5](#)

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. [PRESSPlus6](#) Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law. [PRESSPlus7](#)

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. [PRESSPlus8](#) In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law. [PRESSPlus9](#)

LEGAL REF.:

20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

Questions and Answers:

Officer, who may also be an official records custodian under ISSRA, to carry out the duties and responsibilities assigned to schools and to ensure a district's compliance with the requirements of SOPPA. 105 ILCS 85/27(f), added by P.A. 101-516, eff. 7-1-21. Boards may designate an individual other than the Superintendent to serve in the capacity of Privacy Officer, such as a Business Manager, IT Director, or District Records Custodian.

Has the Board designated a Privacy Officer?

No. (default)

Yes, the Superintendent is designated to serve as Privacy Officer. (IASB will add the following sentence: "The Board designates the Superintendent to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.")

Yes, a title other than Superintendent has been designated to serve as Privacy Officer. (IASB will add the following sentence: "The Board designates the [Insert Title] to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.") What is the Privacy Officer's Title?:

PRESSPlus Comments

PRESSPlus 1. The Student Online Personal Protection Act (SOPPA) (105 ILCS 85/), amended by P.A. 101-516, eff. 7-1-21, specifically requires boards to adopt a policy for designating which district employees are authorized to enter into agreements with operators (see **Operator Contracts** subhead). SOPPA is the State law that governs how educational technology companies, schools, and the Ill. State Board of Education (ISBE) use and protect *covered information* of students. The amendments to SOPPA were intended to strengthen protections for online student data, in part by centralizing the vetting and contracting process within schools, and to give parents ready access to information about how their children's data is being used at school. SOPPA does not, however, require a district to obtain parent opt-in or separate consent for the use of online services or applications, nor is such consent required if the operator is acting as a *school official* pursuant to the delineated exception in the Family Educational Rights and Privacy Act's (FERPA)(20 U.S.C. §1232g) implementing regulations. See 34 C.F.R. §99.3(a). **Issue 104, June 2020**

PRESSPlus 2. See policy 7:340, *Student Records*, and its implementing administrative procedure, 7:340-AP1, *School Student Records*, available at PRESS Online by logging in at www.iasb.com, for requirements addressing school student records under federal and State law. SOPPA does not override or otherwise supersede the requirements of FERPA or the Ill. School Student Records Act (ISSRA) (105 ILCS 10/). 105 ILCS 85/30(9), amended by P.A. 101-516, eff. 7-1-21.

Covered information is a broader concept than student records, and may include information that does not qualify as a student record. However, even if the covered information is not maintained as a student record, it may still qualify as a *public record* under the Local Records Act (50 ILCS 205/), such that a district would have an obligation to maintain it. Consult the board attorney for guidance on these issues. **Issue 104, June 2020**

PRESSPlus 3. 105 ILCS 85/26(1), added by P.A. 101-516, eff. 7-1-21. SOPPA includes a clarification that schools and operators are not prohibited from producing and distributing, free or for consideration, student class photos and yearbooks to the school, students, parents, or others authorized by parents, as long as there is a written agreement between the operator and district. 105 ILCS 85/30(10), amended by P.A. 101-516, eff. 7-1-21. **Issue 104, June 2020**

PRESSPlus 4. SOPPA specifically provides that it does not apply to general audience websites, online services, online applications, or mobile applications, even if login credentials are required to access the general audience sites, services, or applications. 105 ILCS 85/30(3), amended by P.A. 101-516, eff. 7-1-21. Consult the board attorney for guidance regarding whether certain applications that may be widely used by schools, but which may not have been originally marketed to K-12 (e.g., certain video conference applications), come within the scope of SOPPA. **Issue 104, June 2020**

PRESSPlus 5. Operators must notify districts of a breach of covered information within the most expedient time possible and without reasonable delay, but no later than 30 calendar days after the determination that a breach has occurred. 105 ILCS 85/15(5), added by P.A. 101-516, eff. 7-1-21. **Issue 104, June 2020**

PRESSPlus 6. This statement is required by 105 ILCS 85/27(b), added by P.A. 101-516, eff. 7-1-21. SOPPA provides that any agreement entered into in violation of SOPPA "is void and unenforceable as against public policy." Id. SOPPA does not provide for a private right of action against school districts; the Ill. Attorney General has enforcement authority under SOPPA through the Consumer Fraud Deceptive Trade Practices Act. 105 ILCS 85/35. **Issue 104, June 2020**

PRESSPlus 7. SOPPA requires specific provisions be included in a contract with any operator that seeks to receive covered information from a school district. 105 ILCS 85/15(4), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, available at PRESS Online by logging in at www.iasb.com, for details. **Issue 104, June 2020**

PRESSPlus 8. 105 ILCS 85/27(e), added by P.A. 101-516, eff. 7-1-21. SOPPA does not provide specifics regarding security procedures or practices, nor is there a formal, nationalized standard specific to K-12. However, SOPPA requires ISBE to make available on its website guidance for schools pertaining to reasonable security procedures and practices. 105 ILCS 85/28, added by P.A. 101-516, eff. 7-1-21. ISBE, the U.S. Dept. of Education (DOE) and other experts in the field agree that training of all staff with access to a school's network is important to protecting schools against cyber threats, although such training is not currently mandated in Illinois. ISBE's grant-funded program, the Learning Technology Center of Illinois, offers cybersecurity training to administrators and educators throughout the State. See www.ltc.org. The U.S. Dept. of Education has also issued multiple guidance documents on security best practices for schools, available at www.studentprivacy.ed.gov/topic/security-best-practices. **Issue 104, June 2020**

PRESSPlus 9. In the event of a breach of covered information of students, SOPPA requires school districts to provide two types of notices: (1) individual notices to the parents of students whose covered information was involved in the breach and (2) a more general notice about the breach on the district's website (or at the district administrative office, if it does not maintain a website) if the breach involved 10% or more of the district's student enrollment. 105 ILCS 85/27(a)(5) & (d), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, available at PRESS Online by logging in at www.iasb.com, for details about the required notices. **Issue 104, June 2020**

Heidi Mueller

15400 W. Brimfield Jubilee Rd.
Brimfield, Il.
(309)645-3824
heidiann0303@gmail.com

4th August 2020

Petrina Winkelman
Cafeteria Manager
Brimfield High School
Brimfield, Il.

Dear Petrina,

I regret to inform you that I would like to tender my resignation as Cafeteria Worker effective from August 18th 2020. I hereby give 2 week notice of my intention to leave Brimfield High School.

I made this decision, not because I'm unhappy with the opportunities you've presented, but as a strategic career move. It has been a great pleasure working with you and representing the school district. I will truly miss all my coworkers and the great students everyday! I wish everyone continued success and good health!

If you still need a Sub for Cafeteria, December through the end of the School year, please don't hesitate to give me a call. The job taken is only a seasonal job, but it is a Full time position for me now.

Thank You

Yours sincerely,

Heidi Mueller .



PHONE: 309-446-3378

BRIMFIELD C.U.S.D. #309

FAX: 309-446-3716

PO BOX 380

323 E. CLINTON STREET

BRIMFIELD, IL 61517

Anthony Shinall
Superintendent

To: Board of Education
From: Anthony Shinall, Superintendent
Re: Skyward Stipends

Julie Albritton
Grade School Principal

I am recommending the stipends for the following people for their work on Skyward implementation outside of contract hours.

Bill Robison
High School Principal

Kevin Faulkner - \$1750

Bren Dwyer
Grade School Secretary

Bren Dwyer - \$1500

Julie Edwards - \$1250

Julie Edwards
High School Secretary

Kelsey Messineo - \$500

Lonna Sumner - \$200

Kelsey Messineo
School Counselor

Yours in Education,

Kevin Kreiter
H.S. Athletic Director

Jason Sunderland
G.S. Athletic Director

Anthony Shinall

Kyle Petty
Bookkeeper

Michele Cox
Asst. Bookkeeper

Lonna Sumner
District Nurse



BRIMFIELD C.U.S.D. #309

PHONE: 309-446-3378

FAX: 309-446-3716

PO BOX 380

323 E. CLINTON STREET

BRIMFIELD, IL 61517

To: Board of Education
From: Anthony Shinall, Superintendent
Re: Crossing Guard Salaries

Anthony Shinall
Superintendent

Julie Albritton
Grade School Principal

Bill Robison
High School Principal

Bren Dwyer
Grade School Secretary

Julie Edwards
High School Secretary

Kelsey Messineo
School Counselor

Kevin Kreiter
H.S. Athletic Director

Jason Sunderland
G.S. Athletic Director

Kyle Petty
Bookkeeper

Michele Cox
Asst. Bookkeeper

Lonna Sumner
District Nurse

We have reached the end of the three-year agreement with the crossing guards in terms of compensation. I am recommending a three-year plan. It would include an increase of \$1.00/hour for the 2020-2021 school year, an increase of \$1.00/hour for the 2021-2022 school year, and a \$1.00 increase/hour for the 2022-2023 school year. This will also keep them in line with the minimum wage increases.

Yours in Education,

Anthony Shinall

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
ACADEMIC THERAPY	SOUND OUT CHAPTER BOOKS- SET	07/08/2020	267.30
	<i>10 E 1220 4200 01 000 000000</i>		
ACADEMIC THERAPY			267.30
AEP ENERGY	GS ELECTRICITY MONTHLY BILLING	07/06/2020	27.80
	<i>20 E 2542 4661 01 000 000000</i>		
AEP ENERGY	BASEBALL FIELD ELECTRICITY	07/14/2020	3.35
	<i>20 E 2542 4664 01 000 000000</i>		
AEP ENERGY			31.15
AMERICAN PEST	GS PEST CONTROL MONTHLY	07/15/2020	45.00
	<i>20 E 2542 3291 01 000 000000</i>		
AMERICAN PEST			45.00
BRIMFIELD HARDWARE	TRACK BUILDING RESTROOM- PAINT	07/20/2020	46.98
	<i>20 E 2542 4105 01 000 000000</i>		
	<i>20 E 2542 4103 01 000 000000</i>		
BRIMFIELD HARDWARE	FORM EAR PLUGS PO 6-21-022	07/09/2020	1.96
	<i>20 E 2542 4103 01 000 000000</i>		
BRIMFIELD HARDWARE	PRUNING SEAL BGS PO 6-21-023	07/10/2020	4.99
	<i>20 E 2542 4104 01 000 000000</i>		
BRIMFIELD HARDWARE	SIDEWALK CAULK BGS PO 6-21-024	07/13/2020	33.96
	<i>20 E 2542 4104 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS EXTERIOR	07/02/2020	209.81
	<i>20 E 2542 4105 01 000 000000</i>		
	<i>20 E 2542 4105 01 000 000000</i>		
	<i>20 E 2542 4109 01 000 000000</i>		
	<i>20 E 2542 4105 01 000 000000</i>		
	<i>20 E 2542 4105 01 000 000000</i>		
	<i>20 E 2542 4105 01 000 000000</i>		
	<i>20 E 2542 4105 01 000 000000</i>		
	<i>20 E 2542 4105 01 000 000000</i>		
	<i>20 E 2542 4105 01 000 000000</i>		
	<i>20 E 2542 4104 01 000 000000</i>		

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
	<i>20 E 2542 4105 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS FRONT FACIA AND GUTTERING	07/06/2020	79.98
	<i>20 E 2542 4105 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS SIDEWALK CRACK REPAIR	07/06/2020	5.79
	<i>20 E 2542 4104 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS GAS LINE BUSHING- PIPE	07/15/2020	5.99
	<i>20 E 2542 4109 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS GAS LINE FITTINGS PO 6-21-028	07/14/2020	18.24
	<i>20 E 2542 4109 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS STEAMER DRAIN FROM UNIT TO	07/16/2020	115.47
	<i>20 E 2542 4109 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS PLUMBING PO 6-21-031	07/15/2020	23.65
	<i>20 E 2542 4109 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS STEAMER DRAIN PO 6-21-030	07/15/2020	42.78
	<i>20 E 2542 4103 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS STRUT MOUNTING HARDWARE	07/17/2020	20.11
	<i>20 E 2542 4109 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS STEAMER FILTER TO STEAMER	07/16/2020	14.98
	<i>20 E 2542 4109 01 000 000000</i>		
BRIMFIELD HARDWARE	HEDGE SHEAR PO 6-21-037	07/22/2020	19.99
	<i>20 E 2542 4104 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS WEEK KILLER PO 6-21-036	07/20/2020	15.99
	<i>20 E 2542 4104 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS GROUNDING LUG PO 6-21-036	07/20/2020	3.49
	<i>20 E 2542 4102 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS TAP CON SCREWS PO 6-21-036	07/20/2020	5.79
	<i>20 E 2542 4900 01 000 000000</i>		
BRIMFIELD HARDWARE	SCREWS/BUSHING/CLAMPS FOR	07/20/2020	17.22
	<i>20 E 2542 4102 01 000 000000</i>		

Invoice Listing

BRIMFIELD CUSD 309

<u>Full Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Net Amount</u>
BRIMFIELD HARDWARE	BGS WEED SPRAYER PO 6-21-039 <i>20 E 2542 4104 01 000 000000</i>	07/22/2020	42.99
BRIMFIELD HARDWARE	3/4 PULL 90 PO 6-21-039 <i>20 E 2542 4102 01 000 000000</i>	07/22/2020	7.99
BRIMFIELD HARDWARE	3/4 BOX CONNECTOR PO 6-21-039 <i>20 E 2542 4102 01 000 000000</i>	07/22/2020	2.38
BRIMFIELD HARDWARE	3/4 LB CONDUIT BODY PO 6-21-039 <i>20 E 2542 4102 01 000 000000</i>	07/22/2020	9.99
BRIMFIELD HARDWARE	BGS WIRE LUBRICANT PO 6-21-040 <i>20 E 2542 4102 01 000 000000</i>	07/23/2020	8.79
BRIMFIELD HARDWARE	WEED KILLER PO 6-21-040 <i>20 E 2542 4104 01 000 000000</i>	07/23/2020	15.99
BRIMFIELD HARDWARE	SERVER PLUG PO 6-21-040 <i>20 E 2542 4102 01 000 000000</i>	07/23/2020	4.99
BRIMFIELD HARDWARE	HAMMER DRILL BIT PO 6-21-040 <i>20 E 2542 4103 01 000 000000</i>	07/23/2020	7.49
BRIMFIELD HARDWARE	SEAL TITE CONNECTOR PO 6-21-040 <i>20 E 2542 4102 01 000 000000</i>	07/23/2020	22.98
BRIMFIELD HARDWARE	4" BLANK COVER PO 6-21-040 <i>20 E 2542 4102 01 000 000000</i>	07/23/2020	1.58
BRIMFIELD HARDWARE	PULL BUSHING PO 6-21-040 <i>20 E 2542 4102 01 000 000000</i>	07/23/2020	1.38
BRIMFIELD HARDWARE	BGS WALL PLATES AND HARDWARE <i>20 E 2542 4102 01 000 000000</i> <i>20 E 2542 4102 01 000 000000</i> <i>20 E 2542 4109 01 000 000000</i> <i>20 E 2542 4102 01 000 000000</i> <i>20 E 2542 4102 01 000 000000</i> <i>20 E 2542 4102 01 000 000000</i>	07/29/2020	33.09

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
	<i>20 E 2542 4102 01 000 000000</i>		
	<i>20 E 2542 4102 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS KITCHEN 4X4 BRACING FOR	07/24/2020	17.99
	<i>20 E 2542 3230 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS SIDEWALK CRACKS- SEALANT	07/28/2020	37.98
	<i>20 E 2542 4104 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS COMPUTER LAB LIGHTING , LED	07/21/2020	911.76
	<i>20 E 2542 4102 01 000 000000</i>		
BRIMFIELD HARDWARE			1,814.54
CAROLINA BIOLOGICAL	HS CLASS SUPPLIES/MAT - KROSTAL	07/14/2020	244.36
	<i>10 E 1103 4101 01 000 000000</i>		
CAROLINA BIOLOGICAL	HS CLASS SUPPLIES- KROSTAL PO	07/15/2020	305.25
	<i>10 E 1103 4101 01 000 000000</i>		
CAROLINA BIOLOGICAL			549.61
CENTRAL RESTAURANT	GS CAFETERIA EQUIPMENT PO 5-21-	07/15/2020	2,789.68
	<i>10 E 2562 5400 01 000 000000</i>		
CENTRAL RESTAURANT			2,789.68
COKERS REPAIR INC	BGS WIF REPAIR PO 6-21-038	07/14/2020	505.50
	<i>20 E 2542 3230 01 000 000000</i>		
COKERS REPAIR INC			505.50
COMMITTEE FOR	K-5 SECOND STEP SEL KITS PO 2-21-	07/23/2020	2,359.00
	<i>10 E 1101 4900 01 000 000000</i>		
COMMITTEE FOR			2,359.00
CONSTELLATION	GS GAS MONTHLY BILLING	07/20/2020	470.17
	<i>20 E 2542 4651 01 000 000000</i>		
CONSTELLATION	HS FUEL MONTHLY BILLING	07/20/2020	130.97
	<i>20 E 2542 4652 01 000 000000</i>		
CONSTELLATION			601.14
CPI	ANNUAL MEMBERSHIP FEE PO 1-21-	04/23/2020	150.00
	<i>10 E 1101 4900 01 000 000000</i>		
CPI			150.00

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
DIGITAL COPY	COPY MACHINE MONTHLY BILLING	08/03/2020	1,876.74
	<i>10 E 1103 3250 25 000 000000</i>		
	<i>10 E 1101 3250 25 000 000000</i>		
	<i>10 E 1101 3250 01 000 000000</i>		
	<i>10 E 1103 3250 01 000 000000</i>		
DIGITAL COPY SYSTEMS,			1,876.74
FRONTIER	GS FAX LINE MONTHLY BILLING	07/28/2020	44.38
	<i>20 E 2542 3405 01 000 000000</i>		
FRONTIER	GS PHONE SERVICE MONTHLY	07/28/2020	229.88
	<i>20 E 2542 3401 01 000 000000</i>		
FRONTIER	UNIT OFFICE PHONE SERVICE	07/28/2020	167.74
	<i>20 E 2542 3403 01 000 000000</i>		
FRONTIER	HS PHONE SERVICE MONTHLY	07/25/2020	324.73
	<i>20 E 2542 3402 01 000 000000</i>		
FRONTIER			766.73
GETZ FIRE EQUIP	BHS COMPLETE FIRE ALARM	06/18/2020	1,670.00
	<i>80 E 2367 3000 01 000 000000</i>		
GETZ FIRE EQUIP	BHS SPRINKLER INSPECTION PO 6-	06/15/2020	567.00
	<i>80 E 2367 3000 01 000 000000</i>		
GETZ FIRE EQUIP	MONITORING FIRE ALARM @ BGS PO	07/14/2020	288.00
	<i>80 E 2367 3000 01 000 000000</i>		
GETZ FIRE EQUIP	TROUBLE ALARM ON BGS FIRE	07/20/2020	248.00
	<i>20 E 2542 3230 01 000 000000</i>		
GETZ FIRE EQUIP	FIRE EXTINGUISHER SERVICE - BGS	07/15/2020	321.60
	<i>80 E 2367 3000 01 000 000000</i>		
GETZ FIRE EQUIP	BGS HOOD REWORKING OF FIRE	07/22/2020	748.25
	<i>20 E 2542 3230 01 000 000000</i>		
GETZ FIRE EQUIP	SPORTS COMPLEX EXTINGUISHER	07/15/2020	157.40
	<i>80 E 2367 3000 01 000 000000</i>		

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
GETZ FIRE EQUIP	BHS FIRE EXTINGUISHER SERVICE	07/15/2020	245.60
	<i>80 E 2367 3000 01 000 000000</i>		
GETZ FIRE EQUIP	BHS BACKFLOW PREVENTER	07/21/2020	360.00
	<i>80 E 2367 3000 01 000 000000</i>		
GETZ FIRE EQUIP			4,605.85
HEART TECHNOLOGIES,	PHONE CHANGES AND NEW	07/27/2020	201.40
	<i>10 E 2220 4101 01 000 000000</i>		
HEART TECHNOLOGIES,			201.40
HOUGHTON MIFFLIN	GO MATH SUBSCRIPTION PO 1-21-	07/11/2020	2,437.56
	<i>10 E 1101 4900 01 000 000000</i>		
HOUGHTON MIFFLIN	COLLECTIONS CLOSE READER	07/10/2020	1,651.98
	<i>10 E 1101 4101 01 000 000000</i>		
HOUGHTON MIFFLIN	GO MATH GRADES K-4 PO 1-21-066	07/11/2020	6,523.92
	<i>10 E 1101 4900 01 000 000000</i>		
HOUGHTON MIFFLIN	GO MATH SUBSCRIPTION PO 1-21-	07/11/2020	60.00
	<i>10 E 1101 4900 01 000 000000</i>		
HOUGHTON MIFFLIN CO.			10,673.46
IASB	PRESS PLUS SUBSCRIPTION	07/31/2020	1,870.00
	<i>10 E 2310 6400 01 000 000000</i>		
IASB			1,870.00
INTEGRATED SYSTEMS	BUSINESS COMPUTER HOSTING FEE	06/01/2020	2,400.00
	<i>10 E 2525 3110 01 000 000000</i>		
INTEGRATED SYSTEMS			2,400.00
INTRADO INTERACTIVE	RENEWAL SCHOOL MESSENGER PO	06/29/2020	1,357.02
	<i>10 E 2410 3001 01 000 000000</i>		
INTRADO INTERACTIVE			1,357.02
KEACH	BGS AIR CONDITIONING FINAL	07/05/2020	3,780.00
	<i>60 E 2535 5000 01 000 000000</i>		
KEACH ARCHITECTURAL			3,780.00
MCGRAW-HILL SCHOOL	WONDERWORKS 1ST GRADE	07/16/2020	268.33
	<i>10 E 1220 4200 01 000 000000</i>		
MCGRAW-HILL SCHOOL			268.33

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
MECHANICAL SERVICE	BHS RTU-1 PART PO 6-20-111	07/01/2020	5,203.00
	<i>20 E 2542 3230 01 000 000000</i>		
MECHANICAL SERVICE	HS AIR CONDITIONER REPAIRS.	07/23/2020	12,865.00
	<i>90 E 2540 3230 01 000 000000</i>		
MECHANICAL SERVICE			18,068.00
NEXTERA ENERGY	GS ELECTRICITY MONTHLY BILLING	07/09/2020	2,452.57
	<i>20 E 2542 4661 01 000 000000</i>		
NEXTERA ENERGY	HS ELECTRICITY MONTHLY BILLING	07/09/2020	4,765.93
	<i>20 E 2542 4662 01 000 000000</i>		
NEXTERA ENERGY			7,218.50
NWEA	MAP GROWTH K-12 WEB BASED	07/01/2020	6,250.00
	<i>10 E 1101 3900 01 000 000000</i>		
NWEA			6,250.00
P.E.R.F.E.C.T.	ANNUAL ADMINISTRATIVE PAYMENT	07/01/2020	683.00
	<i>10 E 1400 6400 01 000 000000</i>		
P.E.R.F.E.C.T.			683.00
PLANBOOK	PLANBOOK.COM ONLINE LESSON	07/09/2020	607.50
	<i>10 E 1101 4101 01 000 000000</i>		
PLANBOOK			607.50
QUILL CORPORATION	GS & HS CONSTRUCTION PAPER PO	07/09/2020	865.25
	<i>10 E 1101 4101 01 000 000000</i>		
	<i>10 E 1103 4101 01 000 000000</i>		
QUILL CORPORATION	GS & HS CONSTRUCTION AND	07/09/2020	654.04
	<i>10 E 1101 4101 01 000 000000</i>		
	<i>10 E 1103 4101 01 000 000000</i>		
QUILL CORPORATION	GS & HS CONSTRUCTION AND	07/09/2020	1,596.96
	<i>10 E 1101 4101 01 000 000000</i>		
	<i>10 E 1103 4101 01 000 000000</i>		
QUILL CORPORATION	GS & HS CONSTRUCTION AND	07/09/2020	26.10
	<i>10 E 1101 4101 01 000 000000</i>		

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
QUILL CORPORATION	GS CONSTRUCTION AND COLORED <i>10 E 1101 4101 01 000 000000</i>	07/09/2020	60.60
QUILL CORPORATION	GS & HS CONSTRUCTION PAPER PO <i>10 E 1101 4101 01 000 000000</i> <i>10 E 1103 4101 01 000 000000</i>	07/15/2020	710.98
QUILL CORPORATION	DISTRICT OFFICE SUPPLIES PO 0-21- <i>10 E 2525 4100 01 000 000000</i>	07/13/2020	154.72
QUILL CORPORATION			4,068.65
REALLY GOOD STUFF,	CLASS ROOM SUPPLIES <i>10 E 1220 4900 01 000 000000</i>	07/08/2020	93.92
REALLY GOOD STUFF,	CLASSROOM SUPPLIES- MCCAULEY <i>10 E 1220 4900 01 000 000000</i>	07/10/2020	99.56
REALLY GOOD STUFF,			193.48
RENAISSANCE	K-8 FRECKLE, AR, STAR PO 2-21-076 <i>10 E 1101 4900 01 000 000000</i>	07/07/2020	11,492.43
RENAISSANCE LEARNING,			11,492.43
SAM'S CLUB DIRECT	CAKE FOR MCNAMARA RETIREMENT <i>10 E 2525 6900 01 000 000000</i>	06/24/2020	3.10
SAM'S CLUB DIRECT			3.10
SCHOOL NURSE	FIRST AID/NURSE SUPPLIES AND <i>10 E 2130 4900 01 000 000000</i>	07/08/2020	257.56
SCHOOL NURSE SUPPLY,			257.56
SCREENCASTIFY LLC	SCREENCASTIFY LICENSE FOR GS & <i>10 E 2220 3900 01 000 000000</i>	07/29/2020	1,479.00
SCREENCASTIFY LLC			1,479.00
SPECIAL EDUC OF	SPECIAL EDUCATION MONTHLY <i>51 E 4120 2130 01 000 000000</i> <i>10 E 4190 3001 01 000 000000</i> <i>10 E 4190 3001 44 000 000000</i>	08/05/2020	26,585.00
SPECIAL EDUC OF			26,585.00
SPRINGFIELD ELECTRIC	DEDICATED CIRCUIT FOR NEW BGS <i>20 E 2542 4102 01 000 000000</i>	07/20/2020	189.35

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
SPRINGFIELD ELECTRIC	MOUNTING HARDWARE FOR NEW	06/10/2020	342.39
	<i>20 E 2542 4102 01 000 000000</i>		
SPRINGFIELD ELECTRIC			531.74
STARFALL EDUCATION	STARFALL BLANK WRITING	07/17/2020	103.40
	<i>10 E 1101 4101 01 000 000000</i>		
STARFALL EDUCATION			103.40
TEACHER CREATED	CLASSROOM SUPPLIES FRAELLE PO	07/10/2020	95.88
	<i>10 E 1220 4900 01 000 000000</i>		
TEACHER CREATED			95.88
THE HOME DEPOT PRO	GS CLEANING SUPPLIES/MAT PO 2-	07/06/2020	120.15
	<i>20 E 2542 4101 01 000 000000</i>		
THE HOME DEPOT PRO	GS CLEANING SUPPLIES/MAT PO 2-	07/01/2020	32.83
	<i>20 E 2542 4101 01 000 000000</i>		
THE HOME DEPOT PRO	DISINFECTANT SPRAY PPE PO 0-21-	07/17/2020	798.66
	<i>20 E 2542 4101 03 000 000000</i>		
THE HOME DEPOT PRO	DISINFECTANT SPRAY PPE PO 0-21-	07/22/2020	94.16
	<i>20 E 2542 4101 03 000 000000</i>		
THE HOME DEPOT PRO	HAND SANITIZER GS & HS- PPE PO 0-	07/07/1520	1,319.11
	<i>20 E 2542 4101 03 000 000000</i>		
THE HOME DEPOT PRO	GS CLEANING SUPPLIES/MAT PO 2-	07/17/2020	74.93
	<i>20 E 2542 4106 01 000 000000</i>		
THE HOME DEPOT PRO	GS CLEANING SUPPLIES/MAT PO 2-	07/22/2020	74.93
	<i>20 E 2542 4106 01 000 000000</i>		
THE HOME DEPOT PRO	GS CLEANING SUPPLIES/MAT PO 2-	07/22/2020	74.93
	<i>20 E 2542 4106 01 000 000000</i>		
THE HOME DEPOT PRO	DISINFECTANT SPRAY PPE	07/31/2020	288.09
	<i>20 E 2542 4101 03 000 000000</i>		
THE HOME DEPOT PRO			2,877.79
VILLAGE OF BRIMFIELD	TRACK BUILDING WATER/SEWER	08/01/2020	51.80
	<i>20 E 2542 3704 01 000 000000</i>		

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
VILLAGE OF BRIMFIELD	HS DIAMOND WATER/SEWER	08/01/2020	146.61
	<i>20 E 2542 3703 01 000 000000</i>		
VILLAGE OF BRIMFIELD	BHS WATER/SEWER MONTHLY	08/01/2020	97.29
	<i>20 E 2542 3702 01 000 000000</i>		
VILLAGE OF BRIMFIELD	BGS WATER/SEWER MONTHLY	08/01/2020	94.86
	<i>20 E 2542 3701 01 000 000000</i>		
VILLAGE OF BRIMFIELD			390.56
WARD'S SCIENCE	HS CLASS SUPPLIES - KROSTAL PO	07/01/2020	421.91
	<i>10 E 1103 4101 01 000 000000</i>		
WARD'S SCIENCE			421.91
WARNER MECHANICAL	INSTALL NEW DRAIN FOR STEAMER	07/29/2020	513.00
	<i>20 E 2542 3230 01 000 000000</i>		
WARNER MECHANICAL			513.00
WILSON LANGUAGE	WRS INTRODUCTORY SET, LARGE	07/17/2020	456.95
	<i>10 E 1220 4200 01 000 000000</i>		
	<i>10 E 1220 4200 01 000 000000</i>		
	<i>10 E 1220 4200 01 000 000000</i>		
WILSON LANGUAGE	SPECIAL EDUCATION	07/17/2020	230.47
	<i>10 E 1220 4900 01 000 000000</i>		
WILSON LANGUAGE			687.42
Total Number of Batch Invoices:		112	\$119,440.37
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:		112	119,440.37

TREASURER'S REPORT

JULY 2020	HARRIS BANK	F&M BANK	BRIMFIELD BANK- CAFÉ
BEGINNING BALANCE	5,020,838.59	3,003.14	1,245.10
O/S Checks - MAY	-114,839.61	-85.00	-187.35
BEG. ACCT. BALANCE	4,905,998.98	2,918.14	1,057.75
REVENUES	585,587.69	671.00	0.00
ADJUSTMENTS	95,010.20		
INTEREST	206.42	0.06	0.03
TOTAL REVENUE	680,804.31	671.06	0.03
EXPENSES	545,963.12	0.00	0.00
O/S Checks - MAY	-114,839.61	-85.00	-187.35
O/S Checks - JUNE	21,619.95	85.00	187.35
ADJUSTMENTS	95,010.20		
TOTAL EXPENSES	547,753.66	0.00	0.00
END ACCT. BAL.	5,060,669.58	3,674.20	1,245.13
O/S Checks - JUNE	-21,619.95	-85.00	-187.35
CASH BALANCE	5,039,049.63	3,589.20	1,057.78

POSITION STATEMENT

JULY 2020	ED	OBM	B&I	TSP	IMRF	SOC SEC	CAP PROJ	W/C	TORT	F/P	TOTALS
HARRIS BANK											
PREV BALANCE	2,400,535.61	310,760.17	1,037,045.17	340,561.38	24,931.09	37,316.98	165,306.35	152,192.21	125,394.69	311,955.33	4,905,998.98
LEVY - SP. ED	27,610.46										
LEVY - LEASE	5,521.99										
LEVY	276,105.11	55,220.92	105,849.65	22,088.47	4,943.63	6,779.96	0.00	5,521.99	26,366.02	5,521.99	541,530.19
REVENUES	96,967.45	28,861.59	43.62	14.33	767.95	479.89	12,114.50	6.40	5.26	13.13	139,274.12
CDs MATURED											0.00
TOTAL REVENUE	406,205.01	84,082.51	105,893.27	22,102.80	5,711.58	7,259.85	12,114.50	5,528.39	26,371.28	5,535.12	680,804.31
EXPENSES	463,422.25	48,751.01	0.00	53.09	4,322.99	6,773.09	23,943.63	0.00	487.60	0.00	547,753.66
CD'S PURCHASED											0.00
TOTAL EXPENSES	463,422.25	48,751.01	0.00	53.09	4,322.99	6,773.09	23,943.63	0.00	487.60	0.00	547,753.66
HARRIS BANK BAL	2,343,318.37	346,091.67	1,142,938.44	362,611.09	26,319.68	37,803.74	153,477.22	157,720.60	151,278.37	317,490.45	5,039,049.63
INVESTED	635,900.00	0.00	284,500.00	46,100.00	90,900.00	79,500.00	0.00	265,700.00	326,000.00	0.00	1,728,600.00
IMPREST FUNDS	5,500.00										
F&M BK BAL	3,589.20	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	3,589.20
F&M BK BAL-CAFÉ	1,057.78	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	1,057.78
FUND BALANCE	2,989,365.35	346,091.67	1,427,438.44	408,711.09	117,219.68	117,303.74	153,477.22	423,420.60	477,278.37	317,490.45	6,777,796.61

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08/03/20

Brimfield Activity Accounts
Reconciliation Summary
checking, Period Ending 07/31/2020

	<u>Jul 31, 20</u>
Beginning Balance	50,256.98
Cleared Transactions	
Checks and Payments - 2 items	-185.00
Deposits and Credits - 2 items	7.85
Total Cleared Transactions	<u>-177.15</u>
Cleared Balance	<u>50,079.83</u>
Uncleared Transactions	
Checks and Payments - 12 items	-714.38
Total Uncleared Transactions	<u>-714.38</u>
Register Balance as of 07/31/2020	<u>49,365.45</u>
Ending Balance	49,365.45

Brimfield Activity Accounts
Reconciliation Detail
 checking, Period Ending 07/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50,256.98
Cleared Transactions						
Checks and Payments - 2 items						
Check	05/19/2020	14661	Mason Keiser	X	-120.00	-120.00
Check	05/19/2020	14666	Tieler Maritano	X	-65.00	-185.00
Total Checks and Payments					-185.00	-185.00
Deposits and Credits - 2 items						
Deposit	07/24/2020			X	5.73	5.73
Deposit	07/31/2020			X	2.12	7.85
Total Deposits and Credits					7.85	7.85
Total Cleared Transactions					-177.15	-177.15
Cleared Balance					-177.15	50,079.83
Uncleared Transactions						
Checks and Payments - 12 items						
General Journal	07/01/2016	09			-8.38	-8.38
Check	03/11/2020	14625	Emily Lowman		-100.00	-108.38
Check	03/11/2020	14624	Jenny Norman		-100.00	-208.38
Check	03/11/2020	14621	Christian Laredo		-50.00	-258.38
Check	03/11/2020	14618	Marissa Bonomo		-50.00	-308.38
Check	03/11/2020	14623	Debbie Lowman		-50.00	-358.38
Check	03/11/2020	14622	Camron Laredo		-50.00	-408.38
Check	03/11/2020	14617	Kyle Woodward		-50.00	-458.38
Check	03/11/2020	14620	Like Bonomo		-50.00	-508.38
Check	03/11/2020	14619	Jeff Valosio		-50.00	-558.38
Check	05/19/2020	14647	Savannah Stamann		-91.00	-649.38
Check	05/19/2020	14652	Savannah Stamann		-65.00	-714.38
Total Checks and Payments					-714.38	-714.38
Total Uncleared Transactions					-714.38	-714.38
Register Balance as of 07/31/2020					-891.53	49,365.45
Ending Balance					-891.53	49,365.45

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08/07/20

Accrual Basis

Brimfield Grade School Custom Transaction Detail Report July 2020

Type	Date	Num	Name	Memo	Account	Class	Amount	Balance
Activity Fund								
Motivational Fund								
Deposit	07/31/2020			Deposit	Motivational Fund		0.86	0.86
Total Motivational Fund							0.86	0.86
Total Activity Fund							0.86	0.86
Deposit								
Deposit	07/31/2020		Deposit	dep July Interest ...	Deposit	Motivation	-0.86	-0.86
Total Deposit							-0.86	-0.86
TOTAL							0.00	0.00

**Brimfield Grade School
 Balance Sheet
 As of July 31, 2020**

	<u>Jul 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Activity Fund	
AD Incidental	112.54
Athletic Department Concessions	1,816.50
Biddy Soccer	73.17
Cheerleading	736.26
Cross Country	303.99
Girls Jr. High Basketball	620.98
Library Fund	1,726.54
Motivational Fund	2,314.48
One Classroom at a Time - Savag	1,000.00
One Classroom at a Time - Sneer	1,000.00
Physical Education	0.48
Relief Fund	1,043.27
Scholastic Bowl	16.05
School Nurse	151.48
Science-Jr. High	300.00
Science Camp-Elementary	3,372.53
Sensory Room	328.17
Softball	300.09
Speech	44.40
Student Council	241.50
Volleyball	93.97
Yearbook	4,568.32
Activity Fund - Other	57.05
Total Activity Fund	<u>20,221.77</u>
Deposit	<u>-599,576.92</u>
Total Checking/Savings	<u>-579,355.15</u>
Total Current Assets	<u>-579,355.15</u>
TOTAL ASSETS	<u><u>-579,355.15</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	7,947.14
Retained Earnings	-576,884.13
Net Income	-10,418.16
Total Equity	<u>-579,355.15</u>
TOTAL LIABILITIES & EQUITY	<u><u>-579,355.15</u></u>