

A G E N D A

**BRIMFIELD COMMUNITY UNIT SCHOOL DISTRICT #309
BRIMFIELD BOARD OF EDUCATION
REGULAR MEETING – WEDNESDAY, NOVEMBER 11, 2020
BRIMFIELD HIGH SCHOOL – LIBRARY – 7:00 P.M.**

AGENDA ITEMS	CONSENT AGENDA
I. Call to Order	
II. Roll Call	
III. Pledge of Allegiance	
IV. Recognize Visitors	
V. Approve Minutes A. October 21, 2020 Regular Meeting	
VI. School Board Business A. President’s Report B. Superintendent’s Report C. High School Principal’s Report D. Grade School Principal’s Report	
VII. Old Business A. Eligibility of Homeschool Students in Extra-Curricular/ Interscholastic Activities/Athletics B. Memorial Wall	
VIII. New Business A. Approve the Second reading for the updates to policies: <ul style="list-style-type: none"> • 2:260 Uniform Grievance Procedure • 5:10 Equal Opportunity and Minority Recruitment • 5:100 Staff Development Program • 5:20 Workplace Harassment Prohibited • 5:220 Substitute Teachers • 5:330 Sick Days, Vacation, Holidays, and Leaves • 7:10 Equal Education Opportunities • 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment • 7:185 Teen Dating Violence Prohibited & • 7:20 Harassment of Students Prohibited 	
B. Approve the Second reading and Adopt the new policy 2:265 Title IX Sexual Harassment Grievance Procedure.	
C. Approval the purchase of Technology through the IDEA grant in the Amount of \$64,504.31	
D. Approve District Insurance Proposal	
E. Approve Mowing Contract	
F. IHSA/IDPH Guidelines for Basketball for the 2020-2021 season.	

<p>IX. 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 style="padding-left: 40px;">A. Approve Bills for Payment for the Month of November B. Approve Position Statement and Treasurer’s Report for October C. Approve High School & Grade School Activity Reports for October</p>	<p style="text-align: center;">* * *</p>
<p>X. Public Comment</p>	
<p>XI. Adjourn</p>	

To: Brimfield Board of Education, BCUSD #309
From: Tony Shinall, Superintendent
Re: November Board Report

Levy

Next month the Board will be voting to approve the Tax Levy for the next fiscal year. Our EAV (Equalized Assessed Value) has increased approximately 3.9% from \$117,000,000 to \$121,900,000.

Weather

This is the time of year when we may begin to experience inclement weather. We have the option to delay the start of school, cancel school, or use an Alternative Learning Day. The weather timing, outages, and transportation will all play a role in the decision we make for that day.

The follow is the process we follow in situations like this:

- Approximately 4:30 am - Peoria County Superintendents begin driving their districts and start communicating with each other about road conditions.
- 5:00 am – First call to Heinz Bus Company
- 5:30 am – no later than 6:00 am – Decision Time
 - o Bill Robison – All call to families
 - o Julie Albritton – Call TV/Radio
 - o Jason Short – Plowing

Zoning Committee

On the evening of October 27, 2020, I attended a Brimfield zoning committee meeting. A resident whose property is within 250 feet of district property was requesting a variance. I expressed the concern that the district may have with visibility from leaving a district parking lot on Clinton Street. The committee received this concern well and the variance was granted with stipulations that will take into account the visibility issue.

Health/Life Safety Project

The State Board of Education has approved the Health/Life Safety Amendment for the Grade School bleacher project. The architects are now working on the bid process.

To: Brimfield CUSD #309 Board of Education

From: Billy Robison, Principal

Re: Brimfield High School report for November 11, 2020

Cross Country

The cross country team completed the season at the sectional tournament. Both the boys and girls teams advanced through the regional, with the boys being regional champions. Thomas Harmon and Addy Simmons both finished second at the regional. Addy Simmons also qualified individually to advance through the sectional. The boy's team also advanced through the sectional.

Culture

Thank you to our student council for a fantastic week of Halloween Fun during the week of October 26-October 30. A vast majority of the students participated in the daily themes, and weekly themes and events as well.

SAT

SAT results are in and have been distributed for the seniors that took the exam on the 14th.

Student of the Month

Jeremy Ott was named as the student of the month for October. Jeremy is a 4 time regional golf champion, 2 time sectional golf champion, and led the boy's golf team to what would have been a team appearance in the boy's state golf tournament (No state tournament was held due to COVID-19). He received an invitation to play in a prestigious invitational tournament (limited to 330 high school golfers throughout the country) at Pinehurst Golf Club next summer. Jeremy is also the captain of the Brimfield Chess Team. He has received a scholarship from Illinois Central College to continue to play golf and further his academic career.

Perseverance

I continue to be impressed with our students, staff, and community, for sticking together, working as a team, and doing what it takes to ensure our students get the best educational opportunities possible. We continue to focus on the things that we can control, and doing them to the best of our abilities.

#BELite

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



Brimfield Grade School

Principal's Monthly Report

Submitted By: Julie L. Albritton

Date Submitted: Wednesday, November 4, 2020



- **Enrollment**

- K-8 = 396 (-2)
- BF = 28
- Total Enrollment = 423 (-2)

- **Remote Learners**

- BF-8th Grade SEPT = 49 OCT = 32 Nov = 33

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

- **Veteran's Day Virtual Program** - Due to COVID-19, our Veteran's Day program will be virtual this year. This will be posted on social media and our website. A big THANK YOU goes out to Mrs. Gibbs and Mr. Harr for organizing this program!
- **Kids Caring About Community Food Drive** - will be November 9-20. Students are asked to bring in nonperishable food items for Christmas Food Baskets. We also will have a link on our website for families to sign up if they are in need this holiday season! A big THANK YOU goes out to Kelly Walker and Erin Miller for organizing this community effort.
- **District Institute Day** - was held on Friday, October 22nd. All BF-12th grade teachers participated in professional development from IASA (Illinois Association of School Administrators) focused on tips and tricks for in-person and remote learning. Feedback was overall positive, as 91.9% of the staff felt that the information discussed will help to engage students more in virtual/remote learning opportunities.

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

- **SmartBoards** - currently we are looking at a delivery and install of the smartboards around Dec 7th.
- **Technology Coordinator** - Mr. Henson has reported that 53 new chromebooks are due to arrive by mid-December. Current chromebook numbers are as follows for in-class use:
 - **HS** = 65 Chromebooks
 - **GS** 1st - 7th = 22 chromebooks per grade level 8th = 30 Chromebooks
 - **Remote Learning** - 30 chromebooks have been distributed
 - **On Reserve** = 20 chromebooks are held in a "ready state" for distribution for online learners.
 - **Total chromebooks district-wide** = 270 (before the 53) Total Enrollment = 636

- **BGS Extracurricular**

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

- **Upcoming events:**

- Wednesday, November 11th - Virtual Veteran's Day Concert
- Friday, November 13th - Midterm Reports will be sent home

Students

Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's Individualized Educational Program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership [as set forth below](#), and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one-half of the regular school day, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

LEGAL REF.: 105 ILCS 5/10-20.24 and 5/14-6.01.

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 6:320 (High School Credit for Proficiency), 7:30 (Student Assignment and Intra-District Transfer), 7:300 (Extracurricular Athletics)

DRAFT

Document Status: Draft Update

BOARD OF EDUCATION

2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following: PRESSPlus1

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, Title IX Sexual Harassment Grievance Procedure
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. and Title IX of the Education Amendments of 1972) (Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Sexual Harassment Grievance Procedure)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

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

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the

Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

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

Investigation Process

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

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

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

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

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

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

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

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

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

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.^{Q1}

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

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

Nondiscrimination Coordinator:

Name

323 E Clinton St Brimfield, IL 61517

Address

bill.robison@brimfield309.com

Email

(309) 446-3349

Telephone

Complaint Managers:

Julie Albritton, Grade School Principal Kevin Kreiter, Athletic Director

Name

Name

323 E Clinton St Brimfield, IL 61517

323 E Clinton St Brimfield, IL 61517

Address

Address

julie.albritton@brimfield309.com

kevin.kreiter@brimfield309.com

Email

Email

(309) 446-3366

(309) 446-3349

Telephone

Telephone

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

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

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

Equal Pay Act, 29 U.S.C. §206(d).

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

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

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

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

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

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

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

105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

Illinois Genetic Information Privacy Act, 410 ILCS 513/.

Illinois Whistleblower Act, 740 ILCS 174/.

Illinois Human Rights Act, 775 ILCS 5/.

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

Equal Pay Act of 2003, 820 ILCS 112/.

Employee Credit Privacy Act, 820 ILCS 70/.

23 Ill.Admin.Code §§1.240 and 200.40.

CROSS REF.: 2:105 (Ethics and Gift Ban), **2:265 (Title IX Sexual Harassment Grievance Procedure)**, 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), **5:90 (Abused and Neglected Child Reporting)**, 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), **7:185 (Teen Dating Violence Prohibited)**, 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

~~ADOPTED June 17, 2020~~

Questions and Answers:

***Required Question 1. A district must prominently display its Title IX non-discrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and policy 2:265, *Title IX Sexual Harassment Grievance Procedure*) and contact information for its Title IX coordinator(s) on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at www.iasb.com.

Title IX regulations require districts to designate and authorize at least one employee to coordinate efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. Does the District's Nondiscrimination Coordinator also serve as the Title IX Coordinator?

- The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. (default)
- The Nondiscrimination Coordinator does not serve as the District's Title IX Coordinator. (IASB will list the District's Title IX Coordinator separately in policies 2:260, 5:10, 5:20, 7:20, and 7:180 and make any other necessary changes to these policies.) The District's Title IX Coordinator's name, office address, email address, and telephone number are:

PRESSPlus Comments

PRESSPlus 1. The items listed are updated for continuous improvement and to explicitly direct any sexual harassment complaints involving Title IX to **NEW** policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. **Issue 105, August 2020**

Document Status: Draft Update

General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

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

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

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. PRESSPlus1

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Bill Robison, High School Principal

Name

323 E Clinton St Brimfield, IL 61517

Address

bill.robison@brimfield309.com

Email

(309) 446-3349

Telephone

Complaint Managers:

Julie Albritton, Grade School Principal Kevin Kreiter, Athletic Director

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323 E Clinton St Brimfield, IL 61517

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Address

Address

julie.albritton@brimfield309.com

kevin.kreiter@brimfield309.com

Email

Email

(309) 446-3366

(309) 446-3349

Telephone

Telephone

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

Minority Recruitment

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

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

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

29 U.S.C. §206(d), Equal Pay Act.

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

29 U.S.C. §701 et seq., Rehabilitation Act of 1973.

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

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

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

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

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

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

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

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

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

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

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

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

775 ILCS 35/5, Religious Freedom Restoration Act.

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

820 ILCS 70/, Employee Credit Privacy Act.

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20

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

ADOPTED: June 17, 2020

PRESSPlus Comments

PRESSPlus 1. Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question 1 in policy 2:260. **Issue 105, August 2020**

Document Status: Draft Update

General Personnel

5:100 Staff Development Program

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

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

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

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

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

- management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
12. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
 13. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
 14. For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.
 15. For all District staff, annual sexual harassment prevention training.
 16. Title IX requirements for training as follows (see policy 2:265, Title IX Sexual Harassment Grievance Procedure):^{PRESSPlus1}
 - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
 - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
 - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

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

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

LEGAL REF.:

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

~~Healthy, Hunger-Free Kids Act of 2010~~ 42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.

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

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 150/25, Seizure Smart School Act.

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

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

745 ILCS 49/, Good Samaritan Act.

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

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

77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

PRESSPlus Comments

PRESSPlus 1. Added in response to Title IX regulations at 34 C.F.R. Part 106. **Issue 105, August 2020**

Document Status: Draft Update

Professional Personnel

5:220 Substitute Teachers

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

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

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

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2021, PRESSPlus1 a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

Please also refer to the applicable collective bargaining agreement(s).

Short-Term Substitute Teachers

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

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.:

105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).

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

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

~~ADOPTED - June 17, 2020~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 40 ILCS 5/16-118, amended by P.A. 101-645, extending until June 30, 2021, the limit of 120 paid days or 600 paid hours that a TRS annuitant can work as substitute teacher in a school year. **Issue 105, August 2020**

Document Status: Draft Update

Educational Support Personnel

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

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

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 340 days, including the leave of the current year. This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Ill. Municipal Retirement Fund.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

New Year's Day Labor Day

Martin Luther King Jr.'s Birthday Columbus Day

Abraham Lincoln's Birthday Veteran's Day

Casimir Pulaski's Birthday 2020 Election Day ^{PRESSPlus1}

Thanksgiving Day

Memorial Day Christmas Day

Independence Day

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

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

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

Other Leaves

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

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence.
4. Child Bereavement Leave
5. Leave to serve as an election judge.

LEGAL REF.:

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

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

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

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

School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

ADOPTED: June 17, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to *2020 Election Day* designated by 10 ILCS 5/2B-10, added by P.A. 101-642 and 105 ILCS 5/24-2 (e), amended by P.A. 101-642 now making 11-3-2020 as a legal school holiday for purposes of 105 ILCS 5/24. **Issue 105, August 2020**

Document Status: Draft Update

STUDENTS

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity,^{Q1} status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator.^{PRESSPlus1} The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.^{PRESSPlus2}

LEGAL REF.:

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

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

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

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60 (P.A.s 100-29 and 100-163, final citations pending), 5/10-22.5, and 5/27-1.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

~~ADOPTED JUNE 17, 2020~~

Questions and Answers:

***Required Question 1. Executive Order (EO) 2019-11, titled "Strengthening Our Commitment to Affirming and Inclusive Schools" established the Affirming and Inclusive Schools Task Force (Task Force) to identify strategies and best practices for ensuring welcoming, safe, supportive, and inclusive school environments for transgender, nonbinary, and gender nonconforming students. The Task Force delivered a report that served as the basis for two non-regulatory guidance documents entitled *Supporting Transgender, Nonbinary and Gender Nonconforming Students* and *Sample District Policy and Administrative Procedures* at www.isbe.net/supportallstudents. The Ill. State Board of Education (ISBE) hosts these documents on its website.

Does the Board want to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendation into this policy?

No (default)

Yes (IASB will replace "gender identity" with "gender, gender identity (whether or not traditionally associated with the student's sex assigned at birth), gender expression," add "or gender expression" to the first sentence under the Sex Equity subhead, and add the following sentence to that subhead: "Students shall be supported in a manner consistent with their gender identity. This will include, but not be limited to, use of restrooms, locker rooms, and other facilities that correspond with the student's gender identity." In addition, the list of protected classifications in policy 7:20 will be amended to replace "gender identity" with "gender; gender identity (whether or not traditionally associated with the student's sex assigned at birth);")

PRESSPlus Comments

PRESSPlus 1. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question in policy 2:260. **Issue 105, August 2020**

PRESSPlus 2. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook. **Issue 105, August 2020**

Document Status: Draft Update

STUDENTS

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator: [PRESSPlus1](#)

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4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as

possible after the report is received.

- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972. ^{PRESSPlus2}
 - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - f. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - i. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption

to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

405 ILCS 49/, Children's Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

~~ADOPTED June 17, 2025~~

PRESSPlus Comments

PRESSPlus 1. Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question 1 in policy 2:260. **Issue 105, August 2020**

PRESSPlus 2. Added in response to Title IX regulations at 34 C.F.R. Part 106. **Issue 105, August 2020**

Document Status: Draft Update

STUDENTS

7:185 Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260. Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2:265. Title IX Sexual Harassment Grievance Procedure. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking. ^{PRESSPlus1}
 - c. 7:20. Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. 7:180. Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated

by Reference:7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

~~ADOPTED: June 17, 2016~~

PRESSPlus Comments

PRESSPlus 1. Added in response to Title IX regulations at 34 C.F.R. Part 106. **Issue 105, August 2020**

Document Status: Draft Update

STUDENTS

7:20 Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; ^{PRESSPlus1} gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. ^{PRESSPlus2} See policies 2:265, Title IX Sexual Harassment Grievance Procedure, and 2:260, Uniform Grievance Procedure.

Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student;

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, a Complaint Manager, or any ~~staff~~ ^{PRESSPlus3} employee with whom the student is comfortable speaking. A student may choose to report to an employee ~~person~~ of the student's same ~~sex~~ gender.

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy. Reports under this policy will be considered a report under Board policy 2:260, Uniform Grievance Procedure, and/or Board policy 2:265, Title IX Sexual Harassment Grievance Procedure. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. ~~At least one of these individuals will be female, and at least one will be male.~~ The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. ^{PRESSPlus4}

Nondiscrimination Coordinator:

Bill Robison, High School Principal

Name

323 E Clinton St Brimfield, IL 61517

Address

bill.robison@brimfield309.com

Email

(309) 446-3349

Telephone

Complaint Managers:

Julie Albritton, Grade School Principal Kevin Kreiter, Athletic Director

Name

Name

323 E Clinton St Brimfield, IL 61517

323 E Clinton St Brimfield, IL 61517

Address

Address

julie.albritton@brimfield309.com

kevin.kreiter@brimfield309.com

Email

Email

(309) 446-3366

(309) 446-3349

Telephone

Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

~~Supervisors, Building Principals, or administrators~~ Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee ~~supervisor or administrator~~ who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

~~The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.~~

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee ^{PRESSPlus5} shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, Title IX Sexual Harassment Grievance Procedure, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, Uniform Grievance Procedure, and/or 7:190, Student Behavior, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel ^{PRESSPlus6}

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, Title IX Sexual Harassment Grievance Procedure, or policy 2:260, Uniform Grievance Procedure ^{any response required by this policy.}

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action ^{up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.}

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, Uniform Grievance Procedure, and 2:265, Title IX Sexual Harassment Grievance Procedure).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

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

105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED ^{June 17, 2020}

PRESSPlus Comments

PRESSPlus 1. Executive Order (EO) 2019-11, titled "Strengthening Our Commitment to Affirming and Inclusive Schools" established the Affirming and Inclusive Schools Task Force (Task Force) to identify strategies and best practices for ensuring welcoming, safe, supportive, and inclusive school environments for transgender, nonbinary, and gender nonconforming students. The Task Force delivered a report that served as the basis for two non-regulatory guidance documents entitled *Supporting*

Transgender, Nonbinary and Gender Nonconforming Students and Sample District Policy and Administrative Procedures at www.isbe.net/supportallstudents. The Ill. State Board of Education (ISBE) hosts these documents on its website.

If the Board would like to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendation into this policy, see the **PRESS Plus** Question 1 for policy 7:10, *Equal Educational Opportunities*. **Issue 105, August 2020**

PRESSPlus 2. Two laws apply to sexual harassment of students in Illinois. Title IX of the Education Amendments of 1972 (Title IX) and the IHRA prohibit discrimination on the basis of sex and sexual harassment in any educational program or activity receiving federal financial assistance. 20 U.S.C. §1681. Title IX defines sexual harassment as conduct on the basis of sex that meets one or more of the following: (1) a district employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal access to the District's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in federal law. 34 C.F.R. §106.30. Consult the board attorney to ensure the nondiscrimination coordinator and complaint managers are trained to appropriately respond to allegations of Title IX sexual harassment.

See policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, and sample procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, available at **PRESS** Online by logging in at www.iasb.com.

The IHRA prohibits any district employee or agent from sexually harassing a student, and defines sexual harassment as any unwelcome sexual advances or requests for sexual favors made to a student, or any conduct of a sexual nature toward a student, when: (1) such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or (2) the district employee or agent either explicitly or implicitly makes the student's submission to or rejection of such conduct as a basis for making various enumerated education-related determinations. 775 ILCS 5/5A-201(E).

The Ill. Dept. of Human Rights investigates charges of sexual harassment in violation of the IHRA, and it is a civil rights violation when a district fails to take remedial or disciplinary action against an employee the district knows engaged in sexual harassment. 775 ILCS 5/5A-102. **Issue 105, August 2020**

PRESSPlus 3. Using "or any employee with whom the student is comfortable speaking" ensures compliance with Title IX regulations providing that "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment is deemed to have *actual knowledge* which triggers a district's duty to respond. 34 C.F.R. §106.30. By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and 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. **Issue 105, August 2020**

PRESSPlus 4. Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a), amended at 85 Fed. Reg. 30573. Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question 1 in policy 2:260. **Issue 105, August 2020**

PRESSPlus 5. "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used. **Issue 105, August 2020**

PRESSPlus 6. Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For further discussion see fn 14 in sample policy 5:90, *Abused and Neglected Child Reporting*, available at **PRESS** Online by logging in at www.iasb.com.

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. **Issue 105, August 2020**

Document Status: Draft Update - New

2:265 Title IX Sexual Harassment Grievance Procedure

New/Unpublished Section

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106)^{PRESSPlus1} concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.^{PRESSPlus2}

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:^{PRESSPlus3}

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;^{PRESSPlus4} or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).^{PRESSPlus5}

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.^{PRESSPlus6}

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal,^{Q1} Dean of Students,^{Q2} or a Complaint Manager.^{PRESSPlus7}
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.^{PRESSPlus8}

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.^{PRESSPlus9} A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.^{PRESSPlus10}

Title IX Coordinator:

Name

Address

Email

Telephone

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.^{PRESSPlus11}

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it.^{PRESSPlus12} For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;^{PRESSPlus13} 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.^{PRESSPlus14}

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45.^{PRESSPlus15} The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.

4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on^{Q3} issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.^{Q4}
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.^{PRESSPlus16}

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies.^{PRESSPlus17} Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.^{PRESSPlus18}

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.^{PRESSPlus19}

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

20 U.S.C. §1681 *et seq.*, Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct, and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

Questions and Answers:

***Required Question 1. Does the District employ Assistant Principals?

Yes (default)

No (IASB will remove Assistant Building Principal references from the policy)

***Required Question 2. Does the District employ a Dean of Students?

- Yes (default)
- No (IASB will remove Dean of Students references from the policy)

***Required Question 3. 34 C.F.R. §106.45(b)(1) lists the basic requirements for a grievance process. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney if the board wants the district to use a live hearing in its grievance process.**

Will the District use a live hearing during the grievance process?

- No (default)
- Yes (IASB will amend #5 by inserting the following after "receive training on": "any technology to be used at a live hearing and on")

***Required Question 4. 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of evidence it will use to determine responsibility of the respondent. The standard of evidence selected must be applied "consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee." 85 Fed. Reg. 30373. This policy uses the *preponderance of the evidence* standard, not the *clear and convincing evidence* standard. *Preponderance of evidence* is a standard used in civil cases. It means "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force." See *Black's Law Dictionary, 11th ed. 2019*. *Preponderance of the evidence* is the standard used in sample policy 2:260, *Uniform Grievance Procedure*. *Clear and convincing* is a higher standard, requiring more than *preponderance of the evidence* but less than proof beyond a reasonable doubt. It means "evidence indicating that the thing to be proved is highly probable or reasonably certain." See *Black's Law Dictionary, 11th ed. 2019*. **Consult the board attorney regarding the appropriate standard for the district, as well as implications if a different standard is used in this policy than in 2:260, *Uniform Grievance Procedure*.** Ensure the same standard of evidence is used in the district's implemented administrative procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

Which standard of proof has the Board adopted for policy 2:265?

- Preponderance of evidence (default)
- Clear and convincing evidence (IASB will replace "preponderance of" with "clear and convincing")

PRESSPlus Comments

PRESSPlus 1. The final Title IX regulations are eff. 8-14-20; however, their complexity and scope means that districts are unlikely to finalize policies until after the effective date. It is important for school officials to discuss Title IX requirements with their board attorneys, to ensure full implementation and to reduce risks based on Title IX's intersection with local and State laws and regulations. See the **PRESS** Issue 105 Update Memo, available at **PRESS** Online by logging in at www.iasb.com, for more information. **Issue 105, August 2020**

PRESSPlus 2. Title IX of the Education Amendments of 1972 (Title IX)(20 U.S.C. §1681 *et seq.*) requires this subject matter be covered by policy and controls this policy's content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and 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. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion policy 2:260, *Uniform Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

For the sake of consistency and ease of administration, this policy addresses only Title IX sexual harassment grievances, except those contained in collective bargaining agreements. See the cross references for the policies referring to this Title IX sexual harassment grievance procedure policy.

A district must have at least one policy explicitly stating it does not discriminate on the basis of sex in its education programs or activities under Title IX and its implementation regulations (34 C.F.R. Part 106). 34 C.F.R. §106.8(b)(1). Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). Though all complaints of sexual harassment may not constitute sexual harassment under Title IX, Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the District's educational program or activity in the United States – including applicants for employment, students, parents/guardians, any employee, and third parties. **Issue 105, August 2020**

PRESSPlus 3. 34 C.F.R. §106.30. The definition of *sexual harassment* in the policy and in Title IX includes *unwelcome* conduct. *Id.* However, case law does not always distinguish between *welcome* and *unwelcome* conduct. See Mary M. v. North Lawrence Community Sch. Corp., 131 F.3d 1220 (7th Cir. 1997) (8th grade student did not need to show that a school employee's sexual advances were *unwelcome* in order to prove sexual harassment). **Issue 105, August 2020**

PRESSPlus 4. 34 C.F.R. §106.30. This behavior is commonly called *quid pro quo* sexual harassment. See 85 Fed. Reg. 30036, *f/n* 94. By using the term *individual*, Title IX regulations do not limit *quid pro quo* sexual harassment to situations where the provision of an aid, benefit or service by an employee is conditioned on a current *student's* participation in unwelcome sexual conduct. By way of example, *quid pro quo* Title IX sexual harassment involving an employee and an individual other than a current student may be implicated when: an employee tells a former student she can only get a letter of recommendation if she participates in unwelcome sexual conduct; an employee selects a volunteer for a coveted field trip chaperone position if he participates in unwelcome sexual conduct; or a supervisory employee subjects a subordinate employee to unwelcome sexual conduct in exchange for a promotion. **Issue 105, August 2020**

PRESSPlus 5. See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, available at **PRESS** Online by logging in at www.iasb.com, for these definitions and other definitions of italicized terms in this policy. **Issue 105, August 2020**

PRESSPlus 6. See sample administrative procedure 2:265-AP1, *Title IX Sexual Harassment Response*, available at **PRESS** Online by logging in at www.iasb.com, for further discussion of supportive measures. **Issue 105, August 2020**

PRESSPlus 7. If the Board's policy 5:100, *Staff Development Program*, does not include the paragraphs listing trainings (from footnote 4 of sample policy 5:100), IASB will remove the phrase ~~pursuant to policy 5:100, Staff Development Program,~~ and. **Issue 105, August 2020**

PRESSPlus 8. A district must prominently display its Title IX non-discrimination policies (policy 2:260, *Uniform Grievance Procedure*, and this policy 2:265, *Title IX Sexual Harassment Grievance Procedure*) and contact information for its Title IX coordinator(s) on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 105, August 2020**

PRESSPlus 9. Using "or any employee with whom the Complainant is comfortable speaking" ensures Title IX compliance because Title IX deems "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment to have *actual knowledge*. Therefore, a report to any employee triggers a district's duty to respond. 34 C.F.R. §106.30. This policy contains an item upon which collective bargaining may be required. Any policy that impacts wages, hours, and 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. **Issue 105, August 2020**

PRESSPlus 10. Title IX regulations require districts to designate and authorize at least one employee to coordinate its efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number. A district's nondiscrimination coordinator often also serves as its Title IX coordinator. See policy 2:260, *Uniform Grievance Procedure*.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. **Issue 105, August 2020**

PRESSPlus 11. Required by 34 C.F.R. §106.44(a) and (b) regardless of whether a formal Title IX sexual harassment complaint is filed. **Issue 105, August 2020**

PRESSPlus 12. See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, available at **PRESS** Online by logging in at www.iasb.com, for a discussion of Title IX sexual harassment and non-Title IX sexual harassment. Consult the board attorney for further guidance. **Issue 105, August 2020**

PRESSPlus 13. See also sample administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 105, August 2020**

PRESSPlus 14. This policy gives Title IX coordinators the flexibility to appoint another qualified individual to conduct an investigation. This may be appropriate when the neutrality or efficacy of the Title IX coordinator is an issue, and/or where the district wishes to have the expertise that an in-house or outside attorney may afford to an investigation. Alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals) and the board attorney. If a complaint involves the superintendent or other district-level administrator, alternative appointments are often made in consultation with the board and the board attorney. **Issue 105, August 2020**

PRESSPlus 15. See sample administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 105, August 2020**

PRESSPlus 16. Examples of legally-recognized privileges include attorney-client privilege, doctor-patient privilege, and spousal privilege. See 85 Fed. Reg. 30277. **Issue 105, August 2020**

PRESSPlus 17. See policies 7:190, *Student Behavior*, and 7:230, *Misconduct by Students with Disabilities*. See also policies 7:200, *Suspension Procedures*, and 7:210, *Expulsion Procedures*, for due process requirements when student suspension or expulsion is recommended following a determination of responsibility for Title IX sexual harassment. **Issue 105, August 2020**

PRESSPlus 18. Examples of rights the district or parties may exercise ancillary to this Title IX sexual harassment grievance procedure include, but are not limited to: disciplinary processes for suspensions and expulsions of students under 105 ILCS 5/10-22.6; tenured teacher dismissal proceedings under 105 ILCS 5/24-12; any other pre-termination process required by an applicable collective bargaining agreement, employment policy or procedure, or employment contract; and student appeal of a sex equity grievance decision under 23 Ill. Admin. Code §200.40 (see policy 7:10, *Equal Educational Opportunities*). **Issue 105, August 2020**

PRESSPlus 19. Retaliation complaints must be processed under policy 2:260, *Uniform Grievance Procedure*, because they are covered under the district's grievance procedure for resolving non-sexual harassment Title IX complaints. See 34 C.F.R. §106.8(c). Title IX sexual harassment regulations state that "[c]omplaints alleging retaliation may be filed according to the grievance procedures for sex discrimination required to be adopted under §106.8(c)." 34 C.F.R. §106.71. **Issue 105, August 2020**

BRIMFIELD CUSD #309

RENEWAL COMPARISON SUMMARY

EFFECTIVE DATE: 12/01/2020 UNLAND INSURANCE & BENEFITS	EXPIRING SELECTIVE ACCIDENT FUND	RENEWAL SELECTIVE ACCIDENT FUND
PACKAGE	\$32,697	\$35,286
AUTO	\$2,344	\$2,370
	3 veh	3 veh
WORK COMP	\$31,693	\$41,269
Accident Fund		
SCHOOL BOARD LEGAL	\$3,423	\$3,446
UMBRELLA	\$10,317	\$10,828
TREASURERS' BOND	\$2,000	\$2,000
TOTAL	\$82,474	\$95,199
NOTES:	<u>PROPERTY</u> Blanket Bldg - \$35,090,076 Blanket BPP - \$5,270,831 Blanket Prop in Open - \$596,460 100% co-insurance \$2,500 deductible Eq - Bld, BPP, & PIO	<u>PROPERTY</u> Blanket Bldg - \$37,227,062 (+3%) Blanket BPP - \$5,591,825 (+3%) Blanket Prop in Open - \$629,602 (+3%) 100% co-insurance \$2,500 deductible Eq - Bld, BPP, & PIO
Vol & Catastrophic Student Acc 2018-2019 Term	<u>GENERAL LIABILITY</u> 24194 Bleachers-2 47473 High School - 211 47471 School K-8 - 423 47469 Corporal Punishment - 52 41715 Day Care -40	<u>GENERAL LIABILITY</u> 24194 Bleachers-2 47473 High School - 220 47471 School K-8 - 398 47469 Corporal Punishment - 52 41715 Day Care -28
Accident Fund Dividend Program 2019 - \$489.98	<u>WORKERS COMP</u> limits 1mil/1mil/1mil 8868 - \$3,600,000 9101 - \$290,000 NCCI EXPERIENCE MOD FACTOR 1.62	<u>WORKERS COMP</u> limits 1mil/1mil/1mil 8868 - \$3,700,000 9101 - \$350,000 NCCI EXPERIENCE MOD FACTOR 1.69
	<u>UMBRELLA</u> Limit - 10 million	<u>UMBRELLA</u> Limit - 10 million
	<u>INLAND MARINE</u> Computer Equipment - \$350,000 Data - 50,000 Musical Instruments - \$107,000	<u>INLAND MARINE</u> Computer Equipment - \$350,000 Data - \$50,000 Musical Instruments - \$107,000
	<u>Treas Bond</u> Treas Bond \$2,000	<u>Treas Bond</u> Treas Bond \$2,000

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
AEP ENERGY	BASEBALL FIELD MONTHLY ENERGY	10/10/2020	37.52
	<i>BASEBALL FIELD MONTHLY ENERGY</i>		37.52
	<i>20 E 2542 4664 01 000 000000</i>		
AEP ENERGY			37.52
BRIMFIELD HARDWARE	BHS KITCHEN HAND SINK PO 6-21-	10/16/2020	114.98
	<i>BHS KITCHEN HAND SINK PO 6-21-</i>		74.99
	<i>BHS KITCHEN HAND SINK PO 6-21-</i>		39.99
	<i>20 E 2542 4109 01 000 000000</i>		
	<i>20 E 2542 4109 01 000 000000</i>		
BRIMFIELD HARDWARE	REPAIR OF SEWER CAP PO 6-21-099	10/16/2020	24.28
	<i>REPAIR OF SEWER CAP PO 6-21-099-</i>		15.49
	<i>REPAIR OF SEWER CAP PO 6-21-099-</i>		8.79
	<i>20 E 2542 4104 01 000 000000</i>		
	<i>20 E 2542 4104 01 000 000000</i>		
BRIMFIELD HARDWARE	BHS/BGS COAX CONNECTORS PO 6-	10/14/2020	21.49
	<i>BHS/BGS COAX CONNECTORS PO 6-</i>		21.49
	<i>20 E 2542 4102 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS COMPUTER LAB TSTAT	10/28/2020	24.99
	<i>BGS COMPUTER LAB TSTAT</i>		24.99
	<i>20 E 2542 4900 01 000 000000</i>		
BRIMFIELD HARDWARE	SUPPLIES FOR MISC BUILDING	10/28/2020	48.52
	<i>SUPPLIES FOR MISC BUILDING</i>		28.74
	<i>SUPPLIES FOR MISC BUILDING</i>		1.79
	<i>SUPPLIES FOR MISC BUILDING</i>		17.99
	<i>20 E 2542 4900 01 000 000000</i>		
	<i>20 E 2542 4900 01 000 000000</i>		
	<i>20 E 2542 4103 01 000 000000</i>		
BRIMFIELD HARDWARE	FLUSH VALVE ASSY FOR AUTO	10/22/2020	22.00
	<i>FLUSH VALVE ASSY FOR AUTO</i>		22.00
	<i>20 E 2542 4109 01 000 000000</i>		
BRIMFIELD HARDWARE			256.26

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
CONSTELLATION	GS AND HS MONTHLY GAS BILLING	10/28/2020	573.73
	<i>GS MONTHLY GAS BILLING</i>		401.58
	<i>HS MONTHLY GAS BILLING</i>		172.15
	<i>20 E 2542 4651 01 000 000000</i>		
	<i>20 E 2542 4652 01 000 000000</i>		
CONSTELLATION			573.73
DIGITAL COPY	GS & HS MONTHLY BILLING PO 0-21-	11/01/2020	1,900.93
	<i>GS MONTHLY BILLING PO 0-21-008</i>		1,190.67
	<i>GS MONTHLY BILLING PO 0-21-008</i>		94.45
	<i>HS MONTHLY BILLING PO 0-21-008</i>		595.33
	<i>HS MONTHLY BILLING PO 0-21-008</i>		20.48
	<i>10 E 1101 3250 25 000 000000</i>		
	<i>10 E 1101 3250 01 000 000000</i>		
	<i>10 E 1103 3250 25 000 000000</i>		
	<i>10 E 1103 3250 01 000 000000</i>		
DIGITAL COPY SYSTEMS,			1,900.93
FRONTIER	MONTHLY INTERNET PHONE LINES	10/25/2020	369.67
	<i>MONTHLY INTERNET PHONE</i>		369.67
	<i>20 E 2542 3402 01 000 000000</i>		
FRONTIER	GS FAX LINE MONTHLY BILLING	11/23/2020	44.77
	<i>GS FAX LINE MONTHLY BILLING</i>		44.77
	<i>20 E 2542 3405 01 000 000000</i>		
FRONTIER	UNIT OFFICE PHONE LINE MONTHLY	11/23/2020	177.81
	<i>UNIT OFFICE PHONE LINE MONTHLY</i>		177.81
	<i>20 E 2542 3403 01 000 000000</i>		
FRONTIER	GS PHONE LINE MONTHLY SERVICE	10/28/2020	396.32
	<i>GS PHONE LINE MONTHLY SERVICE</i>		396.32
	<i>20 E 2542 3401 01 000 000000</i>		
FRONTIER			988.57
GETZ FIRE EQUIP	BHS BURGLAR ALARM MONITORING	10/13/2020	324.00
	<i>BHS BURGLAR ALARM MONITORING</i>		324.00

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
	<i>20 E 2542 3230 01 000 000000</i>		
GETZ FIRE EQUIP	BHS FIRE ALARM MONITORING PO 6-	10/13/2020	324.00
	<i>BHS FIRE ALARM MONITORING PO 6-</i>		<i>324.00</i>
	<i>20 E 2542 3230 01 000 000000</i>		
GETZ FIRE EQUIP			648.00
KEACH	BGS BLEACHES HLS AMENDMENT &	10/05/2020	522.50
	<i>BGS BLEACHES HLS AMENDMENT &</i>		<i>522.50</i>
	<i>60 E 2535 5000 01 000 000000</i>		
KEACH	BHS FENCE HLS AMENDMENT &	10/05/2020	213.75
	<i>BHS FENCE HLS AMENDMENT &</i>		<i>213.75</i>
	<i>20 E 2542 6900 01 000 000000</i>		
KEACH ARCHITECTURAL			736.25
KOHL WHOLESALE	HS FOOD SERVICE SUPPLIES	10/21/2020	1,289.08
	<i>FOOD SERVICE SUPPLIES MONTHLY</i>		<i>988.93</i>
	<i>FOOD SERVICE SUPPLIES MONTHLY</i>		<i>45.10</i>
	<i>FOOD SERVICE SUPPLIES MONTHLY</i>		<i>187.35</i>
	<i>FOOD SERVICE SUPPLIES MONTHLY</i>		<i>44.04</i>
	<i>FOOD SERVICE SUPPLIES MONTHLY</i>		<i>23.66</i>
	<i>10 E 2562 4101 01 000 000000</i>		
	<i>10 E 2562 4104 01 000 000000</i>		
	<i>10 E 2562 4106 01 000 000000</i>		
	<i>10 E 2562 4900 01 000 000000</i>		
	<i>10 E 2562 4901 01 000 000000</i>		
KOHL WHOLESALE	FOOD SERVICE RETURN CREDIT	10/20/2020	-186.54
	<i>FOOD SERVICE RETURN CREDIT</i>		<i>-186.54</i>
	<i>10 E 2562 4101 01 000 000000</i>		
KOHL WHOLESALE	GS FOOD SERVICE SUPPLIES	10/21/2020	1,301.46
	<i>GS FOOD SERVICE SUPPLIES</i>		<i>1,129.36</i>
	<i>GS FOOD SERVICE SUPPLIES</i>		<i>76.00</i>
	<i>GS FOOD SERVICE SUPPLIES</i>		<i>96.10</i>
	<i>10 E 2562 4101 01 000 000000</i>		

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
	10 E 2562 4104 01 000 000000		
	10 E 2562 4106 01 000 000000		
KOHL WHOLESale	FOOD SERVICE GENERAL SUPPLIES	10/26/2020	34.40
	FOOD SERVICE GENERAL SUPPLIES		34.40
	10 E 2562 4101 01 000 000000		
KOHL WHOLESale	HS FOOD SERVICE SUPPLIES	10/28/2020	762.19
	HS FOOD SERVICE SUPPLIES		630.46
	HS FOOD SERVICE SUPPLIES		49.62
	HS FOOD SERVICE SUPPLIES		29.36
	HS FOOD SERVICE SUPPLIES		52.75
	10 E 2562 4101 01 000 000000		
	10 E 2562 4106 01 000 000000		
	10 E 2562 4900 01 000 000000		
	10 E 2562 4901 01 000 000000		
KOHL WHOLESale	GS FOOD SERVICE SUPPLIES	10/28/2020	1,622.86
	GS FOOD SERVICE SUPPLIES		1,609.72
	GS FOOD SERVICE SUPPLIES		13.14
	10 E 2562 4101 01 000 000000		
	10 E 2562 4104 01 000 000000		
KOHL WHOLESale	HS FOOD SERVICE SUPPLIES	11/04/2020	1,104.81
	HS FOOD SERVICE SUPPLIES -		944.61
	HS FOOD SERVICE SUPPLIES -		30.90
	HS FOOD SERVICE SUPPLIES -		99.58
	HS FOOD SERVICE SUPPLIES -		29.72
	10 E 2562 4101 01 000 000000		
	10 E 2562 4104 01 000 000000		
	10 E 2562 4106 01 000 000000		
	10 E 2562 4900 01 000 000000		
KOHL WHOLESale			5,928.26
MECHANICAL SERVICE	WORK PREFORMED ON HS GYM	10/15/2020	3,425.05
	WORK PREFORMED ON HS GYM		3,425.05

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
<i>20 E 2542 3230 01 000 000000</i>			
MECHANICAL SERVICE			3,425.05
NEXTERA ENERGY	ELECTRICITY MONTHLY BILLING	10/09/2020	8,071.46
	<i>HS ELECTRICITY MONTHLY BILLING</i>		5,841.28
	<i>GS ELECTRICITY MONTHLY BILLING</i>		2,230.18
<i>20 E 2542 4662 01 000 000000</i>			
<i>20 E 2542 4661 01 000 000000</i>			
NEXTERA ENERGY			8,071.46
PERFECTION BAKERIES,	FOOD SERVICE BREAD MONTHLY	10/19/2020	8.10
	<i>FOOD SERVICE BREAD MONTHLY</i>		8.10
<i>10 E 2562 4103 01 000 000000</i>			
PERFECTION BAKERIES,	BHS FOOD SERVICE- BREAD	10/22/2020	17.16
	<i>BHS FOOD SERVICE- BREAD</i>		17.16
<i>10 E 2562 4103 01 000 000000</i>			
PERFECTION BAKERIES,	BGS FOOD SERVICE- BREAD	10/22/2020	25.74
	<i>BGS FOOD SERVICE- BREAD</i>		25.74
<i>10 E 2562 4103 01 000 000000</i>			
PERFECTION BAKERIES,	FOOD SERVICE BREAD SUPPLIES	10/29/2020	20.85
	<i>FOOD SERVICE BREAD SUPPLIES</i>		20.85
<i>10 E 2562 4103 01 000 000000</i>			
PERFECTION BAKERIES,	GS FOOD SERVICE BREAD	10/29/2020	35.90
	<i>GS FOOD SERVICE BREAD</i>		35.90
<i>10 E 2562 4103 01 000 000000</i>			
PERFECTION BAKERIES,			107.75
PLANK ROAD	GS MUSIC SUPPLIES/MATERIALS PO	11/04/2020	79.25
	<i>GS MUSIC SUPPLIES/MATERIALS PO</i>		79.25
<i>10 E 1101 4101 01 000 000000</i>			
PLANK ROAD PUBLISHING			79.25
PRAIRIE FARMS DAIRY,	MONTHLY MILK BILLING	11/04/2020	1,556.03
	<i>MONTHLY MILK BILLING</i>		1,556.03
<i>10 E 2562 4102 01 000 000000</i>			
PRAIRIE FARMS DAIRY,			1,556.03

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
QUILL CORPORATION	OFFICE SUPPLIES/MATERIALS PO 0-	10/28/2020	71.23
	<i>GS OFFICE SUPPLIES/MATERIALS PO</i>		44.68
	<i>DISTRICT OFFICE</i>		26.55
	<i>10 E 1101 4101 01 000 000000</i>		
	<i>10 E 2525 4100 01 000 000000</i>		
QUILL CORPORATION	DISTRICT OFFICE	10/25/2020	5.91
	<i>DISTRICT OFFICE</i>		5.91
	<i>10 E 2525 4100 01 000 000000</i>		
QUILL CORPORATION			77.14
ROCOR INDUSTRIES	GS CLEANING SUPPLIES/MATERIALS	10/28/2020	581.25
	<i>GS CLEANING SUPPLIES/MATERIALS</i>		581.25
	<i>20 E 2542 4106 01 000 000000</i>		
ROCOR INDUSTRIES			581.25
SPECIAL EDUC OF	SPECIAL EDUCATION MONTHLY	11/05/2020	27,833.00
	<i>SPECIAL EDUCATION MONTHLY</i>		27,833.00
	<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>		
SPECIAL EDUC OF			27,833.00
THE HOME DEPOT PRO	HS KITCHEN SCRUBBER REPAIRS	10/16/2020	221.00
	<i>HS KITCHEN SCRUBBER REPAIRS</i>		221.00
	<i>20 E 2542 4107 01 000 000000</i>		
THE HOME DEPOT PRO	GS CLEANING SUPPLIES/MATERIALS	09/30/2020	50.08
	<i>GS CLEANING SUPPLIES/MATERIALS</i>		50.08
	<i>20 E 2542 4106 01 000 000000</i>		
THE HOME DEPOT PRO	GS CLEANING SUPPLIES/MATERIALS	10/14/2020	93.75
	<i>GS CLEANING SUPPLIES/MATERIALS</i>		93.75
	<i>20 E 2542 4106 01 000 000000</i>		
THE HOME DEPOT PRO	GS CLEANING SUPPLIES/MATERIALS	10/28/2020	353.10
	<i>GS CLEANING SUPPLIES/MATERIALS</i>		353.10
	<i>20 E 2542 4106 01 000 000000</i>		

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
THE HOME DEPOT PRO	RETURN OF ROLLER BRUSH	11/02/2020	-49.88
	<i>RETURN OF ROLLER BRUSH</i>		-49.88
	<i>20 E 2542 4107 01 000 000000</i>		
THE HOME DEPOT PRO			668.05
VILLAGE OF BRIMFIELD	GS WATER/SEWER MONTHLY	11/01/2020	463.47
	<i>GS WATER/SEWER MONTHLY</i>		463.47
	<i>20 E 2542 3701 01 000 000000</i>		
VILLAGE OF BRIMFIELD	HS WATER/SEWER MONTHLY	11/01/2020	250.10
	<i>HS WATER/SEWER MONTHLY</i>		250.10
	<i>20 E 2542 3702 01 000 000000</i>		
VILLAGE OF BRIMFIELD	TRACK BUILDING WATER/SEWER	11/01/2020	51.80
	<i>TRACK BUILDING WATER/SEWER</i>		51.80
	<i>20 E 2542 3704 01 000 000000</i>		
VILLAGE OF BRIMFIELD	HS BALL DIAMOND WATER/SEWER	11/01/2020	22.49
	<i>HS BALL DIAMOND WATER/SEWER</i>		22.49
	<i>20 E 2542 3703 01 000 000000</i>		
VILLAGE OF BRIMFIELD			787.86
Total Number of Batch Invoices:		46	\$54,256.36
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:		46	54,256.36

POSITION STATEMENT

OCTOBER 2020	ED	OBM	B&I	TSP	IMRF	SOC SEC	CAP PROJ	W/C	TORT	F/P	TOTALS
HARRIS BANK											
PREV BALANCE	3,122,615.14	265,660.83	1,717,639.20	310,599.60	31,791.16	48,745.24	182,341.72	180,791.46	253,258.80	325,416.86	6,438,860.01
LEVY - SP. ED	26,087.35										
LEVY - LEASE	5,217.36										
LEVY	260,874.07	52,174.70	100,010.55	20,869.98	4,670.92	6,405.94	0.00	5,217.36	24,911.56	5,217.36	511,657.15
REVENUES	278,866.61	4,041.50	29.86	85,033.27	721.48	448.94	17,912.20	3.14	236.89	5.65	387,299.54
CDs MATURED											0.00
TOTAL REVENUE	571,045.39	56,216.20	100,040.41	105,903.25	5,392.40	6,854.88	17,912.20	5,220.50	25,148.45	5,223.01	898,956.69
EXPENSES	559,946.98	42,942.26	0.00	53,945.33	8,648.68	9,684.05	0.00	0.00	4,754.28	0.00	679,921.58
CD'S PURCHASED											0.00
TOTAL EXPENSES	559,946.98	42,942.26	0.00	53,945.33	8,648.68	9,684.05	0.00	0.00	4,754.28	0.00	679,921.58
HARRIS BANK BAL	3,133,713.55	278,934.77	1,817,679.61	362,557.52	28,534.88	45,916.07	200,253.92	186,011.96	273,652.97	330,639.87	6,657,895.12
INVESTED	550,400.00	169,500.00	0.00	246,100.00	91,400.00	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	73,475.18	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	73,475.18
F&M BK BAL-CAFÉ	26,047.12	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	26,047.12
FUND BALANCE	3,789,135.85	448,434.77	1,817,679.61	608,657.52	119,934.88	125,416.07	200,253.92	451,711.96	599,652.97	330,639.87	8,491,517.42

TREASURER'S REPORT

OCTOBER 2020	HARRIS BANK	F&M BANK	F&M BANK-CAFÉ
BEGINNING BALANCE	6,468,843.91	73,206.44	20,224.83
O/S Checks - SEPT	-29,983.90	-493.50	-97.50
BEG. ACCT. BALANCE	6,438,860.01	72,712.94	20,127.33
REVENUES	780,113.77	2,761.00	5,941.00
ADJUSTMENT	118,731.01		
INTEREST	111.91	1.24	0.99
TOTAL REVENUE	898,956.69	2,762.24	5,941.99
EXPENSES	561,782.66	2,468.50	0.00
O/S Checks - SEPT	-29,983.90	-493.50	-97.50
O/S Checks - OCT	29,391.81	25.00	119.70
ADJUSTMENT	118,731.01		
TOTAL EXPENSES	679,921.58	2,000.00	22.20
END ACCT. BAL.	6,687,286.93	73,500.18	26,166.82
O/S Checks - OCT	-29,391.81	-25.00	-119.70
CASH BALANCE	6,657,895.12	73,475.18	26,047.12

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11/04/20

Brimfield Activity Accounts
Reconciliation Summary
checking, Period Ending 10/31/2020

	Oct 31, 20
Beginning Balance	60,453.65
Cleared Transactions	
Checks and Payments - 18 items	-27,150.46
Deposits and Credits - 19 items	30,639.58
Total Cleared Transactions	3,489.12
Cleared Balance	<u>63,942.77</u>
Uncleared Transactions	
Checks and Payments - 12 items	-3,630.61
Total Uncleared Transactions	-3,630.61
Register Balance as of 10/31/2020	<u>60,312.16</u>
Ending Balance	60,312.16

Brimfield Activity Accounts
Reconciliation Detail
 checking, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						60,453.65
Cleared Transactions						
Checks and Payments - 18 items						
General Journal	09/14/2020	22 - 1...	F & M Bank	X	-700.00	-700.00
Check	09/30/2020	14690	Sam's Club	X	-1,175.94	-1,875.94
Check	09/30/2020	14691	Kidder Music	X	-1,175.00	-3,050.94
Check	09/30/2020	14693	Tyler Harr	X	-440.65	-3,491.59
Check	09/30/2020	14694	Tyler Harr	X	-439.44	-3,931.03
Check	09/30/2020	14692	Scott Carlson	X	-300.00	-4,231.03
Check	10/02/2020	14695	Tyler Harr	X	-926.00	-5,157.03
Check	10/06/2020	14696	Soangetha Country ...	X	-6,100.77	-11,257.80
Check	10/06/2020	14697	Illinois Association ...	X	-416.00	-11,673.80
Check	10/06/2020	14698	Blake Meeker	X	-140.00	-11,813.80
Check	10/06/2020	14699	Tifanie Zehr	X	-35.00	-11,848.80
Check	10/12/2020	14703	Brimfield High School	X	-8,000.00	-19,848.80
Check	10/12/2020	14702	Brimfield High School	X	-3,300.00	-23,148.80
Check	10/12/2020	14704	Brimfield High School	X	-2,146.37	-25,295.17
Check	10/12/2020	14701	Breedlove Sporting ...	X	-831.35	-26,126.52
Check	10/13/2020	14705	Pepsi Beverages C...	X	-459.47	-26,585.99
Check	10/21/2020	14708	Pepsi Beverages C...	X	-459.47	-27,045.46
Check	10/21/2020	14707	Laurie Carlson	X	-105.00	-27,150.46
Total Checks and Payments					-27,150.46	-27,150.46
Deposits and Credits - 19 items						
Check	09/14/2020	14688	F & M Bank	X	0.00	0.00
Deposit	10/08/2020			X	15.00	15.00
Deposit	10/08/2020			X	50.00	65.00
Deposit	10/08/2020			X	1,700.00	1,765.00
Deposit	10/08/2020			X	2,613.00	4,378.00
Deposit	10/08/2020			X	9,303.82	13,681.82
Deposit	10/12/2020			X	240.00	13,921.82
Deposit	10/12/2020			X	380.00	14,301.82
Deposit	10/12/2020			X	600.00	14,901.82
Deposit	10/12/2020			X	780.00	15,681.82
General Journal	10/20/2020	22 - 1...	F & M Bank	X	700.00	16,381.82
Deposit	10/21/2020			X	121.00	16,502.82
Deposit	10/21/2020			X	2,146.37	18,649.19
Deposit	10/21/2020			X	3,300.00	21,949.19
Deposit	10/21/2020			X	8,000.00	29,949.19
Deposit	10/26/2020			X	2.47	29,951.66
Deposit	10/29/2020			X	200.00	30,151.66
Deposit	10/29/2020			X	485.25	30,636.91
Deposit	10/31/2020			X	2.67	30,639.58
Total Deposits and Credits					30,639.58	30,639.58
Total Cleared Transactions					3,489.12	3,489.12
Cleared Balance					3,489.12	63,942.77
Uncleared Transactions						
Checks and Payments - 12 items						
General Journal	07/01/2016	09			-8.38	-8.38
Check	03/11/2020	14618	Marissa Bonomo		-50.00	-58.38
Check	03/11/2020	14623	Debbie Lowman		-50.00	-108.38
Check	09/02/2020	14683	Kyle Woodard		-50.00	-158.38
Check	10/12/2020	14700	Section 5 IAVAT		-225.00	-383.38
Check	10/20/2020	14706	F & M Bank		-657.50	-1,040.88
Check	10/28/2020	14709	Tifanie Zehr		-811.86	-1,852.74
Check	10/28/2020	14710	Blake Meeker		-738.88	-2,591.62
Check	10/28/2020	14712	National FFA Organ...		-545.00	-3,136.62
Check	10/28/2020	14711	Akron Services		-81.00	-3,217.62

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Brimfield Activity Accounts
Reconciliation Detail
checking, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Check	10/30/2020	14714	Baseball Savings		-358.00	-3,575.62
Check	10/30/2020	14713	F & M Bank		-54.99	-3,630.61
Total Checks and Payments					-3,630.61	-3,630.61
Total Uncleared Transactions					-3,630.61	-3,630.61
Register Balance as of 10/31/2020					-141.49	60,312.16
Ending Balance					-141.49	60,312.16

Brimfield Grade School Custom Transaction Detail Report October 2020

Type	Date	Num	Name	Memo	Account	Class	Amount	Balance
Activity Fund								
AD Incidental								
Deposit	10/15/2020			Deposit	AD Incidental		120.00	120.00
Total AD Incidental							120.00	120.00
Athletic Department Concessions								
Check	10/16/2020	3024	West Creek Creat...	AD Concessions ...	Athletic Depart...		-62.00	-62.00
Total Athletic Department Concessions							-62.00	-62.00
Cross Country								
Deposit	10/01/2020			Deposit	Cross Country		120.00	120.00
Deposit	10/15/2020			Deposit	Cross Country		500.00	620.00
Check	10/16/2020	3026	River City Race ...	Cross Country I...	Cross Country		-650.00	-30.00
Check	10/16/2020	3027	Fran Meyers	Cross country rei...	Cross Country		-240.00	-270.00
Total Cross Country							-270.00	-270.00
Motivational Fund								
Deposit	10/30/2020			Deposit	Motivational Fund		0.86	0.86
Total Motivational Fund							0.86	0.86
Yearbook								
Check	10/16/2020	3025	Kevin Faulkner	Yearbook - reimb...	Yearbook		-59.98	-59.98
Total Yearbook							-59.98	-59.98
Total Activity Fund							-271.12	-271.12
Deposit								
Deposit	10/01/2020		Deposit	dep#1161 Cross ...	Deposit	Cross C...	-120.00	-120.00
Deposit	10/15/2020		Deposit	dep#1163 Cross ...	Deposit	Cross C...	-500.00	-620.00
Deposit	10/15/2020		Deposit	dep#1162 AD Inc...	Deposit	AD Incid...	-120.00	-740.00
Deposit	10/30/2020		Deposit	dep October inte...	Deposit	Motivation	-0.86	-740.86
Total Deposit							-740.86	-740.86
Expense Account								
Check	10/16/2020	3024	West Creek Creat...	AD Concessions ...	Expense Account	athletic ...	62.00	62.00
Check	10/16/2020	3025	Kevin Faulkner	Yearbook - reimb...	Expense Account	Yearbook	59.98	121.98
Check	10/16/2020	3026	River City Race ...	Cross Country I...	Expense Account	Cross C...	650.00	771.98
Check	10/16/2020	3027	Fran Meyers	Cross country rei...	Expense Account	Cross C...	240.00	1,011.98
Total Expense Account							1,011.98	1,011.98
TOTAL							0.00	0.00

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

Type	Date	Num	Name	Amount	Balance
ASSETS					-579,355.15
Current Assets					-579,355.15
Checking/Savings					-579,355.15
Activity Fund					20,220.91
AD Incidental					112.54
Deposit	10/15/2020			120.00	232.54
Total AD Incidental				120.00	232.54
Athletic Department Concessions					1,816.50
Check	08/28/2020	3023	Jason Sunderland	-820.43	996.07
Check	10/16/2020	3024	West Creek Creatio...	-62.00	934.07
Total Athletic Department Concessions				-882.43	934.07
Biddy Soccer					73.17
Total Biddy Soccer					73.17
Cheerleading					736.26
Total Cheerleading					736.26
Cross Country					303.99
Deposit	10/01/2020			120.00	423.99
Deposit	10/15/2020			500.00	923.99
Check	10/16/2020	3026	River City Race Ma...	-650.00	273.99
Check	10/16/2020	3027	Fran Meyers	-240.00	33.99
Total Cross Country				-270.00	33.99
Girls Jr. High Basketball					620.98
Deposit	08/26/2020			300.00	920.98
Total Girls Jr. High Basketball				300.00	920.98
Library Fund					1,726.54
Total Library Fund					1,726.54
Motivational Fund					2,313.62
Deposit	07/31/2020			0.86	2,314.48
Deposit	08/26/2020			751.44	3,065.92
Deposit	08/31/2020			0.86	3,066.78
Deposit	09/30/2020			0.83	3,067.61
Deposit	10/30/2020			0.86	3,068.47
Total Motivational Fund				754.85	3,068.47
One Classroom at a Time - Savag					1,000.00
Check	08/28/2020	3022	Ashley Savage	-274.38	725.62
Total One Classroom at a Time - Savag				-274.38	725.62
One Classroom at a Time - Sneer					1,000.00
Total One Classroom at a Time - Sneer					1,000.00
Physical Education					0.48
Total Physical Education					0.48
Relief Fund					1,043.27
Total Relief Fund					1,043.27
Scholastic Bowl					16.05
Total Scholastic Bowl					16.05
School Nurse					151.48
Total School Nurse					151.48
Science-Jr. High					300.00
Total Science-Jr. High					300.00
Science Camp-Elementary					3,372.53
Total Science Camp-Elementary					3,372.53

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

Type	Date	Num	Name	Amount	Balance
Sensory Room					328.17
Total Sensory Room					328.17
Softball					300.09
Total Softball					300.09
Speech					44.40
Total Speech					44.40
Student Council					241.50
Total Student Council					241.50
Volleyball					93.97
Total Volleyball					93.97
Yearbook					4,568.32
Check	10/16/2020	3025	Kevin Faulkner	-59.98	4,508.34
Total Yearbook				-59.98	4,508.34
Activity Fund - Other					57.05
Total Activity Fund - Other					57.05
Total Activity Fund				-311.94	19,908.97
Deposit					-599,576.06
Deposit	07/31/2020		Deposit	-0.86	-599,576.92
Deposit	08/26/2020		Deposit	-751.44	-600,328.36
Deposit	08/26/2020		Deposit	-300.00	-600,628.36
Deposit	08/31/2020		Deposit	-0.86	-600,629.22
Deposit	09/30/2020		Deposit	-0.83	-600,630.05
Deposit	10/01/2020		Deposit	-120.00	-600,750.05
Deposit	10/15/2020		Deposit	-500.00	-601,250.05
Deposit	10/15/2020		Deposit	-120.00	-601,370.05
Deposit	10/30/2020		Deposit	-0.86	-601,370.91
Total Deposit				-1,794.85	-601,370.91
Total Checking/Savings				-2,106.79	-581,461.94
Total Current Assets				-2,106.79	-581,461.94
TOTAL ASSETS				-2,106.79	-581,461.94
LIABILITIES & EQUITY					-579,355.15
Equity					-579,355.15
Opening Bal Equity					7,947.14
Total Opening Bal Equity					7,947.14
Retained Earnings					-576,884.13
Total Retained Earnings					-576,884.13
Net Income					-10,418.16
Total Net Income				-2,106.79	-12,524.95
Total Equity				-2,106.79	-581,461.94
TOTAL LIABILITIES & EQUITY				-2,106.79	-581,461.94