

AGENDA

**BRIMFIELD COMMUNITY UNIT SCHOOL DISTRICT #309
BRIMFIELD BOARD OF EDUCATION
REGULAR MEETING - WEDNESDAY JUNE 21, 2023 7:00 PM
BRIMFIELD HIGH SCHOOL - LIBRARY 323 E. CLINTON ST.**

AGENDA ITEMS	CONSENT AGENDA
I. Call to Order	
II. Roll Call	
III. Pledge of Allegiance	
IV. Recognize Visitors	
V. Public Comment *visitors wishing to speak must sign in*	
VI. Approve Minutes - A. May 10, 2023 Regular Meeting and Executive/Closed Session B. May 23, 2023 Building and Grounds Committee Meeting C. May 24, 2023 Special Meeting and Executive/Closed Session	
VII. School Board Business A. President's Report B. Superintendent's Report C. High School Principal's Report D. Grade School Principal's Report	
VIII. New Business A. Approve Perdue Blacktop Bid for \$20,006 B. Approve door replacement for BGS from Kelly Glass for \$19,000 C. Approve door replacement for track building from Joseph Brothers for \$20,500 (Base Bid #1) D. Approve BGS 95% Group Curricular Materials for \$21,402.30 E. Approve BGS Renaissance ELA Curriculum Materials for \$22,463.45 F. Approve BGS EnVision Math Curriculum Materials for \$28,976 G. Approve BHS Computer Lab Refresh for \$52,437.60 (\$20,800 from Digital Equity Grant) H. Approve First Reading of Updated Board Policies: 1. 2:110 Qualifications, Term, and Duties of Board Officers 2. 3:40-E Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process	

<ol style="list-style-type: none"> 3. 4:40 Incurring Debt 4. 4:60 Purchases and Contracts 5. 5:30 Hiring Process and Criteria 6. 5:90 Abused and Neglected Child Reporting 7. 5:125 Personal Technology and Social Media; Usage and Conduct 8. 5:150 Personnel Records 9. 5:260 Student Teachers 10. 5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers 11. 6:135 Accelerated Placement Program 12. 6:210 Instructional Materials 13. 6:230 Library Media Program 14. 8:20 Community Use of School Facilities 15. 8:70 Accommodating Individuals with Disabilities 	
<p>IX. Personnel</p> <ol style="list-style-type: none"> A. Approve Josh Clarke - BHS Social Studies teacher (pending paperwork) B. Approve Josh Johnson - BGS Assistant Baseball Coach C. Approve Taylor Simpson - BGS Junior High Cheer Coach D. Approve Josh Clarke - BHS Girls High School JV Basketball Coach E. Approve Josh Johnson - BHS Boys Baseball Volunteer Coach F. Approve Jeff Binder - BHS Boys Baseball Volunteer Coach G. Approve BGS Building Substitute Position 	
<p>X. Adoption of Consent Calendar</p> <p>Action by the Board of Education in Adoption of the Consent Calendar at this point of the agenda means that all items appearing in the agenda which have asterisks are adopted by one single motion, unless a member of the Board of Education requests that any such item be removed from the consent calendar and voted upon separately. Generally, consent calendar items are matters which the Board and the Superintendent consent are routine in nature and should be acted upon in one motion.</p> <ol style="list-style-type: none"> A. Approve Bills for Payment for the Month of June B. Approve Position Statement and Treasurer's Report for May C. Approve High School and Grade School Activity Reports for May D. Approve the Destruction of Executive/Closed Session Audio Recordings Older than 18 months 	<p>*** *** *** ***</p>
<p>XI. Adjourn</p>	

To: Brimfield Board of Education, BCUSD #309

From: Tony Shinall, Superintendent

Re: June Board Report

Thank you

I would like to thank the students, faculty, and staff for an amazing five year journey. I wish you nothing but the best and am sure you are in good hands going forward.



Brimfield High School

#Shape309

Principal's Report

Submitted by: Marcy Burdette Steele

Date Submitted: June 12, 2023

Finals Schedule 2023-2024

Using feedback from both students and teachers we have crafted the finals schedule for the 2023-2024 school year. Students confirmed that they prefer having no more than two finals per days (common with college/university finals as well). Teachers prefer to have finals towards the end of the semester rather than the staggered schedule that was tried this year. To accommodate both ways of thinking, high school finals will be held over the final six school days of the semester. The final four full-days will be designated as finals days. Students will have two finals scheduled per day to account for all eight class periods. The school will be on the normal bell schedule on those days. The final two days with 1:50 dismissal will be used as make-up days for any students that had conflicts and could not attend during the scheduled final period. BHS will utilize an open campus process for finals days. Meaning students must attend during scheduled finals, and may opt to attend during the non-finals/study session times.

Semester 1 Schedule:

- Friday, 12/8 – 1A & 2A Study Session
- Monday, 12/11 – 1B & 2B Study Session
- Tuesday, 12/12 – 1A & 2A Study Sessions, 3A & 4A Finals – OPEN CAMPUS
- Wednesday, 12/13 – 1B & 2B Study Sessions, 3B & 4B Finals – OPEN CAMPUS
- Thursday, 12/14 – 1A & 2A Finals – OPEN CAMPUS
- Friday, 12/15 – 1B & 2B Finals – OPEN CAMPUS
- Monday, 12/18 – A-Day Makeup Finals / 1:50 Dismissal – OPEN CAMPUS
- Tuesday, 12/19 – B-Day Makeup Finals / 1:50 Dismissal – OPEN CAMPUS

Semester 2 Schedule:

- Friday, May 10 – 3B & 4B Study Session
- Monday, May 13 – 3A & 4A Study Session
- Tuesday, May 14 – 1B & 2B Study Session, 3B & 4B Finals – OPEN CAMPUS
- Wednesday, May 14 – 1A & 2A Study Session, 3A & 4A Finals – OPEN CAMPUS
- Thursday, May 16 – 1B & 2B Finals – OPEN CAMPUS
- Friday, May 17 – 1A & 2A Finals – OPEN CAMPUS
- Tuesday, May 21 – A-Day Finals Makeup / 1:50 Dismissal – OPEN CAMPUS
- Wednesday, May 22 – B-Day Finals Makeup / 1:50 Dismissal – OPEN CAMPUS

*Finals Days are OPEN CAMPUS. Students may leave and parents may pick up students when they are done with their scheduled finals. Students may not leave until the specified finals class period is over. Students need to be called in absent only if they **are missing a scheduled final** on the specified date. Guardians do not need to call them in if they are picking them up after a*

final, even if it is before the end of the school day. Students who stay at BHS when they are not taking a final will report to their regularly scheduled classes.

New Procedures for 2023-2024

LOCKERS

Next school year BHS students will use their lockers during the school day. Backpacks will be stored in the lockers during the instructional day. To help students with transitioning back to lockers and carrying their materials, the high school will utilize new chromebook cases with a carrying strap. The majority of the materials teachers use in their classrooms are within Google classroom which will limit the amount of books students will need to carry. Students may use a locker in the locker room as well for PE clothes/equipment storage. Students will have four classes a day and will determine when is the best passing period(s) to stop at their lockers based on the materials they need for their courses. This will eliminate the tripping hazard noted by the ROE during walkthroughs, the safety concern noted by law enforcement, and students' access to additional distractions noted by BHS teachers.

CELL PHONES

BHS will also enforce the language in the BHS handbook regarding cell phones. That reads as follows, " all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals."

Simply put, cell phones should not be out in class unless the teacher explicitly states they are needed for the lesson (i.e. making videos for class). Students will be shown some grace as they adjust to not having their phones readily available to them at all times. Teachers will remind students for the first couple of weeks of school to put the phone away. If phones remain out, teachers will have a location in the room where phones can be stored/locked up until class concludes. Students should respectfully take the redirection/storage option. If a student needs an alternative storage area, Mrs. Steele will be available to hold the phone in the office until the end of the school day. Should there be recurring cell phone distractions, guardians will be contacted and a plan will be crafted with the guardians and building administration.

Brimfield Grade School

Principal's Monthly Report - Submitted By: Julie L. Albritton and Nicole Loser

Date Submitted: 6/15/2023



- **Enrollment at BGS**
 - Current Enrollments as of 5/5/23
 - TOTAL 410 (+1)

- **Student Achievement/Instruction/Curriculum/School Improvements**
 - **Curriculum Update -**
 - **ELA Committee-** On Wednesday May 24th we met with K-4 teachers who are interested in being a part of the committee. We went over the tentative timeline and answered any questions teachers had. We will be taking notes for each meeting for anyone interested in keeping track of our progress.
 - Wit and Wisdom 5-8 - We ended the year with the same 20 submissions for our feedback form. We started creating a list of the comments and will be talking with individual grade levels to see if any modifications need to be made or adjusted.
 - **Seapco Transitions-** We would like to wish Ashley Strausbaugh (SEAPCO Special Education Administrator) and Dan Clemen (SEAPCO School Psychologist) best of luck and thank them for all of their time, knowledge, and effort with Brimfield. They are being housed in a different district. We are excited to welcome Dave Pitak (SEAPCO Special Education Administrator) and Gina Ganshow (SEAPCO School Psychologist) to our team.
 - **Summer PD-** An optional summer professional development schedule was presented to all Brimfield Staff in May. There are 3 different types to meet the needs of summer schedules- virtual, hybrid, and in person. We have had 4 in person sessions so far- Zones of Regulation, Diversity and Inclusion, 8 Dimensions of Educator Wellness, and Sketchnoting and Gaming in the Classroom. 19 Brimfield staff participated in total. Our highest rate of participation is a weekly podcast series and our Fostering Resilient Learners book study. For each hour of PD teachers receive 10 PD points to redeem for "incentives" at the end of the summer. Thank you to the Cochran family and PIP printing for some stickers for our PD events.
 - **Building Work-** Thank you to all of our summer maintenance staff who are working hard making BGS look amazing before students arrive in August. I am so impressed at everything they have accomplished so far in just a few weeks. Jamie and Kevin have been also getting all of our tech needs and devices up and ready. Thank you. Currently our K-4 Hallway is getting a fresh new look!
 - **Graduation and End of the Year Events-** Thank you to everyone- students, teachers, admin, board members, and community members who helped make our graduation and end of the year events special. We had many people step up during times of need, thank you!
 - **Park Day-** During our park days for each grade level the Legion provided ice cream for the kids at the end of their day. We appreciated this and the kids really enjoyed it! A special thank you to former BGS teacher Jane Sauerwein for organizing this treat for our students!
 - **PTO-** Thank you to everyone who was a part of our Teacher Luncheon this year- it was above and beyond- the treats, drinks, gifts, and attention to detail was out of this world. It was great to meet some new PTO leaders and to thank those who have been a part of the team already.
 - **Important Upcoming Dates**
 - July 17th - Online Registration Opens
 - August 2nd- In person Registration at BHS Commons 10am-7pm (All new students & families having difficulty with online registration)
 - August 14th and 15- Teachers Institute
 - August 15th- Back to School Night- PTO organizing food trucks for families
 - August 16th- 1st Day for Students
 - August 16th-18th- Dismiss at 1:50
 - **Sports Updates**
 - Congrats to our Trap team on another successful season and to the following students for wrapping up state earlier this month: From BGS: 7th Graders: Jordyn Carroll, Tessa Bridson, Cole Cox, Alex Jenkins and 8th Graders: Tristan Seep, Logan Zinser



Customer Contact:

Zach Fairfield
Brimfield Comm. Unit School Dist. #309
323 E. Clinton St.
Brimfield, IL 61517

Contact Information:

Phone: (309) 446-3378
Mobile: (309) 645-9419
E-mail: zach.fairfield@brimfield309.com

Work Location: # S121821

Brimfield High School
323 E Clinton St
Brimfield, IL 61517
(309) 645-9419

Dear Zach Fairfield,

Enclosed is our proposal and recommended solution. Based on our current recommendation and your budgetary framework, the investment for this solution is

Total Price **\$20,006.00**

In our conversation you indicated these to be your top concerns:

- Service Requested
- CrackSeal
- Sealcoat
- Striping

Our office is always available for any questions or concerns you may have.

309-698-9440

or

309-699-7325

Thank You.

We intend to use premium quality materials to complete your project . These materials include:

Parking lot grade Hot rubber sealant

PPS Super Seal 2 Coat

PPS Super Seal Neyra sealer with sand and additive for longer lasting, more durable.

Parking lot Striping

Our combination of products and processes have been shown to last 20% longer than our competitors on average. Knowing our products are installed to strict quality standards will provide you great durability and satisfaction. We guarantee our products and workmanship for up to ONE calendar year.

I will be calling you to answer any further questions!

Doug Perdue



3202 E. Washington St.
East Peoria, IL 61611



Date: Monday, June 5, 2023

Proposal # 2023-0260

Submitted To:
Zach Fairfield
Brimfield Comm. Unit School Dist. #309
323 E. Clinton St.
Brimfield, IL 61517
Contact Information:
Phone: (309) 446-3378
Mobile: (309) 645-9419
E-mail: zach.fairfield@brimfield309.com

Site Description: # S121821
Brimfield High School
323 E Clinton St
Brimfield, IL 61517

Site Contact: Zach Fairfield
Site Phone: (309) 645-9419
Site Email: zach.fairfield@brimfield309.com

Prepared By:
Doug Perdue
Contact Information:
Mobile: 309-208-8940
Office: (309) 698-9440
Doug@PerduePavementSolutions.com
Project Manager:
Mobile:

Qty	Proposed Service(s) & Description(s)	Depth
3000 Lr. Ft.	<u>Parking lot grade Hot rubber sealant</u> Service Description <i>Clean vegetation and debris from cracks using heat lance to insure the removal of all dirt, debris and moisture. NOT ASSOCIATED WITH ALLIGATORED AREAS. HOT SEALANT will be injected into the 1/2 inch or greater using hot rubberized crack sealant to insure proper seal against elements. Curb joints are excluded unless otherwise noted.</i>	\$3,000.00
85450 Sq. Ft.	<u>PPS Super Seal 2 Coat</u> Service Description <i>The pavement shall be thoroughly cleaned to remove all dirt and debris. Apply TWO COATS of sealer. (Sealer Mix) 2 pounds of silica sand and a latex additive to be added per gallon of material which will create a durable non slip surface.</i>	\$15,381.00
1 Lump Sum	<u>Parking lot Striping</u> Service Description <i>This includes, all stall lines, arrows ,crosswalks, handicaps, stop bars and any divider drive lines. All stenciling and markings will be applied per existing layout unless otherwise notified ahead of time by owner. Paint will be applied by airless striping machine to assure crisp, neat lines without over spray.</i>	\$1,625.00



PAYMENT TERMS 0 Down, Balance Net 15

Project Total **\$20,006.00**

SERVICE TERMS PPS is not responsible for damage to irrigation systems when not properly marked by client. Customer will be notified when work is to be performed. It is the customer's responsibility to make sure the irrigation systems are shut off as to not cause damage to the work performed.

This proposal may be withdrawn at our option if not accepted within 30 days of Jun 5, 2023

Pavement Consultant Doug Perdue

Accepted Authorized Signature



TERMS, CONDITIONS & GUARANTEE

Perdue Pavement Solutions Inc. hereafter referred to as "PPS"

Asphalt Guarantee

Fully covering labor, and materials against breakup for a period of year(s).

Any request made to "PPS" by the owner, general contractor or their respective authorized supervisory employees to overlook the standard practices and procedures previously stated in these conditions will automatically negate any guarantee of material or workmanship whether such guarantee is written, implied or orally stated. Guarantee does not cover markings from sharp pointed objects, power steering created tire marks, or drippings from solvents and gas. Guarantee does not cover heaving of asphalt, subgrade failure, settling or expansion cracks due to freeze thaw weather cycle or tree roots. Asphalt is a machine laid surface which has seams that are sometimes noticeable. The surface texture of hand laid areas may not be uniform to machine laid areas, due to hand raking. "PPS" shall not be liable for water ponding or retention in surrounding areas of patching due to current grades or construction method chosen. Guarantee does not cover damage caused by acts of third parties.

Sealcoat Guarantee

"PPS" will guarantee sealers(Asphalt emulsions and Blended sealers) from chipping and peeling for a period of 1 year. This guarantee does not include wearing of sealer and adherence of sealer to oil spots, hydraulic spots and tree sap. Guarantee does not cover damage caused by acts of third parties.

Terms: Terms are as stated above. If payment is not made in accordance with the above terms, the customer agrees to pay any collection, legal fees and interest for any unpaid balances. Interest will accrue at a rate of .66% per month from the date of completion. Terms of guarantee are contingent upon receipt of final payment.

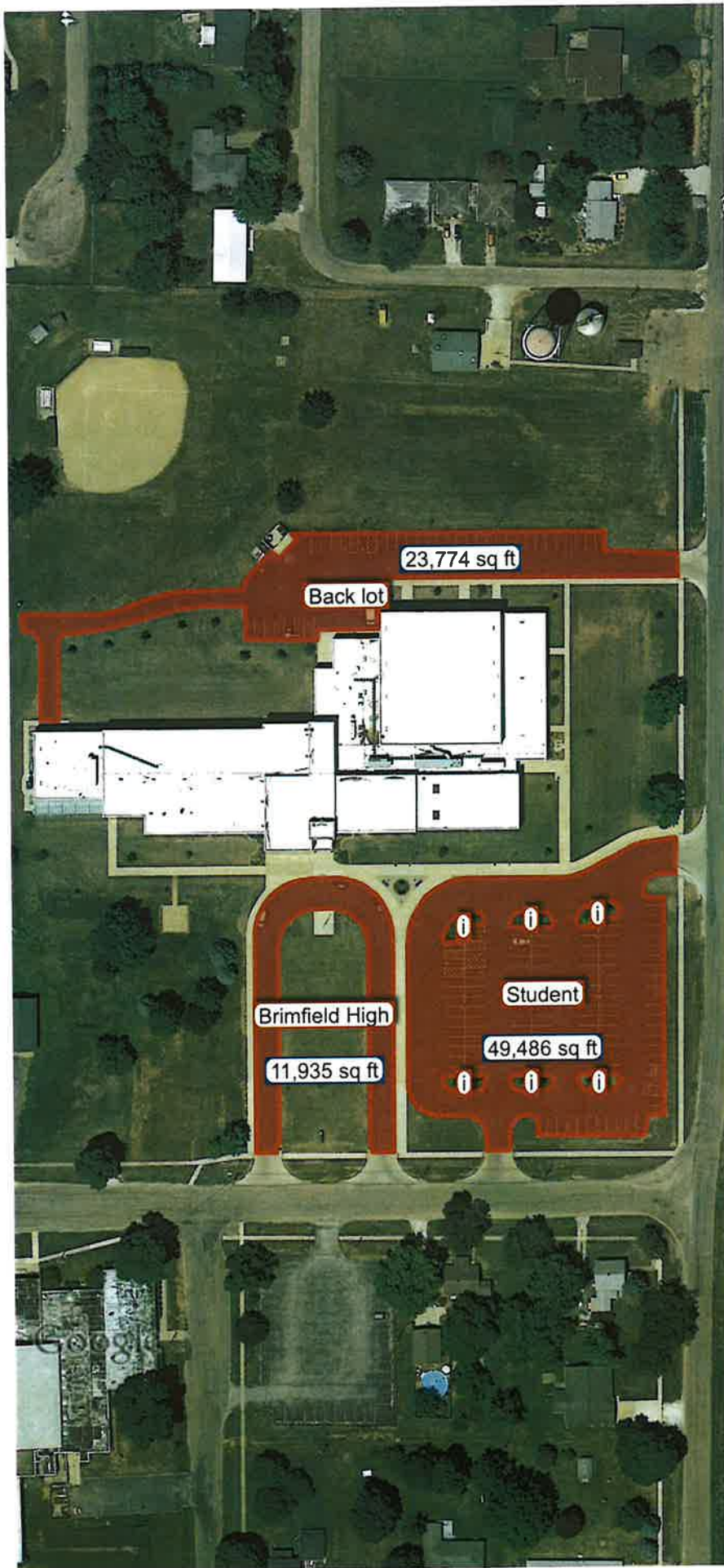
PRICE is based on specifications and estimates as shown on the "Proposal & Agreement". Field measurements may be made when the job is completed and any changes of specifications, areas, tonnage, or gallonages will correspondingly change the completed price. One mobilization charge is included in price, unless stated on the "Proposal & Agreement". Additional mobilization charges will be at the rate set forth in agreed upon change order which is made part and parcel of these conditions and "Proposal & Agreement".

ADDITIONAL CHARGES may become necessary if permit(s), extra equipment time, extra materials, or extra labor would become necessary to complete this job, if subgrade is not up to acceptable specifications or requirements or if extra services and/or materials are requested in writing by the owner or general contractor of their respective authorized supervisory employees. "PPS" shall not be held liable for damage to surrounding areas of driveway or parking lot due to poor subgrade, moisture, or other unforeseen circumstance. Additional charges would be in accordance with the agreed upon change order which is made part and parcel of these conditions and "Proposal & Agreement". "PPS" reserves the right to refuse additional equipment time, extra materials or extra labor if it would interfere with advanced scheduling with other customers with whom previous commitments had already been extended.

Conditions: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are contracted to do the work as specified and the stated payment terms are acceptable. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner in accordance to standard construction practices. Any deviation from this proposal or extra work will be executed only upon owner or owners agent orders and may become an extra charge over and above this agreement. All agreements are contingent upon delays beyond our control. Property owner to carry fire, tornado and any other necessary insurance. We do not guarantee against pavement cracking from weather cycles and water ponding or retention due to pre-existing grade conditions. We cannot guarantee drainage or against water ponding on new asphalt without adequate slope. In flat areas water will not drain unless there is more than 1-1/2" of fall per 10 feet. "PPS" shall not be liable for damage to adjoining concrete flat work by asphalt installation equipment during standard construction procedures. Proposal excludes the following unless otherwise stated in the proposal: Permits, Excavation, Staking, Material Testing, Sod Restoration & Landscaping, Manhole/Catch Basin/Gate Valve Adjustments or Repairs, Vegetation Removal, SAC/WAC Charges, Dewatering. You authorize PPS to perform a credit investigation and /or obtain credit reports from credit reporting agencies.

Notice Of Lien: Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

Customer Initial _____ Date _____





2400 SW Adams Street
Peoria, IL 61602
Phone: 309-676-3573
www.kellyglass.com

PROPOSAL SUBMITTED TO:
ATTENTION:
JOB NAME:
JOB LOCATION:

Brimfield Schools
Zach Fairfield
Library Door at Grade School
216 E Clinton St, Brimfield, IL

We propose to furnish and install the following per your request:

New Aluminum Storefront Entrance with Heavy Duty Hardware

- (1) Pair Kawneer #500 Narrow stile aluminum full glass doors, 6'0" x 7'0"
- Aluminum door hardware will be provided as follows:
 - 1 ½ pair Kawneer ball bearing butt hinges
 - (1) Von Duprin 99 series NLOP concealed vertical rod panic
 - (1) Von Duprin 99 series EL concealed vertical rod panic
 - EPT-10 power transfer
 - Schalge cylinder to match school keys
 - LCN 4040xp closers
 - Kawneer 1" diameter pull handles
 - ADA compliant low-rise aluminum threshold
 - Kawneer Sealair weatherstripping
- Kawneer #451t aluminum storefront door frame for the above referenced doors, approx. 8'4" x 8'0"
- Aluminum finish to be Kawneer #17 clear anodized aluminum
- Perimeter sealants adjacent to our aluminum systems are included
- Demolition and disposal of existing storefront included
- Glazing to be 1" clear Solarban 60 low-e tempered safety glass
- No electronic access included. Will only need to purchase a power supply and badge reader at later date if you wish to make the entrance electrified. Panic and door will be ready to accept power.

We propose to furnish material, labor, and NO tax; complete in accordance with the above specifications for the sum of:

\$19,000.00

PROPOSAL SUBMITTED BY: *Colin Roling* DATE: 3/9/23

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK IS TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. THERE IS NO WARRANTY FOR GLASS BREAKAGE. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. GLASS LABELS AND MARKINGS WILL BE REMOVED; HOWEVER OTHERS MUST PROVIDE FINAL GLASS CLEANING. ALL AGREEMENTS ARE CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. PROPERTY OWNER IS TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKMAN'S COMPENSATION INSURANCE. **NOTE:** WE RESERVE THE RIGHT TO WITHDRAW THIS PROPOSAL IF NOT ACCEPTED WITHIN 30 DAYS.

ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT IS EXPECTED AT TIME OF SERVICE, UNLESS OTHER TERMS HAVE BEEN ARRANGED. I AGREE TO PAY ALL LEGAL FEES AND EXPENSES NECESSARY TO COLLECT ANY BALANCE DUE ON THIS ACCOUNT AND TO PAY A SERVICE FEE OF 1- ½ % PER MONTH ON ALL PAST DUE BALANCES.

SIGNATURE: _____ DATE: _____



5001 N. University Street
Peoria, IL 61611

(309) 692-1135 Office
(309) 692-1644 Fax

General Contractors - Construction Management - Design/Build Professionals

Revised Proposal

Project: Brimfield High School - Doors/Hardware Replacement

Date: April 11, 2023

Inclusions:

Supervision and scheduling of all worker / trades.
General liability insurance for all work on site.

Base Bid #1 \$ 20,500
Remove and replace 4 ea doors, frames and hardware
1 ea new door in existing frame
Paint new doors/frames

Base Bid #2 \$ 39,000
Replace door hardware on 52 ea existing doors
4-5 week lead time

Base Bid #3 \$ 21,000
Replace 1 pair of storefront doors full glass at Library door at Grade School
Heavy duty hardware included (credit \$8,000 if standard hardware can be used)
Aluminum finish to be Kawneer #17 clear anodized

Exclusions:

Performance bond, provisions for removing hazardous materials, liquidated damages, overtime, permit, and any upgrades in addition to what is noted above.

Sincerely,
D. Joseph Construction Co.

Bill Joseph
President



We have prepared a quote for:

Brimfield School Dist. 309

Computer Lab

Quote # EC009015EP Version 2

Prepared by:

| **Eric Coontz**

Engineered by:

| **Tim Perry**

Products

Description	Price	Qty	Ext. Price
HP Z2 Gen9 Workstation Small Form Factor - i7-13700 Processor - 32GB RAM - 1TB SSD - NVIDIA T1000 4GB Graphics - Windows 11 Pro - 3-Year Warranty	\$1,540.98	30	\$46,229.40
HP E24 Gen5 24" Full HD Monitor	\$198.00	30	\$5,940.00
6ft Mini DisplayPort to DisplayPortCable	\$8.94	30	\$268.20
Subtotal:			\$52,437.60



Computer Lab

Prepared by:

Heart East Peoria

Eric Coontz
(309) 427-7258
ecoontz@heart.net
3105 N Main St.
East Peoria, IL 61611

Prepared for:

Brimfield School Dist. 309

Tony Shinall
(309) 446-3378
tony.shinall@brimfield309.com
323 East Clinton
Box 238
Brimfield, IL 61517

Quote Information:

Quote #: EC009015EP

Version: 2

Delivery Date: 06/01/2023

Expiration Date: 06/29/2023

Quote Summary

Description	Amount
Products	\$52,437.60
Total: \$52,437.60	

Payment Schedule

Description	Payments	Interval	Amount
Purchase Price: 50/30/20			
50% Due on Signing	1	One-Time	\$26,218.80
30% on Receipt of Materials	1	One-Time	\$15,731.28
20% on Completion	1	One-Time	\$10,487.52

Payment Due at Signing

Description	Amount
Purchase Price: 50/30/20: 50% Due on Signing	
Total of 50% Due on Signing Payment	\$26,218.80

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.



Heart East Peoria

Brimfield School Dist. 309

Signature: _____

Name: _____

Title: _____

Date: _____

Signature: _____

Name: Tony Shinall

Title: _____

Date: _____



Statement of Work

Customer Responsibility

This job will not be taxable. Customer shall provide tax-exempt certificate.

Heart Technologies, Inc., Responsibility

All labor for equipment itemized in this proposal will be performed against an MIS agreement.

Material Escalation Clause: If, during the performance of this contract, the price of materials increases significantly, through no fault of Heart Technologies, the price of quoted material shall be adjusted accordingly. Where the delivery of the quoted material or product is delayed by either manufacture or distribution supplier, through no fault of Heart Technologies, as a result of the shortage or unavailability of specific products or materials, Heart Technologies shall not be liable for any additional costs or damages associated with such delay(s).

ALL MATERIAL PRICING INCLUDED IN THIS PROPOSAL IS ONLY VALID FOR 30 DAYS.

Customer has reviewed and acknowledged statement of work. _____



Standard Terms and Conditions

1. This proposal is in accordance with our understanding of the requirements of the project and from verbal information which we received from the Customer, or its agent, and if written plans and specifications are furnished by Customer, and HEART Technologies, Inc., (from here on referred to as HEART Technologies, Inc.) interpretation of them. HEART Technologies, Inc. assumes no responsibility as to the accuracy of such plans and specifications. It is further understood and agreed that this proposal and contract does not include any labor or materials not specifically mentioned herein. Any additional work not covered herein shall be billed as time and material.
2. Terms and amount of payment shall be those specified herein. If not specified in the proposal, payment shall be 50% down at contract signing, 30% upon receipt of materials, and the remaining 20% due upon completion of this contract where the work is completed within the same month as the billing period. Where work continues beyond a period of 30 days, or is delayed for reasons beyond the control of HEART Technologies, Inc., monthly progress payments shall be paid in an amount equal to the labor and material on a percentage of completion basis of the job covered by this contract. Payment shall be made to HEART Technologies, Inc. by the 10th of the month following the date of any billing. HEART Technologies, Inc. shall not be required to proceed with the installation of the work if the payments applying on same have not been made as specified in the contract. In the event suit is filed by HEART Technologies, Inc. to collect any Moneys due hereunder or to enforce any other provisions of the contract, the Customer agrees to pay all cost, and the attorney's fees incurred. Past Due balances shall be charged finance charges at a rate of 1.5% per month. Customer agrees to pay these charges, if for any reason payments are not received by due date.
3. Alterations or additional work ordered by Customer or his agent shall constitute an addition to this proposal, and shall be charged for on a time and material basis in accordance with the current prices shown in a locally recognized trade pricing standard, in effect at time of billing. If any additions to the contract are ordered, the amount to be paid for the same shall be determined by the Customer and HEART Technologies, Inc. at the time that they are ordered, and if they do not agree upon an amount to be paid, then the Customer shall pay a reasonable price therefor. If the change requested by the Customer shall reduce the amount of labor or material, or both, that HEART Technologies, Inc. shall furnish to the project, then the Customer and HEART Technologies, Inc. shall agree at the time that the change is requested on the amount of credit that shall be given by HEART Technologies, Inc. to the Customer, and if they do not agree upon an amount of credit then the reasonable value of the labor and material shall be credited to the Customer. HEART Technologies, Inc. shall receive written orders for all additional work or changes signed by an authorized person before proceeding with such additions or changes. However, if such written orders are not received this shall not affect the right of HEART Technologies, Inc. to receive payment as outlined above for said labor and materials so furnished. Payments for additions or changes shall be made under the same terms and conditions as are embodied in the original proposal and contract.
4. All prices quoted herein are firm upon acceptance of this proposal, and are subject to correction prior to acceptance. All written proposals are conditioned upon acceptance within time limit specified on the face of this proposal. Verbal quotations are subject to immediate acceptance and terminate the day they are made.
5. It is a condition of this proposal that all materials or devices which are supplied by HEART Technologies, Inc. for installation will be of a type that is approved for the purpose. It is further stipulated that the Customer will assume the same responsibility for any material or equipment not furnished by HEART Technologies, Inc..
6. This proposal including any plans, specifications, drawings or engineering data are furnished by HEART Technologies, Inc. to Customer in trust for determining the scope of the work to be performed and shall remain the property of HEART Technologies, Inc.. They shall be immediately returned to HEART Technologies, Inc. in the event it is not awarded the contract to perform such work. If such plans, specifications or other data are used for the purpose of obtaining other bids or in connection with the installation, the Customer shall pay HEART Technologies, Inc. for all expense in preparing such plans or other data on an engineering fee basis.
7. Unless otherwise provided herein, the amount of any present or future sales or other tax, Federal, State or City, which we now, or hereafter shall be required to pay, either on our own behalf or on behalf of the Customer, or otherwise, with respect to any labor or material covered by this proposal shall be added to the prices quoted herein and paid by the Customer in the same manner and with the same effect as if originally added hereto.
8. If the Customer shall enter into a sale or shall sell all or any part of the premises herein involved, the full amount remaining unpaid on this contract becomes due and payable within 48 hours after date of such sale or agreement of sale at the option of HEART Technologies, Inc.. Title to any of the material sold or installed hereunder by HEART Technologies, Inc. shall remain HEART Technologies, Inc. until all the terms hereof have been complied, with, and in the event such materials are affixed to realty, it is expressly understood and agreed that they shall remain personal property subject to removal by HEART Technologies, Inc. The owner, buyer and Customer hereby waive any and all claims for damage to said realty or buildings caused by the removal of said materials or any part thereof.
9. This proposal is contingent upon approval by the authority having jurisdiction. Should additions or modifications be recommended by the authority having jurisdiction, or should the scope of protection change, this proposal will be adjusted accordingly.
10. We represent that the products listed within this quotation are free from defects in material or workmanship. Any product or part, thereof, which proves to be defective in workmanship or material during a period equal to manufacturer's warranty but not to exceed twelve (12) months from the date of purchase (unless otherwise stated in the proposal) shall be replaced at no charge during normal working hours.
11. Any repairs or modifications of the system as installed by the owner, owner's representative or any third party will void the warranty as stated herein.
12. HEART Technologies, Inc. maintains the capability to service your system using our factory-trained technicians from our nearest service facility on a 24-hour emergency basis.
13. The price has been determined on the basis of straight time and normal work week. No overtime will be worked unless ordered by Customer or his representative. In the event overtime is worked, the overtime premium rates plus HEART Technologies, Inc. regular mark-up for overhead and profit will be paid as an extra.
14. Upon acceptance, it is understood and agreed that this contract cannot be canceled except by mutual consent, and then only after payment to HEART Technologies, Inc. for all labor, material and job costs plus his regular mark-up for overhead and profit.
15. This agreement, and any issues arising in connection with it, shall be governed by, and construed in accordance with, the laws of the State of Illinois.
16. This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior proposals and all previous negotiations and agreements, representations and warranties, written or oral.

Authorization to proceed with work or issuance of purchase orders by Customer to HEART Technologies, Inc. accepting any or all parts of this proposal shall be subject to the foregoing conditions.

It is the policy of HEART Technologies, Inc. to provide equal opportunity in employment for all qualified persons and to prohibit discrimination in employment on the basis of race, creed, color, sex, age, national origin, religion, disability or veteran status.

Document Status: Draft Update

BOARD OF EDUCATION

2:110 Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board elects a President from its members for a two-year term. The duties of the President are to:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;
10. Administer the oath of office to new Board members; and
11. Serve as or appoint the Board's official spokesperson to the media.
12. Ensure that all the fingerprint-based criminal history records information checks, and/or screenings, and sexual misconduct related employment history reviews (EHRs) PRESSPlus1 required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Superintendent.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Secretary shall be a non-board member who serves at the Board's pleasure. The Secretary may receive reasonable compensation as determined by the Board before appointment. The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.:

~~5 ILCS 120/7 and 420/4A-106~~

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, and 5/21B-85, and 5/22-94.

5 ILCS 120/7, Open Meetings Act.

5 ILCS 420/4A-106, Ill. Governmental Ethics Act.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:210 (Organizational Board of Education Meeting), 2:220 (Board of Education Meeting Procedure), 5:30 (Hiring Process and Criteria)

Adopted: February 16, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94, amended by P.A. 102-702, eff. 7-1-23, requiring a sexual misconduct related employment history review (EHR) to be initiated prior to hiring an applicant that will have direct contact with children or students. *Direct contact with children or students* is defined as "the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students." **Issue 111, March 2023**

Document Status: Draft Update - Rewritten

Superintendent

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

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

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

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

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

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

Many attorneys agree and best practices suggest that boards and successful superintendent

candidates work with their own separate attorneys in an amicable and cooperative manner to complete the employment contract negotiation process.

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

☐ **Power and Duties of the Superintendent**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duties	<p>Does the Board enumerate the duties of the Superintendent in the employment contract?</p> <ol style="list-style-type: none"> 1. Are the statutory duties of the Superintendent listed? 2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment? <p>See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.</p>
Full-time, Attention and Energy Clause	<p>How will the Board address outside activities of the Superintendent?</p> <ol style="list-style-type: none"> 1. How will the Board define <i>outside activities</i>? 2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract? 3. Will the Board require approval/notification before the Superintendent engages in outside activities?

☐ **Employment and Compensation**

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duration of Contract	<p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p>

Salary	<p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> 1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (40 ILCS 5/15-155(g)) prior to retirement? 2. What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary? School districts are responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds the governor's statutory salary. The governor's annual salary is published by TRS at: www.trsil.org/employers/payments/contribution-rates_earnings-limitations. 3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)? <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> 1. A fixed salary for each year of the contract. 2. A guaranteed minimum salary. 3. Compensation increases.
Severance Agreements	<p>Any contract that contains a condition of severance pay must include the following provisions required by the Government Severance Pay Act (GSPA), 5 ILCS 415/10:</p> <ol style="list-style-type: none"> 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. See the <i>Severance Pay</i> row under the Changes to the Superintendent's Employment Contract subhead below for a definition of what misconduct means in the context of this law.
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	<p>How does the Board want to address:</p> <ol style="list-style-type: none"> 1. Pension contributions (TRS-THIS)? 2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation? 3. Unforeseen pension reform issues?

Conditions of Employment

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	Does the Board want to require the successful superintendent candidate to guarantee that as the

Administrative License	future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?
Criminal Background Check Law	105 ILCS 5/10-21.9. See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> , and the subhead entitled Fingerprint-based Criminal History Records Information Check in administrative procedure 5:30-AP2, <i>Investigations</i> .
Sexual Misconduct Related Employment History Review Law	105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> and PRESS sample administrative procedure 5:30-AP3, <i>Sexual Misconduct Related Employment History Review (EHR)</i> .
Other Background Check Laws	<p>Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9 and sexual misconduct related employment history review required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23 and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 et seq., Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party <i>consumer reporting agencies</i>, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer.</p> <p>820 ILCS 75/, III. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (a/k/a <i>ban the box</i> law).</p> <p>820 ILCS 55/, III. Right to Privacy in the Workplace Act (RPWA), prohibits employers from:</p> <ol style="list-style-type: none"> 1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account; 2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online

	<p>account; and</p> <p>3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's use of a lawful product off District property during nonworking hours, i.e., tobacco, cannabis, or alcohol. (Note: RPWA allows employers to regulate employees' use of those lawful products that impair an employee's ability to perform the employee's assigned duties. See policy 5:50, <i>Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition</i>, and its f/ns).</p> <p>820 ILCS 70/, III. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a <i>bona fide occupational requirement</i>, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than \$100; and (3) involve having access to confidential and financial information. Note: Any one of these grounds alone is sufficient.</p>
Medical Examination	<p>105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</p> <p>The Americans with Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. §1630.2(r).</p> <p>See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns 25 and 26.</p>
Tenure	<p>Suspension of Tenure</p> <p>With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost.</p> <p>Continued Tenure</p> <p>Superintendents serving multiple one year contracts</p>

may still accrue service toward and acquire tenure.

See 105 ILCS 5/10-23.8 and the *Duration of Contract* row in the Employment and Compensation checkbox, above.

Evaluations and Goals

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent	<p>105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine.</p> <p>Regarding its goals and indicators, has the Board:</p> <ol style="list-style-type: none">1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states "and other information as the Board may determine")?2. Included them in the body of the employment contract? Or as an exhibit to it?3. Set them to be:<ol style="list-style-type: none">a. Measurable and achievable, i.e., are they within the Superintendent's control?b. Objective, subjective or a combination of both?4. Set a timeline for achievement, and if so is it on an:<ol style="list-style-type: none">a. Annual basis?b. Prior to completion of the employment contract?5. Set them as procedural, substantive, or a combination of both? <p>For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see:</p> <p>www.iasb.com/conference-training-and-events/training/workshops/</p> <p>Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for school boards to hold their superintendents accountable for district performance, including academic achievement:</p> <p><i>Setting District Goals and Direction</i> (leads a board and superintendent to develop their own district language for specific measurable, and attainable goals and indicators)</p> <p><i>The Superintendent Evaluation Process</i> (describes an effective method of holding the superintendent accountable)</p>
	Once the Board has developed its goals and indicators (as

Superintendent Evaluation

discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to:

1. "Direct, through policy, its superintendent in his or her charge of the administration of the school district;" and
2. Evaluate the superintendent in his or her "administration of school board policies and his or her stewardship of the assets of the district."

How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?

Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? Note: Some districts do not consider the superintendent evaluation to be a *one-time event* and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime.

Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent's evaluation process?

What evaluation instrument will be used? How will the evaluation be documented?

Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?

Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine?

For more information about best practices when planning for and evaluating the Superintendent, see:

The Superintendent Evaluation Process at:

www.iasb.com/iasb/media/documents/superintendent-evaluation-process.pdf;

IASB's *Foundational Principles of Effective Governance*, Principle 3. The board employs a superintendent, at:

www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/; stating

"the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy."

☐ Expenses and Benefits

Superintendent Contract Term

Explanation, Special Considerations, and

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

	<p>4. Will the Board address reimbursement for unused days?</p> <p>5. Will vacation days need to be used for days off during winter or spring breaks?</p>
Sick Leave/Days	<p>Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. Will sick leave be limited to annual sick leave days in the District's teachers' contract or will a different amount be provided? 2. How will sick day accumulation be addressed? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.
Professional Activities and Organizations Memberships in Community Organizations	<p>Will the Board address memberships in professional activities/organizations and/or community organizations its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many organizations will the Board allow the Superintendent to join? 2. Which organizations will be allowed? 3. What is the Board's limit for the cost of dues to professional organizations?
Retirement	<p>Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then:</p> <ol style="list-style-type: none"> 1. Has the Board thoroughly examined and addressed: <ol style="list-style-type: none"> a. Any consequences or other penalties to it? b. The impact of any prior salary increases? c. Potential pension reform issues? 2. Often, a successful superintendent candidate's attorney has interest in the following issues: <ol style="list-style-type: none"> a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc. b. Whether a potential retirement payment will be properly creditable for TRS purposes. Note: Ultimately, only TRS has the authority to determine creditability.

Annuities and Other Deferred Compensation	<p>Will the Board address any type of annuities and other deferred compensation issues? If yes, then:</p> <ol style="list-style-type: none"> 1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary? 2. Will it contribute creditable earnings for TRS purposes?
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Changes to the Superintendent's Employment Contract

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

any goals?

See 105 ILCS 5/10-23.8.

If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term?

1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement?
2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent?
3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other?
4. Will the Board terminate the employment contract for permanent disability of the Superintendent?
 - a. How will the Board define permanent disability in the contract?
 - b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or
 - c. Will the Board consider duration of absence; e.g., 90-days after exhaustion of available leave, whichever is greater?

See PRESS sample policy 5:180, *Temporary Illness or Temporary Incapacity*.

5. What standard will the Board use to terminate the employment contract for cause? Items to consider include:
 - a. Any conduct detrimental/prejudicial to the District;*
 - b. Just cause;
 - c. Sufficient to dismiss a tenured teacher;
 - d. Material breach of contract; or
 - e. Not arbitrary and capricious.

*50 ILCS 205/3c, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil

Terminations

	<p>Rights Act of 1964. See Severance Pay row directly below.</p> <p>6. Will the Board agree to provisions for hearing and due process for the Superintendent?</p> <p>7. How will the Board address death of its Superintendent during the duration of the employment contract?</p>
Severance Pay	<p>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1):</p> <p>A restriction to an amount not exceeding 20 weeks of compensation; and</p> <p>A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c limits sexual harassment or discrimination to instances when an employee is "found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964." For more discussion about these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.</p>
Liquidated Damages	<p>Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?</p> <ol style="list-style-type: none"> 1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys? 2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?
Amendments	How will the Board and Superintendent agree to allow for amendments to the employment contract?

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

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent's attorney reviewed them?</p> <ol style="list-style-type: none"> 1. Notice

<p>Technical clauses (common in contracts)</p>	<ol style="list-style-type: none"> 2. Applicable law 3. Headings and numbers 4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract? 5. Counterparts 6. Effect of Policy Amendments 7. Severability 8. Advice of Counsel
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☐ Miscellaneous Issues

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

PRESSPlus Comments

PRESSPlus 1. This Board exhibit is **Rewritten** for PRESS Plus Issue 111. Updates were made in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring a board to conduct a sexual misconduct related employment history review (EHR) when they hire an employee who will have direct contact with children or students, including a superintendent, and for continuous improvement. A redlined version showing the changes made is available at **PRESS** Online by logging in at www.iasb.com. **Issue 111, March 2023**

Document Status: Review and Monitoring

OPERATIONAL SERVICES

4:40 Incurring Debt

The Superintendent shall provide early notice to the Board of Education of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness, or (2) establish a line of credit with a bank or other financial institution. The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law. [PRESSPlus1](#)

Bond Issue Obligations

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of the Securities Act of 1933, as amended and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from *gross income* for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.

LEGAL REF.:

Securities Act of 1933, 15 U.S.C. §77a et seq.

Securities Exchange Act of 1934, 15 U.S.C. §78a et seq.

17 C.F.R. §240.15c2-12.

Bond Authorization Act, 30 ILCS 305/2.

Bond Issue Notification Act, 30 ILCS 352/1.

Local Government Debt Reform Act, 30 ILCS 350/.

Tax Anticipation Note Act, 50 ILCS 420/.

105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

CROSS REF.: 4:10 (Fiscal and Business Management)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 111, March 2023

Document Status: Draft Update

OPERATIONAL SERVICES

4:60 Purchases and Contracts

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

Standards for Purchasing and Contracting

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

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

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency. **Notwithstanding the above, the Superintendent shall not commit to any single, non-customary purchase or expenditure, excluding personnel, of greater than \$14,000 without prior Board approval.**

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

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board

policy 4:70, *Resource Conservation*.

8. Each contractor with the District is bound by each of the following:

- a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibit any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
- b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having direct contact with children or students if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g). [PRESSPlus1](#)
- c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease ~~if the employee will have direct, daily contact with one or more student(s);~~ and (2) require any new or existing employee who ~~has and will have direct, daily contact with one or more~~ provides services to student s or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. ~~artment~~ of Public Health rules or order of a local health official.

9. ~~After 1-1-23~~ Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.

10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

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

LEGAL REF.:

2 C.F.R. Part 200.

105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., 5/22-94, and 5/24-5.

30 ILCS 708/, Grant Accountability and Transparency Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting)

Adopted: February 16, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. See 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, available at PRESS Online by logging in at www.iasb.com.

For the definition of *sexual misconduct*, see 105 ILCS 5/22-85.5(c), added by P.A. 102-676 and policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

Direct contact with children or students is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23. This standard, which triggers the EHR, appears on its face to be broader than the *direct, daily contact* standard that triggers the *complete criminal history records check* in 105 ILCS 5/10-21.9(f). See 5:30-AP2, *Investigations*, 4:60-AP3, *Criminal History Records Check of Contractor Employees*, and 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for more information. For example, a contracted night custodian who may have some passing, routine interaction with students who are on campus for afterschool events, but does not have direct, daily contact with students triggers an EHR but not necessarily a *complete criminal history records check*. It is less clear if the reverse scenario could arise where a *complete criminal history records check* under 105 ILCS 5/10-21.9(f) would be required but an EHR would not be required. For ease of administration, a district may wish to require contractors to undergo a *complete criminal history records check* whenever the obligation to conduct an EHR is triggered, and vice versa.

105 ILCS 5/22-94(g), added by P.A. 102-702, eff. 7-1-23, prohibits contractors from entering any agreement that: (1) has the effect of suppressing information concerning a pending or completed investigation in which an allegation of sexual misconduct was substantiated, (2) affects the ability of the contractor to report sexual misconduct to the appropriate authorities, or (3) requires the contractor to expunge information about allegations or findings of suspected sexual misconduct, unless an allegation is found to be false, unfounded, or unsubstantiated following an investigation. **Issue 111, March 2023**

Document Status: Draft Update

General Personnel

5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. Department of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant

for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Sexual Misconduct Related Employment History Review (EHR)^{PRESSPlus1}

Prior to hiring an applicant for a position involving *direct contact with children or students*,^{PRESSPlus2}
the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.

15 U.S.C. § 1681 *et seq.*, Fair Credit Reporting Act.

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

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, 5/22-94, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

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

820 ILCS 70/, Employee Credit Privacy Act.

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *affd in part and remanded* 115 Ill.2d 482 (Ill. 1987).

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

Adopted: February 16, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23, requiring districts to initiate an EHR prior to hiring an applicant who will have *direct contact with children or students*. See sample administrative procedure 5:30-AP3, *Sexual Misconduct Related Employment History Review(EHR)*, available at PRESS Online by logging in at www.iasb.com, for the process, timing, and positions requiring an EHR. See policy 4:60, *Purchases and Contracts*, and sample administrative procedure 4:60-AP4, *Sexual Misconduct Related Employment History Review(EHR) of Contractor Employees*, for EHR requirements for employees of contractors who have *direct contact with children or students*. **Issue 111, March 2023**

PRESSPlus 2. *Direct contact with children or students* is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” 105 ILCS 5/22-94(b), added by P.A. 102-702, eff. 7-1-23. **Issue 111, March 2023**

Document Status: Draft Update

General Personnel

5:90 Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

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

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

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

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

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

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.

2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including sexual misconduct as defined in Faith's Law),^{PRESSPlus1} and boundary violations as required by law and policy 5:100, *Staff Development Program*.

Alleged Incidents of Sexual Abuse: Investigations

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

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

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

Special Superintendent Responsibilities

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

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under Faith's Law,^{PRESSPlus2} and (2) that act resulted in the license holder's dismissal or resignation from the District, ~~he or she~~ the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in Faith's Law. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated.^{PRESSPlus3}

The Superintendent shall execute the recordkeeping requirements of Faith's Law.^{PRESSPlus4}

Special Board of Education Member Responsibilities

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

requirements concerning the reporting of child abuse.

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

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the Board of Education; Indemnification*.

LEGAL REF.:

20 U.S.C. §7926, Elementary and Secondary Education Act.

105 ILCS 5/10-21.9, 5/10-23.13, ~~and 5/21B-85~~, 5/22-85.5, and 5/22-85.10.

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

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

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

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

Adopted: February 16, 2022

PRESSPlus Comments

PRESSPlus 1. *Sexual misconduct* under *Faith's Law* defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

The Abused and Neglected Child Reporting Act (ANCRA) covers abuse and neglect of children. 325 ILCS 5/3. The Dept. of Human Services Act (DHSA) covers abuse and neglect of adult students with a disability. 20 ILCS 1305/1-17(b). Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or adult student with a disability other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the welfare of a child or adult student with a disability. Neglect may be generally understood as abandoning a child or adult student with a disability or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or adult student with a disability's welfare.

Abuse covered by ANCRA also includes *grooming* as defined in the Ill. Criminal Code of 2012 (720 ILCS 5/11-25). 325 ILCS 5/3(i), added by P.A. 102-676 (*a/k/a Faith's Law*).

The School Code goes further and prohibits school employees from engaging in *grooming behaviors*

5:90

and *sexual misconduct*. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610 (a/k/a *Erin's Law*); 105 ILCS 5/22-85.5(c), added by P.A. 102-676 (a/k/a *Faith's Law*). To streamline implementation, policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, defines prohibited *grooming behaviors* to include *sexual misconduct* and it explicitly prohibits employees from engaging in *grooming, grooming behaviors, and sexual misconduct*. While it is possible for low-level *grooming behaviors* and/or *sexual misconduct* to not amount to grooming prohibited by ANCRA, best practice is to report suspected *grooming behaviors* and *sexual misconduct* to DCFS. **Issue 111, March 2023**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-21.9(e-5), amended by P.A. 102-702, eff. 7-1-23. **Issue 111, March 2023**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-85.10, added by P.A. 102-702, eff. 7-1-23. See sample procedure 5:90-AP2, *Parent/Guardian Notification of Sexual Misconduct*, available at PRESS Online by logging in at www.iasb.com. **Issue 111, March 2023**

PRESSPlus 4. Updated in response to 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. See sample procedure 5:150-AP, *Personnel Records*, available at PRESS Online by logging in at www.iasb.com. **Issue 111, March 2023**

Document Status: Draft Update

General Personnel

5:125 Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and/or mobile technologies that allow users to turn communication into share content and/or engage in interactive dialogue communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, and YouTube.* PRESSPlus1

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

Usage and Conduct

All District employees who use personal technology and/or social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; and 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting*.
6. Not disclose student records **confidential** information, including but not limited to school student

records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.

7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

Superintendent Responsibilities

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.
5. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

105 ILCS 5/21B-75 and 5/21B-80.

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

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

23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators.

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

Pickering v. High School Dist. 205, 391 U.S. 563 (1968).

Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

Adopted: February 16, 2022

PRESSPlus Comments

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 111, March 2023**

Document Status: Draft Update

General Personnel

5:150 Personnel Records

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall:

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.
3. Manage the District's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with Faith's Law^{PRESSPlus1}

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

Maintenance and Access to Records

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

For employees not covered by a current applicable bargaining agreement:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Education policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.

4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

LEGAL REF.:

20 U.S.C. §7926.

105 ILCS 5/22-94.

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

745 ILCS 46/10, Employment Record Disclosure Act.

820 ILCS 40/, Personnel Record Review Act.

23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

Adopted: February 16, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-94(e), added by P.A. 102-702, eff. 7-1-23. **Issue 111, March 2023**

Document Status: Draft Update

Professional Personnel

5:260 Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code PRESSPlus1 or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach or begin a required internship in the District, the Superintendent or designee shall ensure that:

1. The District performed a *105 ILCS 5/10-21.9(g) Check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A *105 ILCS 5/10-21.9(g) Check* shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth ~~Community Notification Law~~ Registration Act (730 ILCS 154/75-105).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/10-21.9(g) check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the ~~Department of Ill.~~ Department of Ill. State Police (ISP), to the ~~Department of State Police~~ ISP. The Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities.

LEGAL REF.:

34 U.S.C. §20901 et seq., Adam Walsh Child Protection and Safety Act, P.L. 109-248.

~~Uniform Conviction Information Act~~ 20 ILCS 2635/1, Uniform Conviction Information Act.

105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

CROSS REF.: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:190 (Teacher Qualifications)

~~ADOPTED JULY 17, 2020~~

PRESSPlus Comments

PRESSPlus 1. Consult the board attorney for guidance regarding whether student teachers or interns, who are typically unpaid, qualify as *employees* who must also undergo the sexual misconduct related employment history review (EHR) required by 105 ILCS 5/22-94, added by P.A. 102-702, eff. 7-1-23. Whether or not a student or intern is paid by a district may be determinative. See 5:30-AP3, *Sexual Misconduct Related Employment History Review (EHR)*, available at PRESS Online by logging in at www.iasb.com. If a district has an agreement with a post-secondary institution for the placement of student interns, consult the board attorney regarding whether the institution qualifies as a contractor under 105 ILCS 5/22-94(b) that must perform an EHR of the intern. See 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees. Issue 111, March 2023*

Document Status: Review and Monitoring

Educational Support Personnel

5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The District shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The Superintendent or designee manages a program to implement State and federal law defining the circumstances and procedures for the testing. [PRESSPlus1](#)

This policy shall not be implemented, and no administrative procedures will be needed, until it is reasonably foreseeable that the District will hire staff for a position(s) requiring a commercial driver's license.

LEGAL REF.:

625 ILCS 5/6-106.1 and 5/6-106.1c.

49 U.S.C. §31306, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991, P.L. 102-143).

49 C.F.R. Parts 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), 382 (Controlled Substance and Alcohol Use and Testing), and 395 (Hours of Service of Drivers).

CROSS REF.: 4:110 (Transportation), 5:30 (Hiring Process and Criteria), 5:280 (Duties and Qualifications)

ADOPTED June 17, 2021

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 111, March 2023

Document Status: Draft Update

INSTRUCTION

6:135 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP;
3. Assessment processes that include multiple valid, reliable indicators; and
4. ~~By the fall of 2023~~ The automatic enrollment, in the following school term, PRESSPlus1 of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows:
 - a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
 - b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
 - c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

LEGAL REF.:

105 ILCS 5/14A.

23 Ill.Admin.Code Part 227, Gifted Education.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: February 16, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to ISBE's *Accelerated Placement Policy Guidance for Districts Frequently Asked Questions* (September 2022), at: www.isbe.net/Documents/Accelerated-Placement-Act-FAQ.pdf, which explains that districts must "have the automatic enrollment policy in place prior to the start of the school year 2023-24 and districts will use scores from that school year to automatically enroll students during school year 2024-25." **Issue 111, March 2023**

Document Status: Review and Monitoring

INSTRUCTION

6:210 Instructional Materials

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and: [PRESSPlus1](#)

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the Board of Education. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.

Instructional Materials Selection and Adoption

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.:

105 ILCS 5/10-20.8 and 5/28-19.1.

CROSS REF.: 6:30 (Organization of Instruction), 6:40 (Curriculum Development), 6:80 (Teaching About Controversial Issues), 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), 8:110 (Public Suggestions and Concerns)

ADOPTED: June 14, 2020

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 111, March 2023

Document Status: Draft Update

INSTRUCTION

6:230 Library Media Program

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Ill. State Board of Education (ISBE) rule and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. Staff members are invited to recommend additions to the collection.
6. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.
7. The program is guided by the principles of the American Library Association's Library Bill of Rights and its interpretation for school libraries. [PRESSPlus1](#)

Parents/guardians, employees, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, Uniform Grievance Procedure. [PRESSPlus2](#)

The Superintendent or designee shall establish criteria consistent with this policy for the review of objections. Parents/guardians, employees, and community members with suggestions or complaints about library media program resources may complete a Library Media Resource Objection Form. The Superintendent or designee shall inform the parent/guardian, employee, or community member, as applicable, of the District's decision. [PRESSPlus3](#)

LEGAL REF.:

23 Ill.Admin.Code §1.420(o).

CROSS REF.: 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials)

ADOPTED June 17, 2020

PRESSPlus Comments

PRESSPlus 1. Optional. The American Library Association's (ALA) *Library Bill of Rights* includes the 6:230

following:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.
8. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

See <https://www.ala.org/advocacy/intfreedom/librarybill> and its interpretation for school libraries at: <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessresources>. The ALA's interpretation of its *Library Bill of Rights* acknowledges that the educational level and program of the school necessarily shape the resources and services of a school library, but it states that the principles of the *Library Bill of Rights* apply equally to all libraries, including school libraries. **Issue 111, March 2023**

PRESSPlus 2. Limiting the scope of complainants in this policy to parents/guardians, employees, and community members aligns with sample policy 2:260, *Uniform Grievance Procedure*. **Issue 111, March 2023**

PRESSPlus 3. Updated in response to subscriber and Ill. Council of School Attorneys member feedback regarding management of library book challenges. The issue of school library book removals is an unsettled area of law that is often litigated; consult the board attorney for advice regarding challenges to school library books or other library resources. In the only U.S. Supreme Court case to address this issue, *Island Trees Union Free Sch. Dist. No. 26 v. Pico*, 457 U.S. 852 (1982), the Court issued a plurality (not a majority) opinion finding a board could not remove books it had characterized as "anti-American, anti-Christian, anti-Semitic, and just plain filthy," if the removal was motivated by partisan or political reasons; to do so would violate students' Constitutional right to receive information and ideas. Four dissenting justices, however, disagreed that students have a right to receive information and ideas under the First Amendment and would have deferred to the judgment of the local school board.

See sample administrative procedure 6:230-AP, *Responding to Complaints About Library Media Resources*, and sample exhibit 6:230-AP, E, *Library Media Resource Objection Form*, available at PRESS Online by logging in at www.iasb.com. **Issue 111, March 2023**

Document Status: Draft Update

COMMUNITY RELATIONS

8:20 Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. All non-school sponsored groups, before using the facilities during non-regularly staffed hours, must provide a certificate of insurance naming the District as an additional insured or otherwise show proof of insurance. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the Board of Education.

LEGAL REF.: [PRESSPlus1](#)

~~Boy Scouts of America Equal Access Act~~ 20 U.S.C. §7905, [Boy Scouts of America Equal Access Act](#)

10 ILCS 5/11-4.1 ~~9-2-2~~, [Election Code](#).

105 ILCS 5/10-20.41 ~~9~~, 5/10-22.10, and 5/29-3.5.

[Good News Club v. Milford Central School](#), ~~121 S.Ct. 2007~~ [533 U.S. 98](#) (2001).

[Lamb's Chapel v. Center Moriches Union Free School District](#), ~~413 S.Ct. 214~~ [508 U.S. 384](#) (1993).

[Rosenberger v. Rector and Visitors of Univ. of Va.](#), 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Buildings - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

~~ADOPTED June 17, 2020~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 111, March 2023**

Document Status: Review and Monitoring

COMMUNITY RELATIONS

8:70 Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others. [PRESSPlus1](#)

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board of Education, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.:

Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.

Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).

105 ILCS 5/10-20.51.

410 ILCS 25/, Environmental Barriers Act.

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Building Programs)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 111, March 2023

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
ACCIDENT FUND	AUDIT 2022 PAYMENT	05/10/2023	7,853.00
	<i>AUDIT 2022 PAYMENT</i>		<i>7,853.00</i>
	<i>80 E 2365 3000 01 000 000000</i>		
ACCIDENT FUND			7,853.00
ALPHA BAKING COMANY	HS FOOD SERVICE - BREAD	05/15/2023	40.80
	<i>HS FOOD SERVICE - BREAD</i>		<i>40.80</i>
	<i>10 E 2562 4101 06 000 000000</i>		
ALPHA BAKING COMANY	GS FOOD SERVICE - BREAD	05/15/2023	51.00
	<i>GS FOOD SERVICE - BREAD</i>		<i>51.00</i>
	<i>10 E 2562 4101 06 000 000000</i>		
ALPHA BAKING COMANY			91.80
BARTONVILLE GRADE	1ST SEMESTER INTER-DISTRICT	06/14/2023	4,920.00
	<i>1ST SEMESTER INTER-DISTRICT</i>		<i>4,920.00</i>
	<i>10 E 4220 6000 01 000 000000</i>		
BARTONVILLE GRADE	2ND SEMESTER INTER-DISTRICT	06/14/2023	6,420.00
	<i>2ND SEMESTER INTER-DISTRICT</i>		<i>6,420.00</i>
	<i>10 E 4220 6000 01 000 000000</i>		
BARTONVILLE GRADE #66			11,340.00
BRIMFIELD HARDWARE	GS - MOISTURE CONTROL MIX	05/16/2023	29.98
	<i>GS - MOISTURE CONTROL MIX</i>		<i>29.98</i>
	<i>20 E 2542 4106 01 000 000000</i>		
BRIMFIELD HARDWARE	BGS - PTS FOR CONDENSATE PUMP	05/10/2023	20.55
	<i>BGS - PTS FOR CONDENSATE PUMP</i>		<i>20.55</i>
	<i>20 E 2542 4103 01 000 000000</i>		
	<i>20 E 2542 4109 01 000 000000</i>		
BRIMFIELD HARDWARE	PPE FOR CLEANING FCU'S CASTERS	05/23/2023	85.43
	<i>PPE FOR CLEANING FCU'S CASTERS</i>		<i>85.43</i>
	<i>20 E 2542 4103 01 000 000000</i>		
	<i>20 E 2542 4900 01 000 000000</i>		
BRIMFIELD HARDWARE			135.96

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
CONSTELLATION	BULIDING FUEL MONTHLY BILLING	05/24/2023	885.46
	<i>GS BULIDING FUEL MONTHLY</i>		290.69
	<i>HS BULIDING FUEL MONTHLY</i>		594.77
	<i>20 E 2542 4651 01 000 000000</i>		
	<i>20 E 2542 4652 01 000 000000</i>		
CONSTELLATION			885.46
CRAMER, STEPHEN	MONTHLY MOWING & TRIMMING PO	05/28/2023	2,648.50
	<i>MONTHLY MOWING & TRIMMING PO</i>		2,648.50
	<i>20 E 2542 3293 01 000 000000</i>		
CRAMER, STEPHEN			2,648.50
DIGITAL COPY	COPY MACHINE MONTHLY	05/15/2023	1,751.00
	<i>GS COPY MACHINE MONTHLY</i>		1,073.17
	<i>HS COPY MACHINE MONTHLY</i>		677.83
	<i>10 E 1101 3250 25 000 000000</i>		
	<i>10 E 1103 3250 25 000 000000</i>		
DIGITAL COPY	COPY MACHINE MONTHLY BILLING	06/05/2023	1,968.24
	<i>GS COPY MACHINE MONTHLY</i>		1,073.17
	<i>HS COPY MACHINE MONTHLY</i>		677.83
	<i>GS COPY MACHINE MONTHLY</i>		147.56
	<i>HS COPY MACHINE MONTHLY</i>		69.68
	<i>10 E 1101 3250 25 000 000000</i>		
	<i>10 E 1103 3250 25 000 000000</i>		
	<i>10 E 1101 3250 01 000 000000</i>		
	<i>10 E 1103 3250 01 000 000000</i>		
DIGITAL COPY SYSTEMS,			3,719.24
FARMINGTON CUSD	INTER-DISTRICT SPECIAL	06/30/2023	17,400.00
	<i>INTER-DISTRICT SPECIAL</i>		17,400.00
	<i>10 E 4220 6000 01 000 000000</i>		
FARMINGTON CUSD #265			17,400.00
HEART TECHNOLOGIES,	TECHNOLOGY MONTHLY BILLING	06/01/2023	1,410.00
	<i>TECHNOLOGY MONTHLY BILLING</i>		1,410.00

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
	10 E 1101 4900 25 000 000000		
	10 E 1103 4900 25 000 000000		
HEART TECHNOLOGIES,			1,410.00
HEINZ BROS. TRUCKING	MONTHLY CONTRACT BILLING	06/08/2023	3,577.82
	<i>MONTHLY CONTRACT BILLING -</i>		3,000.00
	<i>MONTHLY CONTRACT BILLING -</i>		262.91
	<i>MONTHLY CONTRACT BILLING -</i>		269.49
	<i>MONTHLY CONTRACT BILLING -</i>		45.42
	40 E 2550 3251 00 000 000000		
	40 E 4190 3000 00 000 000000		
	40 E 2542 4665 00 000 000000		
	40 E 2542 3705 00 000 000000		
HEINZ BROS. TRUCKING			3,577.82
HOPE	SPECIAL ED TUITION MONTHLY	05/31/2023	9,649.68
	<i>SPECIAL ED TUITION MONTHLY</i>		9,649.68
	10 E 1912 6700 01 000 000000		
HOPE			9,649.68
KAIZEN ACADEMY	RESIDENTIAL SERVICES APRIL 25-30	05/30/2023	5,880.00
	<i>RESIDENTIAL SERVICES APRIL 25-30</i>		5,880.00
	10 E 4220 6000 01 000 000000		
KAIZEN ACADEMY	RESIDENTIAL SERVICES 5/1/23 -	05/30/2023	17,980.00
	<i>RESIDENTIAL SERVICES 5/1/23 -</i>		17,980.00
	10 E 4220 6000 01 000 000000		
KAIZEN ACADEMY			23,860.00
KEACH	BHS 10YR SURVEY WORK DONE	05/31/2023	3,367.13
	<i>BHS 10YR SURVEY WORK DONE</i>		3,367.13
	90 E 2535 3230 01 000 000000		
KEACH	BGS WINDOWS WORK DONE 3/1/23 -	05/31/2023	5,741.28
	<i>BGS WINDOWS WORK DONE 3/1/23 -</i>		5,741.28
	60 E 2535 3230 01 000 000000		
KEACH ARCHITECTURAL			9,108.41

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
KOHL WHOLESAL	GS FOOD SERVICE	05/10/2023	2,485.74
	<i>GS FOOD SERVICE</i>		<i>2,079.72</i>
	<i>GS FOOD SERVICE</i>		<i>9.90</i>
	<i>GS FOOD SERVICE</i>		<i>82.32</i>
	<i>GS FOOD SERVICE</i>		<i>11.93</i>
	<i>GS FOOD SERVICE</i>		<i>301.87</i>
	<i>10 E 2562 4101 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>		
	<i>10 E 2562 4101 06 000 000000</i>		
KOHL WHOLESAL	HS FOOD SERVICE	05/17/2023	2,577.61
	<i>HS FOOD SERVICE</i>		<i>2,108.89</i>
	<i>HS FOOD SERVICE</i>		<i>205.04</i>
	<i>HS FOOD SERVICE</i>		<i>124.62</i>
	<i>HS FOOD SERVICE</i>		<i>139.06</i>
	<i>10 E 2562 4101 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 4101 06 000 000000</i>		
KOHL WHOLESAL	CREDIT FROM PREV INVOICE	06/05/2023	-8.72
	<i>CREDIT FROM PREV INVOICE</i>		<i>-8.72</i>
	<i>10 E 2562 4101 01 000 000000</i>		
KOHL WHOLESAL	CREDIT FROM PREV INVOICE	06/05/2023	-103.38
	<i>CREDIT FROM PREV INVOICE</i>		<i>-103.38</i>
	<i>10 E 2562 4101 01 000 000000</i>		
KOHL WHOLESAL	CREDIT FROM PREV INVOICE	06/05/2023	-103.48
	<i>CREDIT FROM PREV INVOICE</i>		<i>-103.48</i>
	<i>10 E 2562 4101 01 000 000000</i>		

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
KOHL WHOLESale	CREDIT FROM PREV INVOICE	06/05/2023	-19.90
	<i>CREDIT FROM PREV INVOICE</i>		-19.90
	<i>10 E 2562 4101 01 000 000000</i>		
KOHL WHOLESale	CREDIT FROM PREV INVOICE	06/05/2023	-32.36
	<i>CREDIT FROM PREV INVOICE</i>		-32.36
	<i>10 E 2562 4101 01 000 000000</i>		
KOHL WHOLESale	CREDIT FROM PREV INVOICE	06/05/2023	-22.40
	<i>CREDIT FROM PREV INVOICE</i>		-22.40
	<i>10 E 2562 4101 01 000 000000</i>		
KOHL WHOLESale	CREDIT FROM PREV INVOICE	06/05/2023	-135.16
	<i>CREDIT FROM PREV INVOICE</i>		-135.16
	<i>10 E 2562 4101 01 000 000000</i>		
KOHL WHOLESale	CREDIT FROM PREV INVOICE	06/05/2023	-43.26
	<i>CREDIT FROM PREV INVOICE</i>		-43.26
	<i>10 E 2562 4101 01 000 000000</i>		
KOHL WHOLESale	CREDIT FROM PREV INVOICE	06/05/2023	-14.35
	<i>CREDIT FROM PREV INVOICE</i>		-14.35
	<i>10 E 2562 4101 01 000 000000</i>		
KOHL WHOLESale	CREDIT FROM PREV INVOICE	06/05/2023	-70.53
	<i>CREDIT FROM PREV INVOICE</i>		-70.53
	<i>10 E 2562 4101 01 000 000000</i>		
KOHL WHOLESale	CREDIT FROM PREV INVOICE	06/05/2023	-35.33
	<i>CREDIT FROM PREV INVOICE</i>		-35.33
	<i>10 E 2562 4101 01 000 000000</i>		
KOHL WHOLESale			4,474.48
LIMESTONE #310	INTER-DISTRICT SPECIAL	06/15/2023	880.00
	<i>INTER-DISTRICT SPECIAL</i>		880.00
	<i>10 E 4220 6000 01 000 000000</i>		
LIMESTONE #310			880.00

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
LOZIER OIL COMPANY	TRANSPORTATION FUEL MONTHLY	05/15/2023	1,423.20
	<i>TRANSPORTATION FUEL MONTHLY</i>		<i>1,423.20</i>
	<i>40 E 2550 4640 01 000 000000</i>		
LOZIER OIL COMPANY			1,423.20
MIDCENTURY	INTERNET MONTHLY BILLING PO 0-	06/01/2023	617.25
	<i>INTERNET MONTHLY BILLING PO 0-</i>		<i>617.25</i>
	<i>20 E 2542 3404 01 000 000000</i>		
MIDCENTURY	INTERNET MONTHLY BILLING -	06/01/2023	81.95
	<i>INTERNET MONTHLY BILLING -</i>		<i>81.95</i>
	<i>20 E 2542 3404 01 000 000000</i>		
MIDCENTURY			699.20
MILLER HALL AND	LEGAL FEES MONTHLY BILLING	06/12/2023	1,566.00
	<i>LEGAL FEES MONTHLY BILLING</i>		<i>1,566.00</i>
	<i>10 E 2310 3180 01 000 000000</i>		
MILLER HALL AND			1,566.00
MONK, RICHARD OR	MAY MILEAGE REIMBURSEMENT -	05/30/2023	4,480.20
	<i>MAY MILEAGE REIMBURSEMENT -</i>		<i>4,480.20</i>
	<i>40 E 2550 3312 01 000 000000</i>		
MONK, RICHARD OR			4,480.20
NEXTERA ENERGY	GARAGE ELECTRICITY MONTHLY	05/09/2023	35.76
	<i>GARAGE ELECTRICITY MONTHLY</i>		<i>35.76</i>
	<i>20 E 2542 4662 01 000 000000</i>		
NEXTERA ENERGY	HS ELECTRICITY MONTHLY BILLING	05/09/2023	6,627.97
	<i>HS ELECTRICITY MONTHLY BILLING</i>		<i>6,627.97</i>
	<i>20 E 2542 4662 01 000 000000</i>		
NEXTERA ENERGY	HS ELECTRICITY MONTHLY BILLING	05/09/2023	15.05
	<i>HS ELECTRICITY MONTHLY BILLING</i>		<i>15.05</i>
	<i>20 E 2542 4662 01 000 000000</i>		
NEXTERA ENERGY	BASEBALL FIELD ELECTRICITY	05/09/2023	30.06
	<i>BASEBALL FIELD ELECTRICITY</i>		<i>30.06</i>
	<i>20 E 2542 4664 01 000 000000</i>		

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
NEXTERA ENERGY	GS ELECTRICITY MONTHLY BILLING	05/09/2023	29.96
	<i>GS ELECTRICITY MONTHLY BILLING</i>		29.96
	<i>20 E 2542 4661 01 000 000000</i>		
NEXTERA ENERGY	TRACK CONCESSION ELECTRICITY	05/09/2023	152.55
	<i>TRACK CONCESSION ELECTRICITY</i>		152.55
	<i>20 E 2542 4663 01 000 000000</i>		
NEXTERA ENERGY	GS ELECTRICITY MONTHLY BILLING	05/09/2023	4,269.65
	<i>GS ELECTRICITY MONTHLY BILLING</i>		4,269.65
	<i>20 E 2542 4661 01 000 000000</i>		
NEXTERA ENERGY			11,161.00
PRAIRIE FARMS DAIRY,	MILK MONTHLY BILLING	06/02/2023	891.38
	<i>MILK MONTHLY BILLING</i>		891.38
	<i>10 E 2562 4102 01 000 000000</i>		
PRAIRIE FARMS DAIRY,			891.38
SPECIAL EDUC OF	SPECIAL EDUCATION MONTHLY	06/05/2023	34,160.00
	<i>SPECIAL EDUCATION MONTHLY</i>		33,196.00
	<i>SPECIAL EDUCATION MONTHLY</i>		964.00
	<i>10 E 4190 3001 01 000 000000</i>		
	<i>51 E 4120 2130 01 000 000000</i>		
SPECIAL EDUC OF			34,160.00
THE HOME DEPOT PRO	GS CLEANING SUPPLIES/MATERIALS	05/17/2023	150.56
	<i>GS CLEANING SUPPLIES/MATERIALS</i>		150.56
	<i>20 E 2542 4106 01 000 000000</i>		
THE HOME DEPOT PRO	HS CLEANING SUPPLIES/MATERIALS	05/19/2023	144.00
	<i>HS CLEANING SUPPLIES/MATERIALS</i>		144.00
	<i>20 E 2542 4107 01 000 000000</i>		
THE HOME DEPOT PRO	GS CLEANING SUPPLIES/MATERIAL	05/24/2023	260.12
	<i>GS CLEANING SUPPLIES/MATERIAL</i>		260.12
	<i>20 E 2542 4106 01 000 000000</i>		
THE HOME DEPOT PRO			554.68

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
VILLAGE OF BRIMFIELD	GS WATER/SEWER MONTHLY	04/25/2023	421.53
	<i>GS WATER/SEWER MONTHLY</i>		421.53
	<i>20 E 2542 3701 01 000 000000</i>		
VILLAGE OF BRIMFIELD	HS WATER/SEWER MONTHLY	06/01/2023	341.46
	<i>HS WATER/SEWER MONTHLY</i>		341.46
	<i>20 E 2542 3702 01 000 000000</i>		
VILLAGE OF BRIMFIELD	HS DIAMONDS WATER/SEWER	06/01/2023	21.42
	<i>HS DIAMONDS WATER/SEWER</i>		21.42
	<i>20 E 2542 3703 01 000 000000</i>		
VILLAGE OF BRIMFIELD	TRACK BUILDING WATER/SEWER	06/01/2023	53.89
	<i>TRACK BUILDING WATER/SEWER</i>		53.89
	<i>20 E 2542 3704 01 000 000000</i>		
VILLAGE OF BRIMFIELD	CROSSING GUARDS	06/09/2023	7,916.05
	<i>CROSSING GUARDS</i>		7,916.05
	<i>20 E 2542 3230 01 000 000000</i>		
VILLAGE OF BRIMFIELD			8,754.35
Total Number of Batch Invoices:		56	\$160,724.36
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:		56	160,724.36

POSITION STATEMENT

MAY 2023											
FUND	ED	OBM	B&I	TSP	IMRF	SOC SEC	CAP PROJ	W/C	TORT	F/P	TOTALS
HARRIS BANK											
PREV BALANCE	2,097,643.13	14,200.76	69,041.79	155,932.96	46,842.02	1,822.94	775,460.69	111,375.51	482,101.51	310,365.33	4,064,786.64
LEVY - SP. ED											0.00
LEVY - LEASE											0.00
LEVY											0.00
REVENUES	460,484.90	107,312.69	197.40	7,006.33	4,481.90	8,466.56	20,323.71	1,685.41	1,373.96	885.26	612,218.12
CDs MATURED	154,000.00				35,350.00	20,000.00		35,000.00			244,350.00
TOTAL REVENUE	614,484.90	107,312.69	197.40	7,006.33	39,831.90	28,466.56	20,323.71	36,685.41	1,373.96	885.26	856,568.12
EXPENSES	739,777.73	51,162.48	0.00	54,050.38	9,204.76	13,709.85	2,119.00	0.00	63.00	0.00	870,087.20
CD'S PURCHASED											0.00
TOTAL EXPENSES	739,777.73	51,162.48	0.00	54,050.38	9,204.76	13,709.85	2,119.00	0.00	63.00	0.00	870,087.20
HARRIS BANK BAL	1,972,350.30	70,350.97	69,239.19	108,888.91	77,469.16	16,579.65	793,665.40	148,060.92	483,412.47	311,250.59	4,051,267.56
INVESTED	495,400.00	189,200.00	0.00	0.00	0.00	0.00	0.00	443,500.00	0.00	0.00	1,128,100.00
IMPREST FUNDS	5,500.00										
F&M BK BAL	60,119.64	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	60,119.64
F&M BK BAL-CAFÉ	113,505.20	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	113,505.20
FUND BALANCE	2,646,875.14	259,550.97	69,239.19	108,888.91	77,469.16	16,579.65	793,665.40	591,560.92	483,412.47	311,250.59	5,358,492.40

TREASURER'S REPORT

MAY 2023	HARRIS BANK	F&M BANK	F&M BANK-CAFÉ
BEGINNING BALANCE	4,248,646.69	52,644.70	99,869.12
O/S EXPENSES - APR	(183,860.05)	-	(33.65)
BEG. ACCT. BALANCE	4,064,786.64	52,644.70	99,835.47
REVENUES	616,869.98	7,474.00	13,896.35
ADJUSTMENTS	222,199.34		
INTEREST	17,498.80	0.94	2.78
TOTAL REVENUE	856,568.12	7,474.94	13,899.13
EXPENSES	741,294.77	-	131.75
O/S EXPENSES - APR	(183,860.05)	-	(33.65)
O/S EXPENSES - MAY	90,451.14	-	131.30
ADJUSTMENTS	222,199.34		
Bank Error	2.00		
TOTAL EXPENSES	870,087.20	0.00	229.40
END ACCT. BAL.	4,141,718.70	60,119.64	113,636.50
O/S EXPENSES - MAY	(90,451.14)	-	(131.30)
CASH BALANCE	4,051,267.56	60,119.64	113,505.20

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06/01/23

**Brimfield Activity Accounts
Reconciliation Summary**
checking, Period Ending 05/31/2023

	<u>May 31, 23</u>
Beginning Balance	94,505.98
Cleared Transactions	
Checks and Payments - 36 items	-21,734.47
Deposits and Credits - 40 items	32,587.86
Total Cleared Transactions	10,853.39
Cleared Balance	<u>105,359.37</u>
Uncleared Transactions	
Checks and Payments - 28 items	-8,796.29
Total Uncleared Transactions	-8,796.29
Register Balance as of 05/31/2023	<u>96,563.08</u>
Ending Balance	96,563.08

Brimfield Activity Accounts Reconciliation Detail

checking, Period Ending 05/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						94,505.98
Cleared Transactions						
Checks and Payments - 36 items						
General Journal	03/01/2023	22 - 1...	Florida Fruit Associ...	X	-2,614.50	-2,614.50
Check	03/13/2023	15185	Kylie Frail	X	-90.00	-2,704.50
Check	03/14/2023	15186	Joe McGuire	X	-270.00	-2,974.50
Check	04/06/2023	15203	Galesburg High Sch...	X	-1,080.00	-4,054.50
Check	04/12/2023	15204	Princeville FFA	X	-270.00	-4,324.50
Check	04/21/2023	15214	F & M Bank	X	-401.28	-4,725.78
Check	04/24/2023	15218	Cracked Pepper Ca...	X	-6,213.55	-10,939.33
Check	04/24/2023	15217	Libby Bruner	X	-10.16	-10,949.49
Check	04/24/2023	15216	Angel Frail	X	-6.00	-10,955.49
Check	04/25/2023	15219	Pepsi Beverages C...	X	-540.94	-11,496.43
Check	04/25/2023	15221	F & M Bank	X	-128.60	-11,625.03
Check	04/25/2023	15223	Mitchell Scherler	X	-96.66	-11,721.69
Check	04/25/2023	15220	Heather Donnelly	X	-29.99	-11,751.68
Check	04/25/2023	15222	IAVAT	X	-12.00	-11,763.68
Check	05/01/2023	15227	National FFA Organ...	X	-666.50	-12,430.18
Check	05/01/2023	15225	Marcy Steele	X	-290.71	-12,720.89
Check	05/02/2023	15229	West Creek Creatio...	X	-664.00	-13,384.89
Check	05/02/2023	15228	ICC WOMENS BAS...	X	-375.00	-13,759.89
Check	05/03/2023	15230	Rob Epperson	X	-280.11	-14,040.00
Check	05/08/2023	15232	Josten's Inc	X	-693.00	-14,733.00
Check	05/08/2023	15231	Rookies Bar & Grill	X	-450.00	-15,183.00
Check	05/08/2023	15233	Kristin Spears	X	-283.25	-15,466.25
Check	05/11/2023	15235	Pepsi Beverages C...	X	-1,619.61	-17,085.86
Check	05/11/2023	15237	F & M Bank	X	-487.41	-17,573.27
Check	05/11/2023	15234	Ag-Land FS, Inc.	X	-252.25	-17,825.52
Check	05/11/2023	15236	F & M Bank	X	-87.95	-17,913.47
Check	05/13/2023	15238	Brian Johnson	X	-317.41	-18,230.88
Check	05/15/2023	15239	Suzanne Colorado	X	-161.00	-18,391.88
Check	05/15/2023	15240	Brandon Porter	X	-109.22	-18,501.10
Check	05/23/2023	15241	Kaselyn Gibbs	X	-1,527.55	-20,028.65
General Journal	05/24/2023	22 - 1...	Burnzee's	X	-268.75	-20,297.40
Check	05/24/2023	15246	Burnzee's	X	-250.00	-20,547.40
General Journal	05/24/2023	22 - 1...	Rookies	X	-232.56	-20,779.96
Check	05/24/2023	15248	National FFA Organ...	X	-38.00	-20,817.96
Check	05/25/2023	15251	Scott Zehr	X	-901.51	-21,719.47
Check	05/30/2023	15255	Brimfield High School	X	-15.00	-21,734.47
Total Checks and Payments					-21,734.47	-21,734.47
Deposits and Credits - 40 items						
Check	03/01/2023	15180	Florida Fruit Associ...	X	0.00	0.00
Deposit	05/02/2023			X	4,776.00	4,776.00
Deposit	05/08/2023			X	693.00	5,469.00
Deposit	05/08/2023			X	2,260.00	7,729.00
Deposit	05/09/2023			X	120.00	7,849.00
Deposit	05/09/2023			X	180.00	8,029.00
Deposit	05/15/2023			X	0.00	8,029.00
Deposit	05/15/2023			X	0.00	8,029.00
Deposit	05/15/2023			X	120.00	8,149.00
Deposit	05/15/2023			X	500.00	8,649.00
Deposit	05/15/2023			X	900.00	9,549.00
General Journal	05/15/2023	22 - 1...	Florida Fruit Associ...	X	2,614.50	12,163.50
Deposit	05/22/2023			X	42.00	12,205.50
Deposit	05/22/2023			X	260.00	12,465.50
Deposit	05/22/2023			X	420.00	12,885.50
Deposit	05/22/2023			X	6,046.00	18,931.50
Check	05/24/2023	15244	Rookies	X	0.00	18,931.50
Check	05/24/2023	15245	Burnzee's	X	0.00	18,931.50
General Journal	05/24/2023	22 - 1...	Rookies	X	232.56	19,164.06
General Journal	05/24/2023	22 - 1...	Burnzee's	X	268.75	19,432.81
Deposit	05/26/2023			X	0.00	19,432.81
Deposit	05/26/2023			X	6.58	19,439.39
Deposit	05/26/2023			X	25.00	19,464.39
Deposit	05/30/2023			X	50.00	19,514.39
Deposit	05/30/2023			X	50.00	19,564.39
Deposit	05/30/2023			X	120.00	19,684.39

Brimfield Activity Accounts
Reconciliation Detail
 checking, Period Ending 05/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	05/30/2023			X	200.00	19,884.39
Deposit	05/30/2023			X	231.00	20,115.39
Deposit	05/30/2023			X	307.00	20,422.39
Deposit	05/30/2023			X	540.00	20,962.39
Deposit	05/30/2023			X	600.00	21,562.39
Deposit	05/30/2023			X	720.00	22,282.39
Deposit	05/30/2023			X	950.00	23,232.39
Deposit	05/30/2023			X	1,230.00	24,462.39
Deposit	05/30/2023			X	1,710.00	26,172.39
Deposit	05/30/2023			X	2,756.75	28,929.14
Deposit	05/30/2023			X	3,470.00	32,399.14
Deposit	05/30/2023			X	2.43	32,401.57
Deposit	05/31/2023			X	86.29	32,487.86
Deposit	05/31/2023			X	100.00	32,587.86
Total Deposits and Credits					32,587.86	32,587.86
Total Cleared Transactions					10,853.39	10,853.39
Cleared Balance					10,853.39	105,359.37
Uncleared Transactions						
Checks and Payments - 28 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	02/26/2021	14752	Tony Cosimini		-15.00	-123.38
Check	04/11/2022	14977	Section 5 FFA		-50.00	-173.38
Check	08/10/2022	15062	JusPrint		-285.00	-458.38
Check	10/28/2022	15105	Jennifer Cox		-19.95	-478.33
Check	02/10/2023	15162	Isaac Burwell		-18.56	-496.89
Check	02/22/2023	15171	SHOW-ME 2022 T...		-360.00	-856.89
Check	02/23/2023	15174	Emily Lowman		-75.00	-931.89
Check	05/01/2023	15226	Section 5 IAVAT		-25.00	-956.89
Check	05/22/2023	15242	St Judes Children's ...		-200.00	-1,156.89
Check	05/22/2023	15243	Melissa Melendez		-60.00	-1,216.89
Check	05/24/2023	15247	Florida Fruit Associ...		-2,614.50	-3,831.39
Check	05/24/2023	15249	Evan Legaspi		-70.00	-3,901.39
Check	05/24/2023	15250	The Home Depot		-37.10	-3,938.49
Check	05/30/2023	15254	Brimfield CUSD #309		-1,100.00	-5,038.49
Check	05/30/2023	15253	Illinois FFA Alumni		-1,050.00	-6,088.49
Check	05/30/2023	15256	Josten's Inc		-331.00	-6,419.49
Check	05/30/2023	15252	Ben Stockman		-50.00	-6,469.49
Check	05/31/2023	15263	Scott Carlson		-1,291.80	-7,761.29
Check	05/31/2023	15257	Trent Trotter		-400.00	-8,161.29
Check	05/31/2023	15264	Illinois Association ...		-235.00	-8,396.29
Check	05/31/2023	15258	Brady Johnson		-100.00	-8,496.29
Check	05/31/2023	15259	Connor Doe		-100.00	-8,596.29
Check	05/31/2023	15261	Drew Kieser		-75.00	-8,671.29
Check	05/31/2023	15260	Micah Thompson		-75.00	-8,746.29
Check	05/31/2023	15262	Cleveland Bizosky		-50.00	-8,796.29
Total Checks and Payments					-8,796.29	-8,796.29
Total Uncleared Transactions					-8,796.29	-8,796.29
Register Balance as of 05/31/2023					2,057.10	96,563.08
Ending Balance					2,057.10	96,563.08

Brimfield Grade School

Custom Transaction Detail Report

May 2023

Type	Date	Num	Name	Memo	Account	Class	Amount	Balance
Activity Fund								
Athletic Department Concessions								
Check	05/16/2023	3208	National Pen Co. ...	AD Concessions ...	Athletic Depart...		-210.94	-210.94
Check	05/24/2023	3211	F & M Bank	AD Concessions ...	Athletic Depart...		-128.36	-339.30
Total Athletic Department Concessions							-339.30	-339.30
Field Trips								
Deposit	05/01/2023			Deposit	Field Trips		624.41	624.41
Check	05/01/2023	3205	Elmwood Palace ...	Field Trip - 1st/2...	Field Trips		-625.00	-0.59
Total Field Trips							-0.59	-0.59
Library Fund								
Deposit	05/15/2023			Deposit	Library Fund		3,646.27	3,646.27
Check	05/16/2023	3207	Literati Book Fair	Library Fund: Bo...	Library Fund		-3,449.92	196.35
Total Library Fund							196.35	196.35
Motivational Fund								
Check	05/03/2023	3206	Nicole Loser	Motivation - Rei...	Motivational Fund		-165.00	-165.00
Deposit	05/12/2023			Deposit	Motivational Fund		85.23	-79.77
Check	05/16/2023	3209	F & M Bank	Motivation: Lunc...	Motivational Fund		-370.74	-450.51
Deposit	05/24/2023			Deposit	Motivational Fund		100.00	-350.51
Deposit	05/31/2023			Deposit	Motivational Fund		0.68	-349.83
Total Motivational Fund							-349.83	-349.83
Speech								
Deposit	05/24/2023			Deposit	Speech		156.64	156.64
Total Speech							156.64	156.64
Student Council								
Deposit	05/12/2023			Deposit	Student Council		1,175.00	1,175.00
Deposit	05/15/2023			Deposit	Student Council			1,175.00
Check	05/16/2023	3210	F & M Bank	Student Council ...	Student Council		-780.00	395.00
Check	05/16/2023	516	Ed Fund Transfer	Student Council -...	Student Council		-395.00	0.00
Total Student Council							0.00	0.00
Yearbook								
Deposit	05/12/2023			Deposit	Yearbook		75.00	75.00
Total Yearbook							75.00	75.00
Total Activity Fund							-261.73	-261.73
Deposit								
Deposit	05/01/2023		Deposit	dep#1243 Field ...	Deposit	Field Tri...	-624.41	-624.41
Deposit	05/12/2023		Deposit	dep#1244 studen...	Deposit	Student ...	-1,175.00	-1,799.41
Deposit	05/12/2023		Deposit	dep#1245 Motiva...	Deposit	Motivation	-85.23	-1,884.64
Deposit	05/12/2023		Deposit	dep#1246 Yearbo...	Deposit	Yearbook	-75.00	-1,959.64
Deposit	05/15/2023		Deposit	dep#1247 Librar...	Deposit	Library	-3,646.27	-5,605.91
Deposit	05/24/2023		Deposit	dep#1248 Motiva...	Deposit	Motivation	-100.00	-5,705.91
Deposit	05/24/2023		Deposit	dep#1249 Speec...	Deposit	Speech	-156.64	-5,862.55
Deposit	05/31/2023		Deposit	dep May interest ...	Deposit	Motivation	-0.68	-5,863.23
Total Deposit							-5,863.23	-5,863.23
Expense Account								
Check	05/01/2023	3205	Elmwood Palace ...	Field Trip - 1st/2...	Expense Account	Field Tri...	625.00	625.00
Check	05/03/2023	3206	Nicole Loser	Motivation - Rei...	Expense Account	Motivation	165.00	790.00
Check	05/16/2023	3207	Literati Book Fair	Library Fund: Bo...	Expense Account	Library	3,449.92	4,239.92
Check	05/16/2023	3208	National Pen Co. ...	AD Concessions ...	Expense Account	athletic ...	210.94	4,450.86
Check	05/16/2023	3209	F & M Bank	Motivation: Lunc...	Expense Account	Motivation	370.74	4,821.60
Check	05/16/2023	3210	F & M Bank	Student Council ...	Expense Account	Student ...	780.00	5,601.60
Check	05/16/2023	516	Ed Fund Transfer	Student council - ...	Expense Account	Student ...	395.00	5,996.60
Check	05/24/2023	3211	F & M Bank	AD Concessions ...	Expense Account	athletic ...	128.36	6,124.96
Total Expense Account							6,124.96	6,124.96
TOTAL							0.00	0.00

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 06/01/23
 Accrual Basis

Brimfield Grade School Balance Sheet Detail As of May 31, 2023

Type	Date	Num	Name	Amount	Balance
ASSETS					-630,177.10
Current Assets					-630,177.10
Checking/Savings					-630,177.10
Activity Fund					22,384.00
AD Incidental					958.38
Check	08/16/2022	3132	Jason Sunderland	-89.22	869.16
Check	08/16/2022	3133	MC Sport and More	-192.00	677.16
Check	08/26/2022	3136	Jason Sunderland	-118.63	558.53
Check	09/07/2022	3137	Jason Sunderland	-179.96	378.57
Deposit	10/18/2022			575.00	953.57
Check	10/19/2022	3149	National Pen Co. LLC	-129.94	823.63
Check	10/19/2022	3150	West Creek Creatio...	-581.00	242.63
Check	10/25/2022	3155	F & M Bank	-184.00	58.63
Deposit	11/04/2022			92.00	150.63
Deposit	12/01/2022			575.00	725.63
Check	12/01/2022	3164	West Creek Creatio...	-644.80	80.83
Deposit	02/03/2023			664.00	744.83
Check	02/07/2023	3188	West Creek Creatio...	-664.00	80.83
Deposit	04/05/2023			15.00	95.83
Deposit	04/18/2023			300.00	395.83
Total AD Incidental				-562.55	395.83
Athletic Department Concessions					3,058.03
Check	08/16/2022	3134	Pepsi Cola	-510.56	2,547.47
Check	08/26/2022	3135	F & M Bank	-1,495.80	1,051.67
General Journal	10/05/2022	50R	F & M Bank	32.04	1,083.71
Check	10/19/2022	3147	F & M Bank	-288.07	795.64
Check	10/19/2022	3148	Jason Sunderland	-152.52	643.12
Check	10/24/2022	3152	Super City Dots, LLC	-594.00	49.12
Deposit	10/24/2022			1,500.00	1,549.12
Check	10/24/2022	3153	F & M Bank	-655.51	893.61
Check	10/24/2022	3154	Pepsi Cola	-441.74	451.87
Deposit	11/28/2022			2,000.00	2,451.87
Check	11/29/2022	3162	Pepsi Cola	-407.76	2,044.11
Check	11/29/2022	3163	Super City Dots, LLC	-633.10	1,411.01
Check	12/08/2022	3168	Pepsi Cola	-407.76	1,003.25
Deposit	12/16/2022			2,000.00	3,003.25
Check	12/16/2022	3172	Super City Dots, LLC	-755.40	2,247.85
Check	12/16/2022	3173	Pepsi Cola	-441.74	1,806.11
Check	01/18/2023	3181	Brimfield C.U.S.D. ...	-1,558.63	247.48
Deposit	01/30/2023			5,000.00	5,247.48
Check	01/30/2023	3184	F & M Bank	0.00	5,247.48
Check	01/30/2023	3185	Pepsi Cola	-441.74	4,805.74
General Journal	01/30/2023	52	F & M Bank	-574.12	4,231.62
Check	01/30/2023	3186	Brimfield C.U.S.D. ...	-574.12	3,657.50
General Journal	02/01/2023	52R	F & M Bank	574.12	4,231.62
Check	02/13/2023	3189	Super City Dots, LLC	-805.56	3,426.06
Check	02/13/2023	3190	Pepsi Cola	-577.66	2,848.40
Check	02/13/2023	3191	F & M Bank	-655.17	2,193.23
Check	03/14/2023	3195	Ozark Delight Cand...	-245.95	1,947.28
Check	03/14/2023	3196	Super City Dots, LLC	-937.06	1,010.22
Check	03/14/2023	3197	Pepsi Cola	-577.66	432.56
Deposit	03/27/2023			9,075.00	9,507.56
Check	03/28/2023	3198	F & M Bank	-1,151.64	8,355.92
Check	04/25/2023	3204	F & M Bank	-257.32	8,098.60
Check	05/16/2023	3208	National Pen Co. LLC	-210.94	7,887.66
Check	05/24/2023	3211	F & M Bank	-128.36	7,759.30
Total Athletic Department Concessions				4,701.27	7,759.30
Biddy Soccer					73.17
Total Biddy Soccer					73.17
Cheerleading					864.26
Check	11/02/2022	3157	Jaden Shoff	-44.69	819.57
Check	11/02/2022	3158	F & M Bank	-32.43	787.14
Check	01/05/2023	3178	F & M Bank	-35.99	751.15
Total Cheerleading				-113.11	751.15

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Accrual Basis

**Brimfield Grade School
Balance Sheet Detail
As of May 31, 2023**

Type	Date	Num	Name	Amount	Balance
Chorus					0.00
Deposit	01/30/2023			350.00	350.00
Deposit	01/31/2023			300.00	650.00
Deposit	02/27/2023			1,000.00	1,650.00
Check	03/14/2023	3194	Theatrical Rights W...	-570.00	1,080.00
Total Chorus				1,080.00	1,080.00
Cross Country					217.01
Deposit	10/04/2022			1,352.00	1,569.01
Check	10/05/2022	3142	Breedlove's Sportin...	-1,039.20	529.81
Check	10/19/2022	3146	Kerry Meyers	-380.42	149.39
Total Cross Country				-67.62	149.39
Field Trips					1.00
Deposit	04/03/2023			190.00	191.00
Check	04/12/2023	3200	Children's Discover...	-190.00	1.00
Deposit	05/01/2023			624.41	625.41
Check	05/01/2023	3205	Elmwood Palace Th...	-625.00	0.41
Total Field Trips				-0.59	0.41
Girls Jr. High Basketball					460.98
Check	11/15/2022	3161	Kevin Faulkner	-182.20	278.78
Total Girls Jr. High Basketball				-182.20	278.78
Library Fund					1,674.93
Deposit	10/24/2022			2,951.62	4,626.55
Check	10/24/2022	3151	Literati Book Fair	-2,864.40	1,762.15
General Journal	10/31/2022	51		-25.92	1,736.23
Deposit	05/15/2023			3,646.27	5,382.50
Check	05/16/2023	3207	Literati Book Fair	-3,449.92	1,932.58
Total Library Fund				257.65	1,932.58
Motivational Fund					3,401.73
Deposit	07/29/2022			0.57	3,402.30
Deposit	08/31/2022			0.55	3,402.85
Check	09/22/2022	3140	Sams Club	-89.90	3,312.95
Deposit	09/23/2022			292.81	3,605.76
Deposit	09/23/2022			175.00	3,780.76
Deposit	09/30/2022			0.48	3,781.24
Check	10/04/2022	3141	Peoria Symphony G...	-75.00	3,706.24
Check	10/05/2022	3143	Pam Asbell	-41.98	3,664.26
Check	10/11/2022	3144	F & M Bank	-448.35	3,215.91
Deposit	10/31/2022			0.55	3,216.46
Deposit	11/02/2022			150.15	3,366.61
Deposit	11/14/2022			80.90	3,447.51
Deposit	11/30/2022			0.51	3,448.02
Check	12/01/2022	3165	Sams Club	-146.92	3,301.10
Deposit	12/05/2022			1,071.78	4,372.88
Check	12/08/2022	3167	PAWS Giving Indep...	-1,041.78	3,331.10
Check	12/09/2022	3169	Ashlee Webb	-50.00	3,281.10
Check	12/20/2022	3174	Nicole Loser	-221.36	3,059.74
Check	12/20/2022	3175	Rookies	-250.00	2,809.74
Check	12/20/2022	3177	F & M Bank	-194.55	2,615.19
Deposit	12/30/2022			0.50	2,615.69
Check	01/18/2023	3180	F & M Bank	-219.06	2,396.63
Deposit	01/31/2023			0.48	2,397.11
Deposit	01/31/2023			970.00	3,367.11
Deposit	02/07/2023			133.50	3,500.61
Check	02/15/2023	3192	F & M Bank	-84.89	3,415.72
Deposit	02/17/2023			555.00	3,970.72
Deposit	02/28/2023			0.53	3,971.25
Check	03/28/2023	3199	F & M Bank	-357.16	3,614.09
Deposit	03/31/2023			0.54	3,614.63
Check	03/31/2023	1	Erroneous	-555.00	3,059.63
Check	04/25/2023	3203	Nicole Loser	-83.02	2,976.61
Deposit	04/28/2023			0.62	2,977.23
Check	05/03/2023	3206	Nicole Loser	-165.00	2,812.23
Deposit	05/12/2023			85.23	2,897.46

Brimfield Grade School Balance Sheet Detail As of May 31, 2023

Type	Date	Num	Name	Amount	Balance
Check	05/16/2023	3209	F & M Bank	-370.74	2,526.72
Deposit	05/24/2023			100.00	2,626.72
Deposit	05/31/2023			0.68	2,627.40
Total Motivational Fund				-774.33	2,627.40
One Classroom at a Time - Savag					
Check	07/18/2022	3131	F & M Bank	-645.63	645.63
Total One Classroom at a Time - Savag				-645.63	0.00
One Classroom at a Time - Sneer					
Check	09/07/2022	3139	Angie Sneeringer	-67.53	89.83
Total One Classroom at a Time - Sneer				-67.53	22.30
Physical Education					
Total Physical Education					152.48
Relief Fund					
Total Relief Fund					152.48
Deposit	10/11/2022				2,117.56
Check	10/11/2022	3145	F & M Bank	500.00	2,617.56
Deposit	11/14/2022			-300.00	2,317.56
Deposit	12/05/2022			1,000.00	3,317.56
Check	12/07/2022	3166	Lonna Sumner	500.00	3,817.56
Check	12/09/2022	3170	Lonna Sumner	-1,250.00	2,567.56
Check	12/16/2022	3171	Julie Albritton	-100.00	2,467.56
Check	12/20/2022	3176	Julie Albritton	-392.31	2,075.25
Check	01/05/2023	3179	Julie Albritton	-70.84	2,004.41
Total Relief Fund				-127.06	1,877.35
Scholastic Bowl				-240.21	1,877.35
Total Scholastic Bowl					16.05
School Nurse					
Total School Nurse					16.05
Science-Jr. High					
Total Science-Jr. High					151.48
Science Camp-Elementary					
Check	11/02/2022	3159	Dean Campbell	-100.00	3,372.53
Total Science Camp-Elementary				-100.00	3,272.53
Sensory Room					3,272.53
Total Sensory Room					188.57
Softball					
Total Softball					188.57
Speech					
Total Speech					300.09
Deposit	03/01/2023				44.40
Deposit	03/28/2023			130.00	174.40
Deposit	05/24/2023			55.00	229.40
Total Speech				156.64	386.04
Student Council				341.64	386.04
Check	10/25/2022	3156	Ozark Delight Cand...		662.50
Deposit	05/12/2023			-245.95	416.55
Deposit	05/15/2023			1,175.00	1,591.55
Check	05/16/2023	3210	F & M Bank	-780.00	1,591.55
Check	05/16/2023	516	Ed Fund Transfer	-395.00	811.55
Total Student Council				-245.95	416.55
Volleyball					
Check	02/01/2023	3187	Pam Asbell		1,433.97
Check	03/01/2023	3193	Camille's of Canton	-211.34	1,222.63
Check	04/17/2023	3201	Betsy Tilly	-306.00	916.63
Check	04/17/2023	3202	Ali Jones	-735.00	181.63
Total Volleyball				-26.97	154.66
				-1,279.31	154.66

Brimfield Grade School Balance Sheet Detail As of May 31, 2023

Type	Date	Num	Name	Amount	Balance
Yearbook					
Check	09/07/2022	3138	Kevin Faulkner		2,322.36
Deposit	12/05/2022			-100.38	2,221.98
Check	01/30/2023	3182	Kevin Faulkner	80.00	2,301.98
Check	01/30/2023	3183	Balfour Yearbooks	-230.62	2,071.36
Deposit	05/12/2023			-397.26	1,674.10
				75.00	1,749.10
Total Yearbook					1,749.10
Activity Fund - Other				-573.26	1,749.10
Total Activity Fund - Other					57.05
Total Activity Fund					57.05
				1,528.27	23,912.27
Deposit					
Deposit	07/29/2022		Deposit		-652,561.10
Deposit	08/31/2022		Deposit	-0.57	-652,561.67
Deposit	09/23/2022		Deposit	-0.55	-652,562.22
Deposit	09/23/2022		Deposit	-292.81	-652,855.03
Deposit	09/30/2022		Deposit	-175.00	-653,030.03
Deposit	10/04/2022		Deposit	-0.48	-653,030.51
Deposit	10/11/2022		Deposit	-1,352.00	-654,382.51
Deposit	10/18/2022		Deposit	-500.00	-654,882.51
Deposit	10/24/2022		Deposit	-575.00	-655,457.51
Deposit	10/24/2022		Deposit	-2,951.62	-658,409.13
Deposit	10/31/2022		Deposit	-1,500.00	-659,909.13
Deposit	11/02/2022		Deposit	-0.55	-659,909.68
Deposit	11/04/2022		Deposit	-150.15	-660,059.83
Deposit	11/14/2022		Deposit	-92.00	-660,151.83
Deposit	11/14/2022		Deposit	-1,000.00	-661,151.83
Deposit	11/28/2022		Deposit	-80.90	-661,232.73
Deposit	11/30/2022		Deposit	-2,000.00	-663,232.73
Deposit	12/01/2022		Deposit	-0.51	-663,233.24
Deposit	12/05/2022		Deposit	-575.00	-663,808.24
Deposit	12/05/2022		Deposit	-1,071.78	-664,880.02
Deposit	12/05/2022		Deposit	-500.00	-665,380.02
Deposit	12/16/2022		Deposit	-80.00	-665,460.02
Deposit	12/30/2022		Deposit	-2,000.00	-667,460.02
Deposit	01/30/2023		Deposit	-0.50	-667,460.52
Deposit	01/30/2023		Deposit	-5,000.00	-672,460.52
Deposit	01/31/2023		Deposit	-350.00	-672,810.52
Deposit	01/31/2023		Deposit	-0.48	-672,811.00
Deposit	01/31/2023		Deposit	-970.00	-673,781.00
Deposit	02/03/2023		Deposit	-300.00	-674,081.00
Deposit	02/07/2023		Deposit	-664.00	-674,745.00
Deposit	02/17/2023		Deposit	-133.50	-674,878.50
Deposit	02/27/2023		Deposit	-555.00	-675,433.50
Deposit	02/28/2023		Deposit	-1,000.00	-676,433.50
Deposit	03/01/2023		Deposit	-0.53	-676,434.03
Deposit	03/27/2023		Deposit	-130.00	-676,564.03
Deposit	03/28/2023		Deposit	-9,075.00	-685,639.03
Deposit	03/31/2023		Deposit	-55.00	-685,694.03
Deposit	04/03/2023		Deposit	-0.54	-685,694.57
Deposit	04/05/2023		Deposit	-190.00	-685,884.57
Deposit	04/18/2023		Deposit	-15.00	-685,899.57
Deposit	04/28/2023		Deposit	-300.00	-686,199.57
Deposit	05/01/2023		Deposit	-0.62	-686,200.19
Deposit	05/12/2023		Deposit	-624.41	-686,824.60
Deposit	05/12/2023		Deposit	-1,175.00	-687,999.60
Deposit	05/12/2023		Deposit	-85.23	-688,084.83
Deposit	05/15/2023		Deposit	-75.00	-688,159.83
Deposit	05/24/2023		Deposit	-3,646.27	-691,806.10
			Deposit	-100.00	-691,906.10

Brimfield Grade School Balance Sheet Detail As of May 31, 2023

Type	Date	Num	Name	Amount	Balance
Deposit	05/24/2023		Deposit	-156.64	-692,062.74
Deposit	05/31/2023		Deposit	-0.68	-692,063.42
Total Deposit				-39,502.32	-692,063.42
Total Checking/Savings				-37,974.05	-668,151.15
Total Current Assets				-37,974.05	-668,151.15
TOTAL ASSETS				-37,974.05	-668,151.15
LIABILITIES & EQUITY					
Equity					
Opening Bal Equity					
Total Opening Bal Equity					7,947.14
Retained Earnings					
Closing Entry				12/31/2022	-638,124.24
Total Retained Earnings				-19,273.21	-657,397.45
Net Income				-19,273.21	-657,397.45
Total Net Income					0.00
Total Equity				-18,700.84	-18,700.84
Total Equity				-37,974.05	-668,151.15
TOTAL LIABILITIES & EQUITY				-37,974.05	-668,151.15