

A G E N D A

**BRIMFIELD COMMUNITY UNIT SCHOOL DISTRICT #309
BRIMFIELD BOARD OF EDUCATION
REGULAR MEETING – WEDNESDAY, NOVEMBER 17, 2021
BRIMFIELD HIGH SCHOOL – LIBRARY – 7:00 P.M.**

AGENDA ITEMS	CONSENT AGENDA
I. Call to Order	
II. Roll Call	
III. Pledge of Allegiance	
IV. Recognize Visitors	
V. Public Comment	
VI. Approve Minutes A. October 20, 2021 Regular Meeting and Executive/Closed Session B. October 26, 2021 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 job descriptions for Principal and Assistant Principal B. Approve position of Assistant Principal C. Approve sale of drivers’ education car D. Approve District Tort Plan E. Approve Tentative Levy for FY23 F. Approve District Insurance Proposal	
IX. Personnel A. Approve Scott Carlson –Volunteer Coach– High School Boys Basketball	
X. Adoption of Consent Calendar Action by the Board of Education in Adoption of the Consent Calendar at this point of the Agenda means that all items appearing in the agenda which have asterisks are adopted by one single motion, unless a member of the Board of Education requests that any such item be removed from the consent calendar and voted upon separately. Generally, consent calendar items are matters which the Board and the Superintendent consent are routine in nature and should be acted upon in one motion. A. Approve Bills for Payment for the Month of November B. Approve Position Statement and Treasurer’s Report for October C. Approve High School & Grade School Activity Reports for October	* * *

XI. Executive/Closed Session - *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1)*

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11)

XII. Adjourn

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

Levy

Next month, the Board of Education will be voting to approve the Tax Levy for the next fiscal year. Our EAV (Equalized Assessed Value) has increased approximately 2.9% to \$125,800,000.

Weather

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

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

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

Drivers' Education Car

On the agenda, you see an action item for the sale of a drivers' education car. The vehicle is the blue 2005 Chevrolet Impala. It has 134,854 miles on it. Due to potential mechanical work, we have determined selling the vehicle "as is" would be the best course of action.

To: Brimfield CUSD #309 Board of Education

From: Billy Robison, Principal

Re: Brimfield High School report for November 17th, 2021

Sports Update

Meet the team night was an amazing start to the Winter Sports Season! Both basketball teams appear to be ready for strong seasons with a lot of senior leadership and talent. The chess team opened with 2 wins on Saturday November 6th. Both the boys and girls cross-country teams concluded excellent seasons at the state cross-country meet. Our annual Turkey Tournament begins this Saturday and runs through Saturday November 27th.

PD Focus

Our November focus from Dr. Rosa is lesson design. Each month the focus is included in the Google form that I use when conducting classroom walkthroughs to ensure that our PD focus follows through with feedback for the teachers.

Winter Concert

The Winter concert will be December 7th at 6:45 in the commons.

ELITE Team Member

Our ELITE staff member of the month is Kelsey Hostert. Multiple employees nominated her for her dedication and work with student council, the fun Halloween themed week, her addition of the students of the month honor, and her constant determination to stay on top of the newest teaching strategies. Kelsey is a leader in the building with a calm demeanor that is always refreshing. Thank you for all that you do for us.

ELITE Students

Student Council is recognizing our ELITE students with a different focus each month. The October focus was kindness and the winners were 9th: Anna Heinz 10th Bea Estes: 11th Chandra Fiore 12th:Jack Houlihan. The November focus is leadership and the winners are 9th: Nolan Meyer 10th: CJ Troxell 11th Livi Bryant 12th Thomas Harmon. Congratulations to all of these students!

#BELite

We are focused on being a better version of ourselves every day. That's what being ELITE is all about!



Brimfield Grade School

Principal's Monthly Report

Submitted By: Julie L. Albritton

Date Submitted: Friday, November 12, 2021



- **Enrollment**

- K-8 = 397
- BF = 29
- Total Enrollment = 426 (-1)

- **Message from Mrs. Sumner (District Nurse) 11/11/21**

- Covid numbers are down at the moment. We currently have 2 positives (1 in GS, 1 in HS); 5 at home on quarantine (due to family members in the household that are positive) and 0 doing test to stay. As of today, we have done 222 rapid covid tests in the school in the last 6 weeks. (9 of which were positive).

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

- **SIP DAY** - Wednesday, November 17th - Dr. Rosa Training for teachers K-12. Our focus this month is: **Session 3: Going Deeper into The HOW of 3 R's of High Impact Learning with Big 5 of Planning:** This session focuses on the Big 5 of Purposeful Planning that creates the structure for rigor and learning responsibility to work hand in hand in the classroom.
- **Winter Programs** - Attached image for details.
- **ELA - K-8 curriculum review committee** is in the early stages of planning. In January, teachers will begin the process of analyzing educational resources available moving forward. The last ELA curriculum review was 9 years ago. We have seen an increase in students needing tier 2 and tier 3 interventions which is a factor in considering tier 1 instruction and materials available.



- **Upcoming events:**

- Friday, November 12th - Midterms sent home
- Wednesday, November 17th - SIP DAY 1:50 Dismissal
- Wednesday, November 24th - Friday, November 26th - No School - Thanksgiving Break
- December 16-17 - Early Dismissal at 1:50
- Friday, December 17th - End of 1st Semester
- December 20 - 31st - Winter Break

- **Message from Mr. Sunderland (Athletic Director) 11/11/21**

- **Girls basketball** is in the final stretch of the season. Both teams finished the regular season on November 15th at Farmington. The 7th grade team will start their postseason run on Saturday November 20th at the Elmwood Regional. The 8th grade regional will start on Monday, November 29th and Brimfield will be hosting both the 8th grade regional and sectional this year.
- **Boys basketball** kicked off their regular season on November 3rd. This year the 7th grade boys team has 13 members and the 8th grade team has 15 members. 7th grade is currently 1 and 3 while the 8th grade is 2 and 2.
- **Volleyball** has had sign-ups this past week and we are looking at both teams having close to 15 players on each team. Volleyball will be starting practice shortly after the end of the girls basketball season in December with games starting in January.
- Brimfield has been awarded 5 of the 8 postseasons for our winter sports. In boys basketball we will be hosting both the 7th and 8th grade regionals and the 8th grade sectional. In volleyball we will be hosting both the 7th and 8th grade regional.
- We have also had many comments from our parents, other schools, and officials about how great our gym looks with the new bleachers and fresh paint.



Brimfield CUSD #309 Job Description
Principal

GENERAL INFORMATION

<i>TITLE</i>	Principal
<i>DEPARTMENT</i>	Administration
<i>LICENSURE</i>	Professional Educator License (PEL)
<i>ENDORSEMENT</i>	General Administrative
<i>CLASSIFICATION</i>	Certified
<i>FLSA STATUS</i>	Exempt
<i>REPORTS TO</i>	Superintendent
<i>SUPERVISORY RESPONSIBILITIES</i>	Building Certified and Non-Certified Staff
<i>PRIOR EXPERIENCE</i>	Full/part-time experience as a teacher or certified employment in an educational setting.
<i>EVALUATION</i>	Evaluated by the Superintendent and/or other certified evaluators using the agreed upon evaluation tool. This includes formal observation of job performance, inclusion of informal observation data, an artifact file, student growth measures, and other sources of data. The evaluation cycle for the Principal shall be one school year.

JOB GOAL

Under general supervision, the Principal leads the organization, safety, supervision and educational leadership of the school. The primary responsibility of the principal is to improve instruction and spend a majority of time on curriculum and staff development (105 ILCS 5/10-21.4a).

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

- Possesses knowledge of district policies and regulations relating to areas of responsibilities.
- Has experience and knowledge of best curriculum practices for respective grade levels in the school.
- Supports progressive education ideals and practices in conjunction with 21st Century learning principles.
- Demonstrates commitment to student achievement, school improvement, and professional development.
- Develops and implements activities that encourage students to be life-long learners.
- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Organize, manage, evaluate, and supervise effective and clear procedures for the operation and functioning of the entire school consistent with the philosophy, mission, values and goals of the school and district, including instructional programs in the Core Curriculum Content Standards, extracurricular activities, discipline systems to ensure a safe and orderly climate, financial management, facilities maintenance, program evaluation, personnel management, office operations, emergency procedures, and community relations.
- Ensure compliance with all laws, administrative codes, Board policies and regulations.
- Collect and analyze data regarding the needs and achievement of students, including State assessments, and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications to existing programs.
- Establish the master schedule for instructional programs, ensuring sequential learning experiences for students that meet and exceed the State Core Curriculum Content Standards.
- Supervise the instructional programs of the school and observe instruction on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Ensure that the instructional programs engage the learner in tasks that require analytical and critical thinking, questioning the known, problem solving and creativity, that they address the range of skills and developmental needs found in the classroom, that they encourage the student to define individual goals and



Brimfield CUSD #309 Job Description
Principal

accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.

- Provide and supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school and district, in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. Incorporate procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior (e.g., bullying), and implement programs to address such conditions. Document all instances of student discipline, violence, vandalism, and attendance matters.
- Establish a professional rapport with students and with staff based on mutual respect.
- Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
- Serve as a role model for students, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
- Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
- Supervise all personnel assigned to the building, establishing clear expectations for role, responsibilities, and performance to ensure that all job responsibilities are met and exceeded.
- Ensure that evaluation procedures are completed in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, administrative procedure and contractual requirements.
- Recommend personnel to fill all vacant positions in the school, following district recruitment and selection procedures.
- Organize and nurture an effective leadership team of assistants and supervisors, with clear expectations for role, responsibilities, and performance, holding each individual accountable for the area of assignment.
- Provide opportunities for effective staff development that address the needs of the instructional program and needs of the staff, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.
- Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings as necessary for the proper functioning of the school.
- Ensure an effective accounting and inventory system for all school supplies, materials, and equipment.
- Regularly inspect all facilities to ensure compliance with all applicable codes and regulations including access for individuals with handicapping conditions.
- Assume responsibility for the health, safety, and welfare of students, personnel, and visitors. Develop clearly understood procedures and provide regular drills for emergencies and disasters, following State, local, and district guidelines.
- Disaster preparedness procedures shall include fire, bomb threats, severe weather, emergency closing or delayed opening of the school, accidents, bus accidents and traffic emergencies, civil disturbances, disruptions, death, personal tragedy, and other unusual circumstances.
- Provide information to staff, students, and parents as necessary, and establish and follow procedures for dealing with the media.
- Implement schedules and procedures for the supervision of students in non-classroom areas, including before and after school, traffic coordination, bus loading and unloading, and cafeteria.
- Maintain visibility with students, staff, parents, and the community, attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
- Organize and maintain a public relations system for the school that consistently celebrates and informs parents and the community of the accomplishments of students and staff. The information provided should solicit community and parental support and understanding of the programs and services of the school.



Brimfield CUSD #309 Job Description
Principal

- Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support students in the school.
- Encourage and work with an active Parent Teacher Organization that supports the efforts of the school.
- Maintain effective communications with agencies and resources outside of the school.
- Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- Use excellent written and oral English skills when communicating with students, parents, and colleagues.
- Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent or designee.
- Maintain and account for all student activity funds and money collected from students in accordance with district policy and auditing recommendations. Correct any audit exceptions immediately.
- Communicate with the Superintendent or designee regularly about the needs, successes, and general operation of the school.
- Ensure that personnel and student record keeping procedures comply with State and federal law and district policy. Implement procedures for safe storing and integrity of all public and confidential school records.
- Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- Summarize, interpret, and disseminate current developments in learning theory and research, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Contributes to an effective, comprehensive, district-wide integrated educational and student development program by directing the development and effective implementation of applicable program elements at the elementary level and ensuring a fluid experience for students and parents throughout their varied transitions.
- Coordinates with building/district leadership and case managers to determine who will serve as the district LEA representative at IEP meetings.
 - o Serve as a resource for on all federal and state regulations regarding student records and Special Education rights.
 - o Ensure that scheduling, facilitating and maintaining all necessary documents of meetings at the building level occurs, including, but not limited to, such activities as Child Find and implementation of required services.
 - o Oversee the maintenance, scheduling and completion of paperwork of all evaluations, MDCs, IEPs and 504 Plans according to mandated time lines.
 - o Identify needs and provide appropriate in-services at the building level to assistants and staff.
 - o Promote and facilitate positive problem solving skills in staff and parental meetings.
 - o Maintain accurate service delivery records and submit reports in a timely manner.
 - o Attend meetings of home school students in programs outside of the district as deemed necessary.
- Supports the systematic implementation of program planning, budgeting, evaluation, record keeping, and internal controls for financial and property accounting by being informed and directing others in the system's procedures. Prepares the school's budget by monitoring the expenditure of funds allocated to the school and making decisions regarding the reallocation of school funds within district guidelines.
- Completes compliance trainings as required by the district.
- Respond to all correspondence in a timely manner, generally within 24 hours on days of operation.
- Perform any duties that are within the scope of employment and licensure, as assigned by the Superintendent and not otherwise prohibited by law or regulation.



MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge of district curricular standards and targets; State of Illinois leadership standards; State of Illinois learning standards; best practices in teaching; differentiated instruction; successful behavior management strategies; and other related curriculum objectives.

Ability

The employee shall lead, plan, develop, implement, deliver, and evaluate the district's curriculum and address identified deficiencies; engage in the collaborative dialogue with peers; maintain records and prepare reports; communicate effectively both orally and in writing; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and time lines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated leadership methods; learn new methods of leadership through ongoing professional development; implement a student centered approach to discipline, problem-solving and conflict-resolution; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

Education/Preparation

The employee shall possess the minimum of a Master's Degree; completion of a leadership preparation program through an accredited university or college; successful completion of State proficiency exams; and possess/maintain appropriate licensure through the State of Illinois.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional materials. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheet, and databases and student database systems. The employee shall use board approved resources, technology, and assistive technology. While performing the duties of this job, the employee works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, busses, and traffic coordination both before and after school.



Brimfield CUSD #309 Job Description
Principal

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.



Brimfield CUSD #309 Job Description
Assistant Principal

GENERAL INFORMATION

<i>TITLE</i>	Assistant Principal
<i>LICENSURE</i>	Professional Educator License (PEL)
<i>ENDORSEMENT</i>	General Administrative
<i>CLASSIFICATION</i>	Certified
<i>FLSA STATUS</i>	Exempt
<i>REPORTS TO</i>	Superintendent or designee
<i>SUPERVISORY RESPONSIBILITIES</i>	Building Certified and Non-Certified Staff
<i>PRIOR EXPERIENCE</i>	Full/part-time experience as a teacher or certified employment in an educational setting
<i>EVALUATION</i>	Evaluated by the Superintendent and/or other certified evaluators using the agreed upon evaluation tool. This includes formal observation of job performance, inclusion of informal observation data, an artifact file, student growth measures, and other sources of data. The evaluation cycle for the Assistant Principal shall be one school year.

JOB GOAL

Under general supervision, the employee assists the Principal in the administration, organization, safety, supervision and educational leadership of the school. The Assistant Principal assumes the administrative leadership of the school in the absence of the Principal(s). The primary responsibility of the assistant principal is to improve instruction and spend a majority of time on curriculum and staff development (105 ILCS 5/10-21.4a).

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

In coordination with the Building Principal, the Assistant Principal:

- Possesses knowledge of District policies and regulations relating to areas of responsibilities.
- Has experience and knowledge of best curriculum practices for respective grade levels in the school.
- Supports progressive education ideals and practices in conjunction with 21st Century learning principles.
- Demonstrates commitment to student achievement, school improvement, and professional development.
- Has the ability to use and has an understanding of the role of data in a progressive school setting.
- Organize, manage, evaluate, and supervise effective and clear procedures for the operation and functioning of the entire school consistent with the philosophy, mission, values and goals of the school and district, including instructional programs in the Core Curriculum Content Standards, extracurricular activities, discipline systems to ensure a safe and orderly climate, financial management, facilities maintenance, program evaluation, personnel management, office operations, emergency procedures, and community relations.
- Ensure compliance with all laws, administrative codes, Board policies and regulations.
- Develops and implements activities that encourage students to be life-long learners.
- Assures the efficient, effective operation of the school by directing the staff development and evaluation of employees; developing and administering the school budget; and implementing and interpreting policies, procedures, and regulations for effective day-to-day and long-term operations.
- Supervise the instructional programs of the school and observe instruction on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Collect and analyze data regarding the needs and achievement of students, including State assessments, and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications to existing programs.



Brimfield CUSD #309 Job Description
Assistant Principal

- Ensures effective community-staff-student relations by promoting communication and participation, by identifying needs and planning, implementing, monitoring, and evaluating the school-community relations activities in a manner that is visible to the public. Promotes parental and community involvement in school and District activities.
- Provide and supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school and district, in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. Incorporate procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior (e.g., bullying), and implement programs to address such conditions. Document all instances of student discipline, violence, vandalism, and attendance matters.
- Establish a professional rapport with students and with staff based on mutual respect.
- Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
- Serve as a role model for students, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
- Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
- Ensure that evaluation procedures are completed in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, administrative procedure and contractual requirements.
- Contributes to an effective, comprehensive, District-wide integrated educational and student development program by directing the development and effective implementation of applicable program elements at the BF-8 level and ensuring a fluid experience for students and parents throughout their varied transitions.
- Ensures that District instructional and management programs are implemented in initiating, monitoring, and evaluating District activities. Provides planning leadership and direction to staff committees actively involved in contributing to curriculum and school improvement plans and decisions. Serves as a resource and assures effective development and operation of committees and the active participation of program staff.
- Ensures the systematic improvement and evaluation of instructional and management programs that respond to student, school, community, and District needs.
- Coordinates with building principal and case managers to determine who will serve as the district LEA representative at IEP meetings. Serves as the Section 504 coordinator for the school. Coordinates with special education case managers on successful implementation of special services programming.
 - o Serve as a resource for principals on all federal and state regulations regarding student records and Special Education rights
 - o Ensure that scheduling, facilitating and maintaining all necessary documents of meetings at the building level occurs, including, but not limited to, such activities as Child Find and implementation of required services
 - o Oversee the maintenance, scheduling and completion of paperwork of all evaluations, MDCs, IEPs and 504 Plans according to mandated time lines
 - o Identify needs and provide appropriate in-services at the building level to assistants and staff
 - o Promote and facilitate positive problem solving skills in staff and parental meetings
 - o Maintain accurate service delivery records and submit reports in a timely manner
 - o Attend meetings of home school students in programs outside of the District as deemed necessary
- Supports the systematic implementation of program planning, budgeting, evaluation, record keeping, and internal controls for financial and property accounting by being informed and directing others in the



Brimfield CUSD #309 Job Description
Assistant Principal

system's procedures. Prepares the school's budget by monitoring the expenditure of funds allocated to the school and making decisions regarding the reallocation of school funds within District guidelines.

- Ensures that school grounds meet health and safety standards by monitoring staff, community and student use; plans, budgets, monitors, and evaluates plant and ground maintenance and improvement work performed at the school site.
- Regularly inspect all facilities to ensure compliance with all applicable codes and regulations including access for individuals with handicapping conditions.
- Assume responsibility for the health, safety, and welfare of students, personnel, and visitors. Develop clearly understood procedures and provide regular drills for emergencies and disasters, following State, local, and district guidelines.
- Disaster preparedness procedures shall include fire, bomb threats, severe weather, emergency closing or delayed opening of the school, accidents, bus accidents and traffic emergencies, civil disturbances, disruptions, death, personal tragedy, and other unusual circumstances.
- Ensures that all State and Federal laws negotiated contracts, Board policy and District administrative and school regulations are adhered to by students, staff, parents, and the community by communicating, interpreting, and implementing laws, policies, and rules to all involved.
- Provide information to staff, students, and parents as necessary, and establish and follow procedures for dealing with the media.
- Implement schedules and procedures for the supervision of students in non-classroom areas, including before and after school, traffic coordination, bus loading and unloading, and cafeteria.
- Maintain visibility with students, staff, parents, and the community, attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
- Communicate regularly with parents to create a cooperative relationship to support students in the school.
- Encourage and work with an active Parent Teacher Organization that supports the efforts of the school.
- Maintain effective communications with agencies and resources outside of the school.
- Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- Use excellent written and oral English skills when communicating with students, parents, and colleagues
- Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent or designee.
- Communicate with the Superintendent or designee regularly about the needs, successes, and general operation of the school
- Ensure that personnel and student record keeping procedures comply with State and federal law and district policy. Implement procedures for safe storing and integrity of all public and confidential school records.
- Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- Summarize, interpret, and disseminate current developments in learning theory and research, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Contributes to an effective, comprehensive, district-wide integrated educational and student development program by directing the development and effective implementation of applicable program elements and ensuring a fluid experience for students and parents throughout their varied transitions.
- Ensures efficient and effective performance of assigned staff within District human resources policies and procedures by assigning, supervising, and scheduling the work of assigned staff.
- Advises, assists, and trains employees as necessary. Participates in the selection of new employees and makes recommendations regarding the hiring, discipline, transfer and termination of employees.
- Provides for the staff development, training and motivation of all employees.



Brimfield CUSD #309 Job Description
Assistant Principal

- Contributes to effective school programs by participating in professional conferences, additional training and professional reading.
- Completes compliance trainings as required by the District.
- Respond to all correspondence in a timely manner, generally within 24 hours on days of operation.
- Perform any duties that are within the scope of employment and licensure, as assigned by the Superintendent or designee and not otherwise prohibited by law or regulation.

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge of district curricular standards and targets; State of Illinois leadership standards; State of Illinois learning standards; best practices in teaching; differentiated instruction; successful behavior management strategies; and other related curriculum objectives.

Ability

The employee shall lead, plan, develop, implement, deliver, and evaluate the district's curriculum and address identified deficiencies; engage in the collaborative dialogue with peers; maintain records and prepare reports; communicate effectively both orally and in writing; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and time lines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated leadership methods; learn new methods of leadership through ongoing professional development; implement a student centered approach to discipline, problem-solving and conflict-resolution; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

Education/Preparation

The employee shall possess the equivalent of a Master's Degree; completion of a leadership preparation program through an accredited university or college; successful completion of State proficiency exams; and possess/maintain appropriate licensure through the State of Illinois.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional materials. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT



Brimfield CUSD #309 Job Description
Assistant Principal

The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheet, and databases and student database systems. The employee shall use board approved resources, technology, and assistive technology. While performing the duties of this job, the employee works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, busses, and traffic coordination both before and after school.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.



Special Risk Management Duties and Apportionment

Section I. Risk Management Duties of the Superintendent

The safe conditions of building and grounds and protection of the District's real and personal property shall primarily be the responsibility of the Superintendent. The Superintendent spends five percent (5%) of his compensable time to the District administering and implementing this Program.

1. The Superintendent shall develop and identify the various components of responsibilities concerning inspection of buildings, grounds, and equipment to provide protection to the District's employees and the public. Within this parameter, the Superintendent shall be responsible for the supervision of the Head Building Custodians, daily inspection of building and grounds, the development and operation of the District's building security program, including the acquisition and supervision of necessary security personnel and purchasing of security devices.
2. The Superintendent shall oversee the legal and safe operation of the District's buildings and grounds. The Superintendent is responsible for the District's compliance with State and Federal Laws regarding employee and student health and safety, Asbestos, Radon, Lead, etc. The Superintendent shall ensure district custodial personnel are properly trained and perform work in safe, risk-minimizing ways.
3. The Superintendent shall coordinate and review the performance of District Personnel in accordance with the Program
4. The bidding of supplies in such a manner that the district meets all the requirements for freedom from tort situations, which would include meeting the requirements related to potential tort liabilities.

Section II. Risk Management Duties of other Administrators and Personnel

Implementing the Program in relation to the health and safety of District students and personnel is the responsibility of each **building principal and administrative staff**. The degree of this responsibility (and time invested) varies in accordance to the number and age of the students involved, as well as, where it is relevant, the number of personnel involved. Building principals shall provide for the protection of students and personnel as well as reduce exposure to tort-producing situations which arise from, but are not limited to, the following:

1. Incidents in lunchroom – protection
2. Incidents on playgrounds – protection
3. Incidents occurring during school athletics
4. Incidents during physical education classes
5. Incidents occurring during manual or vocational training or shop work
6. Incidents in connection with transportation of students, including those before boarding, during, and after leaving the school bus.



7. Incidents in connection with safety of students from traffic hazards and exposure to risk
8. Incidents due to acts of fellow students inside or outside of the classroom;
9. Incidents otherwise subjecting the District, its employees, or students to risk of loss or liability.

Each building **Principal** and **Assistant Principal** spends five percent (5%) of their time in meeting their responsibilities associated with these and other risk management responsibilities.

The District **Bookkeeper** manages the insurance and other costs associated with the ongoing implementation of this Program for a total of five percent (5%) of his/her time.

One of the primary responsibilities of the **School Health services** is the protection of the health and safety of students and personnel. This position is directly involved with the District's compliance with State health law, and ensuring that the students have been physically examined for assurance that the student is in a risk-free physical condition, both in relation-to him/herself, and in relation to other students and district personnel. Health services is also responsible for suggesting and implementing methods to reduce student and personnel exposure to communicable disease and other health and safety problems. Not only are the Health services responsible for limiting exposure, they are also responsible for the protection of students with specified health problems, health needs, and safety needs. The portion of their time devoted to limiting/avoiding risk of loss and tort liability in situations arising from the health, safety, and physical conditions of students and personnel is no less than thirty percent (30%).

The **food-services staff** shall have the responsibility to supervise and protect students from health problems due to contaminated supplies, improperly stored, cooked, or handled food and milk. They are also responsible for the protection of students and employees from harm due to improper or unsafe mechanical devices such as dishwasher thermostats, cutting utensils, steam tables, stoves, etc. The portion of time devoted to these activities is no less than ten percent (10%) for the cafeteria manager and five percent (5%) for other food service personnel.

The following Supervisory responsibilities held by various District personnel are entirely geared to the reduction of risk and exposure to liability in accordance with this Program.

1. Playground – **Teacher Assistants** spend eight and one half percent (8.5%) of their time supervising students daily to observe and prevent situations that could subject the District to exposure. One **Playground Supervisor** dedicates (100%) of the time ensuring there is a safe and orderly environment during recess.
2. **Elementary teachers** devote ten percent (10%) of their time supervising students; to and from physical education, art, library, and music classes; to and from restroom breaks; and, to and from bus loading, and during morning recess.
3. **Junior/Senior High School teachers** spend three and one half percent (3.5%) of their time supervising students before school and between classes.



Other positions include assignments which are ripe to create exposure to tort and risk situations:

- **Physical Education Teachers, Agriculture Teachers, and Science Lab Teachers** spend an additional two and one half percent (2.5%) of their time applying the components of risk management and the techniques outlined in this Program to closely supervise their students and ensure that all students are protected from undue exposure to risk situations.
- **Behind-the-Wheel Driver's Education Teachers** dedicate ten percent (10%) of their time performing safety inspections of vehicles. Lights, horns, mirrors, brakes, right seat brakes, seat adjustments, seat belts, etc., are to be checked before any student operates the vehicles, periodically throughout the day, and at the end of the day following the last student driver. This component of Driver Education Teacher responsibility is assumed to account for the total number of students times the required 6 hours of driving time.
- Twenty percent (20%) of the time spent by **Custodial and Maintenance staff** is dedicated to eliminating situations which would lead to district exposure to tort liability, concerning the building and grounds. Custodial and Maintenance staff are to correct all risk situations in District's facilities and grounds.

Section III. Other Risk Management Expenditures

1. School Board Legal Liability, Worker's Compensation, Unemployment Compensation, General Liability, Auto Liability, Multi-Peril/Liability Insurance (Commercial Package), Boiler and Machinery Liability Insurance, Cyber Insurance, Blanket Bond Liability, Working Cash Bond, School Treasurer Bond, Employee Dishonesty Bond IASB Policy Services. (100%)
2. Legal Fees, Annual Audit, records management for tort situations, public notice costs and ads for EEO/AA, Prevailing Wage, product and service bids, etc. (50%-100%)
3. Inspections – HVAC, Sprinklers, Oven Hoods, Fire Extinguishers, Pest Control, Bleachers, Boilers, Elevator, Fire Alarms, Stage Curtains, and Driver's Ed Car Inspection. (100%)

Presented to Board of Education: November 17, 2021

ILLINOIS STATE BOARD OF EDUCATION
 School Business Services Department
 (217) 785-8779

Original:
 Amended:

CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

District Name BRIMFIELD	District Number 309	County PEORIA
----------------------------	------------------------	------------------

Amount of Levy

Educational	\$ 3,192,032	Fire Prevention & Safety *	\$ 63,841
Operations & Maintenance	\$ 638,406	Tort Immunity	\$ 318,000
Transportation	\$ 255,363	Special Education	\$ 319,203
Working Cash	\$ 63,841	Leasing	\$ 63,841
Municipal Retirement	\$ 85,000	Other	\$
Social Security	\$ 90,000	Other	\$
		Total Levy	\$ 5,089,527

* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

We hereby certify that we require:

the sum of 3,192,032 dollars to be levied as a special tax for educational purposes; and
 the sum of 638,406 dollars to be levied as a special tax for operations and maintenance purposes; and
 the sum of 255,363 dollars to be levied as a special tax for transportation purposes; and
 the sum of 63,841 dollars to be levied as a special tax for a working cash fund; and
 the sum of 85,000 dollars to be levied as a special tax for municipal retirement purposes; and
 the sum of 90,000 dollars to be levied as a special tax for social security purposes; and
 the sum of 63,841 dollars to be levied as a special tax for fire prevention, safety, energy conservation,
 disabled accessibility, school security and specified repair purposes; and
 the sum of 318,000 dollars to be levied as a special tax for tort immunity purposes; and
 the sum of 319,203 dollars to be levied as a special tax for special education purposes; and
 the sum of 63,841 dollars to be levied as a special tax for leasing of educational facilities
 or computer technology or both, and temporary relocation expense purposes; and
 the sum of 0 dollars to be levied as a special tax for _____; and
 the sum of 0 dollars to be levied as a special tax for _____
 on the taxable property of our school district for the year 2021.

Signed this _____ day of _____, 20____, _____
 (President)

 (Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

Number of bond issues of said school district that have not been paid in full _____

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. _____, _____ County, Illinois, on the equalized assessed value of all taxable property of said school district for the year _____, was filed in the office of the County Clerk of this County on _____.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year _____, is \$ _____.

 (Signature of County Clerk)

 (Date)

 (County)



Brimfield CUSD #309		
Renewal Premium Comparison		
Line of Business	2021-22 EMC/ Employers	
	Exposure	Premium
Property Coverage		\$23,392
Building	\$36,142,778	
Personal Property - Blanket	\$5,428,956	
Business Income	\$2,000,000	
Deductible	\$2,500	
Earthquake	10%	
General Liability		\$6,961
Limit of Insurance	\$1,000,000 Occ \$2,000,000 Agg	
Employee Benefits	\$1,000,000	
Inland Marine		\$1,473
Electronic Data Processing	\$475,000	
Crime Coverage		Incl
Employee Theft	\$100,000	
Money & Securities-Inside	\$25,000	
Money & Securities-Outside	\$25,000	
Computer Fraud	\$15,000	
Auto		\$3,298
Limit of Insurance	\$1,000,000	
Number of Autos	3	
Physical Damage Deductibles	\$500 Comp/ \$500 Coll	
Workers Compensation		\$26,318
Employers Liability Limit	\$1,000,000	
Estimated Annual Remuneration	\$4,050,000	
Experience Modification Factor	1.69	
Umbrella		\$11,302
Limit of Insurance	\$10,000,000	
Cyber Liability		\$2,781
Limit of Insurance	\$1,000,000	
Deductible	\$10,000	
Executive Liability		\$3,441
Directors and Officers	\$1,000,000	
Fiduciary	\$2,500	
Employment Practices	\$1,000,000	
Total Annual Premium		\$78,966

BRIMFIELD CUSD #309 RENEWAL COMPARISON SUMMARY

	EXPIRING SELECTIVE ACCIDENT FUND	RENEWAL SELECTIVE ACCIDENT FUND	RENEWAL OPTION UTICA ACCIDENT FUND	RENEWAL OPTION WRIGHT AMTRUST
EFFECTIVE DATE: 12/01/2021				
UNLAND INSURANCE & BENEFITS				
PACKAGE	\$34,626	\$32,708	\$35,620	\$34,135
			<i>Subject to Items Apply</i>	
AUTO	\$2,370	\$1,684	\$1,900	\$3,026
WORK COMP	\$41,269	\$41,308	\$41,308	\$46,335
	<i>Accident Fund</i>	<i>Accident Fund</i>	<i>Accident Fund</i>	<i>AmTrust</i>
SCHOOL BOARD LEGAL	\$3,446	\$2,953	Included	\$4,720
UMBRELLA	\$10,828	\$10,696	\$9,606	\$6,700
TREASURER'S BOND	\$2,000	\$2,500	\$2,500	\$2,500
	<i>Liberty Surety</i>			
TOTAL	\$94,539	\$91,849	\$90,934	\$97,416
NOTES:				
5 YEAR LOSS RATIO				
PACKAGE = 2%				
AUTO = 0%				
WORK COMP = 253%				
Terrorism Included for Selective if Rejected: Premium Reduction of \$1,364				
WORKERS COMP MARKET ANALYSIS:				
Liberty Mutual - \$50,000				
Bitco - Declined due to Loss History				
Utica - Declined due to Loss History				
ENCOVA - Declined due to Loss History				
Midwest - Declined due to Loss History				
IL Public Risk Fund - Declined due to Loss History				
OPTIONAL QUOTE:				
CYBER LIABILITY				
HCC (Houston Casualty)				
Limit - \$1,000,000				
Deductible - \$2,500				
Annual Premium = \$1,817				
PROPERTY				
Blanket Bldg - \$37,227,062				
Blanket BPP - \$5,591,825				
Blanket Prop in Open - \$629,602				
Total: \$43,448,489				
100% Co-insurance				
\$2,500 deductible				
EQ - Blanket Limit 10% Ded				
Business Income & Extra Expense - \$50,000				
CRISIS RESPONSE - \$250,000				
PROPERTY				
Blanket Bldg & BPP Total				
43,448,489				
Prop in Open - Included				
100% Co-insurance				
\$2,500 deductible				
EQ - 1,000,000 Limit \$25,000 Ded				
Business Income & Extra Expense - ALS				
CRISIS RESPONSE - \$500,000				
INLAND MARINE				
Genie Lift \$1,800				
Computer Equipment - \$400,000				
Data - \$75,000				
Musical Instruments - \$107,000				
GENERAL LIABILITY				
Limit - \$1,000,000 \$2,000,000				
ABUSE & MOLESTATION - \$1,000,000				
SCHOOL BOARD LEGAL - \$1,000,000				
EMPLOYEE BENEFITS - \$1,000,000				
24194 Bleachers-2				
47473 High School - 220				
47471 School K-8 - 398				
47469 Corporal Punishment - 52				
41715 Day Care -28				
PROPERTY				
Blanket Bldg & BPP Total				
43,448,489				
Prop in Open - Included				
100% Co-insurance				
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Business Income & Extra Expense - ALS				
CRISIS RESPONSE - \$500,000			</	

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
AEP ENERGY	BASEBALL FIELD ELECTRICITY	10/09/2021	57.96
	<i>BASEBALL FIELD ELECTRICITY</i>		57.96
AEP ENERGY	TRACK CONCESSION ELECTRICITY	10/11/2021	217.18
	<i>TRACK CONCESSION ELECTRICTY</i>		217.18
AEP ENERGY	GARAGE ELECTRICITY MONTHLY	10/28/2021	27.69
	<i>GARAGE ELECTRICITY MONTHLY</i>		27.69
AEP ENERGY	GS ELECTRICITY MONTHLY BILLING	11/01/2021	32.14
	<i>GS ELECTRICITY MONTHLY BILLING</i>		32.14
AEP ENERGY			334.97
BLICK ART MATERIALS	HS ART CLASSROOM	10/22/2021	180.88
	<i>HS ART CLASSROOM</i>		180.88
BLICK ART MATERIALS	HS ART CLASSROOM	11/02/2021	43.16
	<i>HS ART CLASSROOM</i>		43.16
BLICK ART MATERIALS			224.04
BRIMFIELD HARDWARE	SALT SPREADERS FOR BGS & BHS	10/25/2021	439.45
	<i>SALT SPREADERS FOR BGS & BHS</i>		439.45
BRIMFIELD HARDWARE	BGS ELECTRICAL COMPENENTS	10/22/2021	70.65
	<i>BGS ELECTRICAL COMPENENTS</i>		70.65
BRIMFIELD HARDWARE	BHS EMERGENCY EXIT COMBO	10/19/2021	228.76
	<i>BHS EMERGENCY EXIT COMBO</i>		228.76
BRIMFIELD HARDWARE	BGS LIGHTING - BALLAST PO 6-22-	11/08/2021	111.96
	<i>BGS LIGHTING - BALLAST PO 6-22-</i>		111.96
BRIMFIELD HARDWARE	SPARY NOZZLE FOR FILTER	11/01/2021	10.79
	<i>SPARY NOZZLE FOR FILTER</i>		10.79
BRIMFIELD HARDWARE			861.61
CONSTELLATION	GAS/FUEL MONTHLY USEAGE	12/13/2021	433.51
	<i>GS GAS/FUEL MONTHLY USEAGE</i>		163.11
	<i>HS GAS/FUEL MONTHLY USEAGE</i>		270.40
CONSTELLATION			433.51
DIGITAL COPY	MONTHLY CONTRACT BILLING PO 0-	11/01/2021	1,966.45
	<i>GS MONTHLY CONTRACT BILLING</i>		1,190.67

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
	<i>HS MONTHLY CONTRACT BILLING</i>		595.33
	<i>GS MONTHLY CONTRACT BILLING -</i>		156.69
	<i>HS MONTHLY CONTRACT BILLING -</i>		23.76
DIGITAL COPY SYSTEMS,			1,966.45
FRONTIER	HS PHONE LINE MONTHLY CHARGES	10/25/2021	349.49
	<i>HS PHONE LINE MONTHLY CHARGES</i>		349.49
FRONTIER	DISTRICT OFFICE PHONE SERVICE	10/28/2021	164.65
	<i>DISTRICT OFFICE PHONE SERVICE</i>		164.65
FRONTIER	GS PHONE SERVICE MONTHLY	10/28/2021	262.73
	<i>GS PHONE SERVICE MONTHLY</i>		262.73
FRONTIER	FAX LINE PHONE SERVICES	10/28/2021	43.39
	<i>FAX LINE PHONE SERVICES</i>		43.39
FRONTIER			820.26
GETZ FIRE EQUIP	FIRE ALARM PANEL MONITORING	10/08/2021	324.00
	<i>FIRE ALARM PANEL MONITORING</i>		324.00
GETZ FIRE EQUIP	BHS BURGLAR ALARM PANEL	10/08/2021	324.00
	<i>BHS FIRE ALARM PANEL</i>		324.00
GETZ FIRE EQUIP			648.00
HEART TECHNOLOGIES,	MONTHLY CONTRACTED BILLING PO	11/03/2021	1,410.00
	<i>MONTHLY CONTRACTED BILLING PO</i>		1,410.00
HEART TECHNOLOGIES,			1,410.00
JOHNSTON SUPPLY	BGS RETRO-FIT CONDENSATE PUMP	10/27/2021	53.27
	<i>BGS RETRO-FIT CONDENSATE PUMP</i>		53.27
JOHNSTON SUPPLY			53.27
KOHL WHOLESALE	HS FOOD SERVICE	10/20/2021	1,606.91
	<i>HS FOOD SERVICE</i>		1,450.56
	<i>HS FOOD SERVICE</i>		60.28
	<i>HS FOOD SERVICE</i>		21.30
	<i>HS FOOD SERVICE</i>		82.38
	<i>HS FOOD SERVICE</i>		-7.61
KOHL WHOLESALE	BGS FOOD SERVICE	10/20/2021	1,041.16
	<i>BGS FOOD SERVICE</i>		1,020.51

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
	<i>BGS FOOD SERVICE</i>		20.65
KOHL WHOLESale	GS FOOD SERVICE	10/27/2021	950.24
	<i>GS FOOD SERVICE</i>		772.11
	<i>GS FOOD SERVICE</i>		31.47
	<i>GS FOOD SERVICE</i>		146.66
KOHL WHOLESale	HS FOOD SERVICE	10/27/2021	2,187.66
	<i>HS FOOD SERVICE</i>		2,046.19
	<i>HS FOOD SERVICE</i>		37.82
	<i>HS FOOD SERVICE</i>		27.90
	<i>HS FOOD SERVICE</i>		75.75
KOHL WHOLESale	HS FOOD SERVICE	11/03/2021	1,242.87
	<i>HS FOOD SERVICE</i>		1,045.58
	<i>HS FOOD SERVICE</i>		108.64
	<i>HS FOOD SERVICE</i>		37.92
	<i>HS FOOD SERVICE</i>		50.73
KOHL WHOLESale	GS FOOD SERVICE	11/03/2021	1,636.41
	<i>GS FOOD SERVICE</i>		1,553.45
	<i>GS FOOD SERVICE</i>		23.03
	<i>GS FOOD SERVICE</i>		59.93
KOHL WHOLESale			8,665.25
MIDCENTURY	INTERNET SERVICES MONTHLY	11/01/2021	617.25
	<i>INTERNET SERVICES MONTHLY</i>		617.25
MIDCENTURY			617.25
NEXTERA ENERGY	ELECTRICITY MONTHLY BILLING	10/13/2021	9,773.59
	<i>GS ELECTRICITY MONTHLY BILLING</i>		2,566.33
	<i>HS ELECTRICITY MONTHLY BILLING</i>		7,207.26
NEXTERA ENERGY			9,773.59
PERFECTION BAKERIES,	GS FOOD SUPPLIES/MATERIALS -	10/25/2021	27.80
	<i>GS FOOD SUPPLIES/MATERIALS -</i>		27.80
PERFECTION BAKERIES,	HS FOOD SUPPLIES/MATERIALS -	10/25/2021	27.80
	<i>HS FOOD SUPPLIES/MATERIALS -</i>		27.80

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
PERFECTION BAKERIES,	HS FOOD SERVICE SUPPLIES -	11/01/2021	13.50
	<i>HS FOOD SERVICE SUPPLIES -</i>		13.50
PERFECTION BAKERIES,	HS FOOD SERVICE SUPPLIES -	10/28/2021	30.60
	<i>HS FOOD SERVICE SUPPLIES -</i>		30.60
PERFECTION BAKERIES,	GS FOOD SERVICE SUPPLIES -	11/01/2021	17.55
	<i>GS FOOD SERVICE SUPPLIES -</i>		17.55
PERFECTION BAKERIES,	HS FOOD SERVICE SUPPLIES-	11/04/2021	41.70
	<i>HS FOOD SERVICE SUPPLIES-</i>		41.70
PERFECTION BAKERIES,	GS FOOD SERVICE SUPPLIES-	11/04/2021	48.65
	<i>GS FOOD SERVICE SUPPLIES-</i>		48.65
PERFECTION BAKERIES,			207.60
PRAIRIE FARMS DAIRY,	FOOD SERVICE MILK MONTHLY	11/03/2021	1,611.61
	<i>FOOD SERVICE MILK MONTHLY</i>		1,611.61
PRAIRIE FARMS DAIRY,			1,611.61
SPECIAL EDUC OF	SPECIAL EDUCATION MONTHLY	11/05/2021	27,345.00
	<i>SPECIAL EDUCATION MONTHLY</i>		27,345.00
SPECIAL EDUC OF			27,345.00
SYSCO	FOOD SERVICE	10/21/2021	1,030.73
	<i>FOOD SERVICE</i>		974.38
	<i>FOOD SERVICE</i>		56.35
SYSCO	FOOD SERVICE	10/28/2021	806.98
	<i>FOOD SERVICE</i>		487.10
	<i>FOOD SERVICE</i>		76.44
	<i>FOOD SERVICE</i>		98.79
	<i>FOOD SERVICE</i>		144.65
SYSCO	FOOD SERVICE	11/04/2021	451.82
	<i>FOOD SERVICE</i>		331.05
	<i>FOOD SERVICE</i>		120.77
SYSCO			2,289.53
THE HOME DEPOT PRO	HS CLEANING SUPPLIES/MATERIALS	10/13/2021	54.04
	<i>HS CLEANING SUPPLIES/MATERIALS</i>		54.04

Invoice Listing

BRIMFIELD CUSD 309

Full Name	Description	Invoice Date	Net Amount
THE HOME DEPOT PRO	GS CLEANING SUPPLIES/MATERIALS	10/20/2021	633.30
	<i>GS CLEANING SUPPLIES/MATERIALS</i>		633.30
THE HOME DEPOT PRO	HS CLEANING SUPPLIES/MATERIALS	08/11/2021	24.48
	<i>HS CLEANING SUPPLIES/MATERIALS</i>		24.48
THE HOME DEPOT PRO	HS CLEANING SUPPLIES/MATERIALS	10/25/2021	295.30
	<i>HS CLEANING SUPPLIES/MATERIALS</i>		295.30
THE HOME DEPOT PRO	HS CLEANING SUPPLIES/MATERIALS	10/27/2021	21.88
	<i>HS CLEANING SUPPLIES/MATERIALS</i>		21.88
THE HOME DEPOT PRO	ICE MELT - PO 6-22-111	10/29/2021	611.50
	<i>ICE MELT - PO 6-22-111</i>		611.50
THE HOME DEPOT PRO	HS CLEANING SUPPLIES/MATERIALS	10/15/2021	873.21
	<i>HS CLEANING SUPPLIES/MATERIALS</i>		873.21
THE HOME DEPOT PRO	HS CLEANING SUPPLIES/MATERIALS	08/11/2021	3,060.92
	<i>HS CLEANING SUPPLIES/MATERIALS</i>		3,060.92
THE HOME DEPOT PRO	GS CLEANING SUPPLIES/MATERIALS	11/10/2021	513.50
	<i>GS CLEANING SUPPLIES/MATERIALS</i>		513.50
THE HOME DEPOT PRO	GS CLEANING SUPPLIES/MATERIALS	07/21/2021	132.70
	<i>GS CLEANING SUPPLIES/MATERIALS</i>		132.70
THE HOME DEPOT PRO			6,220.83
VILLAGE OF BRIMFIELD	GS MONTHLY WATER/SEWER	11/01/2021	425.02
	<i>GS MONTHLY WATER/SEWER</i>		425.02
VILLAGE OF BRIMFIELD	HS MONTHLY WATER/SEWER	11/01/2021	378.91
	<i>HS MONTHLY WATER/SEWER</i>		378.91
VILLAGE OF BRIMFIELD	BALL DIAMOND MONTHLY	11/01/2021	345.63
	<i>BALL DIAMOND MONTHLY</i>		345.63
VILLAGE OF BRIMFIELD	TRACK BUILDING MONTHLY	11/01/2021	53.03
	<i>TRACK BUILDING MONTHLY</i>		53.03
VILLAGE OF BRIMFIELD			1,202.59

Invoice Listing

BRIMFIELD CUSD 309

<u>Full Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Net Amount</u>
Total Number of Batch Invoices:		55	\$64,685.36
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:		55	64,685.36

POSITION STATEMENT

OCTOBER 2021	ED	OBM	B&I	TSP	IMRF	SOC SEC	CAP PROJ	W/C	TORT	F/P	TOTALS
HARRIS BANK											
PREV BALANCE	3,532,230.03	525,618.74	1,539,049.30	382,396.65	48,236.53	40,960.79	392,862.98	191,579.14	327,386.40	323,113.20	7,303,433.76
LEVY - SP. ED	27,229.43										
LEVY - LEASE	5,446.21										
LEVY	273,071.60	54,458.85	106,707.44	21,784.29	6,590.74	6,881.18	0.00	5,446.21	26,807.78	5,446.21	539,869.94
REVENUES	307,499.88	4,646.80	13.77	84,185.29	2,345.69	1,464.73	21,261.65	22.58	2.55	3.69	421,446.63
CDs MATURED											0.00
TOTAL REVENUE	613,247.12	59,105.65	106,721.21	105,969.58	8,936.43	8,345.91	21,261.65	5,468.79	26,810.33	5,449.90	961,316.57
EXPENSES	603,460.79	40,963.26	0.00	59,814.37	9,702.71	11,097.90	0.00	0.00	1,822.10	75,219.55	802,080.68
CD'S PURCHASED											0.00
TOTAL EXPENSES	603,460.79	40,963.26	0.00	59,814.37	9,702.71	11,097.90	0.00	0.00	1,822.10	75,219.55	802,080.68
HARRIS BANK BAL	3,542,016.36	543,761.13	1,645,770.51	428,551.86	47,470.25	38,208.80	414,124.63	197,047.93	352,374.63	253,343.55	7,462,669.65
INVESTED	550,400.00	0.00	249,500.00	246,100.00	60,900.00	55,000.00	0.00	320,700.00	246,000.00	0.00	1,728,600.00
IMPREST FUNDS	5,500.00										
F&M BK BAL	96,400.60	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	96,400.60
F&M BK BAL-CAFÉ	33,894.51	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	33,894.51
FUND BALANCE	4,228,211.47	543,761.13	1,895,270.51	674,651.86	108,370.25	93,208.80	414,124.63	517,747.93	598,374.63	253,343.55	9,327,064.76

TREASURER'S REPORT

OCTOBER 2021	HARRIS BANK	F&M BANK	F&M BANK-CAFÉ
BEGINNING BALANCE	7,519,056.36	88,490.24	22,650.89
O/S EXPENSES - SEPT	-215,622.60	-20.00	-297.25
BEG. ACCT. BALANCE	<u>7,303,433.76</u>	<u>88,470.24</u>	<u>22,353.64</u>
REVENUES	853,420.53	7,928.80	11,540.15
ADJUSTMENTS	107,832.49		
INTEREST	63.55	1.56	0.72
TOTAL REVENUE	<u>961,316.57</u>	<u>7,930.36</u>	<u>11,540.87</u>
EXPENSES	813,920.45	0.00	160.35
O/S EXPENSES - SEPT	-215,622.60	-20.00	-297.25
O/S EXPENSES - OCT	95,950.34	20.00	136.90
ADJUSTMENTS	107,832.49		
TOTAL EXPENSES	<u>802,080.68</u>	<u>0.00</u>	<u>0.00</u>
END ACCT. BAL.	7,558,619.99	96,420.60	34,031.41
O/S EXPENSES - OCT	-95,950.34	-20.00	-136.90
CASH BALANCE	<u>7,462,669.65</u>	<u>96,400.60</u>	<u>33,894.51</u>

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11/01/21

Brimfield Activity Accounts
Reconciliation Summary
checking, Period Ending 10/31/2021

	Oct 31, 21
Beginning Balance	82,706.19
Cleared Transactions	
Checks and Payments - 14 items	-11,031.78
Deposits and Credits - 9 items	11,663.58
Total Cleared Transactions	631.80
Cleared Balance	<u>83,337.99</u>
Uncleared Transactions	
Checks and Payments - 13 items	-6,503.74
Total Uncleared Transactions	-6,503.74
Register Balance as of 10/31/2021	<u>76,834.25</u>
Ending Balance	76,834.25

**Brimfield Activity Accounts
Reconciliation Detail
checking, Period Ending 10/31/2021**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						82,706.19
Cleared Transactions						
Checks and Payments - 14 items						
Check	08/12/2021	14853	Penny Silzer	X	-42.89	-42.89
Check	08/20/2021	14859	Aleah Zehr	X	-10.00	-52.89
Check	08/25/2021	14867	Scott Zehr	X	-108.48	-161.37
Check	09/13/2021	14874	Brimfield High School	X	-50.00	-211.37
Check	09/23/2021	14877	Penny Silzer	X	-21.36	-232.73
Check	09/28/2021	14878	Signature Fundraisi...	X	-3,690.00	-3,922.73
Check	10/01/2021	14879	Billy Robison	X	-44.00	-3,966.73
Check	10/07/2021	14881	National FFA Organ...	X	-823.00	-4,789.73
Check	10/07/2021	14882	Illinois Association ...	X	-486.00	-5,275.73
Check	10/07/2021	14880	Brandon Porter	X	-300.00	-5,575.73
Check	10/08/2021	14883	Kickapoo Creek Wi...	X	-400.00	-5,975.73
Check	10/14/2021	14884	Billy Robison	X	-2,495.00	-8,470.73
Check	10/14/2021	14885	BSN Sports	X	-2,489.55	-10,960.28
Check	10/15/2021	14886	Anna Heinz	X	-71.50	-11,031.78
Total Checks and Payments					-11,031.78	-11,031.78
Deposits and Credits - 9 items						
Deposit	10/21/2021			X	580.00	580.00
Deposit	10/21/2021			X	1,013.00	1,593.00
Deposit	10/21/2021			X	2,545.50	4,138.50
Deposit	10/21/2021			X	7,261.00	11,399.50
Deposit	10/26/2021			X	1.97	11,401.47
Deposit	10/29/2021			X	2.07	11,403.54
Deposit	10/29/2021			X	58.00	11,461.54
Deposit	10/29/2021			X	87.04	11,548.58
Deposit	10/29/2021			X	115.00	11,663.58
Total Deposits and Credits					11,663.58	11,663.58
Total Cleared Transactions					631.80	631.80
Cleared Balance					631.80	83,337.99
Uncleared Transactions						
Checks and Payments - 13 items						
General Journal	07/01/2016	09			-8.38	-8.38
Check	03/11/2020	14623	Debbie Lowman		-50.00	-58.38
Check	03/11/2020	14618	Marissa Bonomo		-50.00	-108.38
Check	02/26/2021	14752	Tony Cosimini		-15.00	-123.38
Check	08/05/2021	14848	Tammy Ehnlé		-93.00	-216.38
Check	10/19/2021	14887	Krispy Kreme		-1,000.00	-1,216.38
Check	10/26/2021	14890	R&D Aquafarms, Inc.		-477.00	-1,693.38
Check	10/26/2021	14888	Key Escape Rooms		-240.00	-1,933.38
Check	10/26/2021	14889	Ozark Fisheries		-100.00	-2,033.38
Check	10/29/2021	14891	Soangetha Country ...		-4,040.00	-6,073.38
Check	10/29/2021	14892	Jaela Richmond		-276.00	-6,349.38
Check	10/29/2021	14894	Kelsey Hostert		-100.40	-6,449.78
Check	10/29/2021	14893	Billy Robison		-53.96	-6,503.74
Total Checks and Payments					-6,503.74	-6,503.74
Total Uncleared Transactions					-6,503.74	-6,503.74
Register Balance as of 10/31/2021					-5,871.94	76,834.25
Ending Balance					-5,871.94	76,834.25

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 11/02/21
 Accrual Basis

Brimfield Grade School Custom Transaction Detail Report October 2021

Type	Date	Num	Name	Memo	Account	Class	Amount	Balance
Activity Fund								
AD Incidental								
Deposit	10/25/2021			Deposit	AD Incidental		492.00	492.00
Check	10/25/2021	3069	West Creek Crea...	AD Incidental - in...	AD Incidental		-488.00	4.00
Total AD Incidental							4.00	4.00
Athletic Department Concessions								
Check	10/20/2021	3067	F & M Bank	AD Concessions ...	Athletic Depart...		-32.04	-32.04
Deposit	10/25/2021			Deposit	Athletic Depart...		700.00	667.96
Check	10/25/2021	3068	F & M Bank	AD Concessions ...	Athletic Depart...		-287.45	380.51
Total Athletic Department Concessions							380.51	380.51
Gross Country								
Check	10/05/2021	3065	Camille's of Canton	Cross Country - ...	Cross Country		-832.95	-832.95
Total Cross Country							-832.95	-832.95
Library Fund								
Deposit	10/18/2021			Deposit	Library Fund		4,458.88	4,458.88
Check	10/20/2021	3066	Follett School Sol...	Library - 21-22 b...	Library Fund		-4,451.66	7.22
Total Library Fund							7.22	7.22
Motivational Fund								
Check	10/05/2021	3064	Sam's Club	Motivation: PO#...	Motivational Fund		-10.12	-10.12
Deposit	10/20/2021			Deposit	Motivational Fund		146.50	136.38
Deposit	10/25/2021			Deposit	Motivational Fund		103.91	240.29
Deposit	10/29/2021			Deposit	Motivational Fund		0.64	240.93
Total Motivational Fund							240.93	240.93
Total Activity Fund							-200.29	-200.29
Deposit								
Deposit	10/18/2021			dep#1189 Librar...	Deposit	Library	-4,458.88	-4,458.88
Deposit	10/20/2021			dep#1190 Motiva...	Deposit	Motivation	-146.50	-4,605.38
Deposit	10/25/2021			dep#1192 AD Co...	Deposit	athletic ...	-700.00	-5,305.38
Deposit	10/25/2021			dep#1192 AD Inc...	Deposit	AD Incid...	-492.00	-5,797.38
Deposit	10/25/2021			dep#1193 Kroger...	Deposit	Motivation	-103.91	-5,901.29
Deposit	10/29/2021			dep October inter...	Deposit	Motivation	-0.64	-5,901.93
Total Deposit							-5,901.93	-5,901.93
Expense Account								
Check	10/05/2021	3064	Sam's Club	Motivation: PO#...	Expense Account	Motivation	10.12	10.12
Check	10/05/2021	3065	Camille's of Canton	Cross Country - ...	Expense Account	Cross C...	832.95	843.07
Check	10/20/2021	3066	Follett School Sol...	Library - 21-22 b...	Expense Account	Library	4,451.66	5,294.73
Check	10/20/2021	3067	F & M Bank	AD Concessions ...	Expense Account	athletic ...	32.04	5,326.77
Check	10/25/2021	3068	F & M Bank	AD Concessions ...	Expense Account	athletic ...	287.45	5,614.22
Check	10/25/2021	3069	West Creek Crea...	AD Incidental - in...	Expense Account	AD Incid...	488.00	6,102.22
Total Expense Account							6,102.22	6,102.22
TOTAL							0.00	0.00

**Brimfield Grade School
 Balance Sheet Detail
 As of October 31, 2021**

Type	Date	Num	Name	Amount	Balance
ASSETS					-592,262.70
Current Assets					-592,262.70
Checking/Savings					-592,262.70
Activity Fund					22,422.83
AD Incidental					339.07
Deposit	09/23/2021			310.00	649.07
Check	09/23/2021	3062	Chaddix Junior High	-201.00	448.07
Deposit	10/25/2021			492.00	940.07
Check	10/25/2021	3069	West Creek Creatio...	-488.00	452.07
Total AD Incidental				113.00	452.07
Athletic Department Concessions					358.52
Deposit	09/01/2021			800.00	1,158.52
Check	09/01/2021	3053	Michele Cox	-147.44	1,011.08
Check	09/02/2021	3054	Sam's Club	-396.84	614.24
Check	09/09/2021	3057	Pepsi Cola	-179.04	435.20
Check	09/22/2021	3059	Pepsi Cola	-95.73	339.47
Check	09/22/2021	3060	Pepsi Cola	-223.37	116.10
Deposit	09/22/2021			1,100.00	1,216.10
Check	09/22/2021	3061	F & M Bank	-101.05	1,115.05
Check	09/30/2021	3063	Sam's Club	-500.42	614.63
Check	10/20/2021	3067	F & M Bank	-32.04	582.59
Deposit	10/25/2021			700.00	1,282.59
Check	10/25/2021	3068	F & M Bank	-287.45	995.14
Total Athletic Department Concessions				636.62	995.14
Biddy Soccer					73.17
Total Biddy Soccer					73.17
Cheerleading					884.26
Total Cheerleading					884.26
Cross Country					1.99
Deposit	09/23/2021			996.00	997.99
Check	10/05/2021	3065	Camille's of Canton	-832.95	165.04
Total Cross Country				163.05	165.04
Girls Jr. High Basketball					460.98
Total Girls Jr. High Basketball					460.98
Library Fund					1,819.79
Deposit	10/18/2021			4,458.88	6,278.67
Check	10/20/2021	3066	Follett School Soluti...	-4,451.66	1,827.01
Total Library Fund				7.22	1,827.01
Motivational Fund					3,113.41
Deposit	07/31/2021			0.77	3,114.18
Deposit	08/31/2021			0.65	3,114.83
Deposit	09/01/2021			103.48	3,218.31
Deposit	09/30/2021			0.59	3,218.90
Check	10/05/2021	3064	Sam's Club	-10.12	3,208.78
Deposit	10/20/2021			146.50	3,355.28
Deposit	10/25/2021			103.91	3,459.19
Deposit	10/29/2021			0.64	3,459.83
Total Motivational Fund				346.42	3,459.83
One Classroom at a Time - Savag					645.63
Total One Classroom at a Time - Savag					645.63
One Classroom at a Time - Sneer					89.83
Total One Classroom at a Time - Sneer					89.83
Physical Education					0.48
Total Physical Education					0.48
Relief Fund					1,313.27
Total Relief Fund					1,313.27

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 11/02/21
 Accrual Basis

Brimfield Grade School Balance Sheet Detail As of October 31, 2021

Type	Date	Num	Name	Amount	Balance
Scholastic Bowl					16.05
Total Scholastic Bowl					16.05
School Nurse					151.48
Total School Nurse					151.48
Science-Jr. High					300.00
Check	09/02/2021	3056	Kevin Faulkner	-179.99	120.01
Total Science-Jr. High					-179.99
Science Camp-Elementary					3,372.53
Total Science Camp-Elementary					3,372.53
Sensory Room					328.17
Deposit	09/09/2021			40.00	368.17
Check	09/09/2021	3058	Sarah Moon	-179.60	188.57
Total Sensory Room					-139.60
Softball					300.09
Total Softball					300.09
Speech					44.40
Total Speech					44.40
Student Council					241.50
Total Student Council					241.50
Volleyball					93.97
Total Volleyball					93.97
Yearbook					8,417.19
Check	09/02/2021	3055	Kevin Faulkner	-56.45	8,360.74
Deposit	09/22/2021			345.00	8,705.74
Total Yearbook					288.55
Activity Fund - Other					57.05
Total Activity Fund - Other					57.05
Total Activity Fund				1,235.27	23,658.10
Deposit					-614,685.53
Deposit	07/31/2021		Deposit	-0.77	-614,686.30
Deposit	08/31/2021		Deposit	-0.65	-614,686.95
Deposit	09/01/2021		Deposit	-103.48	-614,790.43
Deposit	09/01/2021		Deposit	-800.00	-615,590.43
Deposit	09/09/2021		Deposit	-40.00	-615,630.43
Deposit	09/22/2021		Deposit	-1,100.00	-616,730.43
Deposit	09/22/2021		Deposit	-345.00	-617,075.43
Deposit	09/23/2021		Deposit	-996.00	-618,071.43
Deposit	09/23/2021		Deposit	-310.00	-618,381.43
Deposit	09/30/2021		Deposit	-0.59	-618,382.02
Deposit	10/18/2021		Deposit	-4,458.88	-622,840.90
Deposit	10/20/2021		Deposit	-146.50	-622,987.40
Deposit	10/25/2021		Deposit	-700.00	-623,687.40
Deposit	10/25/2021		Deposit	-492.00	-624,179.40
Deposit	10/25/2021		Deposit	-103.91	-624,283.31
Deposit	10/29/2021		Deposit	-0.64	-624,283.95
Total Deposit				-9,598.42	-624,283.95
Total Checking/Savings				-8,363.15	-600,625.85
Total Current Assets				-8,363.15	-600,625.85
TOTAL ASSETS				-8,363.15	-600,625.85

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Accrual Basis

Brimfield Grade School
Balance Sheet Detail
As of October 31, 2021

Type	Date	Num	Name	Amount	Balance
LIABILITIES & EQUITY					-592,262.70
Equity					-592,262.70
Opening Bal Equity					7,947.14
Total Opening Bal Equity					7,947.14
Retained Earnings					-590,586.80
Total Retained Earnings					-590,586.80
Net Income					-9,623.04
Total Net Income				-8,363.15	-17,986.19
Total Equity				-8,363.15	-600,625.85
TOTAL LIABILITIES & EQUITY				-8,363.15	-600,625.85

**Brimfield Grade School
 Balance Sheet Detail
 As of October 31, 2021**

Type	Date	Num	Name	Amount	Balance
ASSETS					-594,523.63
Current Assets					-594,523.63
Checking/Savings					-594,523.63
Activity Fund					23,858.39
AD Incidental					448.07
Deposit	10/25/2021			492.00	940.07
Check	10/25/2021	3069	West Creek Creatio...	-488.00	452.07
Total AD Incidental				4.00	452.07
Athletic Department Concessions					614.63
Check	10/20/2021	3067	F & M Bank	-32.04	582.59
Deposit	10/25/2021			700.00	1,282.59
Check	10/25/2021	3068	F & M Bank	-287.45	995.14
Total Athletic Department Concessions				380.51	995.14
Biddy Soccer					73.17
Total Biddy Soccer					73.17
Cheerleading					884.26
Total Cheerleading					884.26
Cross Country					997.99
Check	10/05/2021	3065	Camille's of Canton	-832.95	165.04
Total Cross Country				-832.95	165.04
Girls Jr. High Basketball					460.98
Total Girls Jr. High Basketball					460.98
Library Fund					1,819.79
Deposit	10/18/2021			4,458.88	6,278.67
Check	10/20/2021	3066	Follett School Soluti...	-4,451.66	1,827.01
Total Library Fund				7.22	1,827.01
Motivational Fund					3,218.90
Check	10/05/2021	3064	Sam's Club	-10.12	3,208.78
Deposit	10/20/2021			146.50	3,355.28
Deposit	10/25/2021			103.91	3,459.19
Deposit	10/29/2021			0.64	3,459.83
Total Motivational Fund				240.93	3,459.83
One Classroom at a Time - Savag					645.63
Total One Classroom at a Time - Savag					645.63
One Classroom at a Time - Sneer					89.83
Total One Classroom at a Time - Sneer					89.83
Physical Education					0.48
Total Physical Education					0.48
Relief Fund					1,313.27
Total Relief Fund					1,313.27
Scholastic Bowl					16.05
Total Scholastic Bowl					16.05
School Nurse					151.48
Total School Nurse					151.48
Science-Jr. High					120.01
Total Science-Jr. High					120.01
Science Camp-Elementary					3,372.53
Total Science Camp-Elementary					3,372.53
Sensory Room					188.57
Total Sensory Room					188.57

Brimfield Grade School
Balance Sheet Detail
 As of October 31, 2021

Type	Date	Num	Name	Amount	Balance
Softball					300.09
Total Softball					300.09
Speech					44.40
Total Speech					44.40
Student Council					241.50
Total Student Council					241.50
Volleyball					93.97
Total Volleyball					93.97
Yearbook					8,705.74
Total Yearbook					8,705.74
Activity Fund - Other					57.05
Total Activity Fund - Other					57.05
Total Activity Fund				-200.29	23,658.10
Deposit					-618,382.02
Deposit	10/18/2021		Deposit	-4,458.88	-622,840.90
Deposit	10/20/2021		Deposit	-146.50	-622,987.40
Deposit	10/25/2021		Deposit	-700.00	-623,687.40
Deposit	10/25/2021		Deposit	-492.00	-624,179.40
Deposit	10/25/2021		Deposit	-103.91	-624,283.31
Deposit	10/29/2021		Deposit	-0.64	-624,283.95
Total Deposit				-5,901.93	-624,283.95
Total Checking/Savings				-6,102.22	-600,625.85
Total Current Assets				-6,102.22	-600,625.85
TOTAL ASSETS				-6,102.22	-600,625.85
LIABILITIES & EQUITY					-594,523.63
Equity					-594,523.63
Opening Bal Equity					7,947.14
Total Opening Bal Equity					7,947.14
Retained Earnings					-590,586.80
Total Retained Earnings					-590,586.80
Net Income					-11,883.97
Total Net Income				-6,102.22	-17,986.19
Total Equity				-6,102.22	-600,625.85
TOTAL LIABILITIES & EQUITY				-6,102.22	-600,625.85